



MANAGEMENT
DEVELOPMENT CENTER
مركز التنمية الإدارية

MANAGEMENT DEVELOPMENT CENTER

Programs & Workshops

From Jan to Dec 2019



MANAGEMENT DEVELOPMENT CENTER

PROGRAMS AND WORKSHOPS – JAN – DEC 2019

No.	TITLE	FROM	TO	COUNTRY	FEE
1	Administrative Support	1-Jan	5-Jan	Amman	\$2,150
2	Motivation Training: Motivating Your Workforce	1-Jan	5-Jan	Amman	\$2,150
3	Advanced Social Media Strategies	7-Jan	11-Jan	Barcelona	\$3,050
4	Negotiation Skills	7-Jan	11-Jan	Kuala Lumpur	\$2,450
5	Advanced Social Media Techniques	13-Jan	17-Jan	Cairo	\$2,150
6	Onboarding: The Essential Rules for a Successful Onboarding Program	13-Jan	17-Jan	Al Khobar	\$2,150
7	Advertising	20-Jan	24-Jan	Dubai	\$2,150
8	Performance Management: Managing Employee Performance	20-Jan	24-Jan	Kuwait	\$2,150
9	Anger Management	27-Jan	31-Jan	Istanbul	\$3,050
10	Personal Branding	27-Jan	31-Jan	Singapore	\$3,500
11	Assertiveness And Self-Confidence	3-Feb	7-Feb	Jakarta	\$3,050
12	Personal Productivity	3-Feb	7-Feb	Jakarta	\$3,050
13	Balanced Scorecard Basics	10-Feb	14-Feb	Kuala Lumpur	\$2,450
14	Priority Management	10-Feb	14-Feb	Brunei	\$3,050
15	Balanced Scorecard for Managers- advanced workshop	17-Feb	28-Feb	Athens	\$5,000
16	Problem Solving and Decision Making	17-Feb	28-Feb	Belgrade	\$5,000
17	Brand Media	24-Feb	28-Feb	London	\$3,050
18	Production Management	24-Feb	28-Feb	Paris	\$3,050
19	Branding	3-Mar	7-Mar	Cairo	\$2,150
20	Project Management Training: Understanding Project Management	3-Mar	7-Mar	Amman	\$2,150
21	Building Self Esteem and Assertiveness Skills	10-Mar	14-Mar	Istanbul	\$3,050
22	Purchasing and Contract Management	10-Mar	14-Mar	London	\$3,050
23	Business Ethics	17-Mar	21-Mar	Athens	\$3,050
24	Recruitment and Interviewing Skills	17-Mar	21-Mar	Vienna	\$3,050
25	Business Leadership: Becoming Management Material	24-Mar	28-Mar	Paris	\$3,050

26	Sales Management	24-Mar	28-Mar	Mumbai	\$2,450
27	Business Succession Planning: Developing and Maintaining a Succession Plan	1-Apr	12-Apr	London	\$5,000
28	Secrets of Change Management	1-Apr	12-Apr	Madrid	\$5,000
29	Change Management: Change and How to Deal With It	7-Apr	18-Apr	Japan	\$7,000
30	Services Marketing	7-Apr	18-Apr	New Zealand	\$7,000
31	Civility in the Workplace	14-Apr	18-Apr	Dubai	\$2,150
32	Six Sigma: Green Belt	14-Apr	18-Apr	Sharja	\$2,150
33	Coaching and Mentoring	21-Apr	25-Apr	Istanbul	\$3,050
34	Skills for dealing with others in the workplace	21-Apr	25-Apr	Berlin	\$3,050
35	Communication Strategies	1-May	5-May	Amman	\$2,150
36	Skills for the Administrative Assistant	1-May	5-May	Dubai	\$2,150
37	Conducting Effective Performance Reviews	5-May	9-May	Abu Dhabi	\$2,150
38	Social Marketing	5-May	9-May	Cairo	\$2,150
39	Conflict Resolution: Dealing with Difficult People	12-May	16-May	Madinah	\$2,150
40	Social Media Branding Strategies	12-May	16-May	Madinah	\$2,150
41	Controlling Anger Before It Controls You	19-May	30-May	Mecca	\$3,750
42	Social Media for Nonprofits	19-May	30-May	Mecca	\$3,750
43	Convert Social Media Leads Into Customers	26-May	30-May	Mecca	\$2,150
44	Social Media Marketing	26-May	30-May	Mecca	\$2,150
45	Creative Leadership	2-Jun	13-Jun	London	\$5,000
46	Strategic Management	2-Jun	13-Jun	Vienna	\$5,000
47	Creative Problem Solving	9-Jun	20-Jun	Paris	\$5,000
48	Stress at work	9-Jun	20-Jun	Frankfurt	\$5,000
49	Creative Thinking	16-Jun	27-Jun	Athens	\$5,000
50	Stress Management	16-Jun	27-Jun	Vienna	\$5,000
51	Customer Relationship Management	23-Jun	4-Jul	Rome	\$5,000
52	Supervising Others	23-Jun	4-Jul	Phoenicia	\$5,000
53	Customer Service	1-Jul	12-Jul	Milan	\$5,000
54	Talent Management	1-Jul	12-Jul	Geneva	\$5,000

55	Delegation: The Art of Delegating Effectively	7-Jul	18-Jul	Oslo	\$5,000
56	Team Building: Developing High Performance Teams	7-Jul	18-Jul	Helsinki	\$5,000
57	Digital Advertising	14-Jul	25-Jul	Copenhagen	\$5,000
58	Teamwork: Building Better Teams	14-Jul	25-Jul	Stockholm	\$5,000
59	Effective KPIs Management	21-Jul	1-Aug	Prague	\$5,000
60	The ABCs of Supervising Others	21-Jul	1-Aug	Frankfurt	\$5,000
61	Effective Planning & Scheduling	28-Jul	8-Aug	Munich	\$5,000
62	The Professional Supervisor	28-Jul	8-Aug	Salalah	\$3,750
63	Employee Dispute Resolution: Mediation through Peer Review	4-Aug	8-Aug	Salalah	\$2,450
64	Time Management	4-Aug	8-Aug	Zell am see	\$3,050
65	Events Management	11-Aug	15-Aug	Zell am see	\$3,050
66	Training Co-ordinator Skills	11-Aug	15-Aug	Vienna	\$3,050
67	External debt management	18-Aug	29-Aug	Tbilisi – Georgia	\$5,000
68	Uplifting Your Service	18-Aug	29-Aug	Tbilisi – Georgia	\$5,000
69	Financial Modeling	25-Aug	29-Aug	Kiev – Ukraine	\$3,050
70	Using Social media in Marketing	25-Aug	29-Aug	Kiev – Ukraine	\$3,050
71	Generation Gap: Closing the Generation Gap in the Workplace	1-Sep	5-Sep	Mosco	\$3,050
72	Working Smarter: Using Technology to your Advantage	1-Sep	5-Sep	Mosco	\$3,050
73	Group work	8-Sep	12-Sep	Salalah	\$2,450
74	Workplace Diversity	8-Sep	12-Sep	Salalah	\$2,450
75	Hiring for Success: Behavioral Interviewing Techniques	15-Sep	26-Sep	Istanbul	\$5,000
76	Workplace Harassment: What It is and What to Do About It	15-Sep	26-Sep	Istanbul	\$5,000
77	How to Create a Social Media Strategy	22-Sep	26-Sep	Kuala Lumpur	\$2,450
78	Workplace Violence: How to Manage Anger and Violence in the Workplace	22-Sep	26-Sep	Singapore	\$3,050
79	Human Resource Management	1-Oct	12-Oct	Kuala Lumpur	\$4,200
80	Sales Management	1-Oct	12-Oct	Jakarta	\$4,200
81	Intelligent leadership and strategic change	6-Oct	17-Oct	Geneva	\$5,000
82	Secrets of Change Management	6-Oct	17-Oct	Zurich	\$5,000
83	Interpersonal Skills	13-Oct	17-Oct	Bahrain	\$1,950

84	Services Marketing	13-Oct	17-Oct	Bahrain	\$1,950
85	Japanese Management	20-Oct	31-Oct	Japan	\$7,000
86	Six Sigma: Green Belt	20-Oct	31-Oct	New Zealand	\$7,000
87	Key Performance Indicators	27-Oct	7-Nov	London	\$5,000
88	Skills for dealing with others in the workplace	27-Oct	7-Nov	London	\$5,000
89	Knowledge Management	3-Nov	14-Nov	Paris	\$5,000
90	Skills for the Administrative Assistant	3-Nov	14-Nov	Rome	\$5,000
91	Leadership and Influence	10-Nov	21-Nov	Madrid	\$5,000
92	The ABCs of Supervising Others	10-Nov	21-Nov	Vienna	\$5,000
93	Leadership Skills for Supervisors	17-Nov	28-Nov	Berlin	\$5,000
94	The Professional Supervisor	17-Nov	28-Nov	London	\$5,000
95	Lean Six Sigma	24-Nov	5-Dec	Barcelona	\$5,000
96	Time Management	24-Nov	5-Dec	Madrid	\$5,000
97	Meeting Management: The Art of Making Meetings Work	1-Dec	12-Dec	Athens	\$5,000
98	Training Co-ordinator Skills	1-Dec	12-Dec	Vienna	\$5,000
99	Middle Manager	8-Dec	12-Dec	Budapest	\$3,050
100	Uplifting Your Service	8-Dec	12-Dec	Bucharest	\$3,050
101	Money laundering	15-Dec	26-Dec	London	\$5,000
102	Using Social media in Marketing	15-Dec	26-Dec	New York	\$7,000
103	Motivating Employees	22-Dec	2-Jan	London	\$5,000
104	Six Sigma: Green Belt	22-Dec	2-Jan	New York	\$7,000

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