



الجمودة الأوروبية  
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# Management Training Courses

Course Name	Code
Leadership & Management Skills for Supervisors	530
Advanced Communication & Problem Solving	298
Business Brain Train: The Whole Brain Approach To Business Effectiveness	139
Advanced Management & Leadership	132
Leading Under Pressure: Managing Organisational & Personal Crises	76
Modern Methods of Planning and Business Implementation Follow up	534
Skills For Women at Work	181
Negotiating & Dispute Resolutions	171
TQM Continuous Improvement Internal Auditing Reporting Skills	170
Successful Planning, Organising & Delegating	165
Advanced Internal Communication	640
The Professional Competent Manager	136
High Impact Supervisory Skills	135
Handling Information Overload	128
Communication & Planning Skills for Administrative Professionals	493
Advanced Communication & Interpersonal Skills	297
Effective Performance Management	7
Driving Business Performance with Social Media for Motivation of Employees	6
Communicating to Your Senior Management and Key Stakeholders	549
Introduction to internal communication	638
Priority Management: Optimising Time, Workflow & Productivity	131



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Succeeding as a New Manager	148
Performance Measurements, Continuous Improvement & Benchmarking	161
Effective People Skills	167
Business Analysis within a Project Environment	603
The Complete Course on Management & Leadership	441
Goal Setting, Planning & Decision Making	301
Coordinating and supervising the executive departments	657
Enterprise Risk Management	672
Communication with External Providers	872
Enhancing Performance Through Change Management and KPIs	875
Crisis Management & Risk	743
Ceremonial Etiquette, Protocols, and Honorary Practices	863
Analysis for Management Decisions	904
Strategic Vision: Initiatives, Performance Enhancement, and Decision Making	916
Successful Management for Business Achievement ( The 5 Day MBA )	9
Internal Consultancy Skills at Work	125
Setting Priorities, Time Management & Stress Reduction: Managing Stress & Pressure at Work	141
Lean Six Sigma Green Belt Programme	147
Process Troubleshooting and Problem Analyze and Solving	149
Task Management Skills	166
Advanced Problem Solving & Decision Making	173
Writing Effective Policies & Procedures	176
Foster Teamwork & Cooperation Skills	178



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10 Tools for Highly Effective Managers	179
Building Skills for Working in Teams: Igniting Passion & Activating Potential in Teams	304
Business Intelligence: Data Analysis and Reporting Techniques	753
Masterclass for Administrative Professionals, Secretaries & PAs	531
The Office & Department Co Ordinator	532
Quality Management Essentials	600
Leading with Excellence	629
Portfolio Management Professional	806
Managing Successful Programmes	805
Professional Quality Engineer	813
Quality Management Professional	674
Change Management Professional (CCMP) Certification Preparation Course	870
Change Management and Continuous Development Skills	876
Effective Task Completion	892
ISO 31000 Lead Risk Manager	896
Development of Managerial and Supervisory Competencies	908
Administrative and reporting skills	910
Strategic Management, Creativity in Superior Forecasting & Strategic Planning	1001
ISO 31000: Risk Management Training Course	1014
IASSC Lean Six Sigma Green Belt	1058
Simplification of Work Processes and Procedures	751
Best Practices in Building Services Management	1019
Business Communication Skills	976



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Creative Leadership and Innovative Management	752
Insurance Risk Management Professional	677
Corporate Risk & Crisis Management	744
Lead Auditor (ISO 9001)	808
Building Effective Partnerships for Sustainable Development	679
Preparation for Risk Management Professional	673
Land Management	977
Effective Planning and Excellence in Management and Team Building	818
ASQ Approved Lean Six Sigma Green Belt	735
Six Sigma Yellow Belt	734
Administrative Communication Skills and Workplace Interaction with Colleagues and Supervisors	1010
Corporate Risk and Crisis Management	1016