DUBAI
OFFICIALLY APPROVED BY
KHDA
PERMIT NUMBER 633798

SpyroSys



*Upgrade your Career &*

# BECOME A CERTIFIED PRO OFFICER

**UAE PRO & Govt. Relations Executive Program**

# PRO & Labour Law Certification Program

18+ Hours

16 Modules

KHDA Certificate

## 100% Application Based & Job-oriented - Live Online

Master the UAE's government procedures with comprehensive, step-by-step training program designed to prepare you for real-world challenges. Gain hands-on experience in Government relations, Visa processing, Labour and Immigration procedures, Company licensing, Document clearance, and Regulatory compliance across the UAE.

Whether you're an **HR professional, Administrator, Compliance executive, Entrepreneur, or aspiring Public Relations Officer (PRO)**, this programme equips you with the practical skills, industry knowledge, and confidence to manage critical processes accurately and efficiently.

- Learning Portal with Lifetime Access
- Interview Preparation Support
- Live Weekend Classes (Sat / Sun)
- KHDA Attested Certificate
- Flexible Learning Modes
- 100% Case Based Leraning Approach

# What You'll Master?

## 1 Introduction to UAE Government Structure

- UAE Federal Govt. Structure
- Dubai Govt, Structure
- Roles & Resp. of PRO
- MOHRE, ICP, GDRFA, DET (DED), FTA, MOFA, Municipalities, Free Zones)

## 2 UAE Business Setup Fundamentals

- Business Structures
- Mainland, Free Zone & Offshore
- License Types
- Company Formation Workflow

## 3 DET (DED) Licensing Process

- Trade Name Reservation
- Initial Approval
- MOA
- Ejari
- License Issuance, Amendment, Renewal, Cancellation

## 4 Labour Law & MOHRE Procedures

- Employment Contracts
- Leave & Benefits
- Work Permits
- Quota Applications
- Labour Compliance

## 5 Visa & Immigration Processing

- Employment Visa
- Investor Visa
- Family Visa
- Golden Visa
- Complete Employment Visa Workflow

## 6 Emirates ID & ICP Services

- New Application
- Renewal
- Replacement
- Biometrics
- ICP Smart Services

# What You'll Master?

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## WPS (Wage Protection System)

- WPS Registration
- SIF Files
- Salary Processing
- Compliance & Penalties

8

## Establishment Card Management

- MOHRE Establishment Registration
- Immigration Establishment Card
- Renewal & Cancellation

9

## Family Sponsorship Procedures

- Spouse, Children & Parent Sponsorship
- Application Workflow

10

## Document Attestation & Legalization

- Educational, Marriage, Birth & Commercial Document Attestation

11

## Corporate Compliance & Govt. Services

- License Renewals
- Emiratisation
- Corporate Tax Awareness
- VAT Awareness

12

## Free Zone Operations

- DMCC, IFZA, Meydan, SPC, Shams
- Mainland vs Free Zone

# What You'll Master?

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## Government Service Centers

- Tasheel
- Amer
- Tawjeeh
- Tadbeer
- Dubai Municipality Services

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## PRO Communication & Office Administration

- Official Email Writing
- Government Correspondence
- Arabic Terminology
- Document Management

15

## Business Setup Consultancy

- Client Consultation
- Cost Estimation
- Proposal Preparation
- Sales Process

16

## Capstone Project

- Complete Business Setup & Visa Processing Project

## Assessment Structure

Assignments – 20%
Portal Practical – 30%
Viva Examination – 20%
Final Project – 30%



# Start Your PRO Journey Today!

SpyroSys

***SpyroSys Education & Training LLC***
*#M-13, Viyaan Business Center*
*Hor Al Anz East, Dubai, UAE*
***Phone**: 058 521 3040, 058 229 7484*
***KHDA Permit Number** : 633798*