



## INSIDE COMPUTER APPLICATIONS TRAINING SCHEDULE 2009

Course Title	Level	Day(s)	Price (SR)	Jan	Feb	Mar	Apr	May	Jun
Microsoft Windows 2002	Foundation	1	440		5		1		
	Intermediate	1	440		6		2		
Microsoft Word 2002	Foundation	1	440	20		24		26	
	Intermediate	1	440	21		25		27	
	Advanced	1	440	22		26		28	
Microsoft Excel 2002	Foundation	1	440		26		21		23
	Intermediate	1	440		27		22		24
	Advanced	1	440		28		23		25
Microsoft PowerPoint 2002	Foundation	1	440	29		18		27	
	Intermediate	1	440	30		19		28	
Microsoft Access 2002	Foundation	2	880	5-6		5-6		5-6	
	Intermediate	1	440	7		10		7	
	Advanced	1	440	8		11		8	
Microsoft FrontPage 2002	Foundation	1			14		2		12
Microsoft Project 2002		2	880	29-30		31		4	
Microsoft Publisher 2002	Foundation	1	440		14		21		
Microsoft Outlook 2002		1	440		1		3		8

**Note:**

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- 2) Classes commence from 9:00am to 5:00pm



## INSIDE COMPUTER APPLICATIONS TRAINING SCHEDULE 2009

Course Title	Level	Day(s)	Price (SR)	Jan	Feb	Mar	Apr	May	Jun
Microsoft Windows 2002	Foundation	1	440	12		3		13	
	Intermediate	1	440	13		4		14	
Microsoft Word 2003	Foundation	1	440		24		15		1
	Intermediate	1	440		25		16		2
	Advanced	1	440		26		17		3
Microsoft Excel 2003	Foundation	1	440	19		17		11	
	Intermediate	1	440	20		18		12	
	Advanced	1	440	21		19		13	
Microsoft PowerPoint 2003	Foundation	1	440		5		22		22
	Intermediate	1	440		6		23		23
Microsoft Access 2003	Foundation	2	880		2-3		2-3		8-9
	Intermediate	2	880		10-11		9-10		15-16
	Advanced	2	880		16-17		16-17		22-23
Microsoft FrontPage 2003	Intermediate	1	440		11		2		3
	Intermediate	1	440		12		3		4
Microsoft Project 2003		2	880	6-7		5-6		20-21	
Microsoft Publisher 2003	Foundation	1	440	14		17		25	
	Intermediate	1	440	15		18		26	
Microsoft Outlook 2003		1	440	29		26		22	
Internet Explorer 7.0		1	440	12		27		23	

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## INSIDE COMPUTER APPLICATIONS TRAINING SCHEDULE 2009

Course Title	Level	Day(s)	Price (SR)	Jan	Feb	Mar	Apr	May	Jun
Macromedia Dreamweaver MX	Foundation	2	1200	12-13		11-12		18-19	
	Intermediate	1	840	14		16		20	
	Advanced	1	840	15		18		21	
Macromedia Flash MX	Foundation	1	840		2		7		3
	Intermediate	1	840		3		8		10
	Advanced	1	840		4		9		17
Adobe Illustrator CS	Foundation	1	840	19		10		26	
	Intermediate	1	840	20		11		27	
Adobe Pagemaker 7.0	L1	1	840	21		16		20	
	L2	1	840	22		17		21	
	L3	1	840	23		18		22	
Adobe Photoshop CS	L1	1	840		5		15		24
	L2	1	840		6		16		25
AutoCAD 2007	L1	3	1200	5-7		11-13		6-8	
	L2	3	1200	12-14		16-18		13-15	
	L3	3	1200	19-21		23-25		20-22	
AutoCAD 2002	L1	3	1200		2-4		6-8		1-3
	L2	3	1200		10-12		13-15		9-11
	L3	3	1200		16-18		20-22		16-18

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## INSIDE COMPUTER APPLICATIONS TRAINING SCHEDULE 2009

Course Title	Level	Day(s)	Price (SR)	Jul	Aug	Sept	Oct	Nov	Dec
Microsoft Windows 2002	Foundation	1	440		3		22		2
	Intermediate	1	440		4		23		3
Microsoft Word 2002	Foundation	1	440	15		1		4	
	Intermediate	1	440	16		2		5	
	Advanced	1	440	17		3		6	
Microsoft Excel 2002	Foundation	1	440		10		5		14
	Intermediate	1	440		11		6		15
	Advanced	1	440		12		7		16
Microsoft PowerPoint 2002	Foundation	1	440	1		24		5	
	Intermediate	1	440	2		25		6	
Microsoft Access 2002	Foundation	2	880	2-3		9-10		2-3	
	Intermediate	1	440	6		14		4	
	Advanced	1	440	7		15		5	
Microsoft FrontPage 2002	Foundation	1			26		21		23
Microsoft Project 2002		2	880	27-28		15-16		11-12	
Microsoft Publisher 2002	Foundation	1	440		10		20		29
Microsoft Outlook 2002		1	440		3		28		4

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## INSIDE COMPUTER APPLICATIONS TRAINING SCHEDULE 2009

Course Title	Level	Day(s)	Price (SR)	Jul	Aug	Sept	Oct	Nov	Dec
Microsoft Windows 2002	Foundation	1	440	29		15		12	
	Intermediate	1	440	30		16		13	
Microsoft Word 2003	Foundation	1	440		26		14		14
	Intermediate	1	440		27		15		15
	Advanced	1	440		28		16		16
Microsoft Excel 2003	Foundation	1	440	15		17		22	
	Intermediate	1	440	16		18		23	
	Advanced	1	440	17		19		24	
Microsoft PowerPoint 2003	Foundation	1	440		17		21		2
	Intermediate	1	440		18		22		16
Microsoft Access 2003	Foundation	2	880		5-6		5-6		1-2
	Intermediate	2	880		12-13		12-13		8-9
	Advanced	2	880		19-20		19-20		15-16
Microsoft FrontPage 2003	Intermediate	1	440		13		28		28
	Intermediate	1	440		20		15		29
Microsoft Project 2003		2	880	6-7		22-23		18-19	
Microsoft Publisher 2003	Foundation	1	440	15		4		19	
	Intermediate	1	440	16		5		20	
Microsoft Outlook 2003		1	440	9		24		18	
Internet Explorer 7.0		1	440	6		15		23	

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Course Title	Level	Day(s)	Price (SR)	Jul	Aug	Sept	Oct	Nov	Dec
Macromedia Dreamweaver MX	Foundation	2		1-2		14-15		4	
	Intermediate	1	880	7		16		5	
	Advanced	1	880	8		17		6	
Macromedia Flash MX	Foundation	1	880		10		5		1
	Intermediate	1	880		11		6		2
	Advanced	1	880		12		7		3
Adobe Illustrator CS	Foundation	1	880	15		14		2	
	Intermediate	1	880	16		15		3	
Adobe Pagemaker 7.0	L1	1	880	22		24		25	
	L2	1	880		3		8		9
	L3	1	880		4		12		10
Adobe Photoshop CS	L1	1	880		17		7		29
	L2	1	880		18		21		30
AutoCAD 2007	L1	3	1200	1-3		1-3		4-6	
	L2	3	1200	7-9		7-9		11-13	
	L3	3	1200	14-16		14-16		18-20	
AutoCAD 2002	L1	3	1200		3-5		14-16		2-4
	L2	3	1200		10-12		21-23		14-16
	L3	3	1200		17-19		28-30		21-23

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## INSIDE COMPUTER TECHNICALS TRAINING SCHEDULE 2009

Course Title	Code	Day(s)	Price (SR)	Jan	Feb	Mar	Apr	May	Jun
A+ Certification	A+	5	3500	19-23				4-8	
Network+	Net+	5	3500		2-6		6-10		8-12
MS Solutions Framework Essentials	1846	3	2500		24-26		1-3		1-3
Querying MS SQL Server 2000 with Transact - SQL	2071	2	2100			2-3		6-7	4-5
Administering a MS SQL Server 2000 Database	2072	5	3500			16-20		25-29	15-19
Programming a MS SQL Server 2000 Database	2073	5	3500	12-16			6-10		
Des. & Imp. OLAP Solutions Using MS SQL Server 2000	2074	5	3500	21-25			20-24		
Creating Reporting Solutions Using MS SQL Server 2000 Reporting Services	2030	2	2100	5-6			13-17		
Modelling Business Requirements to Create a Database Using MS Visual Studio .NET Enterprise Architect	2090	3	3000		3-5		27-29		23-25
Populating a Data Warehouse with MS SQL Server 2000 Data Transformation Services	2092	5	4000		16-20		13-17		8-12
Implementing Business Logic with MDX in MS SQL Server 2000	2093	3	3000	14-16		10-12		19-21	
Implementing MS Windows 2000 Professional & Server	2152	5	4000		23-27		20-24		22-26
Implementing a MS Windows 2000 Network Infrastructure	2153	5	4000			2-6		18-22	
Implementing & Administering MS Windows 2000 Directory Services	2154	5	4000			23-27		11-15	

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## INSIDE COMPUTER TECHNICALS TRAINING SCHEDULE 2009

Course Title	Code	Day(s)	Price (SR)	Jan	Feb	Mar	Apr	May	Jun
Supporting Users & Troubleshooting MS Windows Desktop Operating Systems	2261	3	3000	5-7			1-3		2-4
Supporting Users & Troubleshooting Application on a MS Windows Desktop Operating System Platform	2262	2	2100			30-31		19-20	
Implementing & Supporting MS Win XP Professional	2272	5	4000		2-6		13-17		
Introduction to MS Visual Basic .NET Programming	2559	5	4000		16-20		6-10		
Managing a Maintaining a MS Windows Server 2003 Environment	2273	5	4000			2-6			15-19
Developing Secure Web Applications	2300	3	3000	6-8		10-12			
Managing a MS Windows Server 2003 Environment	2274	5	4000	12-16		23-27			22-26
Maintaining a MS Windows Server 2003 Environment	2275	3	3000			11-13			
Implementing a MS Win Server 2003 Network Infrastructure : Network Hosts	2276	2	2100		12-13		28-29		
Implementing, Managing & Maintaining a MS Win Server 2003 Network Infrastructure: Network Services	2277	5	4000	19-23		16-20		4-8	
Planning & Maintaining a MS Win Server 2003 Network Infrastructure	2278	5	4000	12-16		2-6		11-15	
Planning, Implementing & Maintaining a MS Windows Server 2003 Active Directory Infrastructure	2279	5	4000		23-27		20-25		1-5

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## INSIDE COMPUTER TECHNICALS TRAINING SCHEDULE 2009

Course Title	Code	Day(s)	Price (SR)	Jan	Feb	Mar	Apr	May	Jun
Designing a MS Windows Server 2003 Active Directory Infrastructure	2282	5	4000				20-24		
Migrating from MS Windows NT to MS Win Server 2003	2283	3	3000		19-21			6-8	
Expert Track: Updating Systems Administrator & System Engineer Skills from MS Win 2000 to MS Win 2003	2207	5	4000	12-16		2-6			
Updating Support Skills from MS Windows NT 4.0 to MS Windows Server 2003	2208	5	4000		12-16		13-17		
Developing MS ASP .NET Web Applications Using Visual Studio .NET	2310	5	4000	19-23			6-10		
Programming with MS Visual Basic . NET	2373	5	4000			16-20		11-15	
Programming with MS ADO .NET	2389	3	3000			10-12			
Upgrading Web Development Skills fr ASP to MS ASP.NET	2640	3	3000	28-30		11-13			2-4
Implementing & Managing MS Exchange 2003	2400	3	3000	14-16			13-17		
Developing XML Web Services Using MS ASP .NET	2524	3	3000		28-30			4-6	
Building COM+ Applications Using MS .NET Enterprise Services	2557	5	4000			23-27			22-26
Developing MS .NET Applications for Windows (VB.NET)	2565	5	4000		19-23			4-8	

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Course Title	Code	Day(s)	Price (SR)	Jan	Feb	Mar	Apr	May	Jun
Analyzing Requirements & Defining MS .NET Solution Architectures	2710	5	4000		16-20			11-15	
Updating Your Database Development Skills to Microsoft SQL Server 2005	2734	3	3000	28-30			1-3		
Mastering MFC Fundamentals Using MS Visual C++	1011	5	4000	19-23					1-5
Mastering MFC Fundamentals Using MS Visual C++ 6	1015	5	4000			2-6			
Mastering MS Visual Basic 6 Fundamentals	1303	5	4000				20-24		
Mastering MS Visual Basic 6 Development	1013	5	4000	19-23					8-12
Mastering Enterprise Development Using MS VB 6	1016	5	4000			23-27			
Mastering Dist. Application Design Using MS Visual Studio	1298	5	4000					4-8	
Implementing & Managing MS Exchange 2000	1572	5	4000			2-6			
Designing MS Exchange 2000 for the Enterprise	1573	4	3200	19-22				25-28	
Designing & Planning a MS Exchange Server 2003 Organization	2008	2	2100		4-5				29-30
Upgrading Your Skills from MS Exchange Server 5.5 to MS Exchange Server 2003	2009	3	3000	13-15			15-17		
Managing MS Systems Management Server 2003	2596	5	4000		23-27				22-26

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Course Title	Code	Day(s)	Price (SR)	Jan	Feb	Mar	Apr	May	Jun
Planning & Deploying MS Systems Mgmt Server 2003	2597	3	3000	28-30			1-3		
Deploying & Managing MS Internet Security and Acceleration Server 2000	2159	3	3000			16-18			2-4
Designing a Security for MS Networks	2830	3	3000	6-8			28-30		
Implementing & Administering Security in a MS Windows Server 2003 Network	2823	5	4000		2-6			11-15	
Fundamental of Network Security	2810	4	3200						
Managing a MS Windows 2000 Network Environment	2126	5	4000	19-23		16-20			1-5
Designing a MS Windows 2000 Directory Service Infrs.	1561	3	3000		10-12		16-18		
Designing a MS Windows 2000 Networking Serv. Infrs.	1562	4	3200			23-27			8-11
Designing a Secure MS Windows 2000 Network	2150	5	4000	12-16				25-29	
Implementing MS Windows 2000 Clustering	2081	3	3000		24-26		23-25		
Installing, Configuring & Administering MS Win XP Pro.	2285	2	2100	29-30		30-31			29-30

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Course Title	Code	Day(s)	Price (SR)	Jul	Aug	Sept	Oct	Nov	Dec
A+ Certification	A+	5	4000	6-10		14-18		9-13	
Network+	Network+	5	4000		3-7		12-16		1-4, 7
MS Solutions Framework Essentials	1846	3	3000		19-21			23-25	
Querying MS SQL Server 2000 with Transact - SQL	2071	2	2100	2-3		23-24		16-17	
Administering a MS SQL Server 2000 Database	2072	5	4000	13-17		7-11		9-13	
Programming a MS SQL Server 2000 Database	2073	5	4000	20-24			12-16		7-10, 14
Des. & Imp. OLAP Solutions Using MS SQL Server 2000	2074	5	4000		10-14		19-23		
Creating Reporting Solutions Using MS SQL Server 2000 Reporting Services	2030	2	2100	1-2			1-2		8-9
Modelling Business Requirements to Create a Database Using MS Visual Studio .NET Enterprise Architect	2090	3	3000			28-30		9-11	
Populating a Data Warehouse with MS SQL Server 2000 Data Transformation Services	2092	5	4000	6-10		7-11			
Implementing Business Logic with MDX in MS SQL Server 2000	2093	3	3000		3-5		28-30		1-3
Implementing MS Windows 2000 Professional & Server	2152	5	4000	6-10				16-20	
Implementing a MS Windows 2000 Network Infrastructure	2153	5	4000		3-7				
Implementing & Administering MS Windows 2000 Directory Services	2154	5	4000	6-10			5-9		

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Course Title	Code	Day(s)	Price (SR)	Jul	Aug	Sept	Oct	Nov	Dec
Supporting Users & Troubleshooting MS Windows Desktop Operating Systems	2261	3	3000		25-27	9-11		2-6	
Supporting Users & Troubleshooting Application on a MS Windows Desktop Operating System Platform	2262	2	2100	22-23	27-28			16-17	
Implementing & Supporting MS Win XP Professional	2272	5	4000	20-24			12-16		1-4,7
Introduction to MS Visual Basic .NET Programming	2559	5	4000	6-10			5-9		
Managing a Maintaining a MS Windows Server 2003 Environment	2273	5	4000	20-24		14-18		16-20	
Developing Secure Web Applications	2300	3	3000			1-3	20-22		8-10
Managing a MS Windows Server 2003 Environment	2274	5	4000		10-14			9-13	
Maintaining a MS Windows Server 2003 Environment	2275	3	3000		3-5			3-5	
Implementing a MS Win Server 2003 Network Infrastructure : Network Hosts	2276	2	2100	13-14		28-29		2-3	
Implementing, Managing & Maintaining a MS Win Server 2003 Network Infrastructure: Network Services	2277	5	4000		3-7				
Planning & Maintaining a MS Win Server 2003 Network Infrastructure	2278	5	4000		24-28			16-20	
Planning, Implementing & Maintaining a MS Windows Server 2003 Active Directory Infrastructure	2279	5	4000	13-17		14-18			

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Course Title	Code	Day(s)	Price (SR)	Jul	Aug	Sept	Oct	Nov	Dec
Designing a MS Windows Server 2003 Active Directory Infrastructure	2282	5	4000		10-14		5-9		
Migrating from MS Windows NT to MS Win Server 2003	2283	3	3000		3-5			2-6	
Expert Track: Updating Systems Administrator & System Engineer Skills from MS Win 2000 to MS Win 2003	2207	5	4000		24-28			9-13	
Updating Support Skills from MS Windows NT 4.0 to MS Windows Server 2003	2208	5	4000		3-7			16-20	
Developing MS ASP .NET Web Applications Using Visual Studio .NET	2310	5	4000	20-24		7-11			1-4, 7
Programming with MS Visual Basic . NET	2373	5	4000		24-28			9-13	
Programming with MS ADO .NET	2389	3	3000	1-3		1-3		24-26	
Upgrading Web Development Skills fr ASP to MS ASP.NET	2640	3	3000		12-14				1-4, 7
Implementing & Managing MS Exchange 2003	2400	3	3000	6-8			14-16		14-16
Developing XML Web Services Using MS ASP .NET	2524	3	3000		10-12			2-6	
Building COM+ Applications Using MS .NET Enterprise Services	2557	5	4000		10-12			16-20	
Developing MS .NET Applications for Windows (VB.NET)	2565	5	4000			14-18	19-23		

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Course Title	Code	Day(s)	Price (SR)	Jul	Aug	Sept	Oct	Nov	Dec
Analyzing Requirements & Defining MS .NET Solution Architectures	2710	5	4000	13-17		7-11		9-13	
Updating Your Database Development Skills to Microsoft SQL Server 2005	2734	3	3000	8-10		28-30			1-4, 7
Mastering MFC Fundamentals Using MS Visual C++	1011	5	4000			7-11		2-6	
Mastering MFC Fundamentals Using MS Visual C++ 6	1015	5	4000			14-18		16-20	
Mastering MS Visual Basic 6 Fundamentals	1303	5	4000		3-7		12-16		
Mastering MS Visual Basic 6 Development	1013	5	4000			7-11		9-13	
Mastering Enterprise Development Using MS VB 6	1016	5	4000			14-18			
Mastering Dist. Application Design Using MS Visual Studio	1298	5	4000			14-18			
Implementing & Managing MS Exchange 2000	1572	5	4000	6-10		7-11			
Designing MS Exchange 2000 for the Enterprise	1573	4	3200	13-16		22-25		23-26	
Designing & Planning a MS Exchange Server 2003 Organization	2008	2	2100	13-14		28-29			
Upgrading Your Skills from MS Exchange Server 5.5 to MS Exchange Server 2003	2009	3	3000				5-7		1-3
Managing MS Systems Management Server 2003	2596	5	4000			1-4, 7		16-20	

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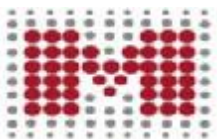


## INSIDE COMPUTER TECHNICALS TRAINING SCHEDULE 2009

Course Title	Code	Day(s)	Price (SR)	Jul	Aug	Sept	Oct	Nov	Dec
Managing MS Systems Management Server 2003	2596	5	4000		3-7			16-20	
Planning & Deploying MS Systems Mgmt Server 2003	2597	3	3000		25-27			3-5	
Deploying & Managing MS Internet Security and Acceleration Server 2000	2159	3	3000		25-27			23-25	
Designing a Security for MS Networks	2830	3	3000				26-30		7-9
Implementing & Administering Security in a MS Windows Server 2003 Network	2823	5	4000	6-10		7-11		9-13	
Fundamental of Network Security	2810	4	3200		3-6				14-17
Managing a MS Windows 2000 Network Environment	2126	5	4000	13-17			5-9		
Designing a MS Windows 2000 Directory Service Intras.	1561	3	3000		25-27			23-25	
Designing a MS Windows 2000 Networking Serv. Intras.	1562	4	3200		25-28			23-26	
Designing a Secure MS Windows 2000 Network	2150	5	4000		24-28		5-9		
Implementing MS Windows 2000 Clustering	2081	3	3000		3-7		26-28		
Installing, Comfiguring & Administering MS Win XP Pro.	2285	2	2100		10-11		22-23		21-24, 28

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## INSIDE SOFTSKILLS TRAINING SCHEDULE 2009

Course Title	Day(s)	Price (SR)	Jan	Feb	Mar	Apr	May	Jun
Global Management Skills	2	1440	14-15		14-18		19-20	
Global Leadership Skills	2	1440		18-19		8-9		16-17
Effective Communication Tools	1	720		2		2		29
Effective English Communication Skills	2	1440		11-12		8-9		2-3
Build Positive Working Attitude	2	1440		3-4		22-23		9-10
Effective Pronunciation Skills	2	1440	5-6		3-4		6-7	
Effective Creative Writing Skills	2	1440		18-19		15-16		8-9
Exploring the New Basics of Business Writing	1	720			2			1
Effective Report Writing Skills	2	1440	7-8			8-9		
Effective Techniques Speech Writing and Presentation Skills	2	1440	28-29		24-25		20-21	
Advanced Presentation Skills	1	720		4		22		3-4
Effective Presentation Skills	2	1440	6-7		11-12		27-28	
Using Presentation Equipment Effectively	1	720		16		20		17
Effective Listening Skills	1	720	2			6		10
Fine Tune Call Center Communication Skills	2	1440		16-17			20-21	
English Excellent Negotiation Skills	2	1440						
Strategies to Prevent Conflicts from Escalating	2	1440	5-6		16-17		13-14	
Call Center Customer Service	2	1440	7-8			14-15		
Call Centre Sales Techniques	2	1440		25-26			5-6	
Effective Frontline Customer Service Skills	2	1440	13-14		10-11			16-17

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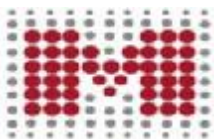
## Training 2009

### INSIDE SOFTSKILLS TRAINING SCHEDULE 2009

Course Title	Day(s)	Price (SR)	Jan	Feb	Mar	Apr	May	Jun
Customer Service Strategy	1	720		20		10		24
Identify Customer Expectations Techniques	1	720	14			15		3
Improving the Process of Service Delivery	2	1440		18-19			6-7	
Coaching in a Service Oriented Culture	2	1440	14-15		24-25			23-24
Establishing Your Teams Desired Performance	2	1440		4-5		8-9		
Effective Approaches to Risk Management Skills	2	1440	29-30		11-12			
Effective Time Management Skills	2	1440			3-4		13-14	
Developing Interpersonal Skills in your People	2	1440	21-22			20-21		
Eliminate The Time Wasters	1	720			30			
Human Development & Positive Attitude(No-Exec)	2	1440	21-22				11-12	
Effective Sales Collection & Contracting Techniques	2	1440			10-11			
Effective Strategic Marketing Planning	1	720	30		25-26	17		
Effective Sales Techniques	2	1440		10-11			28-29	
Enhancing Retail Sales Techniques	2	1440			26-27			
Effective Inventory Control Management	2	1440		2-3			4-5	
Managing Stress at Workplace	2	1440			17-18			16-17
Effective Project Management for Professionals	2	1440	21-22			1-2		
Supply Chains Management	2	1440		11-12			20-21	
Coaching & Counseling for Work Improvement	2	1440	28-29		23-24		13-14	
Emotional Intelligence in Workplace	2	1440		18-19			7-8	

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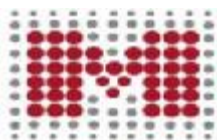
## Training 2009

### INSIDE SOFTSKILLS TRAINING SCHEDULE 2009

Course Title	Day(s)	Price (SR)	Jan	Feb	Mar	Apr	May	Jun
Creative Thinking and Problem Solving	2	1440			2-3			
Effective Strategic Planning Skills	2	1440		16-17			28-29	
Effective Implementing Quality Control Circles	2	1440	28-29			8-9		
Office and Administrative Skills	2	1440			11-12			2-3
Effective Planning and Decision Making Process	2	1440	15-16			22-23		
Effective Strategic Purchasing Skills	2	1440		3-4			14-15	
Towards Excellent Performance & Productivity	2	1440	7-8			20-21		
Effective Succession Planning for HR Management	2	1440		25-26			27-28	
Effective Managing People Skills	2	1440	5-6		12-13			15-16
Effective Supervisory Skills	2	1440		23-24				
Effective Meeting&People Handling Skills	2	1440	6-7			27-28		
Power Presentations with PowerPoint	2	1440			23-24		6-7	
Effective Problem Solving Skills (Non-Exec)	2	1440		4-5			20-21	

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## INSIDE SOFTSKILLS TRAINING SCHEDULE 2009

Course Title	Day(s)	Price (SR)	Jul	Aug	Sep	Oct	Nov	Dec
Global Management Skills	2	1440	15-16		2-3		5-6	
Global Leadership Skills	2	1440		6-7		5-6		2-3
Effective Communication Tools	1	720			4			
Effective English Communication Skills	2	1440		3-4	9-10		11-12	
Build Positive Working Attitude	2	1440		5-6		12-13		
Effective Pronunciation Skills	2	1440	14-15		10-11			15-16
Effective Creative Writing Skills	2	1440				7-8		
Exploring the New Basics of Business Writing	1	720			9		18-19	
Effective Report Writing Skills	2	1440	20-21			8-9		22-23
Effective Techniques Speech Writing and Presentation Skills	2	1440	8-9			14-15		
Advanced Presentation Skills	1	720	1-2			12-13		
Effective Presentation Skills	2	1440	9-10		14-15			14-15
Using Presentation Equipment Effectively	1	720		28		5		
Effective Listening Skills	1	720				12		
Fine Tune Call Center Communication Skills	2	1440	2-3			15-16		
English Excellent Negotiation Skills	2	1440				21-22		
Strategies to Prevent Conflicts from Escalating	2	1440		24-25		19-20		
Call Center Customer Service	2	1440	9-10			29-30		
Call Centre Sales Techniques	2	1440		25-26		6-7		
Effective Frontline Customer Service Skills	2	1440			7-8		25-26	

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## INSIDE SOFTSKILLS TRAINING SCHEDULE 2009

Course Title	Day(s)	Price (SR)	Jul	Aug	Sep	Oct	Nov	Dec
Customer Service Strategy	1	720		28			16	
Identify Customer Expectations Techniques	1	720		14			23	
Improving the Process of Service Delivery	2	1440		19-20		7-8		
Coaching in a Service Oriented Culture	2	1440				14-15		
Establishing Your Teams Desired Performance	2	1440			9-10			
Effective Approaches to Risk Management Skills	2	1440	13-14				2-3	
Effective Time Management Skills	2	1440	16-17				23-24	
Developing Interpersonal Skills in your People	2	1440	23-24				4-5	
Eliminate The Time Wasters	1	720	27				18	
Human Development & Positive Attitude(No-Exec)	2	1440	1-2			12-13		
Effective Sales Collection & Contracting Techniques	2	1440		24-25				14-15
Effective Strategic Marketing Planning	1	720	20			19		10
Effective Sales Techniques	2	1440	27-28				23-24	
Enhancing Retail Sales Techniques	2	1440	16-17					
Effective Inventory Control Management	2	1440		20-21			25-26	
Managing Stress at Workplace	2	1440		26-27				
Effective Project Management for Professionals	2	1440		12-13				
Supply Chains Management	2	1440		25-26				
Coaching & Counseling for Work Improvement	2	1440	15-16					
Emotional Intelligence in Workplace	2	1440	15-16		23-24			

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## Training 2009

### INSIDE SOFTSKILLS TRAINING SCHEDULE 2009

Course Title	Day(s)	Price (SR)	Jul	Aug	Sep	Oct	Nov	Dec
Creative Thinking and Problem Solving	2	1440	22-23			22-23		
Effective Strategic Planning Skills	2	1440		20-21			18-19	
Effective Implementing Quality Control Circles	2	1440		26-27		5-6		
Office and Administrative Skills	2	1440			10-11			2-3
Effective Planning and Decision Making Process	2	1440		10-11				9-10
Effective Strategic Purchasing Skills	2	1440		3-4				29-30
Towards Excellent Performance & Productivity	2	1440		10-11				
Effective Succession Planning for HR Management	2	1440					25-26	
Effective Managing People Skills	2	1440		12-13				15-16
Effective Supervisory Skills	2	1440	9-10					21-22
Effective Meeting&People Handling Skills	2	1440	22-23		22-23		2-3	
Power Presentations with PowerPoint	2	1440	1-2				23-24	
Effective Problem Solving Skills (Non-Exec)	2	1440	15-16			14-15		

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