



## Leadership Workshop Training Calendar September 2012 to February 2013

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### Customer Service & Etiquette

Duration: 2- days  
Total Price: 4000SAR  
Location: Al Khobar  
Dates: 20<sup>th</sup> & 21<sup>st</sup> October  
Time: 830A – 330P

### Business Communication Skills

Duration: 2- days  
Total Price: 4000SAR  
Location: Al Khobar  
Dates: 10<sup>th</sup> & 11<sup>th</sup> November  
Time: 830A – 330P

### Leadership & Management Skills

Duration: 2- days  
Total Price: 4000SAR  
Location: Al Khobar  
Dates: 24<sup>th</sup> & 25<sup>th</sup> November  
Time: 830A – 330P

### Running Business Meetings

Duration: 2- days  
Total Price: 4000SAR  
Location: Al Khobar  
Dates: 8<sup>th</sup> & 9<sup>th</sup> December  
Time: 830A – 330P

### Effective Time, Task & Work Planning

Duration: 2- days  
Total Price: 4000SAR  
Location: Al Khobar  
Dates: 22<sup>nd</sup> & 23<sup>rd</sup> December  
Time: 830A – 330P

### Supervisory Skills & Decision Making

Duration: 2- days  
Total Price: 4000SAR  
Location: Al Khobar  
Dates: 12<sup>th</sup> & 13<sup>th</sup> January  
Time: 830A – 330P

### Effective Business Writing skills

Duration: 2- days  
Total Price: 4000SAR  
Location: Al Khobar  
Dates: 26<sup>th</sup> & 27<sup>th</sup> January  
Time: 830A – 330P

### KPI 's & Employee Appraisal

Duration: 2- days  
Total Price: 4000SAR  
Location: Al Khobar  
Dates: 9<sup>th</sup> & 10<sup>th</sup> February  
Time: 830A – 330P

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Business Affairs & Continuing Education Department

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