

Management Training Courses

Course Name	Code
Advanced Management & Leadership	132
Skills For Women at Work	181
TQM Continuous Improvement Internal Auditing Reporting Skills	170
Advanced Communication & Interpersonal Skills	297
Effective Performance Management	7
Task Management Skills	166
Effective People Skills	167
10 Tools for Highly Effective Managers	179
Communication & Planning Skills for Administrative Professionals	493
Leadership & Management Skills for Supervisors	530
Quality Management Essentials	600
The Office & Department Co Ordinator	532
Lean Six Sigma Green Belt Programme	147
Business Communication Skills	976
Writing Effective Policies & Procedures	176
Corporate Risk & Crisis Management	744
Building Skills for Working in Teams: Igniting Passion & Activating Potential in Teams	304
Insurance Risk Management Professional	677
Successful Management for Business Achievement (The 5 Day MBA)	9
Coordinating and supervising the executive departments	657



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Building Effective Partnerships for Sustainable Development	679
Process Troubleshooting and Problem Analyze and Solving	149
Priority Management: Optimising Time, Workflow & Productivity	131
Professional Quality Engineer	813
Change Management and Continuous Development Skills	876
Getting Things Done (GTD)	892
Analysis for Management Decisions	904
Strategic Vision: Initiatives, Performance Enhancement, and Decision Making	916
Administrative and reporting skills	910
Advanced Internal Communication	640
Driving Business Performance with Social Media for Motivation of Employees	6
Business Analysis within a Project Environment	603
Leading Under Pressure: Managing Organisational & Personal Crises	76
Introduction to internal communication	638
Internal Consultancy Skills at Work	125
Handling Information Overload	128
High Impact Supervisory Skills	135
The Professional Competent Manager	136
Business Brain Train: The Whole Brain Approach To Business Effectiveness	139
Setting Priorities, Time Management & Stress Reduction: Managing Stress & Pressure at Work	141
Succeeding as a New Manager	148
Performance Measurements, Continuous Improvement & Benchmarking	161
Successful Planning, Organising & Delegating	165



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Negotiating & Dispute Resolutions	171
Advanced Problem Solving & Decision Making	173
Foster Teamwork & Cooperation Skills	178
Goal Setting, Planning & Decision Making	301
The Complete Course on Management & Leadership	441
Masterclass for Administrative Professionals, Secretaries & PAs	531
Modern Methods of Planning and Business Implementation Follow up	534
Communicating to Your Senior Management and Key Stakeholders	549
Ceremonial Etiquette, Protocols, and Honorary Practices	863
Lead Auditor (ISO 9001)	808
Portfolio Management Professional	806
Managing Successful Programmes	805
Effective Planning and Excellence in Management and Team Building	818
Change Management Professional (CCMP) Certification Preparation Course	870
Communication with External Providers	872
Enhancing Performance Through Change Management and KPIs	875
ISO 31000 Lead Risk Manager	896
Crisis Management & Risk	743
Development of Managerial and Supervisory Competencies	908
Land Management	977
ASQ Approved Lean Six Sigma Green Belt	735
Preparation for Risk Management Professional	673
Enterprise Risk Management	672
Six Sigma Yellow Belt	734



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Leading with Excellence	629
Creative Leadership and Innovative Management	752
Advanced Communication & Problem Solving	298
Quality Management Professional	674
Simplification of Work Processes and Procedures	751
Business Intelligence: Data Analysis and Reporting Techniques	753