

Programme Schedule 2009

*We offer professional
development programmes in:*

- » Management, Leadership & Supervisory Skills
- » Mini MBAs for Professionals
- » Functional Management Skills
- » Human Resource Development & Training



REGISTRATION / INQUIRY DETAILS

Complete and Mail or fax to ANDERSON at the address given below.

- Please register me on the following programmes:
 Please send me more information on the following programmes



PROGRAMME TITLE	DATES
1	
2	
3	
4	
5	
6	

PERSONAL DETAILS
Name (Mr/Ms)*
Position*
Organisation*
Address*
.....
City / Country*
Telephone*
Fax*
Mobile*
E-mail*
<small>* Mandatory</small>

SPONSOR
We wish to register this delegate for the course mentioned above and undertake to pay his/her fee.
Name (Mr/Ms):
Position:
Organisation:
Address:
.....
City / Country:.....
Telephone:
Fax:.....
Mobile:
E-mail:

SEMINAR DETAILS

Documentation
 High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition a special note pad to facilitate note taking will be provided.

Certificates
 A Certificate of Attendance will be issued to those who attend and successfully completed the programme.

Fees
 The Fee for the seminar includes instruction materials, documentation, lunch, coffee/tea breaks.

Hotel Accommodation
 ANDERSON has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

Schedule	
08:30 - 09:00	Welcome
09:00 - 10:45	First Session
10:45 - 11:00	First Break
11:00 - 12:45	Second Session
12:45 - 13:15	Second Break
13:15 - 14:45	Third Session
14:45 - 15:30	Lunch

EASY WAYS TO REGISTER



Telephone: +971 4 365 8363 to provisionally reserve your place.



E-mail to us : info@anderson-hr.com



Fax your completed registration form to: +971 4 360 4759



Complete and return the booking form with cheque to:
ANDERSON-HR, P.O Box : 502221 Dubai United Arab Emirates

MANAGEMENT, LEADERSHIP & SUPERVISORY SKILLS



Code	Course Title	Dates	Venue	Fees US\$
MG12	Supervisory Management Skills: Supervision and the Organisation (Module 1)	05 - 09 January	Kuala Lumpur	4300
MG11	Supervisory Management Skills (Module 1 & 2)	05 - 16 January	Kuala Lumpur	8600
MG13	Supervisory Management Skills: The Human Side of Supervision (Module 2)	12 - 16 January	Kuala Lumpur	4300
MG15	The Complete Course on Management	25 - 29 January	Cairo	4300
MG16	The Complete Course on Management & Leadership	25 Jan - 05 Feb	Cairo	8600
MG14	The Complete Course on Leadership	01 - 05 February	Cairo	4300
MG10	Negotiating & Dispute Resolutions	08 - 12 February	Dubai	3700
MG09	Managing Multiple Tasks, Priorities & Deadlines	15 - 19 February	Dubai	3700
MG07	Leading with Excellence: Negotiation, Persuasion & Critical Thinking	15 - 19 February	Cairo	4300
MG06	Leading with Excellence	15 - 26 February	Cairo	4300
MG08	Leading with Excellence: Planning, Organising & Delegating	22 - 26 February	Cairo	4300
MG41	Data to Decisions: Data Analysis and Business Intelligence for Professionals	13 - 17 April	London	4300
MG05	Leading & Managing through: Strategic Planning, Development & Implementation	13 - 17 April	Milan	4300
MG04	Leading & Managing through: Strategic Planning & People Skills (Module 1 & 2)	13 - 24 April	Milan	8600
MG34	Strategic Development Programme	13 - 17 April	Milan	4300
MG37	Business Leadership Skills (Module 1)	13 - 17 April	Milan	4300
MG36	Business Leadership Skills (Module 1 & 2)	13 - 24 April	Milan	8600
MG35	Memory, Thinking, Reading, Creativity & Personal Power: Personal Effectiveness Development Series	20 - 24 April	Milan	4300
MG38	Business Leadership Skills (Module 2)	20 - 24 April	Milan	4300
MG03	Leading & Managing through: People Skills, Team Building, Motivation & Delegation	20 - 24 April	Milan	4300
MG10	Negotiating & Dispute Resolutions	10 - 14 May	Dubai	3700
MG31	Management Development Programme	10 - 14 May	Cairo	4300
MG30	Management & Leadership Development Programme	10 - 21 May	Cairo	8600
MG32	Leadership Development Programme	17 - 21 May	Cairo	4300
MG09	Managing Multiple Tasks, Priorities & Deadlines	17 - 21 May	Dubai	3700
MG07	Leading with Excellence: Negotiation, Persuasion & Critical Thinking	08 - 12 June	London	4300
MG06	Leading with Excellence	08 - 19 June	London	8600
MG24	Decision Making for Statistical Process Control	08 - 12 June	London	4300
MG17	Advanced Communication, Conflict Resolution and Interpersonal Skills	15 - 19 June	London	4300
MG08	Leading with Excellence: Planning, Organising & Delegating	15 - 19 June	London	4300
MG02	Developing Personal Effectiveness with Positive Habits	15 - 19 June	London	4300
MG05	Leading & Managing through: Strategic Planning, Development & Implementation	05 - 09 July	Cairo	4300
MG04	Leading & Managing through: Strategic Planning & People Skills (Module 1 & 2)	05 - 16 July	Cairo	8600
MG39	Decisive Leadership: Critical Thinking, Problem Solving & Decision Making (Module 1)	12 - 16 July	Turkey	4300
MG33	Decisive Leadership (Module 1 & 2)	12 - 23 July	Turkey	8600
MG03	Leading & Managing through: People Skills, Team Building, Motivation & Delegation	12 - 16 July	Cairo	4300
MG41	Data to Decisions: Data Analysis and Business Intelligence for Professionals	12 - 16 July	Cairo	4300
MG40	Decisive Leadership (Module 2)	19 - 23 July	Turkey	4300
MG12	Supervisory Management Skills: Supervision and the Organisation (Module 1)	20 - 24 July	Geneva	4300

MANAGEMENT, LEADERSHIP & SUPERVISORY SKILLS



Code	Course Title	Dates	Venue	Fees US\$
MG11	Supervisory Management Skills (Module 1 & 2)	20 - 31 July	Geneva	8600
MG13	Supervisory Management Skills: The Human Side of Supervision (Module 2)	27 - 31 July	Geneva	4300
MG10	Negotiating & Dispute Resolutions	02 - 06 August	Dubai	3700
MG34	Strategic Development Programme	09 - 13 August	Cairo	4300
MG37	Business Leadership Skills (Module 1)	09 - 13 August	Cairo	4300
MG36	Business Leadership Skills (Module 1 & 2)	09 - 20 August	Cairo	8600
MG07	Leading with Excellence: Negotiation, Persuasion & Critical Thinking	09 - 13 August	Cairo	4300
MG06	Leading with Excellence	09 - 20 August	Cairo	8600
MG31	Management Development Programme	10 - 14 August	Prague	4300
MG30	Management & Leadership Development Programme	10 - 21 August	Prague	8600
MG35	Memory, Thinking, Reading, Creativity & Personal Power: Personal Effectiveness Development Series	16 - 20 August	Cairo	4300
MG38	Business Leadership Skills (Module 2)	16 - 20 August	Cairo	4300
MG09	Managing Multiple Tasks, Priorities & Deadlines	16 - 20 August	Dubai	3700
MG08	Leading with Excellence: Planning, Organising & Delegating	16 - 20 August	Cairo	4300
MG32	Leadership Development Programme	17 - 21 August	Prague	4300
MG07	Leading with Excellence: Negotiation, Persuasion & Critical Thinking	05 - 09 October	Kuala Lumpur	4300
MG06	Leading with Excellence	05 - 16 October	Kuala Lumpur	8600
MG24	Decision Making for Statistical Process Control	05 - 09 October	Kuala Lumpur	4300
MG08	Leading with Excellence: Planning, Organising & Delegating	12 - 16 October	Kuala Lumpur	4300
MG12	Supervisory Management Skills: Supervision and the Organisation (Module 1)	19 - 23 October	Kuala Lumpur	4300
MG11	Supervisory Management Skills (Module 1 & 2)	19 - 30 October	Kuala Lumpur	8600
MG13	Supervisory Management Skills: The Human Side of Supervision (Module 2)	19 - 30 October	Kuala Lumpur	4300
MG05	Leading & Managing through: Strategic Planning, Development & Implementation	09 - 13 November	London	4300
MG04	Leading & Managing through: Strategic Planning & People Skills (Module 1 & 2)	09 - 20 November	London	8600
MG17	Advanced Communication, Conflict Resolution and Interpersonal Skills	09 - 13 November	London	4300
MG35	Memory, Thinking, Reading, Creativity & Personal Power: Personal Effectiveness Development Series	09 - 13 November	Paris	4300
MG34	Strategic Development Programme	09 - 13 November	Paris	4300
MG37	Business Leadership Skills (Module 1)	09 - 13 November	Paris	4300
MG36	Business Leadership Skills (Module 1 & 2)	09 - 20 November	Paris	8600
MG10	Negotiating & Dispute Resolutions	15 - 19 November	Dubai	3700
MG38	Business Leadership Skills (Module 2)	16 - 20 November	Paris	4300
MG41	Data to Decisions: Data Analysis and Business Intelligence for Professionals	16 - 20 November	London	4300
MG02	Developing Personal Effectiveness with Positive Habits	16 - 20 November	London	4300
MG03	Leading & Managing through: People Skills, Team Building, Motivation & Delegation	16 - 20 November	London	4300
MG31	Management Development Programme	07 - 11 December	Amsterdam	4300
MG30	Management & Leadership Development Programme	07 - 18 December	Amsterdam	8600
MG09	Managing Multiple Tasks, Priorities & Deadlines	13 - 17 December	Dubai	3700
MG32	Leadership Development Programme	14 - 18 December	Amsterdam	4300

MINI MBAS FOR PROFESSIONALS

Code	Course Title	Dates	Venue	Fees US\$
FI05	Mini MBA: Finance, Risk Management & Corporate Governance	13 - 17 April	London	4300
FI04	Mini MBA: Finance & Accounting	13 - 24 April	London	8600
HR23	Mini MBA: HR Management - Taking HR to the Next Level (Module 1)	13 - 17 April	London	4300
HR24	Mini MBA: HR Management - Taking HR to the Next Level	13 - 24 April	London	8600
HR25	Mini MBA: HR Management - Taking HR to the Next Level (Module 2)	20 - 24 April	London	4300
FI03	Mini MBA: Accounting, Decision Making & Financial Communication	20 - 24 April	London	4300
HR23	Mini MBA: HR Management - Taking HR to the Next Level (Module 1)	05 - 09 July	Cairo	4300
HR24	Mini MBA: HR Management - Taking HR to the Next Level	05 - 16 July	Cairo	8600
HR25	Mini MBA: HR Management - Taking HR to the Next Level (Module 2)	12 - 16 July	Cairo	4300
FI05	Mini MBA: Finance, Risk Management & Corporate Governance	20 - 24 July	Geneva	4300
FI04	Mini MBA: Finance & Accounting	20 - 31 July	Geneva	8600
FI03	Mini MBA: Accounting, Decision Making & Financial Communication	27 - 31 July	Geneva	4300
HR23	Mini MBA: HR Management - Taking HR to the Next Level (Module 1)	05 - 09 October	Kuala Lumpur	4300
HR24	Mini MBA: HR Management - Taking HR to the Next Level	05 - 16 October	Kuala Lumpur	8600
HR25	Mini MBA: HR Management - Taking HR to the Next Level (Module 2)	12 - 16 October	Kuala Lumpur	4300
FI05	Mini MBA: Finance, Risk Management & Corporate Governance	12 - 16 October	Kuala Lumpur	4300
FI04	Mini MBA: Finance & Accounting	12 - 23 October	Kuala Lumpur	8600
FI03	Mini MBA: Accounting, Decision Making & Financial Communication	19 - 23 October	Kuala Lumpur	4300
FI05	Mini MBA: Finance, Risk Management & Corporate Governance	07 - 11 December	Amsterdam	4300
FI04	Mini MBA: Finance & Accounting	07 - 18 December	Amsterdam	8600
FI03	Mini MBA: Accounting, Decision Making & Financial Communication	14 - 18 December	Amsterdam	4300

FUNCTIONAL MANAGEMENT SKILLS

Code	Course Title	Dates	Venue	Fees US\$
FI07	Integrating Budgeting, Forecasting and Business Planning	05 - 09 January	Kuala Lumpur	4300
MM02	Advanced Procurement & Leadership Skills	12 - 16 January	Kuala Lumpur	4300
MM16	Warehouse, Stores & Stock Control Management	18 - 22 January	Dubai	3700
MM04	Best Practices in Warehousing, Stores, Stock and Inventory Management	18 - 29 January	Dubai	7400
MM07	Inventory Management Techniques	25 - 29 January	Dubai	3700
FI06	The Complete Course on Budgeting: Planning, Forecasting, What-if Analysis & Reporting	25 - 29 January	Cairo	4300
PM06	The Complete Course on Contracts Management	01 - 05 February	Cairo	4300
PM05	The Complete Course on Contracts & Project Management	01 - 12 February	Cairo	8600
MM17	The Complete Course on Contracts & Purchasing Management	01 - 12 February	Cairo	8600

FUNCTIONAL MANAGEMENT SKILLS

Code	Course Title	Dates	Venue	Fees US\$
PM07	The Complete Course on Project Management	08 - 12 February	Cairo	4300
MM15	The Complete Course on Purchasing Management	08 - 12 February	Cairo	4300
MM06	Integrating Purchasing, Logistics & Inventory with Suppliers	08 - 12 February	Dubai	3700
PM01	Contracts: Reading, Writing and Negotiating	22 - 26 February	Dubai	3700
PM04	Selecting, Developing and Working with Suppliers & Contractors	22 - 26 March	Dubai	3700
FI02	Budgeting & Cost Control: Principles & Practices	22 - 26 March	Dubai	3700
MM16	Warehouse, Stores & Stock Control Management	05 - 09 April	Dubai	3700
MM04	Best Practices in Warehousing, Stores, Stock and Inventory Management	05 - 16 April	Dubai	7400
MM07	Inventory Management Techniques	12 - 16 April	Dubai	3700
FI05	Mini MBA: Finance, Risk Management & Corporate Governance	13 - 17 April	London	4300
MM13	Purchasing Techniques, Negotiating & Cost Reduction	13 - 17 April	Milan	4300
FI04	Mini MBA: Finance & Accounting	13 - 24 April	London	8600
FI03	Mini MBA: Accounting, Decision Making & Financial Communication	20 - 24 April	London	4300
MM06	Integrating Purchasing, Logistics & Inventory with Suppliers	20 - 24 April	Milan	4300
MM11	Procurement Best Practices	03 - 07 May	Dubai	3700
MM10	Procurement and Supply Chain Management Best Practices	03 - 14 May	Dubai	7400
MM09	Logistics & Supply Chain Management	10 - 14 May	Dubai	3700
FI06	The Complete Course on Budgeting: Planning, Forecasting, What-if Analysis & Reporting	10 - 14 May	Cairo	4300
PM06	The Complete Course on Contracts Management	10 - 14 May	Cairo	4300
PM05	The Complete Course on Contracts & Project Management	10 - 21 May	Cairo	8600
MM17	The Complete Course on Contracts & Purchasing Management	10 - 21 May	Cairo	8600
MM15	The Complete Course on Purchasing Management	17 - 21 May	Cairo	4300
PM07	The Complete Course on Project Management	17 - 21 May	Cairo	4300
PM01	Contracts: Reading, Writing and Negotiating	07 - 11 June	Dubai	3700
FI07	Integrating Budgeting, Forecasting and Business Planning	08 - 12 June	London	4300
PM02	Negotiating, Drafting & Understanding Commercial Contracts	15 - 19 June	London	4300
PM03	Project Capital Management: Asset-Based Financial Engineering, Project Appraisal, and Cash Flow Analysis	05 - 09 July	Cairo	4300
MM13	Purchasing Techniques, Negotiating & Cost Reduction	05 - 09 July	Cairo	4300
FI02	Budgeting & Cost Control: Principles & Practices	12 - 16 July	Cairo	4300
MM06	Integrating Purchasing, Logistics & Inventory with Suppliers	12 - 16 July	Cairo	4300
MM02	Advanced Procurement & Leadership Skills	12 - 16 July	Turkey	4300
MM16	Warehouse, Stores & Stock Control Management	19 - 23 July	Dubai	3700

FUNCTIONAL MANAGEMENT SKILLS

Code	Course Title	Dates	Venue	Fees US\$
MM04	Best Practices in Warehousing, Stores, Stock and Inventory Management	19 - 30 July	Dubai	7400
FI05	Mini MBA: Finance, Risk Management & Corporate Governance	20 - 24 July	Geneva	4300
FI04	Mini MBA: Finance & Accounting	20 - 31 July	Geneva	8600
MM07	Inventory Management Techniques	26 - 30 July	Dubai	3700
FI03	Mini MBA: Accounting, Decision Making & Financial Communication	27 - 31 July	Geneva	4300
MM11	Procurement Best Practices	09 - 13 August	Dubai	3700
MM10	Procurement and Supply Chain Management Best Practices	09 - 20 August	Dubai	7400
FI06	The Complete Course on Budgeting: Planning, Forecasting, What-if Analysis & Reporting	10 - 14 August	Prague	4300
PM06	The Complete Course on Contracts Management	10 - 14 August	Geneva	4300
PM05	The Complete Course on Contracts & Project Management	10 - 21 August	Geneva	8600
MM17	The Complete Course on Contracts & Purchasing Management	10 - 21 August	Geneva	8600
MM09	Logistics & Supply Chain Management	16 - 20 August	Dubai	3700
MM15	The Complete Course on Purchasing Management	17 - 21 August	Geneva	4300
PM07	The Complete Course on Project Management	17 - 21 August	Geneva	4300
PM01	Contracts: Reading, Writing and Negotiating	27 Sep - 01 Oct	Dubai	3700
PM04	Selecting, Developing and Working with Suppliers & Contractors	04 - 08 October	Dubai	3700
FI05	Mini MBA: Finance, Risk Management & Corporate Governance	12 - 16 October	Kuala Lumpur	4300
MM13	Purchasing Techniques, Negotiating & Cost Reduction	12 - 16 October	Kuala Lumpur	4300
FI04	Mini MBA: Finance & Accounting	12 - 23 October	Kuala Lumpur	8600
PM09	The Essentials of Contracting	18 - 22 October	Dubai	3700
FI03	Mini MBA: Accounting, Decision Making & Financial Communication	19 - 23 October	Kuala Lumpur	4300
MM06	Integrating Purchasing, Logistics & Inventory with Suppliers	19 - 23 October	Kuala Lumpur	4300
PM03	Project Capital Management: Asset-Based Financial Engineering, Project Appraisal, and Cash Flow Analysis	19 - 30 October	Kuala Lumpur	4300
MM16	Warehouse, Stores & Stock Control Management	01 - 05 November	Dubai	3700
MM04	Best Practices in Warehousing, Stores, Stock and Inventory Management	01 - 12 November	Dubai	7400
MM07	Inventory Management Techniques	08 - 12 November	Dubai	3700
PM02	Negotiating, Drafting & Understanding Commercial Contracts	09 - 13 November	London	4300
FI02	Budgeting & Cost Control: Principles & Practices	09 - 13 November	London	4300
FI06	The Complete Course on Budgeting: Planning, Forecasting, What-if Analysis & Reporting	16 - 20 November	Paris	4300
MM02	Advanced Procurement & Leadership Skills	16 - 20 November	Paris	4300
MM11	Procurement Best Practices	06 - 10 December	Dubai	3700
PM06	The Complete Course on Contracts Management	06 - 10 December	Cairo	4300

FUNCTIONAL MANAGEMENT SKILLS

Code	Course Title	Dates	Venue	Fees US\$
PM05	The Complete Course on Contracts & Project Management	06 - 17 December	Cairo	8600
MM10	Procurement and Supply Chain Management Best Practices	06 - 17 December	Dubai	7400
MM17	The Complete Course on Contracts & Purchasing Management	06 - 17 December	Cairo	8600
FI07	Integrating Budgeting, Forecasting and Business Planning	07 - 11 December	Kuala Lumpur	4300
FI05	Mini MBA: Finance, Risk Management & Corporate Governance	07 - 11 December	Amsterdam	4300
FI04	Mini MBA: Finance & Accounting	07 - 18 December	Amsterdam	8600
MM09	Logistics & Supply Chain Management	13 - 17 December	Dubai	3700
MM15	The Complete Course on Purchasing Management	13 - 17 December	Cairo	4300
PM07	The Complete Course on Project Management	13 - 17 December	Cairo	4300
FI03	Mini MBA: Accounting, Decision Making & Financial Communication	14 - 18 December	Amsterdam	4300
PM01	Contracts: Reading, Writing and Negotiating	20 - 24 December	Dubai	3700

HUMAN RESOURCE DEVELOPMENT & TRAINING

Code	Course Title	Dates	Venue	Fees US\$
HR23	Mini MBA: HR Management - Taking HR to the Next Level (Module 1)	13 - 17 April	London	4300
HR24	Mini MBA: HR Management - Taking HR to the Next Level	13 - 24 April	London	8600
HR25	Mini MBA: HR Management - Taking HR to the Next Level (Module 2)	20 - 24 April	London	4300
HR20	Best Practices for Personnel/ HR Assistants	26 - 30 April	Dubai	3700
HR13	HR Skills for HR Assistants	17 - 21 May	Dubai	3700
HR26	Leading Strategic HR Transformation	08 - 12 June	London	4300
HR23	Mini MBA: HR Management - Taking HR to the Next Level (Module 1)	05 - 09 July	Cairo	4300
HR24	Mini MBA: HR Management - Taking HR to the Next Level	05 - 16 July	Cairo	8600
HR25	Mini MBA: HR Management - Taking HR to the Next Level (Module 2)	12 - 16 July	Cairo	4300
HR21	Best Practices for Performance Management in a Multi-cultural Environment	19 - 23 July	Turkey	4300
HR16	Financial Knowledge for HR Professionals	27 - 31 July	Kuala Lumpur	4300
HR27	Financial Knowledge & Consulting Skills for HR Professionals	27 July - 07 August	Kuala Lumpur	8600
HR19	Consulting Skills for HR Professionals	03 - 07 August	Kuala Lumpur	4300
HR20	Best Practices for Personnel/ HR Assistants	16 - 20 August	Dubai	3700
HR23	Mini MBA: HR Management - Taking HR to the Next Level (Module 1)	05 - 09 October	Kuala Lumpur	4300
HR24	Mini MBA: HR Management - Taking HR to the Next Level	05 - 16 October	Kuala Lumpur	8600
HR25	Mini MBA: HR Management - Taking HR to the Next Level (Module 2)	12 - 16 October	Kuala Lumpur	4300
HR26	Leading Strategic HR Transformation	26 - 30 October	Kuala Lumpur	4300
HR13	HR Skills for HR Assistants	27 - 31 December	Dubai	3700