



**Henley**  
Management  
Centre

## 2015 Open Course Schedule Dubai

3904 The Platinum Tower  
Jumeriah Lakes Towers  
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HENLEY MANAGEMENT			Fees	Duration (days)	JAN 15	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Leadership & Management	HL59	Cutting-Edge Leadership	\$4,500	5			1-5		24-28			23-27	27-1			13-17
	HEL9	Leadership Skills for Executives	\$4,500	5	25-29		15-19	26-30				9-13			1-5	
	HLV1	Visionary Leadership and Strategic Management	\$4,500	5	25-29		15-19		24-28			9-13		4-8	22-26	
	HLP10	Leadership Skills for Improved Performance	\$4,500	5		15-19		12-16		31-4			13-17		29-3	
	HLT7	Leadership and Talent Development	\$4,500	5	18-22		22-26		3-7			30-3		18-22		
	HLC24	Influential Leadership and Creativity	\$4,500	5		22-26		19-23	24-28			2-6		11-15		6-10
	HSC36	Leadership Skills for Supervisors and Team Leaders	\$4,500	5	18-22		1-5		17-21				6-10	18-22		
	HLL4	Lean Leadership - Certified	\$4,500	5		8-12			3-7					18-22		
	HDP12	Problem Solving and Decision Making for Executives	\$4,500	5		1-5	29-2				26-30			11-15	15-19	
	HOD1	Managing Organisation Development	\$4,200	5		1-5			3-7			23-27		11-15		
	HSC33	Management Skills for Team Leaders	\$4,500	5		15-19			10-14			9-13	27-1		29-3	
	HM59	The Certified Advanced Management Programme	\$4,200	5		1-5	29-2		17-21		26-30		13-17		15-19	
	HM8	Managing World Class Performance	\$4,500	5	25-29		15-19		10-14		26-30		13-17		8-12	
	HM28	Successful Management Skills	\$4,200	5		1-5		12-16	24-28			23-27		18-22		13-17
Strategy, Planning and Change Management	HAD3	The Senior Management Programme	\$4,200	5	18-22		22-26		3-7			16-20			8-12	
	HR15	Certified Human Resources Management for non HR Professionals	\$4,500	5		15-19						9-13	27-1		1-5	
			Fees	Days	JAN 15	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	HSF3	Critical Thinking and Strategic Planning	\$4,500	5	18-22			12-16		31-4			13-17		1-5	13-17
	HL74	Leadership and Strategic Planning	\$4,500	5			22-26		3-7		26-30		27-1		15-19	
	HSM90	Contemporary Strategic Management	\$4,500	5	25-29		1-5		10-14				13-17		22-26	
	BI43	Business Intelligence - Add Value and Gain Advantage	\$4,500	5				12-16		7-11				25-29		
	SF2	Corporate Strategy Formulation for Executives	\$4,500	5	18-22					31-4			13-17			13-17
	BP17	Business Planning - Advanced Business Solutions	\$4,200	5		1-5				7-11			6-10			6-10
	SF08	Analysing and Preparing for Strategy Formulation	\$4,200	5	25-29			12-16			26-30			4-8		20-24
	RM44	Managing Risk and Scenario Planning	\$4,200	5				12-16				23-27				6-10
	ASP5	Strategic Planning and Forecasting - Certified	\$4,500	5		1-5					26-30				1-5	
	HSM4	Strategic Thinking and Change	\$4,500	5			22-26		3-7			16-20			8-12	
	HF75	Business Decision Making Considering Financial and Non-Financial Factors	\$4,200	5		15-19			17-21			9-13		25-29	29-3	
Quality & Productivity	HRM3	Risk Management in the Changing Organisation	\$4,200	5		8-12	29-2							11-15		20-24
	HLC30	Influential Leadership and Change Management	\$4,500	5		22-26		19-23	24-28			2-6		11-15		6-10
	HM33	Change Management for Executives	\$4,500	5			8-12			31-4		30-3		4-8		20-24
			Fees	Days	JAN 15	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	QM9	The Certified Strategic Quality Manager	\$4,500	5	18-22		1-5						6-10			
	BPQ07	Business Process Management and Quality	\$4,500	5	25-29			19-23				2-6			1-5	
	QA55	Quality Assurance Practises and Techniques - Quality Assurance ISO 9001-2008 QMS Auditor Led Programme	\$4,500	5			1-5			7-11					8-12	
	LS31	Lean Six Sigma	\$4,500	5		8-12			3-7					18-22		
	PMI4	Process Mapping and Improvement	\$4,200	5	25-29			19-23				2-6			1-5	
	QJ35	Managing Quality and Innovation	\$4,500	5	18-22					7-11			6-10			13-17
Interpersonal Skills & Performance Management	G28	Total Quality Management (TQM)	\$4,500	5						7-11			6-10			13-17
	BP10	Business Process Improvement	\$4,200	5		15-19			10-14			9-13		25-29	1-5	
	OM8	The Certified Operation Manager	\$4,500	5		1-5					26-30			11-15		
			Fees	Days	JAN 15	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	HIR7	Effective Interpersonal Skills	\$4,200	5		1-5		19-23				23-27	27-1			20-24
	BP23	Successful Team Management	\$4,200	5	18-22		22-26		3-7			16-20			8-12	
	PM6	Emotional Intelligence - The Art of People Management	\$4,200	5			29-2			7-11			6-10	11-15	22-26	
	BS1	Neuro-Linguistic Programming (NLP)	\$4,500	5		22-26			17-21			16-20		4-8	8-12	6-10
	M15	Personal Effectiveness for Middle Management	\$4,200	5	25-29		22-26		24-28			30-3		4-8		13-17
	AN26	The Advanced Negotiation Programme - Certified	\$4,500	5					3-7			16-20		25-29		
	DM9	Interpersonal Skills and Decision Making in the Modern Organisation	\$4,200	5			15-19				26-30				1-5	
	CT56	Creativity and Innovation- Toolbox of Success	\$4,200	5	18-22			19-23					6-10			
	TM23	Effective Team Management and Emotional Intelligence	\$4,200	5		1-5				7-11			13-17		22-26	
	BM24	Building and Managing a Successful Team	\$4,200	5	18-22			19-23				2-6			8-12	
	IMT5	Managing Interpersonal Effectiveness in Teams	\$4,200	5			15-19				26-30				1-5	
	SUP24	Succeeding Under Pressure (Time, Self and Stress Management)	\$4,200	5				12-16					13-17			
	HN26	Successful Negotiation - Tools and Techniques	\$4,200	5					3-7			16-20		25-29		
	HPD11	The Talent Management Programme - Certified	\$4,500	5	18-22		29-2						6-10	25-29		
	HSPM7	Managing for Improved Performance	\$4,200	5			1-5			31-4	26-30		13-17		8-12	20-24
	HPM10	Effective Performance Management	\$4,500	5	25-29		8-12			7-11		2-6				



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Communication, Presentation & Report Writing	HC26	Essential Communication Skills	\$4,200	5			29-2			7-11		9-13		18-22		13-17
	PS87	Public Speaking and Professional Presentation Skills	\$4,500	5		1-5					26-30				1-5	
	BW23	Business Writing and Internal Communication - Certified	\$4,500	5			8-12						13-17			
	CA46	Influential Communication Skills, Assertiveness and NLP	\$4,200	5		1-5			17-21			16-20			8-12	
	BW54	Successful Business Report Writing	\$4,200	5		8-12			3-7				13-17			13-17
	IEM12	Interpersonal Effectiveness for Managers and Leaders	\$4,200	5			15-19				26-30			25-29		
	AIP7	The Art of Impactful Presentations	\$4,200	5				19-23							22-26	
	HPR13	Report Writing and Successful Presentations	\$4,200	5	18-22				3-7			16-20		25-29		
			Fees	Days	JAN 15	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Human Resources Management and Training	HSH19	Strategic HR Management	\$4,500	5		22-26		19-23	31-4			2-6		4-8		6-10
	HR16	Managing Human Resources	\$4,500	5		8-12			10-14			30-3		18-22		
	TD10	Management of Training	\$4,500	5		15-19			17-21				6-10		29-3	
	HR20	The Competency Framework Development Programme - Certified	\$4,500	5		1-5					26-30		6-10		29-3	
	HR21	Effective Recruitment and Job Analysis	\$4,200	5	18-22				10-14							
	HR22	Manpower Planning and People Development	\$4,200	5			1-5			7-11		2-6			1-5	
	HCB7	Compensation and Benefits for HR Professionals - Certified	\$4,500	5				12-16					13-17			13-17
	HHR14	Certified HR Administrator	\$4,200	5	18-22		15-19				26-30				1-5	
	HRC3	Recruiting and Retaining Talent	\$4,500	5			8-12		24-28			30-3		4-8		
			Fees	Days	JAN 15	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Administration & Secretarial	HMA38	Essential Administration Skills	\$4,200	5		1-5						23-27			15-19	
	OM99	Office Management and Administrative Effectiveness	\$4,200	5			1-5			7-11			13-17			
	SA65	Information Systems and Effective Administration	\$4,200	5		1-5						23-27			15-19	
	PA12	The Certified Executive Assistant	\$4,500	5				12-16								
	A101	Effective Administration Skills and People Management	\$4,200	5		15-19				7-11				18-22		
	PA16	The Advanced Development Programme for PA's and Secretaries	\$4,500	5					17-21							13-17
			Fees	Days	JAN 15	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Marketing, Media and PR	MPS5	Public Speaking and Facing the Media	\$4,500	5		1-5					26-30				1-5	
	PP100	Persuasive Presentation Skills - Engage with your Audience	\$4,500	5			8-12				26-30		6-10			
	HMC22	Marketing Communication	\$4,200	5		15-19		12-16			26-30					13-17
	HPS18	Developing PR Strategies	\$4,200	5			8-12		17-21					18-22		
	HPC19	Delivering Public Relations and Effective Communication	\$4,200	5					31-4			30-3			15-19	
	HPR11	Practical Public Relations	\$4,200	5	25-29			26-30				2-6				
	CS30	Corporate Social Responsibility (CSR)	\$4,200	5					3-7						8-12	
	HPR5	Public Relations Strategy for Senior Executives	\$4,500	5					24-28			16-20				
	HCM8	The Marketing Programme	\$4,200	5		1-5				7-11		9-13		27-1		
	HMPR2	Fundamentals of Media and PR	\$4,200	5		22-26		19-23								6-10
			Fees	Days	JAN 15	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Contract Management	HCM10	Contract Management	\$4,200	5			29-2						27-1			
	AC4	Administration of Commercial Contracts	\$4,200	5			8-12				26-30					
	CC14	Preparing Commercial Contract s	\$4,200	5								23-27				
	CM11	Contract Management for the Oil and Gas Industry	\$4,500	5			15-19							18-22		
	NC24	Negotiation Skills for Contract Executives - Certified	\$4,500	5					3-7			16-20		25-29		
	TC19	Successful Bid and Tender Management	\$4,500	5			29-2					23-27				20-24
			Fees	Days	JAN 15	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Project Management	APM9	Advanced Project Management	\$4,500	5					3-7					4-8		
	RC16	Risk Management and Compliance	\$4,200	5			8-12				26-30					
	PM07	Project Coordination and Management - Working With Remote Teams	\$4,200	5	18-22			19-23				2-6			8-12	
	CPM1	Certificate in Project Management	\$4,500	5						7-11						
	NPM7	Successful Negotiation Skills for Project Managers	\$4,200	5					3-7			16-20		25-29		
	RPL43	Risk Management for Project Leaders	\$4,500	5		8-12	29-2							11-15		20-24
	HSC45	Project Management Skills	\$4,200	5		8-12			3-7			16-20			8-12	
			Fees	Days	JAN 15	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Logistics & Supply Chain Management	HSP13	International Sourcing and Purchasing	\$4,500	5					24-28					18-22		
	SM32	Maximising Performance with Supply Chain Management	\$4,500	5			15-19									
	SCM5	The Role of Procurement for Effective Supply Chains	\$4,500	5							26-30				1-5	
	SCM8	Supply Chain Management	\$4,500	5	25-29									4-8		
	W13	Warehousing Design Techniques and Operations	\$4,500	5						7-11					8-12	
	HP12	Project Procurement Management	\$4,500	5				12-16					6-10			13-17
	HNP6	Negotiation Masterclass for Procurement Professionals	\$4,500	5	18-22				3-7			23-27				
	HPP7	Advanced Procurement Management	\$4,500	5					31-4			2-6				
	HSP15	Logistic and Supply Chain Management - Certified	\$4,500	5							26-30		13-17		1-5	
	HSP12	International Supply Chain Management	\$4,500	5		22-26						16-20		4-8		6-10



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Finance & Accounting	HFN9	Finance for Non-Financial Managers	\$4,500	5			29-2						13-17			
	HF17	Budgeting and Cost Control	\$4,500	5			1-5		3-7				13-17		1-5	
	F51	Financial Information and Decision Making	\$4,500	5		8-12						16-20				
	F89	Effective Budgeting and Forecasting	\$4,500	5					10-14					18-22		
	F71	Cost Accounting and Productivity	\$4,500	5				12-16					6-10			
	F65	Essential Management Accounting	\$4,500	5											8-12	
	HF42	Advanced Financial Management	\$4,500	5	18-22			12-16								13-17
	HF11	Financial Modelling - Certified	\$4,500	5		22-26				7-11						6-10
	HF23	Contemporary Management Accounting	\$4,500	5			15-19				26-30			4-8		
	HF31	Financial Accounting and Reporting	\$4,500	5	25-29			26-30				23-27				
	HF35	Financial Risk Supervision	\$4,500	5		8-12		19-23				2-6		11-15		20-24
	HF08	Financial Performance Measurement	\$4,500	5			8-12		31-4						15-19	
			Fees	Days	JAN 15	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Health & Safety Management	HS8	Effective Health and Safety Management for the Oil, Gas and Petrochemical Industry	\$4,500	5						7-11				11-15		
	HS3	Process Safety Management	\$4,500	5			15-19				26-30					
	HS42	Risk Assessment and Fire Risk Assessment for Process Industries (Including HAZOP)	\$4,500	5						7-11		23-27				
	HS54	Environmental Management - ISO 14001, Industrial Waste Management and Industrial Cleaning	\$4,500	5			15-19									6-10
			Fees	Days	JAN 15	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Customer Service	CS9	Certificate in Customer Service	\$4,500	5			8-12		17-21					18-22		
	CS11	Managing Customer Services Teams	\$4,200	5					31-4			30-3			15-19	
	CS7	Introduction to Customer Service	\$4,200	5	25-29			26-30				2-6				
	CS21	Professional Receptionist and Front Office Skills	\$4,200	5			1-5			7-11						