

MANAGEMENT COURSES

Active Listening Skills
Administration & Office Management
Administrative Management
Advanced Accounting
Advanced Accounting & Finance
Advanced Construction Management, Contracting & Project Execution.
Advanced Excel and Financial applications
Advanced Excel Applications in Business Analysis
Advanced Financial Statements Analysis
Advanced Leadership
Advanced Maintenance Management
Advanced Methods for Time and Cost Control of Project
Advanced Objections Handling and Customer Service
Advanced Office Management & Effective Administration Skills
Advanced Product Pricing & Market Strategy
Advanced Project Management
Advanced Safety Auditing
Advanced Selling Skills
Advanced Warehouse Management
Advocacy, Participation and Therapeutic Listening
Applied Contingency Planning and Crisis Management
Auditing Supply Chain
AutoCAD 2010
Balance Scorecard & Key Performance Indicator
Basic Accounting
Basic Accounting Training
Basic Human Resource Management
Basic Skills for Preparing Memos (in Arabic)
Basic Supervisory Skills
Basics of Business Writing Skills
Become a more Effective Manager
Behavioral Safety Auditing
Behavioural Based Safety
Behavioural Interviewing For Performance Management
Behavioural Interviewing for Recruitment, Appraisal, and Counseling
Budget Preparation
Budget Preparation & Cost control

Budgeting , Planning and Management Reporting
Budgeting, Forecasting and Business Planning
Building Confidence and Self Esteem
Building Effective Relationship & Personal Effectiveness
Business Continuity Management
Business Ethics & Customer Focus
Business Report Writing
Business Succession Planning
Business Writing Essentials
Buying and Managing Contract Logistics
Call Center Manager
Capital Project Management, Economics & Cost Engineering
Capital Recovery & Fixed Assets Valuation
Catalyst Preparation & Characterization
Certified Team Leader
Change Management
Coaching and Appraisal
Coaching and Mentoring
Coaching skills for peak performance
Communication & Dealing with Others
Communication Excellence for Healthcare Front Line Staff
Communication Skills
Communication Skills in Oil and Gas fields
Communication, Interpersonal and Team Building Skills
Communication, Negotiation and Presentation Skills
Comprehensive Preparation for the Project Management Professional (PMP) Certificate (With Sample Exams).
Comprehensive Project Planning & Management: Route for Success
Conducting Safety Meeting
Conflict Management
Conflict Resolution
Construction Scheduling, Resources and Site Operations Planning.
Contact Center Metrics- Tactical Uses That Drive Performance
Continuous Improvement Tools And Techniques
Contract & Vendor Management
Contract Management
Contract Management Principles & Practices Course
Cost Estimating, Budgeting and Cost Control
Counseling Skills For HR Professionals

Cracking the Kid Code - 5 techniques for transforming your child from school hater, to school appreciator
Creating a Culture of Trust-Management Strategies that get Results
Creative & Innovative Leadership
Creative Leadership
Creative Problem Solving and Decision Making
Creativity and Mind Mapping
Credit Card Fraud
Critical Competencies for Administrators and Secretaries
Critical Thinking and Creative Problem Solving
Critical Thinking for Human Resources Professionals
Customer Care and Service
Customer Focus
Customer Satisfaction & Loyalty
Customer Service
Customer Service Excellence in Banks
Dangerous Goods Handling, Transportation and Storage
Dealing with Difficult People
Delegation and Empowerment
Demand Side Management
Developing Control Philosophy
Developing High Performance Teams
Development Training for Executive Assistants
Digital Communication
Driving Business Change Through People
Due Diligence and Feasibility Studies in Real Estate - Course
Effective Budgeting and Cost Control
Effective Communication and Interpersonal Skills
Effective Maintenance Leadership
Effective Meeting & Time Management
Effective Office Admin Skills & Managing Documents
Effective Performance Appraisals and successful Implementation
Effective Presentation Skills
Effective Risk Assessment & Management in Engineering Projects
Effective Sales Techniques in the Banking Sector
Effective Thinking & Planning Strategies
Effective Time Management
Electronic Government
Emotional Intelligence

Emotional Intelligence for Management
Emotional Intelligence for Managers
Emotional Intelligence for Workplace Success
Emotional Self Sufficiency Training
Enabling Supply Chains Through E-Business
Enhancing Leadership Skills
Essential Competencies of Maintenance Management
Essential Project Management
Estimating Techniques for Engineering Projects
Event Management & Intensive Communication
Excellence in Internal and External Customer Service
Experiencing NLP
Feedback & Improving Employee Performance
Feedback & Skills for Non-Recruitment Personnel
Fiber Optic Communications
Finance & Cash Flow Management
Finance Basics
Finance For Non- Finance Mangers
Finance for Non-Finance Professionals
Finance For Non-Finance Staff
Financial Control including Reporting
Financial Decision Making
Financial Planning and Control
Financial Report Writing Analysis
Forecasting Calls Fundamentals of Call Center Workforce Management
Fundamental of Purchasing
Fundamentals of Budgeting
Fundamentals of Finance & Accounting
Fundamentals of Human Resources Management
General Public Relations
Governmental Relationship
Health Informatics
High – Impact Decision Making-Reducing Risks, Maximizing Results
High Frequency Communication (cadons system)
High Performance Teams
How to Design IVR to Maximize Customer Usage
How To Handle Workplace Negativity
HR Compensation
Human Performance Management

Human Resource Management for Women
Importance of Communications in Security Domains
Improving Personal Effectiveness
Incident Investigation Leadership
Incident Reporting
Influencing Skills
Innovation and New Techniques in HR Management
Intermediate Accounting
Internal Auditor for ISO 9001:2008
International Accounting Standards
International Financial Reporting Standards
Interpersonal & Communication Skills
Interview Skills for Non-Recruitment Personnel
Interviewing for Recruitment and Appraisal
Interviewing for Recruitment, Appraisal & Performance Counseling
Interviewing Skills
Introduction to Balanced Scorecard
Introduction To Logistics 3- Days
Introduction to Project Management
Inventory Management
Inventory Management & Stock Control
Inventory Management I
Inventory Management II
IT Project Management
Lateral Thinking
Leadership & Effective Team Building
Leadership & Influence
Leadership & Management Skills for Supervisors
Leadership & Supervisory Skills
Leadership and Decision Making Process
Leadership and Leadership Styles
Leadership Development / Personal Growth
Leadership Skills for Supervisors
Leadership, Empowerment, and Delegation
Leading & Managing Change
Leading and Managing Organizational Change
Leading with Emotional Intelligence
Listening Skills
Logistics, Supply, Warehouse Management

Maintenance Management- Best Practices
Maintenance Planning Scheduling and Work Control
Management & Purchasing Strategies and Cost Reduction
Managing and Working With Difficult People
Managing Chaos Setting Priorities Under Pressure
Managing International Trade and Freight Forwarding
Managing Multiple Tasks
Managing Projects
Managing Stress and Emotions in the Workplace
Managing the Training Function
Managing Training and Development
Maritime and Logistics, Management
Market Research
Marketing Skills in the Banking Sector
Materials & Supply Chain Flows
Materials Selection
Measuring System Analysis
Mentoring and Instructor Training
Mentoring Skills
Mentoring, Coaching & Counselling
Microsoft Excel Course Outline and Detail Topics
Microsoft Office Advanced 2010
Microsoft Office Basic 2010
Microsoft Office Intermediate 2010
Microsoft Project
Microwave Communications
Mobile Communication (MTC2000-3000 – GM 160 – GM 360)
Mobile Communication (MTC2000-3000 – GP 360 – GP 380)
Mobile Radio System
Motivating & Increasing Work Productivity
Motivating Your Staff for Better Performance
Negotiation Skills
Negotiation Skills "Born To Win"
Negotiation Strategic & Techniques
Office Management and Effective Administrators Skills
Performance Drivers in the Supply Chain
Performance Management & Productivity Improvement
Performance Management for Talent Management
Personal Development

Personal Effectiveness
Personal Financial Planning for Wealth Management
Planning, Organising & Time Management Control
Planning, Organizing & Control
PMP Exam Preparation
Pollution Monitoring
Practical Benchmarking
Practical Forecasting
Practical Inventory Techniques
Practical Project Management
Practical Spreadsheets Modelling
Presentation Skills
Problem Solving & Decision Making
Problem Solving and Decision making for Engineers in Gas Processing Plant
Problem Solving and Stress Management
Procurement Management System
Professional Certification The Art and Science of Call Center Workforce Management
Professional Project Management
Professional Skills for Accounting and Finance
Professionalism & Ethics
Project Management
Project Management Essential
Project Management for CIT Projects
Project Management for Intermediate & Advanced Level
Project Management Professional (Monitor & Control)
Project Management Workshop
Project Management, Scheduling and Cost Control
Project Planning, Scheduling & Control
Project Risk Management
Proposal Advance Gas Chromatography
Proposal Crisis Management
Protocol & Etiquette Program (Arabic)
Public Speaking
Purchasing : The A To Z Course
Purchasing Strategies and Cost Reduction
Purchasing Strategies, Tactics and Cost Reduction
Quality Assurance for Chemical Measurement
Quality for Project Engineer Course
Quality Management

Quality Management System according to ISO 9001:2000
Quality Surveying
Radio Communication
Requirements of ISO 15189
Requirements of ISO 17025
Requirements of the Laboratory Standard ISO/IEC 17025
Risk Management Fundamentals
Secretarial Excellence Skills
Secretarial Intermediate Skills
Secretarial Junior Skills
Self-Development
Setting Smart Objectives
Six Sigma for Business Excellence
Six Sigma Orange Belt
Solid Waste Recycling Techniques
Statistical Analysis
Statistical Analysis and Quality Assurance
Statistical Process Control (SPC)
Statistical Quality Control (SQC)
Statistical Techniques for Decision Making and Quality Improvement for ISO 9001:2008
Statistical Thinking for Managers
Step by Step Process for Successful Problem Solving
Strategic Leadership
Strategic Planning and Strategic Management
Strategic Planning, Goal Setting, and Decision Making
Strategic Time Management
Strategic Training Needs Analysis, Evaluation & Implementation
Strength and Properties of Material
Stress Management
Stress Management Techniques
Successful, Advanced and Transformational Coaching
Supervision Skills
Supervisory Leadership
Supervisory Management and Leadership Competencies
Supervisory Skills for New Managers
Team Building
Team Building & Working Effectively in a Team
Team Building and Leadership Skills
Team Work

Technical Basics of Security Investigations
Technical Report Writing Skills
Techniques for Interviewing, Testing and Effective Selection
Telephone Etiquette
Telephone Skills
The 8 Habits of Highly Effective People
The Effective Transport Supervisor
The Effective Distribution Manager
The Effective Inventory Manager
The Effective Logistics Manager
The Effective People Manager
The Effective Supply Chain Manager
The Effective Warehouse Manager
The Innate Directed Diet - 7 steps to reaching your ideal weight without dieting fads
The Key Skills of Training Assessor
The Power of Positive Attitude
The Power of Positive Thinking
The Use & Misuse of Medical Statistics
Thinking Outside The Box
Time & Stress Management
Time Management
Total Quality Management(TQM)
Train the Trainer
Train the Trainer-Facilitation Skills
Training Need Analysis
Training your Mind with Success through Neuro-Linguistic – NLP
Transportation of Dangerous Goods by Road
Understanding Contact Center Fundamentals
Ware House Preparation Management & Material Handling
Warehouse Management
Win-Win Negotiation Skills
Work Ethics
Work Ethics & Behavior (new comers)
Workplace Management