



Advance Your Skills. Advance Your Career.



# About Us

Eminent offers a range of courses that will enhance your skills, improving efficiency and productivity.

Successful people invest in themselves and Eminent has been assisting individuals for the last 25 years in the process by offering an extensive range of courses, at affordable prices.

Our courses are delivered by subject matter experts with both training as well as industry experience. They are not only professional, but also considerate and sensitive towards varying individual needs and provide the necessary support to every participant during the learning process.

Take a look at what we have to offer and feel free to call us for more information and guidance on how we can help you advance your skills and thereby your career.

## Accreditation



The Knowledge and Human Development Authority, Government of Dubai has awarded full accreditation to Eminent.



ILM (Institute of Leadership & Management, City & Guilds, UK) has awarded 'Recognized Provider' status to Eminent.



## Corporate or Private Training

Whether you are an HR Professional or Learning & Development Officer responsible for ensuring staff training and skills enhancement or a private individual keen on personal & professional growth, Eminent will accommodate your unique training requirements.



## Subject Matter Experts

Intelligent, capable, competent, and highly talented subject matter experts who are happy to share their knowledge and experience to help anyone get ahead. We consistently find the best of these great people so that our participants learn the most from the best.



## Pay Less, Learn More

Whether you are self-funding or sponsored by your employer, we offer quality training at competitive rates.

21553

Professionals  
Trained

4853

Trainings  
Delivered

2500

Corporate  
Clients

160

Programs

25

Subject Matter  
Experts

# Program Categories



**Law & Legal**  
Labour Laws, Employment Contracts, Immigration, Health & Safety related trainings for GCC countries.

**20**  
Programs



**Leadership & Management**  
Strengthen your Leadership & Management skills to grow in your career with an ILM UK Certificate

**10**  
Programs



**Human Resources**  
High quality courses led by industry experts designed to equip you with practical human resource skills with an ILM UK Certificate

**15**  
Programs



**Soft Skills**  
Practical short programs with specialist training covering a wide range of topics to strengthen interpersonal skills.

**50**  
Programs



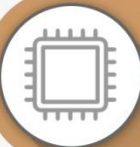
**Sales and Marketing**  
Sharpen your marketing & sales skills for success in today's markets

**10**  
Programs



**Microsoft Office**  
Master Microsoft Office Tools & Enhance Your Career Growth Prospects

**10**  
Programs



**Information Technology**  
Enroll in server infrastructure courses, virtual infrastructures, running datacenters, systems management, and more

**25**  
Programs



**Web Designing**  
Learn Graphic & Web Design using Adobe products, html, css styles and design principles

**10**  
Programs



**Language**  
Improve and perfect your language skills in Arabic, English, German and French

**10**  
Programs

**25** Subject Matter Experts



**15+** years of Industry & Training Experience



# Program List

## Law Programs

UAE Labour Law	1 Day
Saudi Labour Law	1 Day
Qatar Labour Law	1 Day
Oman Labour Law	1 Day
GCC Labour Law Overview	1 Day
UAE VAT Return Filing	4 Hours
DIFC Employment Law	4 Hours
Workplace Health & Safety	4 Hours

## Leadership & Management

Leadership Skills	2 Days
Human Resource Management	3 Days
Strategic Thinking & Planning	2 Days
Advance Management Skills	3 Days
Compensation & Benefits	2 Days

## HR Programs

Performance Management	1 Day
Training Need Analysis	1 Day
Effective Job Description	1 Day
Interviewing Skills	1 Day
Train The Trainer	3 Days
Effective Succession Planning	1 Day

## Soft Skills

Advance Presentation Skills	2 Days
Effective Coaching Skills	1 Day
Creative Problem Solving & Decision Making	2 Days
Planning & Organising Skills	2 Days
Supervisory Skills	2 Days
Change Management	2 Days
Conflict Management	1 Day
Business Etiquette	1 Day
Office Management	3 Days
Goal Setting Skills	2 Days

## Personal Development

Time Management	1 Day
Assertiveness Skills	1 Day
Emotional Intelligence	2 Days
Stress Management	1 Day
Business Writing Skills	2 Days
Report Writing Skills	2 Days
Communication Skills	1 Day

## Customer Care

Tele Marketing / Call Centre Training	1 Day
Customer Relations Management	2 Days
Customer Care Skills	1 Day
Front Office Management	1 Day

## Secretarial

Executive Secretary / Effective PA	2 Days
Minutes of Meeting	1 Day
Document Control	1 Day

## Sales and Marketing

Sales Skills	2 Days
Negotiation Skills	2 Days
Leading a Successful Sales Team	2 Days
Presentation Skills	2 Days

## Microsoft Office

MS Excel - Advance	2 Days
Excel Dashboards	2 Days
Excel VBA	2 days
MS PowerPoint - Advance	1 Day
MS Outlook	1 Day
MS Word	1 Day
MS Access	2 Days

## Finance

Finance for Non Finance	1 Day
Business Accounting	3 Days
Tally	2 Days
Quickbooks	3 Days
SAP FI/CO	3 Days

## Information Technology

CCNA R & S	24 Hours
MCSE Server Infrastructure	30 Hours
MCSE Messaging	30 Hours
MS SharePoint End User & Admin	40 Hours
ME Exchange Server	40 Hours
Hyper-V Server Infrastructure	24 Hours
MS Azure	24 Hours

## Engineering Software

Autocad 2D & Autocad 3D	24 Hours
Primavera	24 Hours
MS Project	2 Days

## Web Designing

Adobe Photoshop	24 Hours
Adobe InDesign	40 Hours
Adobe Illustrator	24 Hours
Web Designing	40 Hours

## Language

Arabic for Beginners	24 Hours
Spoken Arabic	40 Hours
Business English	24 Hours

# Client List





Advance Your Skills. Advance Your Career.

2303, WestBurry Tower, Business Bay,  
P.O. Box 504441,  
Dubai, United Arab Emirates



+9714 3360701



+971 56 1308652



info@eminentinstitute.com



www.eminentinstitute.com