

#	Course	Riyadh		Jeddah		Al Ahsa	
		Date	Month	Date	Month	Date	Month
1	Certified Patient Safety Officer	22 to25	Mar				
2	Certified in Healthcare Financial Management	12 to 15	Apr				
3	Certified Professional in Human Resources Management	22 to 25	Nov				
4	Certified Professional in Human Resources Management	25 & 28	May				
5	Certified Professional in Health and Hospital Administration	11 & 14	Oct				
6	Certified Professional in Infection Control (CPIC)	7 & 10	Dec				
7	Certified Professional in Health and Hospital Administration	6 & 9	Sep				
8	GRE Preparation	30 & 31	Mar				
9	Business Writing Course	9 & 10	May				
10	Office Management Workshop	15 & 16	May				
11	Quality Management	6 & 7	May				
12	How to motivate Employee	3 & 4	June				
13	Project Management Professional	25 & 26	Nov				
14	High performance teams	7 & 8	Oct				
15	Effective Buyer	18 & 19	Oct				
16	Stock Management, Demand Planning & Forecasting	25 & 26	Oct				
17	SPSS Statistical Tools	3 & 4	May				
18	SPSS Statistical Tools	TBA	TBA				
19	Communication Skills	TBA	TBA				
20	Report Writing Skills	11 & 12	May				
21	Safety Management Training	1 & 2	June				
22	Building Excellence, Leadership Training	3 & 4	June				
23	Good Housekeeping Practices	7 & 8	June				
24	Team Leadership Training Course	TBA	TBA				
25	Train the Trainer	30 & 31	Aug				
26	Negotiation and Influencing Skills	TBA	TBA				
27	Communication Skills	9 & 10	Sep				
28	Microsoft Project Management(Project Management	2 & 3	Nov				
29	Customer Service Training Course	5 & 6	Apr				
30	Advance Process Risk Assessment and Management	5 & 6	Oct				
31	Behavior Based Safety	11 & 12	Oct				
32	Time Management	TBA	TBA				
33	Event Management	6 & 7	Sep				
34	Train the Trainer	16 & 17	Sep				
35	Leading People & Team	19 & 20	May				

36	Organizational Behavior - The power of Positive Attitude	2 & 3	Dec				
37	Advanced Staffing & Development Management Certificate	14 & 15	Dec				
38	Strategic Planning for Healthcare Organizations	20 & 21	Dec				
39	Change & Innovation one : overveiw and tools	17 & 18 & 19	Nov				
40	Change & Innovation two : Implementation & Evaluation	23 & 24 & 25	Nov				
41	Leadership and Strategic Management			12,13	Apr		
42	Managing People - Understanding Personalities			19,20	Apr		
43	Leading People to Higher Performance			26,27	Apr		
44	Conflict Management and Resolution			29,30	Apr		
45	Understanding and Implementing Six Sigma			3,4	May		
46	Risk Management			10,11	May		
47	Interview Skills			17,18	May		
48	Change Management			31,1	May/Jun		
49	Improving Personal and Workgroup Activity			5,6	Aug		
50	Negotiation and Influencing Skills			9,10	Aug		
51	Balanced Scorecard			23,24	Aug		
52	Decision Making			30,31	Aug		
53	Presentation Skills			6,7	Sep		
54	Problem Solving Skills			13,14	Sep		
55	Win - Win Negotiations			20,21	Sep		
56	Customer Relationship			18,19	Oct		
57	Communication Management and Strategies			21,22	Oct		
58	Critical Thinking Problem Solving Methods			25,26	Oct		
59	Team Building Motivation			28,29	Oct		
60	Behavioral Analysis and Body Language			1,2	Nov		
61	Emotional Control/ Intelligence for Success			8,9	Nov		
62	Overcoming the Pressure of Work			6,7	Dec		
63	Thinking Strategies & Achieving Organizational Goals					2,3	Mar
64	Executive Personal Assistant Workshop (EPA)					10,11	Mar
65	Career Planning & Development					24,25	Mar
66	Preventing & Addressing inappropriate Workplace					13,14	Apr
67	Training & Development Professional Course					19,20	Apr
68	The Six Hats and Lateral Thinking					10,11	May
69	Managing Priorities, Performance & Pressure					25,26	May
70	Enhancing Productivity & Ensuring Quality					13,14	Oct
71	Transformational Leadership: How to Inspire Extraordinary					2,3	Nov
72	Building Relationship Capital: Maximizing the Value of					11,12	Nov

73	Taking on Greater Responsibility: Step-up Skills for					18,19	Nov
74	Assertiveness & Buidling Confidence in Workplace					2,3	Nov
75	The 5 Choices to Extraordinary Productivity					2,3	Dec
76	Strategic Agility and Resilience: Embracing Change to Drive					21,22	Dec
77	Train the Trainer					27,28	Dec
78	Secrets of Phenomenal Costumer Services					18,19	May
79	Healthcare Risk Management					10,11	Aug
80	Principles of Highly Effective People & Role model					2,3	Sep
81	Stress Management in Healthcare Organizations					6,7	Apr
82	Dealing with Difficult Managers & The Art of Supervision					16,17	Sep
83	Lean Six Sigma						
84	Transformational Leadership and Change Management						
85	Executive Personal Assistant Workshop (EPA)						
86	Estabilishing Positive Attitude through Self Management						
87	Emotional & Social Intelligence in Healthcare Organization						
88	Constructive Behavioral Development, Boosting your						
89	Risk Management & Successful Disaster Planning (Basic						
90	Transformational Leadership: How to Inspire Extraordinary						
91	Managing Chaos Workshop: Setting Priorities and Making						
92	Dealing with Difficult Managers & The Art of Supervision						
93	Art of Costumer Services & Patient Satisfaction						
94	Quality Management towards Orginzational Excellence						
95	Coaching Skills: building Successful Teams Through Mutual						
96	MS Training Skills for Personal Assistants						
97	The Six Hats and Lateral Thinking						
98	Assessing Training Needs and planning, Evaluating the						
99	Time management and stress control.						
100	Win-Win Negotiation skills.						
101	Preventing and addressing inappropriate workplace						
102	Events , exhibitions and conferences planning.						
103	Communication strategies.						
104	Leadership development program.						
105	Risk management.						
106	KPI workshop & Maximizing effectiveness.						
107	Legal and unbiased interviewing skills.						
108	Office management , effective & administration skills.						
109	Skills of writing formal memorandums in English.						

110	Team emotional and social intelligence.						
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4,5	Mar		
9,10	Mar		
5,6	Apr		
20,21	Apr		
11,12	May		
17,18	May		
20,21	May		
25,26	May		
1,2	June		
2,3	Sep		
8,9	Sep		
18,19	Oct		
25,26	Oct		
9,10	Nov		
19	Nov		
8,9	Dec		
		29,30	Mar
		26,27	Apr
		17,18	May
		9,10	Aug
		6,7	Sep
		30,31	Aug
		4,5	Oct
		1,2	Nov
		14,15	June
		22,23	Nov
		27,28	Dec

		6,7	Dec
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