

Training Plan from Jan. to March 2009

Program/Course Title	period	H x Day	Fees
Professional Skills in PR + Marketing	4-8/1/2009 am	4 x 5	QR 5800
Project Management	4-7/1/2009 pm	4 x 4	QR 3500
Conference Making	10-15/1/2009 am	4 x 6	QR 7500
Persuasion & Influence Skills	11-12/1/2009 pm	4 x 3	QR 2800
Basics & Skills of Executive Secretary (in Arabic)	11-14/1/2009 am	4 x 4	QR 3000
Effective Communication	13-14/1/2009 am	4 x 2	QR 1800
Report Writing	17-19/1/2009 am	4 x 3	QR 2800
Negotiation Skills	18-20/1/2009 pm	4 x 3	QR 2800
Meetings Management & Notes Writing	20-22/1/2009 am	4 x 2	QR 1800
Project Management	25-28/1/2009 pm	4 x 4	QR 3500
Team work Management	25-26/1/2009 am	4 x 2	QR 1800
Office Etiquette	27-29/1/2009 pm	4 x 3	QR 3500
Meetings Management & Notes Writing	1-2/2/2009 am		
Implement, Design & Manage the Media Campaign	1-4/2/2009 pm	4 x 4	QR 4500
Persuasion & Influence Skills	3-5/2/2009 am	4 x 3	QR 2800
Stress Management	8-9/2/2009 am	4 x 2	QR 1800
Basics & Skills of Executive Secretary (in Arabic)	8-11/2/2009 am	4 x 4	QR 3000
Successful Interview Skills	8-10/2/2009 pm	4 x 3	QR 3500
Time Management	15-16/2/2009 am	4 x 2	QR 1800
Decision Making Skills	17-18/2/2009 am	4 x 2	QR 1800
How to Deal with your Boss	22-24/2/2009 pm	4 x 3	QR 2800
Report Writing	22-23/2/2009 pm	4 x 3	QR 2800
Customer Service Skills	1-4/3/2009 am	4 x 4	QR 3500
Basics & Skills of Executive Secretary (in Arabic)	1-4/3/2009 pm	4 x 4	QR 3000
How to conduct Research	8-11/3/2009 pm	4 x 4	QR 3500
HR Management	15-18/3/2009 am	4 x 5	QR 7500
International Protocol & Etikittee	during April	4 x 4	QR 4500

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