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GLOBAL AXIS TRAINING INSTITUTE

# Training calendar

Management, Leadership and HR, Middle East, November 2026

**DATES LISTED**
72 dates

**FIELDS OF PRACTICE**
1 field

**DELIVERY**
Dubai, United Arab Emirates

## What this covers

Dates published to 18 December 2026. This copy was produced on 30 October 2026; anything published after that is not in it.

Fees are per delegate and cover tuition, programme materials and the certificate. Travel, accommodation and visas are arranged by the delegate. Registration closes two weeks before a programme starts.

Any of these programmes can also be run privately for a single organisation, on dates that suit it.

## November 2026

| DATES | PROGRAMME | WHERE | DAYS | FEE |
|---|---|---|---|---|
| 23 to 27 November 2026 | **Corporate Strategy from Analysis to Execution** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 25 November 2026 | **Handling Employee Relations Cases** | Dubai, United Arab Emirates | 3 | **US$1,200** |
| 23 to 27 November 2026 | **Achieving Administrative Excellence Training** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **Certificate in International Oil and Gas Business Management** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **Certificate in Leadership and Management Excellence** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **Certified Organisational Strategic Planning for Managers** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **Certified Train the Trainer Programme** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **Communication Skills: Results Through Collaboration** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **Document Controlling and Office Management** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **E-government Digital Transformation in Government, Innovation Public Policy & Service** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **Enhancing the Communication, Leadership & Teamwork Skills** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **Essential Management Skills for New Manager** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **Excellence & Creativity in Administrative Development & Human Resources Development** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **Executive Secretary: A Comprehensive Training Course** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **Facilities Management Procedures and Practices** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **HR Next: HR Management Best Practices** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **International Public Relations, Ceremonies, Protocol and Events** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **ISO 22301 Certified Business Continuity Management Systems** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **KPIs: Keeping Score Using the Right Metrics** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **Leadership & Management Skills for New Managers** | Dubai, United Arab Emirates | 5 | **US$1,500** |

| DATES | PROGRAMME | WHERE | DAYS | FEE |
|---|---|---|---|---|
| 23 to 27 November 2026 | **Leadership, Critical Thinking and Innovation** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **Management Skills and Techniques: Effective Goal Setting, Planning and Task Management** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **Mastering Business Data Collection, Analysis and Presentation** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **Mastering Influence and Communication: From Ideas to Impact** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **Meeting Management: The Art of Making Meetings Work** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **Mini MBA: HR Management: Taking HR to the Next Level** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **Performance Management: Setting Objectives and Conducting Appraisals and KPIs** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **Personal Effectiveness and Influencing Skills: Communicate, Negotiate, Influence and Persuade** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **Resolving Problem and Complaints** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 23 to 27 November 2026 | **Strategic Communications and PR Programme** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Achieving Leadership Excellence Programme** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Administration and Office Management: Best Practices and Technology** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Advanced and Effective Leadership and Management Skills for the 21st Century** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Advanced Document and Record Management Compliance** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Aligning Training with Organisational Development** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Certificate in Electronic Document & Records Management (EDRM)** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Certificate in Enterprise Risk Control and Management** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Certified Six Sigma Yellow Belt Programme** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Creative Problem Solving and Decision Making** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Developing Emotionally Intelligent Management and Leadership Skills** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Due Diligence in Petroleum Business Development** | Dubai, United Arab Emirates | 5 | **US$1,500** |

| DATES | PROGRAMME | WHERE | DAYS | FEE |
|---|---|---|---|---|
| 30 November 2026 to 4 December 2026 | **Effective Communication Skills Advanced** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Effective Management and Leadership Styles** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Effective Teamwork & Collaboration Skills in the Workplace** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Electronic Secretary and Office Management (Time, Task, Work Planning)** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Essential Skills for Executive Secretaries, Personal Assistants, Office Managers and Administrative** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **How to Write Effective Policies and Procedures** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **HR Strategic Role in the Organisation: Transforming Human Resources into a Cornerstone of Organisational Success and Excellence** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Interpersonal Communication Skills Training** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Leadership Agility for Organisational Excellence** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Leadership Fundamentals and Supervisory Skills** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Leadership Journey Toward Excellence** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Leadership, Communications and Interpersonal Skills** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Leading Strategic HR Transformation Training** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Leading with Emotional Intelligence: Psychology of Leadership** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Learning Agility: Agile Learning for HR Professionals** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Management Creation in Organising, Planning and Coordination** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Manager Development Programme: Creating Future Leaders** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Managing HR for Strategic Impact** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Masterful Communication: The Art of Advanced Communication, Persuasion and Influencing** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Mastering Advanced Management Skills for Manager** | Dubai, United Arab Emirates | 5 | **US$1,500** |

| DATES | PROGRAMME | WHERE | DAYS | FEE |
|---|---|---|---|---|
| 30 November 2026 to 4 December 2026 | **Mastering Communication, Negotiation and Presentation Skills** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Mini MBA for Learning & Development Professionals in the Oil, Gas & Petrochemical Industry** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Personal Skills for Professional Excellence** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Persuasion Skills and Successful Negotiation** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Secretary and Office Management (Time, Task, Work Planning)** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Strategic Leadership, Setting the Future Vision, Preparing Administrative Plans, and Achieving Them** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **Technical and Business Report Writing Skills** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **The Executive Secretary: Excellence Programme** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **The Foundation of Leadership Programme** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **The Training Analyst** | Dubai, United Arab Emirates | 5 | **US$1,500** |
| 30 November 2026 to 4 December 2026 | **The Training Coordinators Workshop Excellence is Unavoidable** | Dubai, United Arab Emirates | 5 | **US$1,500** |

# Booking a place

1 **Choose the date**
Every date in this document has its own page on the website, with the full outline, who it is for and what a delegate leaves able to do.

2 **Register the delegate**
Registration takes a few minutes and closes two weeks before a programme starts. An advisor confirms the place before anything is payable.

3 **Settle the fee**
By invoice to your organisation, by bank transfer, or by card. A sponsored or funded place can be recorded instead.

## Speak to an advisor

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