



SERENDIB TRAINING  
inspiring minds

# 2023 TRAINING CALENDAR

## TRAINING ENQUIRIES

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## Our Training and Technical Partners



Administration	Level	Trainer	Duration (days)	Timing	Target Audience	July	Aug	Sep	Oct	Nov	Dec	Fee Per Person (QAR)
Advanced Office Management & Effective Administration Skills	Intermediate to Advanced	Nermine Kharboutly	2 Days	9am to 4pm	Office Managers, Administration Managers, Secretaries & All Admin Personnel					21, 22		2500
Professional Executive Administration Skills	Intermediate to Advanced	Nermine Kharboutly	4 x Half Days	1pm to 4pm	Secretaries, PAs & Admin Assistants			17, 18, 19, 20				2500
Banking & Finance	Level	Trainer	Duration (days)	Timing	Target Audience	July	Aug	Sep	Oct	Nov	Dec	Fee Per Person (QAR)
Enhancing Operational Efficiency & Effectiveness (Policies, Procedures & Framework)	Intermediate to Advanced	Vijay Srivastava	3 Days	8am to 3pm	Heads of Depts, Managers, Supervisors			25, 26, 27				4500
For Schools	Level	Trainer	Duration (days)	Timing	Target Audience	July	Aug	Sep	Oct	Nov	Dec	Fee Per Person (QAR)
Mental Health & Wellbeing For Educators	Intermediate	Dr Bindu Salim, Hamad Medical Corporation	1 Day	8am to 4pm	Dean, Head of School, Head of Dept, Sr Faculty, Management Representatives							1500
HR, L&D	Level	Trainer	Duration (days)	Timing	Target Audience	July	Aug	Sep	Oct	Nov	Dec	Fee Per Person (QAR)
Essential HR Skills	Basic to Intermediate	H.I. Khawaja	2 Saturdays	8am to 4pm	Anyone In HR Who Does Not Have A Formal HR Qualification	22, 29						1500
Effectively Managing Payroll In Qatar	Intermediate to Advanced	Mohamed Ramzi	2 Days	8am to 4pm	Anyone Responsible For Payroll	11, 12				7, 8		2500
Strategic HR Business Partnering	Intermediate to Advanced	H.I. Khawaja	2 Days	8am to 4pm	All HR Personnel			12, 13				2500
Law & Contracts	Level	Trainer	Duration (days)	Timing	Target Audience	July	Aug	Sep	Oct	Nov	Dec	Fee Per Person (QAR)
Onsite: Recent Changes To Qatar's Immigration & Employment Regulations	Intermediate	Emma Higham, Clyde & Co Law Firm	1 Day	9am to 4pm	Anyone Responsible For Employee Affairs							
Leadership & Management	Level	Trainer	Duration (days)	Timing	Target Audience	July	Aug	Sep	Oct	Nov	Dec	Fee Per Person (QAR)
Building & Leading High Performing Teams	Intermediate	Wild Drift	2 Days	9am to 4pm	Managers, Head of Depts, Supervisors, Team Leaders				17, 18			3500
Supervisory Skills For New Managers & Supervisors	Intermediate to Advanced	H.I. Khawaja	2 Days	9am to 4pm	Managers, Supervisors, Team Leaders					15, 16		2500
Sales, Marketing & Service Excellence	Level	Trainer	Duration (days)	Timing	Target Audience	July	Aug	Sep	Oct	Nov	Dec	Fee Per Person (QAR)
Essential Selling Skills: Foundation	Intermediate	Muralidharan	1 Day	8am to 4pm	Frontline Sales Personnel	22	26		28		23	500
Selling Skills: "Planning and Achieving Targets"	Basic to Intermediate	Muralidharan	Half Day	8am to 12pm	Frontline Sales Personnel		12					500
Selling Skills: "Is This Really Your Customer?"	Basic to Intermediate	Muralidharan	Half Day	8am to 12pm	Frontline Sales Personnel			2				500
Selling Skills: "Simple and Effective Communication"	Basic to Intermediate	Muralidharan	Half Day	8am to 12pm	Frontline Sales Personnel			23				500
Selling Skills: "Handling Objections"	Basic to Intermediate	Muralidharan	Half Day	8am to 12pm	Frontline Sales Personnel				17			500
Selling Skills: " Negotiation Skills"	Basic to Intermediate	Muralidharan	Half Day	8am to 12pm	Frontline Sales Personnel					15		500
Selling Skills: "Closing Techniques"	Basic to Intermediate	Muralidharan	Half Day	8am to 12pm	Frontline Sales Personnel						9	500
Supply Chain	Level	Trainer	Duration (days)	Timing	Target Audience	July	Aug	Sep	Oct	Nov	Dec	Fee Per Person (QAR)
Warehousing Management	Intermediate	Suranga Chamara	2 Day	9am to 4pm	Anyone Responsible For Warehousing, Inventory Management, Supply Chain				5, 4			2000

\* The Above Trainings Can Be Further Customised To Suit Your Industry & Company Requirements

\* Discounts Available For Multiple Bookings