Excelledia **SOFT SKILLS** Training Calendar 2014

MS Office • Finance & Accounting • Project Management • Project Planning • Leadership • Business Writing • Customer Service • Purchasing

Course Title	Course Duration	Start Date	End Date	Course Day	Location	Registration Deadline
FEBRUARY						
MS OFFICE	02 Days	02-Feb	03-Feb	Sunday-Monday	Doha-Qatar	19-Jan
MS WORD	01 Day	04-Feb	04-Feb	Tuesday		19-Jan
MS EXCEL	01 Day	05-Feb	05-Feb	Wednesday		19-Jan
FINANCE and ACCOUNTING	02 Days	09-Feb	10-Feb	Sunday-Monday		19-Jan
FINANCE FOR NON-FINANCE PROFESSIONALS	02 Days	09-Feb	10-Feb	Sunday-Monday		19-Jan
CERTIFIED Purchasing Professional & CERTIFIED Purchasing Professional MANAGER	03 Days	11-Feb	13-Feb	Tuesday-Thursday		19-Jan
PRIMAVERA & PROJECT PLANNING	02 Days	14-Feb	15-Feb	Friday-Saturday		19-Jan
EFFECTIVE BUDGETING AND COST CONTROL	02 Days	15-Feb	16-Feb	Saturday-Sunday		19-Jan
Project Management (PMP) Contact Training Program	04 Days	16-Feb	19-Feb	Sunday-Wednesday		26-Jan
LEADERSHIP AND MANAGEMENT FOR MANAGERS	03 Days	23-Feb	25-Feb	Sunday- Tuesday		02-Feb
MARCH						
CONFLICT MANAGEMENT / PROBLEM-SOLVING TECHNIQUES	02 Days	02-Mar	03-Mar	Sunday-Monday	Doha-Qatar	21-Feb
CREATIVE PROBLEM-SOLVING AND DECISION-MAKING	02 Days	02-Mar	03-Mar	Sunday-Monday		21-Feb
NEGOTIATION SKILLS	05 Days	02-Mar	06-Mar	Sunday-Thursday		21-Feb
BUSINESS WRITING SKILLS	03 Days	9-Mar	11-Mar	Sunday- Tuesday		27-Feb
English Level 1	03 Days	9-Mar	11-Mar	Sunday- Tuesday		27-Feb
COMMUNICATION SKILLS	02 Days	16-Mar	17-Mar	Sunday- Monday		01-Mar
BUSINESS WRITING SKILLS	02 Days	18-Mar	19-Mar	Tuesday-Wednesday		01-Mar

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Course Title	Course Duration	Start Date	End Date	Course Day	Location	Registration Deadline
APRIL						
Customer Service Representative	02 Days	06-Apr	07-Apr	Sunday-Monday	Doha-Qatar	20-Mar
Support Center Analyst	02 Days	08-Apr	09-Apr	Tuesday-Wednesday		20-Mar
Support Center Team Lead	02 Days	10-Apr	11-Apr	Thursday-Friday		20-Mar
Support Center Manager	03 Days	13-Apr	15-Apr	Sunday- Tuesday		20-Mar
Project Management (PMP) Contact Training Program	04 Days	18-Apr	21-Apr	Friday-Monday		27-Mar
MAY						
MS OFFICE	02 Days	02-May	03-May	Friday-Saturday	Doha-Qatar	19-Apr
MS WORD	01 Day	02-May	02-May	Friday		19-Apr
MS EXCEL	01 Day	03-May	03-May	Saturday		19-Apr
FINANCE and ACCOUNTING	02 Days	09-May	10-May	Friday-Saturday		19-Apr
FINANCE FOR NON-FINANCE PROFESSIONALS	02 Days	09-May	10-May	Friday-Saturday		19-Apr
CERTIFIED Purchasing Professional & CERTIFIED Purchasing Professional MANAGER	03 Days	11-May	13-May	Sunday-Tuesday		26-Apr
PRIMAVERA & PROJECT PLANNING	02 Days	16-May	17-May	Friday-Saturday		26-Apr
EFFECTIVE BUDGETING AND COST CONTROL	02 Days	16-May	17-May	Friday-Saturday		26-Apr
Leadership and Management for MANAGERS	03 Days	16-May	18-May	Friday-Sunday		26-Apr
JUNE						
Customer Service Representative	02 Days	06-Jun	07-Jun	Friday-Saturday	Doha-Qatar	18-May
Support Center Analyst	02 Days	06-Jun	07-Jun	Friday-Saturday		18-May
Project Management (PMP) Contact Training Program	04 Days	08-Jun	11-Jun	Sunday-Wednesday		25-May
Support Center Team Lead	02 Days	13-Jun	14-Jun	Friday-Saturday		25-May
Support Center Manager	03 Days	15-Jun	17-Jun	Sunday-Tuesday		25-May