

## **Human Resource Management Courses**

### **Training Courses**

#### **Basics of Human Resource Management**

14 – 18 Mar 2010, Dubai  
27 June – 1 Jul 2010, Dubai  
31 Oct – 4 Nov 2010, Dubai

#### **Job Evaluation and Analysis**

28 Mar – 1 Apr 2010, Dubai  
26 – 30 Sep 2010, Dubai

#### **Essential Skills for Effective Training Administration (Certified Training Administrator)**

11 – 15 Apr 2010, Dubai  
10 – 14 Oct 2010, Dubai

#### **Manpower Organisation, Succession Planning & Trend Analysis**

18 – 22 Apr 2010, Dubai  
7 – 11 Nov 2010, Dubai

#### **Identification & Analysis of Training Needs**

9 – 13 May 2010, Dubai  
17 – 21 Oct 2010, Dubai

#### **Mastering the Training Cycle**

9 – 20 May 2010, Dubai  
17 -28 Oct 2010, Dubai

#### **Training Evaluation & Assessment**

16 – 20 May 2010, Dubai  
24 – 28 Oct 2010, Dubai

#### **Improving Employee Performance : Correcting, Coaching & Counseling**

23 – 27 May 2010, Dubai  
21 – 25 Nov 2010, Dubai

#### **Improving Employee Relations & Performance**

23 May 2010 – 3 June 2010, Dubai  
21 Nov – 2 Dec 2010, Dubai

#### **Employee Relations: Motivation, Grievances and Discipline**

30 May – 3 June 2010, Dubai  
28 Nov – 2 Dec 2010, Dubai

#### **The Art of Human Resource Management: Creating & Developing an Effective Personnel Function**

6 – 10 June 2010, Dubai

5 – 9 Dec 2010, Dubai

**Advanced Selection, Interviewing & Recruitment Skills**

13 – 17 June 2010, Dubai

19 -23 Dec 2010, Dubai

**Human Resources Development & Personnel Management**

14 -18 June 2010, Kuala Lumpur

13 – 17 Sept 2010, Amsterdam

**The Oxford HRM & Training Programme**

14 – 25 Jun 2010, Kuala Lumpur

13 – 24 Sept 2010, Amsterdam

**The Training Analyst**

21 – 25 Jun 2010, Kuala Lumpur

20 – 24 Sept 2010, Amsterdam

**Effective Performance Management**

4 – 8 Jul 2010, Dubai

12 – 16 Dec 2010, Dubai

**The 5-Day MBA in HR**

4 – 8 Oct 2010, Kuala Lumpur

22 – 26 Nov 2010, Amsterdam

**Linking Training to Organisational Goals**

26 – 30 Dec 2010, Dubai

***To View Training Plan 2010 >>>***

*Best Regards*

*Business Development Manager*

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