



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	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					2500
Professional Secretarial & Administration Skills	Intermediate to Advanced	Nermine Kharboutly	4 x Half Days	1pm to 4pm	Secretaries, PAs & Admin Assistants		22, 23, 24, 25			2500
Banking & Finance	Level	Trainer	Duration (days)	Timing	Target Audience	Sep	Oct	Nov	Dec	Fee Per Person (QAR)
Enhancing Process Effectiveness & Efficiency	Intermediate to Advanced	Vikas Vanvari	3 Days	8am to 3pm	Heads of Depts, Managers, Supervisors	25, 26, 27				4500
Newly Updated ISBP 2023 for the Examination of Documents under Documentary Credits	Advanced	Khalil Mattar	3 Days	8am to 3pm	Heads of Depts, Managers, Supervisors		23, 24, 25			4500
Combating Trade Based Money Laundering & Trade Finance Frauds	Advanced	Pradeep Taneja, Taneja Consultants	2 Days	8am to 3pm	Trade Finance Personnel, Compliance Personnel, Heads of Depts, Managers, Supervisors			6, 7		3500
For Schools	Level	Trainer	Duration (days)	Timing	Target Audience	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					
Managing Health & Safety In Schools	Intermediate		2 Days	8am to 4pm	HSE Personnel, FM Personnel, Head of School, Head of Dept, Sr Faculty, Management Representatives			20, 21		3000
HR, L&D	Level	Trainer	Duration (days)	Timing	Target Audience	Sep	Oct	Nov	Dec	Fee Per Person (QAR)
Effectively Managing Payroll In Qatar	Intermediate to Advanced	Mohamed Ramzi	2 Days	8am to 4pm	Anyone Responsible For Payroll		4, 5		5, 6	2500
Certified Master Trainer	Advanced Level	H.I. Khawaja	3 Days	8am to 4pm	Experienced Trainers, Coaches & L&D Professionals					
Law & Contracts	Level	Trainer	Duration (days)	Timing	Target Audience	Sep	Oct	Nov	Dec	Fee Per Person (QAR)
Advance Training On Qatar's Immigration & Employment Regulations	Advanced	Emma Higham, Clyde & Co Law Firm	1 Day	9am to 4pm	Anyone with prior knowledge & experience in employment & immigration regulations in Qatar		11		6	1500
Leadership & Management	Level	Trainer	Duration (days)	Timing	Target Audience	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	8am to 4pm	Managers, Supervisors, Team Leaders			15, 16		2500
Mentoring Your Team Towards Organisational Success	Intermediate To Advanced Level	H.I. Khawaja	1 Day	8am to 4pm	Managers, Supervisors, Team Leaders, Business Owners					1,000
Personal Development	Level	Trainer	Duration (days)	Timing	Target Audience	Sep	Oct	Nov	Dec	Fee Per Person (QAR)
I Am Success - Personal Development Workshop	Intermediate	Panel of Trainers	1 Day	8am to 5pm	For All				30	600
Sales, Marketing & Service Excellence	Level	Trainer	Duration (days)	Timing	Target Audience	Sep	Oct	Nov	Dec	Fee Per Person (QAR)
Essential Selling Skills: Foundation	Intermediate	Muralidharan	1 Day	8am to 4pm	Frontline Sales Personnel				23	600
Selling Skills: «Planning and Achieving Targets»	Basic to Intermediate	Muralidharan	Half Day	8am to 5pm	Frontline Sales Personnel	9				600
Selling Skills: «Identifying & Finding Your Ideal Customer»	Basic to Intermediate	Muralidharan	Half Day	8am to 5pm	Frontline Sales Personnel		7			600
Selling Skills: «Handling Sales Objections»	Basic to Intermediate	Muralidharan	Half Day	8am to 5pm	Frontline Sales Personnel			4		600
Selling Skills: «Effective Sales Negotiations»	Basic to Intermediate	Muralidharan	Half Day	8am to 5pm	Frontline Sales Personnel			25		600
Selling Skills: «Closing Techniques»	Basic to Intermediate	Muralidharan	Half Day	8am to 5pm	Frontline Sales Personnel				9	600
Supply Chain	Level	Trainer	Duration (days)	Timing	Target Audience	Sep	Oct	Nov	Dec	Fee Per Person (QAR)
Warehousing Management	Intermediate	Suranga Chamara	2 Days	8am to 3pm	Anyone Responsible For Warehousing, Inventory Management, Supply Chain			2, 5		2500
Technology	Level	Trainer	Duration (days)	Timing	Target Audience	Sep	Oct	Nov	Dec	Fee Per Person (QAR)
Microsoft Power BI Data Analyst	Intermediate	Spectrum, UAE	3 Days	8am to 4pm	Anyone who want to understand how to use the Power BI tools and create customized visual reports; Also suitable for BI and reporting professionals, data analysts, and professionals working with data in any sector.		16, 17, 18			3500

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

* Discounts Available For Multiple Bookings