



SERENDIB TRAINING
inspiring minds

2024 TRAINING CALENDAR

Administration	Level	Training By	Certification By	Duration	Target Audience	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Course Fee (QAR)
Professional Secretarial & Administration Skills	Intermediate	Nermine Kharboutly, Lebanon	Serendib Training, Qatar	2 Days	Secretaries, PAs & Admin Assistants			5, 6							23, 24			2500
Advanced Office Management Skills	Intermediate	Nermine Kharboutly, Lebanon	Serendib Training, Qatar	2 Days	Office Managers, Administration Managers, Secretaries & All Admin Personnel						2, 3						9, 10	2500
Communications, Sales, Marketing & Service Excellence	Level	Training By	Certification By	Duration	Target Audience	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Course Fee (QAR)
FMCG Sales Management	Advanced	Iyad Hassan, Qatar	Serendib Training, Qatar	2 Days	Sales Managers & Supervisors, Category Managers, Marketing Managers, Trade Marketing Managers		20,21						6, 7					2500
Business, Social & Cultural Etiquette	Intermediate	Vicky Karam, Etiquette Touch	Etiquette Touch, Qatar	1 Day	Suitable For All	24			29					26				1500
Strategic Brand Management (accredited by CIM, UK)	Advanced	Paul Hitchens, UK	Chartered Institute of Marketing, UK	2 Days	Brand Managers & Executives, Marketing Managers, Communication Managers, Advertising Managers, PR Managers					21, 22								6000
Social Media Marketing Management	Advanced		Chartered Institute of Marketing, UK	2 Days	Social Media Managers & Executives, Marketing Managers, Communication Managers, Advertising Managers, PR Managers													6000
Advanced Selling Skills: Handling Objections & Closing Techniques	Intermediate	Muralidharan, Qatar	Serendib Training, Qatar	1 Day	Marketing & Sales Supervisors & Executives, Business Development Officers, Key Account Executives	23							27					1250
Building & Leading High Performing Sales Teams	Advanced	John Bentley, UK	Powerbase Consulting, UAE	2 Days	Sales Managers & Supervisors													
HR, L&D	Level	Training By	Certification By	Duration	Target Audience	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Course Fee (QAR)
Talent Acquisition & Onboarding	Advanced	H.I. Khawaja, Qatar	Serendib Training, Qatar	2 Days	HR Managers & Supervisors			4,5										2500
Effectively Managing Payroll In Qatar	Advanced	Mohamed Ramzi, Qatar	Serendib Training, Qatar	2 Days	Payroll Supervisors, Payroll Officers & Anyone Responsible For Payroll						4, 5							2500
Developing Compensation & Benefits Framework	Advanced	Enad Abu Naser, KSA	Serendib Training, Qatar	3 Days	HR Managers & Supervisors					13, 14, 15								3500
Strategic HR Business Partnering	Advanced	H.I. Khawaja, Qatar	Serendib Training, Qatar	2 Days	HR Business Partners, HR Supervisors, HR Generalists													2500
Advanced Qatari Labour Law & Practice	Advanced	Emma Higham & Corrine Sobers, Qatar	Clyde & Co Law Firm, Qatar	1 Day	HR Managers & Supervisors, Anyone Responsible For Employee Relations		21							23				1500
Strategic Workforce Planning and Budgeting	Advanced	Ghazala Ahmed, Qatar	Serendib Training	2 Day	HR Managers, Recruitment Managers													2,500
Leadership & Management	Level	Training By	Certification By	Duration	Target Audience	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Course Fee (QAR)
Innovation & Design Thinking	Advanced	Avinash Deshpande, Qatar	MBK Consulting, Qatar	2 Days	Managers, Heads Of Depts, Entrepreneurs						3, 4							2000
KPI For Managers	Advanced	Malek Ghazo, Belgium	KPI Mega Library, UAE	2 Days	Managers, Heads Of Depts, Entrepreneurs				28,29						27, 28			3500
Financial Literacy For Managers & Entrepreneurs	Intermediate	Rajan Balwani, UAE	Credibiz Consultants	2 Days	Managers, Heads Of Depts, Entrepreneurs			3, 4								3, 4		2500
EQ Insights For People Management	Advanced	John Bentley, UK	6 Seconds, USA/ Powerbase Consulting, UAE	2 Days	Managers, Heads Of Depts, Entrepreneurs				23, 24						16, 17			4000
Entrepreneurial Mindset & Leadership	Advanced	Robert Cats, Qatar	WMMC Consultants, Qatar	2 Days	Managers, Heads Of Depts, Entrepreneurs					7, 8							3, 4	3500
Schools	Level	Training By	Certification By	Duration	Target Audience	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Course Fee (QAR)
Traffic & Transport Management	Intermediate	Robert Makondo, Qatar	Serendib Training	1 Day	Transport Co-ordinators, HSE Personnel, Administrators, Facilities Personnel	29								25				1250
Managing Challenging Parents	Advanced		Serendib Training		Teachers, Heads of Depts													
Procurement & Supply Chain	Level	Training By	Certification By	Duration	Target Audience	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Course Fee (QAR)
Warehousing Management	Intermediate	Suranga Chamara, Qatar	Serendib Training	2 Days	Those Involved In Warehousing Operations													2000
Procurement Category Management	Intermediate	Famil Garayev, KSA	Serendib Training	1 Day	Experienced Procurement Professionals				25							17		1500
Professional Development	Level	Training By	Certification By	Duration	Target Audience	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Course Fee (QAR)
I Am Success	Intermediate	Multiple Trainers, Qatar	Serendib Training	1 Day	Open To All							20					7	500

TRAINING ENQUIRIES

- MALAVAN
Mob No. : +974 3334 8667
Email : malavan@serendibtraining.com
Email : info@serendibtraining.com

- TAHSEEN
Mob No. : +974 3334 8466
Email : tahseen@serendibtraining.com

- LOSHINI & SADEE
Mob No. : +974 4019 6900
Email : loshini@serendibtraining.com
Email : sadee@serendibtraining.com

OUR TRAINING AND TECHNICAL PARTNERS



* The Above Trainings Can Be Further Customised To Suit Your Industry & Company Requirements
* Discounts Available For Multiple Bookings