

Management Training Courses

Course Name	Code
Effective Performance Management	7
Writing Effective Policies & Procedures	176
Enhancing Performance Through Change Management and KPIs	875
Insurance Risk Management Professional	677
Preparation for Risk Management Professional	673
Enterprise Risk Management	672
Crisis Management & Risk	743
Communication & Planning Skills for Administrative Professionals	493
Advanced Internal Communication	640
The Complete Course on Management & Leadership	441
Masterclass for Administrative Professionals, Secretaries & PAs	531
Performance Measurements, Continuous Improvement & Benchmarking	161
10 Tools for Highly Effective Managers	179
Building Skills for Working in Teams: Igniting Passion & Activating Potential in Teams	304
Process Troubleshooting and Problem Analyze and Solving	149
Setting Priorities, Time Management & Stress Reduction: Managing Stress & Pressure at Work	141
Successful Management for Business Achievement (The 5 Day MBA)	9
Introduction to internal communication	638
Priority Management: Optimising Time, Workflow & Productivity	131



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Modern Methods of Planning and Business Implementation Follow up	534
Communicating to Your Senior Management and Key Stakeholders	549
Coordinating and supervising the executive departments	657
Six Sigma Yellow Belt	734
The Professional Competent Manager	136
Task Management Skills	166
Creative Leadership and Innovative Management	752
Business Intelligence: Data Analysis and Reporting Techniques	753
Change Management and Continuous Development Skills	876
Simplification of Work Processes and Procedures	751
Analysis for Management Decisions	904
Administrative and reporting skills	910
Strategic Management, Creativity in Superior Forecasting & Strategic Planning	1001
Advanced Management & Leadership	132
Business Communication Skills	976
Effective People Skills	167
Building Effective Partnerships for Sustainable Development	679
Lean Six Sigma Green Belt Programme	147
Quality Management Professional	674
Corporate Risk & Crisis Management	744
Driving Business Performance with Social Media for Motivation of Employees	6
Leading Under Pressure: Managing Organisational & Personal Crises	76
Internal Consultancy Skills at Work	125



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Handling Information Overload	128
High Impact Supervisory Skills	135
Business Brain Train: The Whole Brain Approach To Business Effectiveness	139
Succeeding as a New Manager	148
Successful Planning, Organising & Delegating	165
TQM Continuous Improvement Internal Auditing Reporting Skills	170
Negotiating & Dispute Resolutions	171
Advanced Problem Solving & Decision Making	173
Advanced Communication & Interpersonal Skills	297
Advanced Communication & Problem Solving	298
Goal Setting, Planning & Decision Making	301
Leadership & Management Skills for Supervisors	530
The Office & Department Co Ordinator	532
Business Analysis within a Project Environment	603
Quality Management Essentials	600
ASQ Approved Lean Six Sigma Green Belt	735
Lead Auditor (ISO 9001)	808
Managing Successful Programmes	805
Professional Quality Engineer	813
Effective Planning and Excellence in Management and Team Building	818
Ceremonial Etiquette, Protocols, and Honorary Practices	863
Change Management Professional (CCMP) Certification Preparation Course	870
Communication with External Providers	872
Getting Things Done (GTD)	892

ISO 31000 Lead Risk Manager	896
Development of Managerial and Supervisory Competencies	908
Strategic Vision: Initiatives, Performance Enhancement, and Decision Making	916
Land Management	977
Leading with Excellence	629
Foster Teamwork & Cooperation Skills	178
Portfolio Management Professional	806
ISO 31000: Risk Management Training Course	1014
Corporate Risk and Crisis Management	1016
Skills For Women at Work	181