

Management Training Courses

Course Name	Code
Successful Management for Business Achievement (The 5 Day MBA)	9
Insurance Risk Management Professional	677
Coordinating and supervising the executive departments	657
Internal Consultancy Skills at Work	125
Priority Management: Optimising Time, Workflow & Productivity	131
Advanced Management & Leadership	132
The Professional Competent Manager	136
Business Brain Train: The Whole Brain Approach To Business Effectiveness	139
Succeeding as a New Manager	148
Performance Measurements, Continuous Improvement & Benchmarking	161
Successful Planning, Organising & Delegating	165
Task Management Skills	166
TQM Continuous Improvement Internal Auditing Reporting Skills	170
Negotiating & Dispute Resolutions	171
Advanced Problem Solving & Decision Making	173
Foster Teamwork & Cooperation Skills	178
Skills For Women at Work	181
Quality Management Professional	674
Advanced Communication & Problem Solving	298
Goal Setting, Planning & Decision Making	301
Building Skills for Working in Teams: Igniting Passion & Activating Potential	304



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in Teams	
Preparation for Risk Management Professional	673
The Complete Course on Management & Leadership	441
Masterclass for Administrative Professionals, Secretaries & PAs	531
Modern Methods of Planning and Business Implementation Follow up	534
Enterprise Risk Management	672
Writing Effective Policies & Procedures	176
Quality Management Essentials	600
Advanced Communication & Interpersonal Skills	297
Land Management	977
Lean Six Sigma Green Belt Programme	147
Crisis Management & Risk	743
Six Sigma Yellow Belt	734
Leadership & Management Skills for Supervisors	530
Lead Auditor (ISO 9001)	808
Portfolio Management Professional	806
Managing Successful Programmes	805
Professional Quality Engineer	813
10 Tools for Highly Effective Managers	179
Effective Planning and Excellence in Management and Team Building	818
Change Management Professional (CCMP) Certification Preparation Course	870
Enhancing Performance Through Change Management and KPIs	875
Change Management and Continuous Development Skills	876
ISO 31000 Lead Risk Manager	896



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Setting Priorities, Time Management & Stress Reduction: Managing Stress & Pressure at Work	141
Business Intelligence: Data Analysis and Reporting Techniques	753
Analysis for Management Decisions	904
Strategic Vision: Initiatives, Performance Enhancement, and Decision Making	916
Communication & Planning Skills for Administrative Professionals	493
Process Troubleshooting and Problem Analyze and Solving	149
Driving Business Performance with Social Media for Motivation of Employees	6
Introduction to internal communication	638
The Office & Department Co Ordinator	532
Building Effective Partnerships for Sustainable Development	679
Administrative and reporting skills	910
Advanced Internal Communication	640
Effective Performance Management	7
Leading Under Pressure: Managing Organisational & Personal Crises	76
Handling Information Overload	128
High Impact Supervisory Skills	135
Effective People Skills	167
Corporate Risk & Crisis Management	744
Communicating to Your Senior Management and Key Stakeholders	549
Business Analysis within a Project Environment	603
Business Communication Skills	976
ASQ Approved Lean Six Sigma Green Belt	735
Simplification of Work Processes and Procedures	751

Ceremonial Etiquette, Protocols, and Honorary Practices	863
Communication with External Providers	872
Getting Things Done (GTD)	892
Development of Managerial and Supervisory Competencies	908
Leading with Excellence	629
Creative Leadership and Innovative Management	752