



TGI

2010 Course Calendar

(United Kingdom, Dubai, Morocco and Malaysia)

Note: (a) **Open and Group Enrolment:** This implies that participant will meet other delegates from different parts of the world and organizations.

(b) **Specific:** This implies that course contents will be tailored towards participant personal and organizational needs. Participant will be the only delegate for the course. Participant can attend the course any time during the year.

February

Ref	Start	End	Weeks	Course Title	Open & Group Course fees (GBP)	Specific (GBP)
FIN.3	22 Feb	26 Feb	1	Financial Analysis, Evaluation and Budgeting	3,100	2,100
FIN.4	22 Feb	05 Mar	2	Advanced Financial Analysis, Evaluation and Budgeting	4,600	4,600

March

Ref	Start	End	Weeks	Course Title	Open & Group Course fees (GBP)	Specific (GBP)
M.4	15 Mar	19 Mar	1	Motivational Leadership and Building Successful Teams	3,100	2,100

April

Ref	Start	End	Weeks	Course Title	Open & Group Course fees (GBP)	Specific (GBP)
SS.1	19 Apr	30 Apr	2	Effective Secretaries and Personal Assistants Programme	3,750	2,750
SS.3	19 Apr	30 Apr	2	Dynamic Office Management and Administration	3,950	2,950
SS.4	26 Apr	30 Apr	1	Advanced Management Skills for Personal Assistants	2,850	1,850

May

Ref	Start	End	Weeks	Course Title	Open & Group Course fees (GBP)	Specific (GBP)
PR.1	10 May	21 May	2	Strategic Public Relations Management	4,500	3,500
PR.2	10 May	21 May	2	Strategic Public Relations, Protocol and Travel Management	4,600	3,600
HR.4	17 May	21 May	1	Performance Management, Motivation and Development	3,100	2,100

June

Ref	Start	End	Weeks	Course Title	Open & Group Course fees (GBP)	Specific (GBP)
SS.1	7 June	18 June	2	Effective Secretaries and Personal Assistants Programme	3,750	2,750
SS.3	7 June	18 June	2	Dynamic Office Management and Administration	3,950	2,950
SS.2	7 June	25 June	3	Executive Secretaries and Directors' Personal Assistants	4,700	3,700
SS.4	7 June	25 June	1	Advanced Management Skills for Personal Assistants	2,850	1,850
FIN.1	21 June	25 June	1	Accounts, Budgets and Finance for Non-Financial Managers	2,975	1,975
FIN.2	21 June	2 July	2	Advanced Accounts, Budgets and Finance for Non-Financial Managers	4,500	3,500

OP.1	28 June	2 July	1	Project Management, Effective Design and Implementation* *Dubai	2,975	1,975
OP.2	28 June	2 July	1	Procurement, Contract Management and Effective Negotiation* *Dubai	3,035	2,035

July

Ref	Start	End	Weeks	Course Title	Open & Group Course fees (GBP)	Specific (GBP)
FIN.7	5 Jul	16 Jul	2	Economics Crime and Fraud Prevention	4,950	3,950
M.3	12 Jul	16 Jul	1	Inspirational Communication and Presentations	2,975	1,975
M.4	12 Jul	16 Jul	1	Motivational Leadership and Building Successful Teams* *Morocco	3,100	2,100
M.2	12 Jul	16 Jul	1	Management Skills for Excellence	3,035	2,035
HR.3	12 Jul	16 Jul	1	Managing your HR for Best Performance	3,035	2,035
HR.4	12 Jul	16 Jul	1	Performance Management, Motivation and Development *Kuala Lumpur	3,100	2,100
M.1	12 Jul	23 Jul	2	Management Skills for the Modern Day Manager	4,600	3,600
HR.2	12 Jul	23 Jul	2	Human Resources and Personnel Management	4,600	3,600
AM.2	12 Jul	30 Jul	3	Advanced Management Skills for Senior Manager And Executives	5,500	4,500
AM.1	12 Jul	30 Jul	3	Top Management	5,950	4,950
HR.1	12 Jul	30 Jul	3	Strategic Human Resources and Organizational Development	5,500	4,500
M.5	19 Jul	23 Jul	1	Influencing Skills, Assertiveness and Negotiation	3,100	2,100
AM.6	19 Jul	30 Jul	2	Industrial and Financial Knowledge in the Oil and Gas Sector	4,950	3,950
AM.5	26 Jul	30 Jul	1	Crisis and Change Management Strategic Planning	3,450	2,450
FIN.5	26 Jul	6 Aug	2	Corporate Financial Planning	4,700	3,700

August

Ref	Start	End	Weeks	Course Title	Open & Group Course fees (GBP)	Specific (GBP)
AM.3	2 Aug	13 Aug	2	Corporate Legal Advisers and Chartered Company Secretaries	4,950	3,950
FIN.3	16 Aug	20Aug	1	Financial Analysis, Evaluation and Budgeting	3,100	2,100
FIN.4	16 Aug	20Aug	2	Advanced Financial Analysis, Evaluation and Budgeting	4,600	3,600
OP.1	23 Aug	27Aug	1	Project Management, Effective Design and Implementation* *Dubai	2,975	1,975
OP.2	23 Aug	27Aug	1	Procurement, Contract Management and Effective Negotiation* *Dubai	3,035	2,035

September

Ref	Start	End	Weeks	Course Title	Open & Group Course fees (GBP)	Specific (GBP)
HR.5	13 Sep	17 Sep	1	Supervisory Skills in Action	2,975	1,975
SS.1	20 Sep	1 Oct	2	Effective Secretaries and Personal Assistants Programme	3,750	2,750
SS.3	20 Sep	1 Oct	2	Dynamic Office Management and Administration	3,950	2,950
SS.2	20 Sep	8 Oct	3	Executive Secretaries and Directors' Personal Assistants	4,700	3,700
PR.1	27 Sep	8 Oct	2	Strategic Public Relations Management	4,500	3,500
PR.2	27 Sep	8 Oct	2	Strategic Public Relations, Protocol and Travel Management	4,600	3,600
SS.4	27 Sep	1 Oct	1	Advanced Management Skills for Personal Assistants	2,850	1,850

October

Ref	Start	End	Weeks	Course Title	Open & Group Course fees (GBP)	Specific (GBP)
M.3	4 Oct	8 Oct	1	Inspirational Communication and Presentations	2,975	1,975
M.4	4 Oct	8 Oct	1	Motivational Leading and Building Successful Teams*		
				*Morocco	3,100	2,100
M.2	4 Oct	8 Oct	1	Management Skills for Excellence	3,035	2,035
HR.3	4 Oct	8 Oct	1	Managing your HR for Best Performance	3,035	2,035
HR.4	4 Oct	8 Oct	1	Performance Management, Motivation and Development		
				*Kuala Lumpur	3,100	2,100
M.1	4 Oct	15 Oct	2	Management Skills for the Modern Day Manager	4,600	3,600
HR.2	4 Oct	15 Oct	2	Human Resources and Personnel Management	4,600	3,600
FIN.5	4 Oct	15 Oct	2	Corporate Financial Planning	4,700	3,700
AM.2	4 Oct	22 Oct	3	Advanced Management Skills for Senior Manager And Executives	5,500	4,500
M.5	11 Oct	15 Oct	1	Influencing Skills, Assertiveness and Negotiation	3,100	2,100
AM.5	18 Oct	25 Oct	1	Crisis and Change Management Strategic Planning	3,450	2,450
FIN.1	25 Oct	29 Oct	1	Accounts, Budgets and Finance for Non-Financial Managers	2,975	2,975
FIN.2	25 Oct	5 Nov	2	Advance Accounts, Budgets and Finance for Non-Financial Managers	4,500	3,500

November

Ref	Start	End	Weeks	Course Title	Open & Group Course fees (GBP)	Specific (GBP)
FIN.6	1 Nov	5 Nov	1	Streamlined Credit Control and Debit Management	3,035	2,035
SS.1	1 Nov	15 Nov	2	Effective Secretaries and Personal Association Programme	3,750	2,750
SS.3	1 Nov	12 Nov	2	Dynamic Office Management and Administration	3,950	2,950
SS.2	1 Nov	19 Nov	3	Executive Secretaries and Directors' Personal Assistants	4,700	3,700
SS.4	8 Nov	12 Nov	1	Advanced Management Skills for Personal Assistants	2,850	1,850
OP.2	8 Nov	12 Nov	1	Procurement, Contract Management and Effective Negotiation*		
				*Dubai	3,035	2,035
OP.3	8 Nov	12 Nov	2	Total Quality Management	3,100	2,100
PR.1	8 Nov	19 Nov	2	Strategic Public Relations Management	4,500	3,500
PR.2	8 Nov	19 Nov	2	Strategic Public Relations, Protocol and Travel Management	4,500	3,500
HR.5	13 Nov	19 Nov	1	Supervisory Skills in Action	2,975	1,975
HR.6	15 Nov	26 Nov	2	Advanced Supervisory Skills	2,975	1,975
AM.3	22 Nov	3 Dec	2	Corporate Legal Advisers and Chartered Company Secretaries	4,950	3,950
FIN.8	22 Nov	3 Dec	2	Internal Auditing Procedures and Controls	4,650	3,650
AM.4	29 Nov	3 Dec	1	Corporate Governance	3,575	2,575
OP.4	29 Nov	3 Dec	1	Stores Management, Inventory Planning and Control	3,250	2,250
EX	22 Nov	26 Nov	1	University Exchange Programme		2,800

December

Ref	Start	End	Weeks	Course Title	Open & Group Course fees (GBP)	Specific (GBP)
FIN.3	6 Dec	10 Dec	1	Financial Analysis, Evaluation and Budgeting	3,100	2,100
FIN.4	6 Dec	17 Dec	2	Advanced Financial Analysis, Evaluation and Budgeting	4,600	3,600
OP.1	13 Dec	17 Dec	1	Project Management, Effective Design and Implementation	2,975	1,975

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