



Admin and Commercial Studies Short Courses (From October 09 to December 09)

No.	Course / Level	Duration	From	To	Timings	Location
1	Office Practice(A)	60hrs/6weeks	3.10.09	11.11.09	4-6/6-8pm	MC(17)
2.	Office practice(E)	60hrs/6 weeks	10.10.09	18.11.09	4- 6pm	MC(17)
3.	Module 1-HRM	40hrs/4weeks	10.10.09	04. 11.09	6 - 8 pm	MC(12)
4.	Module 2-HRM	40hrs/4weeks	07.11.09	02.12.09	6 -8 pm	MC(12)
5.	Office Practice(A)	60hrs/6weeks	21.11.09	30.12.09	4-6 pm	MC(17)
6.	Module 1-HRM	40hrs/4weeks	12.12.09	06.01.09	6 -8 pm	MC(12)

Workshops & Seminars

1.	Communication&IP Skills	1 day	October 2 nd week 2009	9 – 5 pm	Hafa House
2.	Business Etiquette	1 day	October 4 th Week 2009	9- 5 pm	Hafa House
3.	Customer care.	1 day	November 2 nd /3 rd Week 2009	9 –5 pm	Hafa House
4.	Effective Manager	1day	December2009	9-5pm	Hafa House

Workshops and Seminars (one /two days) can be arranged on demand

1.	Personal Growth & Self development	6.	Time management
2.	Telephone Etiquette & Front Desk management	7.	Customer Service
3.	Coping with stress	8.	Negotiation Skills
4.	Supervisory Skills	9.	Team Building & Motivating
5.	Communication & Presentation Skills	10.	Interpersonal Skills

English and Arabic Keyboarding (at our Main Centre & Al Hail Annexe)

Keyboarding	40 hrs./ 4 weeks	Prospective students can join any time preferably beginning of the week and can choose 2 hours either between 8am – 12 noon or 4 – 6 & 6 – 8pm.
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Legends: MC = Main Centre, AH = Al Hail Annexe, A = Arabic Medium, E = English Medium

Every effort is made to accommodate the individual and corporate requirements of our clients. However, Polyglot reserves the right to change dates/courses as necessary Issued on August 15th 09