

Professional Development Programmes

Course Schedule for January to June 2021

Leadership and Management Programmes	Duration	Fee	Jan	Feb	Mar	Apr	May	Jun
Conflict Resolution	1 day	AED 2 500			16 th			
Coaching and Mentoring Skills Workshop – on request	2 days	AED 3 000						
NLP Workshop – on request	1 day	AED 5 000						
Who Moved My Cheese	1 day	AED 2 500			17 th		30 th	7 th
WSET	Duration	Fee	Jan	Feb	Mar	Apr	May	Jun
Wine & Spirit Trust Education Level 1	1 day	AED 1450		21 st , 27 th	13 th	10 th		
Wine & Spirit Trust Education Level 2	5 weeks	AED 3450			1st-29 th Every Monday		31 st - Every Monday	-28 th Every Monday
Wine & Spirit Trust Education Level 3	7 weeks	AED 5400					17 th - Every Monday	28 th - Every Monday
Customer Service Programmes	Duration	Fee	Jan	Feb	Mar	Apr	May	Jun
5 Star Customer Service - The Beginning	2 days	AED 2 500					5 th -6 th	
5 Star Customer Service - The Next Level	3 days	AED 3 000			23 rd -25 th			22 nd -24 th
American Hotel & Lodging Educational Institute Programmes	Duration	Fee	Jan	Feb	Mar	Apr	May	Jun
Guest Service Gold	2 days	AED 2 800				5 th -6 th		
Certified Hospitality Supervisor	5 days	AED 3 500			7 th -11 th			
Certified Hospitality Department Trainer	5 days	AED 4 000				4 th -8 th		8 th -9 th
Certified Hospitality Trainer	5 days	AED 5 000					9 th - 13 th	
Administrative Programmes	Duration	Fee	Jan	Feb	Mar	Apr	May	Jun
Business Administrator's Course, Full Programme	4 days	AED 4 500				5 th -9 th		14 th - 17 th
Professional English Communication	2 days	AED 2 500				5 th -6 th		14 th -15 th
Administrative Workshop	2 days	AED 3 000				7 th -9 th		16 th -17 th
Human Resources & Training Programmes	Duration	Fee	Jan	Feb	Mar	Apr	May	Jun
Human Resources Management (AH&LEI)	14 weeks	AED 4 300						
Train the Trainer Workshop	2 days	AED 3 000						1 st -2 nd
Presentation Skills	2 days	AED 3 000			16 th -17 th		17 th - 19 th	
Sales & Marketing Programmes	Duration	Fee	Jan	Feb	Mar	Apr	May	Jun
Introduction to Marketing	2 days	AED 2 800			24 th -25 th		16 th -17 th	
Retail Selling Skills	2 days	AED 3 000				7 th -8 th		9 th -10 th
Strategy and Selling	2 days	AED 3 000		24 th -25 th	30 th -31 st			
Successful Events Management	2 days	AED 2 500		22 nd -23 rd		5 th -6 th	5 th -6 th	
F&B Programmes	Duration	Fee	Jan	Feb	Mar	Apr	May	Jun
Kitchen & Restaurant Management in 21st Century	5 days	AED 4 000				4 th -8 th	23 rd -27 th	20 th -24 th

Restaurant Revenue Management	2 days	AED 3 000		1 st -2 nd	29 th -30 th			2 nd -3 rd
Creating Successful Restaurant Concepts	5 days	AED 4 000						6 th -10 th
F&B Budgeting and Cost Control	3 days	AED 3 000				12 th -14 th	17 th -20 th	
Menu Analysis Workshop	1 day	AED 2 000		10 th , 24 th	10 th , 17 th			1 st , 4 th
Executive Tea & Coffee Service	2 days	AED 2 500			3 rd -4 th		5 th -6 th	
Team Building Programmes – on request	Duration	Fee	Jan	Feb	Mar	Apr	May	Jun
Team Building Day: "Ready, Steady, Cook!" - on request	Half Day	AED 750						
Sushi creations workshop- on request	Half Day	AED 750						
Rooms Division Hospitality Programmes – on request	Duration	Fee	Jan	Feb	Mar	Apr	May	Jun
Front Office Operations Management - on request	2 days	AED 2 500						
Housekeeping Operations Management - on request	2 days	AED 2 800						
Executive Butler	2 days	AED 2 800		23 rd -24 th		20 th -21 st		
Finance Programmes	Duration	Fee	Jan	Feb	Mar	Apr	May	Jun
Budgeting for Better Operational Performance	2 days	AED 2 800				5 th -6 th		
Understanding your P&L Statement	2 days	AED 3 000			9 th ,16 th		20 th ,27 th	
Financial Awareness for Non-Financial Managers	2 days	AED 2 800			15 th -16 th		10 th -11 th	21 st -22 nd

In Partnership with:



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*A minimum of 10 participants are required for the courses to run as scheduled