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# Management Training Courses

Course Name	Code
Effective Planning and Excellence in Management and Team Building	818
Handling Information Overload	128
Leadership & Management Skills for Supervisors	530
Business Analysis within a Project Environment	603
Driving Business Performance with Social Media for Motivation of Employees	6
Internal Consultancy Skills at Work	125
Foster Teamwork & Cooperation Skills	178
Portfolio Management Professional	806
Best Practices in Building Services Management	1019
ASQ Approved Lean Six Sigma Green Belt	735
Strategic Management, Creativity in Superior Forecasting & Strategic Planning	1001
Insurance Risk Management Professional	677
ISO 31000 Lead Risk Manager	896
Skills For Women at Work	181
Succeeding as a New Manager	148
Modern Methods of Planning and Business Implementation Follow up	534
Advanced Communication & Interpersonal Skills	297
TQM Continuous Improvement Internal Auditing Reporting Skills	170
Development of Managerial and Supervisory Competencies	908
Negotiating & Dispute Resolutions	171



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Coordinating and supervising the executive departments	657
Communicating to Your Senior Management and Key Stakeholders	549
Quality Management Professional	674
Building Effective Partnerships for Sustainable Development	679
10 Tools for Highly Effective Managers	179
Advanced Management & Leadership	132
Successful Management for Business Achievement ( The 5 Day MBA )	9
Masterclass for Administrative Professionals, Secretaries & PAs	531
High Impact Supervisory Skills	135
Leading Under Pressure: Managing Organisational & Personal Crises	76
The Professional Competent Manager	136
Introduction to internal communication	638
Six Sigma Yellow Belt	734
Strategic Vision: Initiatives, Performance Enhancement, and Decision Making	916
Business Brain Train: The Whole Brain Approach To Business Effectiveness	139
Advanced Problem Solving & Decision Making	173
Strategic Business Planning and Execution	1074
Goal Setting, Planning & Decision Making	301
Enhancing Performance Through Change Management and KPIs	875
IASSC Lean Six Sigma Green Belt	1058
The Complete Course on Management & Leadership	441
Change Management Professional (CCMP) Certification Preparation Course	870
Enterprise Risk Management	672



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Process Troubleshooting and Problem Analyze and Solving	149
Successful Planning, Organising & Delegating	165
Writing Effective Policies & Procedures	176
Change Management and Continuous Development Skills	876
Preparation for Risk Management Professional	673
Quality Management Essentials	600
Managing Successful Programmes	805
Advanced Internal Communication	640
ISO 31000: Risk Management Training Course	1014
Advanced Communication & Problem Solving	298
Effective Task Completion	892
Lean Six Sigma Green Belt Programme	147
Effective People Skills	167
Professional Quality Engineer	813
Priority Management: Optimising Time, Workflow & Productivity	131
Setting Priorities, Time Management & Stress Reduction: Managing Stress & Pressure at Work	141
Task Management Skills	166
The Office & Department Co Ordinator	532
Crisis Management & Risk	743
Administrative and Reporting Skills	910
Performance Measurements, Continuous Improvement & Benchmarking	161
Ceremonial Etiquette, Protocols, and Honorary Practices	863
Communication with External Providers	872



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Corporate Risk & Crisis Management	744
Land Management	977
Building Skills for Working in Teams: Igniting Passion & Activating Potential in Teams	304
Analysis for Management Decisions	904
Lead Auditor (ISO 9001)	808
Effective Performance Management	7
Business Communication Skills	976
Communication & Planning Skills for Administrative Professionals	493
Business Intelligence: Data Analysis and Reporting Techniques	753
Creative Leadership and Innovative Management	752
Simplification of Work Processes and Procedures	751
Leading with Excellence	629
Administrative Communication Skills and Workplace Interaction with Colleagues and Supervisors	1010
Corporate Risk and Crisis Management	1016