



# Learning & Development

## 2022 Calendar

Discover our range of interactive  
and engaging classroom & bite-size  
sessions

flydubai•

# CORPORATE TRAINING.

The **Learning and Development Team** is excited to announce the **2022 Training Calendar**.

Our training calendar provides practical trainings that address actual needs of individuals who seek to develop and thrive in their careers. Our training calendar includes trainings such as Interpersonal Skills, Business Topics, Leadership & Management, MS office ... etc.

The courses will be open for enrolments via **flydubai Learning Centre** from **Monday, 03 January 2022** and the list of training courses will be available on Gateway.

## **Please find below important updates for 2022:**

- All classroom courses will start at 09.00. Always refer to dates and timings of training sessions and match it with your availability.
- It is your responsibility to block your calendar once you receive the confirmation email of your enrolment.
- Please ensure you are eligible for the course before registering. Learning and Development reserves the right to decline a self/manager nomination if you do not fit the eligibility.
- You do not require manager approval if you attend trainings on your day off (Crew and Flight Deck)
- Any no shows will be charged as per the no show or cancelation policy.



# 2022 TRAINING CALENDAR.

*Note: This calendar is for your reference only and is subject to change.  
For updated training dates and locations, kindly refer to flydubai gateway or Learning Centre.*

Course/ Workshop Name	Duration	Time	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Core Essentials</b>														
Boost Your Emotional Intelligence	1 Day	0900 - 1600	19-Jan	01-Feb			11-May						23-Nov	
Mind Managemnet	3 Days	0900 - 1600			17, 24, 31 Mar				6, 13, 20 July					
Effective Communication	1 Day	0900 - 1600				14-Apr			27-Jul					
Leaving Your Legacy	0.5 Day	0900 - 1300			30-Mar						07-Sep			07-Dec
Leading Effective Meetings	1 Day	0900-1300	24-Jan		08-Mar			21-Jun				10-Oct		
<b>Leadership Essentials (Based on eligibility)</b>														
Design Thinking	2 Days	0900 - 1600			1-2 Mar			20 -21 Jun			27-28 Sep			13-14 Dec
Unleashing the Leader within You:The Leader in You	1 Day	0900 - 1600		23-Feb					14-Jul					
Lightning Decision Jam	1 Day	0900 - 1600				20-Apr					20-Sep			
Providing Constructive Feedback	1 Day	0900 - 1600					18-May					20-Oct		
Unleashing the Leader within You:Reaching The Top	1 Day	0900 - 1600						08-Jun						



# MENTAL HEALTH & WELLBEING.

NEW ●

## Stress Busting Techniques

Angry/rude people, phone calls, meetings, projects, too much to do. Stop!

In this workshop you will discover helpful coping techniques that will enable you to consider the management of workplace stress at an individual and organisational level, and will help you develop and implement effective strategies to prevent and manage stress at work.

**This session is delivered by Psychology Department**

## Mind Your Mind: An Introduction to Neuro Linguistic Programming

### Aim of the course:

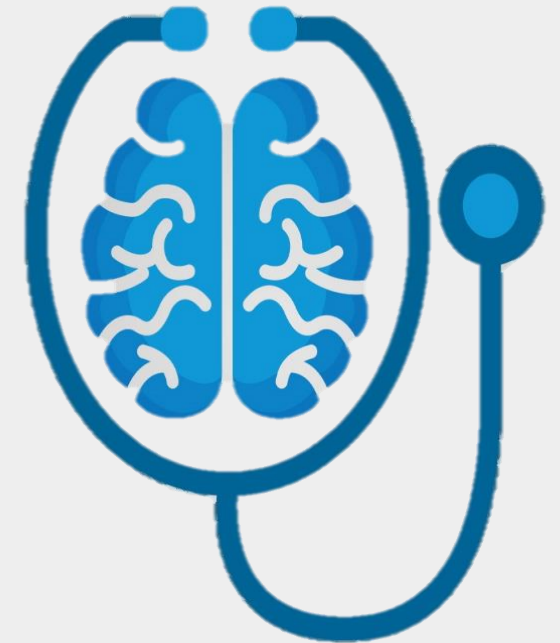
NLP, Neuro Linguistic Programming is the art of modelling excellence. It is a powerful set of tools and techniques that can be used to help you to excel in all areas of your life. With the skills being so transferable you can use them in your personal life, business, health, coaching or sport

### Learning objectives:

- Discover what Neuro-Linguistic Programming is all about and reap its benefits
- Understand how the mind works
- Learn how to reprogram your mind for personal and professional success.

**This session is not delivered by L&D**

**Creating a culture of support  
to ensure success**



# MENTAL HEALTH & WELLBEING.

NEW ●

## Mental Fitness Workshop

### Aim of the course:

Mental Fitness Workshop - How to grow the three core mental muscles to thrive in challenging times.

This workshop aims to give an overview of what mental fitness is and how it can be applied by individuals and teams. Mental Fitness (PQ) is said to be the X-Factor in Performance and Happiness. More and more companies are focusing on this to support their employees and achieve peak performance during the ever changing environment we find ourselves in.

If you're physically fit, you can climb steep hills without physical stress.

If you're mentally fit, you can handle life's great challenges without mental stress or other negative emotions.

You'll be happier and perform better.

This work is a synthesis of the latest breakthroughs in neuroscience, cognitive and positive psychology, and performance science.

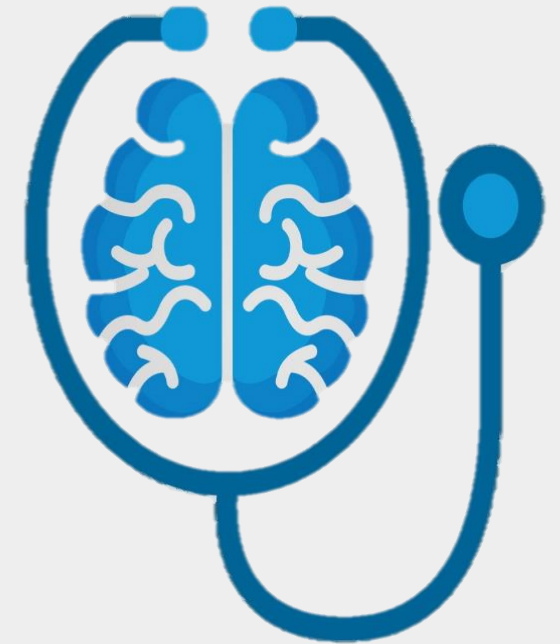
The research is the basis of Shirzad Chamine's New York Times bestselling book Positive Intelligence.

### Breakthrough Results of Boosting PQ:

- Performance: You perform better while working less hard—similar to athletes “in the zone.”
- Happiness: You feel less stressed, more peace, and consistent happiness, even in tough time.
- Relationships: You improve relationships, able to handle conflicts in ways that deepen trust and harmony.

**This session will be delivered by Sonya**

**Creating a culture of support  
to ensure success**



# Team Building.

NEW ●

## Scavenger Hunt

### Aim of the course:

This workshop is designed to help groups develop effective communication and collaboration in the work environment. You will discover the importance of teamwork, strengthen and motivate teams, overcome obstacles and work with limited resources.

### Learning objectives:

At the end of this workshop, you will be able to:

- Grow your network by acquainting yourself with new team members
- Collaborate and align the group with the aim of one common goal
- Establish a positive team culture
- Manage and utilise limited resources

**Target Audience :** Based on request (minimum 20 working days in advance)



# LEADERSHIP ESSENTIALS.

NEW ●

## Unleashing The Leader Within You

### Programme Description:

Leadership is not a position, it's a decision. Every day you must decide to embrace your inner leader, making the choice to lead in a positive way right where you are, at whatever place you currently in, be it personally or professionally.

In this development program, you will understand the differences between leadership styles, outlines specific ways each leader can apply, principles for inspiring, motivating, and influencing others. These principles can be used in flydubai to foster our values and competencies and bring a positive change. "Unleashing the Leader Within You" allows future leaders to discover how to be effective in the highest calling of leadership by understanding the four characteristics which builds future leaders

### The Essential Ingredients of the programme:

- The Leader In You –Level 1
- Lightning Decision Jam- Level 2
- Providing Constructive Feedback- Level 3
- Reaching the Top- Level 4

### Programme Requirement:

- Manager's nomination/approval to attend
- Completion of pre course minimum 10 working days prior to the training
- Completion of post course project prior to attend the next level

**Target Audience:** Supervisors , Team Leaders , Upcoming Leader ...etc



# LEADERSHIP ESSENTIALS.

NEW ●

## The Leader in You

### Unleashing the Leader Within You : Level 1

#### Aim of the course:

To develop, and improve Supervisory/Team Leader skills in order to handle the everyday issues and challenges in an effective manner.

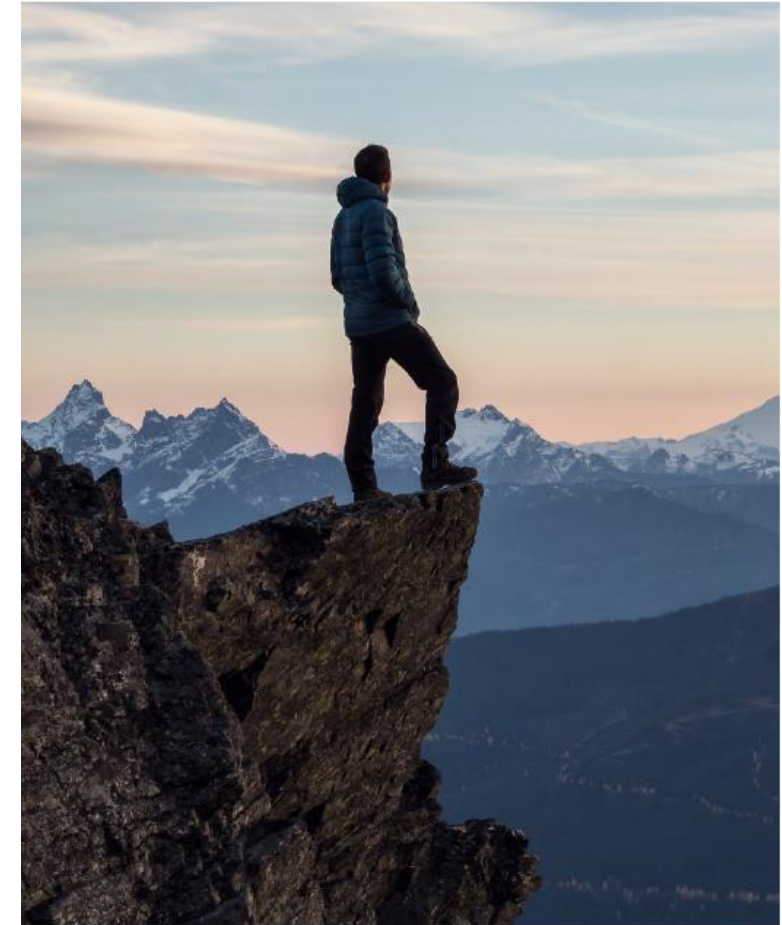
The aim of this course is to introduce the skills and techniques required for an effective leader to achieve results through others and themselves first.

It will develop abilities in staff motivation, planning to achieve objectives, communication, teambuilding and performance management.

Upon completion of this course, candidates will have been introduced to the skills and techniques used by high performance team work and will recognize the importance of their own activities, not only as team leaders but as a team member, developing your own skills as well as developing the skills of others.

#### Learning Objective:

- Increase your understanding of key leadership concepts
- Encourage you to reflect on your own leadership qualities
- Direct you to develop a personal action plan to improve your effectiveness as a leader



# LEADERSHIP ESSENTIALS.

NEW ●

## Lightning Decision Jam

### Unleashing the Leader Within You : Level 2

#### Aim of the course:

Creative problem solving and clear decision-making is what separates good employees and leaders from the best.

The problem with any situation that requires creative and critical thinking, is that it's easy to get lost, lose focus and fall into the trap of having useless, open-ended, unstructured discussions. Projects stall, teams lose momentum, and everything goes over-budget, causing many products and services to be released late and full of compromises, all because the team is so fatigued from working on endless, unprioritized problems.

The solution to this is to have a clear process, and that's what you will learn during this workshop.

#### Learning objectives:

- Replace all open, unstructured discussion with clear process
- Unlock a step-by-step guide to a super quick problem-solving approach
- Make right decisions with the speed of light



# LEADERSHIP ESSENTIALS.

NEW ●



## **Providing Constructive Feedback** Unleashing the Leader Within You : Level 3

### **Aim of the course:**

Positive and negative feedback must be given at the right time and place using the appropriate tools and techniques.

Feedback, if provided properly, encourages the receiver to improve performance, reduce errors, develop positivity and increase loyalty to the organisation.

This training provides valuable knowledge and skill development which will allow you to give feedback that boosts the performance and attitude of your employees.

### **Learning Objectives:**

- What is feedback
- Why feedback is important
- How should we provide feedback
- How to receive feedback

# LEADERSHIP ESSENTIALS.

NEW ●



## Reaching The Top

### Unleashing the Leader Within You : Level 4

#### **Aim of the course:**

Leading yourself and others to reach your full potential is the core essence of any leader, so how can you do that?

In this training you will learn how to enhance your coaching skills to transfer learning and seize these moments, turning them into valuable learning experiences for those who we lead.

Practice accountability to understand that our own success hinges much more on our team's performance than on our own.

Work with change management provides strong and clear leadership during any season, capitalizing on transitional times to improve company growth.

In this session you will learn how to be strong influencers and fair negotiators and use the ability to best influence people around you to achieve results.

# LEADERSHIP ESSENTIALS.

## Design Thinking

### Aim of the course:

This workshop is an introduction to the fundamentals of Design Thinking. It discusses practical ways in which Design Thinking has led to innovative solutions and outcomes with a 'Human-Centered' approach through the key phases of the methodology and explains how Design Thinking can be applied in everyday life.

### Virtual Learning Objectives:

- Understand the design thinking basic concepts
- Identify design thinking advantages as both planning and a problem-solving tool
- Recognize the fundamentals of Human-Centered Design Methodology

### Classroom Learning Objectives:

- Adopt design thinking and innovation as a strategy
- Identify customer needs and opportunities for innovation
- Learn strategies to create new value propositions and business models
- Apply design thinking framework and strategies to develop innovative solutions for complex business problem

**Target Audience: Supervisors , Team Leaders and Managers**





## Selecting Talent the flydubai way

### Aim of the course:

To provide recruiters and hiring managers with the skills and techniques to conduct successful interviews in order to attract the right talent in the defined quality and within a defined time.

### Learning objectives:

- Recruit the right talent using the flydubai recruitment process
- Conduct successful interviews using the skills and techniques necessary to hire the right talent
- Use the interview guide to probe questions based on the candidate's answers
- Give feedback to internal candidates using the feedback model

**Target Audience:** Based on Request (Assessor's Training)

## Boost Your Emotional Intelligence

### About the Workshop:

Being emotionally intelligent is important not only in your work life but personal life too. As you go through this workshop you will learn how to recognise your emotions and other's emotions around you. What to do with that information and how to increase awareness by understanding each other's emotions and how this can impact, develop and improve your daily life.

### Aim of the course:

To give greater awareness on how to be emotionally intelligent and improve relationships by having a better understanding of how to support individuals.

### Learning objectives:

- Define emotional intelligence and identify its importance
- Practise ways to develop your emotional intelligence capabilities
- Measure your own emotional intelligence through a self- reflection questionnaire
- Provide a framework for understanding emotional intelligence

# CORE ESSENTIALS.

NEW

## Leaving Your Legacy

### Aim of the course:

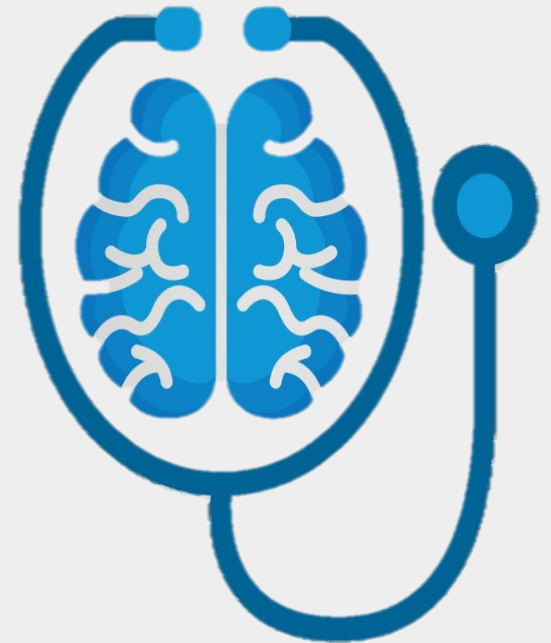
The main focus of the session is to help employees gain knowledge about legacy, why it is essential, certain powerful employees who left something significant in their organizations.

With this understanding it gives employees a clear perspective and helps them to engage in the thinking of leaving behind something for the organization and the people they work with.

### Learning objectives:

- Changing your mindset about your life decisions
- Changing your behavior and time spent with others

## Creating a new mindset





### Leading Effective Meetings

#### About the Workshop:

Another meeting? Do you even know why you are there? What's the point? Meetings could be either a productive one or a waste of valuable time. Make sure that you hold meetings that are effective, with the right message and inspire action from your audience.

#### Aim of the course:

Learn how to hold productive meetings and influence the meetings you attend.

#### Learning objectives:

- Identify what make business meetings unsuccessful
- Planning and preparing for successful meetings
- Adopt useful strategies and approaches when organising, facilitating & actioning what's agreed in the meeting
- Learn effective skills when chairing and participating in a meeting.
- Use the flydubai standard meeting/presentation templates and other resources to facilitate meetings



# CORE ESSENTIALS.

NEW ●

## Mind Management (03 Days)

### About the Workshop:

Do you have the TIME? Do you have the ENERGY?

You've done everything you can to save time. Every productivity tip, every life hack, every time management technique but the more time you save, the less time you have. The more overwhelmed, stressed, exhausted you feel. "Time management" is squeezing blood from a stone.

Introducing a new approach to productivity. Instead of struggling to get more out of your time, start effortlessly getting more out of your mind.

In Mind Management, NOT Time Management, you will learn how to deep dive into how to truly be productive in a constantly changing world.

### Learning objectives:

- Day 1: Clear your mind to manage your time
- Day 2: Prioritizing and Planning
- Day 3: Boosting your productivity





## Effective Communication

### Aim of the course:

Having the skills to communicate in a positive way encourages good collaboration and overall healthy working environment. You need to be self and socially aware to do this, be culturally aware and take notice of your overall interpersonal communication.

### Learning objectives:

- Increase communication skills and deliver a positive message
- Develop your listening skills through “Essential Listening”
- Deliver information confidently by using the right words and tone for that individual situation
- Differentiate between intrapersonal and interpersonal communication
- Increase self confidence and social recognition

## Train the Trainer

(05 Days Training)

### Aim of the course:

The aim of the course is to provide current or newly appointed trainers with the skills and knowledge to deliver a range of training programmes to meet the required learning outcomes.

This programme covers the fundamentals of designing and delivering a best in class training workshop and delivering classroom-based training. It does not cover areas such as on the job training and coaching and group briefings.

### Learning objectives:

- Describe the trainer role and responsibilities to support the training mission and corporate objectives
- Set clear course objectives to support the process of course design.
- Identify their own preferred learning and training style.
- Apply various training aids such as visual, hearing and feeling channels in their training design to obtain the maximum value from the training sessions
- Use “FROLL” as a method to recall information in a training session
- Design or redesign a training course based on the B.I.K.E.R.S model
- Discover presentation skills they already have and the skills that need attention
- Identify techniques to manage different types of audience
- Deliver feedback to trainees using the feedback model

**Strong people build strong organizations.  
Strong organizations empower their  
people**



# TECHNICAL ●

## NEW ●

### Intermediate Excel

(01 day training)

#### About the workshop:

Intermediate Excel will provide a strong understanding of Excel features.

#### Learning objectives:

- Gain understanding of the various components of an Excel worksheet
- Understand how to handle data in Excel
- How to represent data (text and numbers) using various methods such as formatting
- functions, charts, tables, sorting, filtering etc.
- Gain understanding of how to enter simple formulas by using cell references,
- arithmetic formulas, comparison formulas and copying and moving the formulas
- Explore usage of in-built functions
- Gain understanding on how to select various settings to print a worksheet

**This session by external vendor**

### Advance Excel

(02 days training)

#### About the workshop:

Advanced Excel is a comprehensive training that provides a good insight into the advanced features available in Microsoft Excel 2016.

#### Learning objectives:

- Gain understanding of the advanced features of an Excel worksheet
- How to filter and sort data in a worksheet
- Using functions available Excel
- Explore outlines, range names, databases and the data form
- Explore AutoFilter and advanced filters
- Work with data series
- Explore advanced functions
- Modify charts
- Scenarios and goal seek
- Templates, data tables and solve problems
- Use automatic formatting and styles
- Work with views and consolidate worksheets
- Create and revise pivot tables

**This session by external vendor**

#### Laptop requirement:

Please bring your work laptop with you or advise L&D should you need one for the training.

# TECHNICAL ●

## NEW ●

### Design an Effective PowerPoint Presentation

(02 Days Training)

#### Aim of the course:

Perhaps the most essential skill for all professional employees is the ability to design compelling presentations. Whether you're reporting performance metrics, pitching a big idea, showing data, or delivering a training, you need a presentation to support your message and illuminate your speech.

In this course, you will go through the essentials of presentation design to give you the tools you'll find most useful in thinking about, designing, and building successful presentations. This course does covers a variety of key topics, including moodboards, outlines, layout, type and text, color-considerations, graphics, video, charts, transitions, and animations.

The course will conclude with some useful advice on finishing touches and follow-up for your presentation.

#### Learning objectives:

- Identifying your key topics
- Simplify your points
- Outline your presentation
- Transitions and animations
- Embed video clips
- Design your own layout
- Insert sound effects
- Using appropriate graphics/photos





# **Learning & Development.**

**Thank you and stay safe!**

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