

Management Training Courses

Course Name	Code
Masterclass for Administrative Professionals, Secretaries & PAs	531
Driving Business Performance with Social Media for Motivation of Employees	6
Effective Performance Management	7
Successful Management for Business Achievement (The 5 Day MBA)	9
Leading Under Pressure: Managing Organisational & Personal Crises	76
Introduction to internal communication	638
Internal Consultancy Skills at Work	125
Handling Information Overload	128
The Professional Competent Manager	136
Setting Priorities, Time Management & Stress Reduction: Managing Stress & Pressure at Work	141
Succeeding as a New Manager	148
Process Troubleshooting and Problem Analyze and Solving	149
Performance Measurements, Continuous Improvement & Benchmarking	161
Task Management Skills	166
Effective People Skills	167
Negotiating & Dispute Resolutions	171
Advanced Problem Solving & Decision Making	173
Foster Teamwork & Cooperation Skills	178
10 Tools for Highly Effective Managers	179
Skills For Women at Work	181



الجودة الأوروبية
EUROPEAN QUALITY

Advanced Communication & Interpersonal Skills	297
Building Skills for Working in Teams: Igniting Passion & Activating Potential in Teams	304
Insurance Risk Management Professional	677
Corporate Risk & Crisis Management	744
The Complete Course on Management & Leadership	441
Communication & Planning Skills for Administrative Professionals	493
Leadership & Management Skills for Supervisors	530
The Office & Department Co Ordinator	532
Modern Methods of Planning and Business Implementation Follow up	534
Communicating to Your Senior Management and Key Stakeholders	549
Goal Setting, Planning & Decision Making	301
Business Analysis within a Project Environment	603
Land Management	977
Business Communication Skills	976
Coordinating and supervising the executive departments	657
ASQ Approved Lean Six Sigma Green Belt	735
TQM Continuous Improvement Internal Auditing Reporting Skills	170
Creative Leadership and Innovative Management	752
Portfolio Management Professional	806
Professional Quality Engineer	813
Ceremonial Etiquette, Protocols, and Honorary Practices	863
Change Management Professional (CCMP) Certification Preparation Course	870
Communication with External Providers	872



الجودة الأوروبية
EUROPEAN QUALITY

Enhancing Performance Through Change Management and KPIs	875
Change Management and Continuous Development Skills	876
Six Sigma Yellow Belt	734
High Impact Supervisory Skills	135
ISO 31000 Lead Risk Manager	896
Development of Managerial and Supervisory Competencies	908
Strategic Vision: Initiatives, Performance Enhancement, and Decision Making	916
Administrative and reporting skills	910
Strategic Management, Creativity in Superior Forecasting & Strategic Planning	1001
ISO 31000: Risk Management Training Course	1014
Best practices in building services management	1019
Advanced Management & Leadership	132
Advanced Internal Communication	640
Priority Management: Optimising Time, Workflow & Productivity	131
Writing Effective Policies & Procedures	176
Managing Successful Programmes	805
Effective Task Completion	892
Business Brain Train: The Whole Brain Approach To Business Effectiveness	139
Lean Six Sigma Green Belt Programme	147
Successful Planning, Organising & Delegating	165
Advanced Communication & Problem Solving	298
Quality Management Essentials	600
Leading with Excellence	629



الجودة الأوروبية
EUROPEAN QUALITY

Simplification of Work Processes and Procedures	751
Business Intelligence: Data Analysis and Reporting Techniques	753
Lead Auditor (ISO 9001)	808
Analysis for Management Decisions	904
Crisis Management & Risk	743
Effective Planning and Excellence in Management and Team Building	818
Building Effective Partnerships for Sustainable Development	679
Preparation for Risk Management Professional	673
Enterprise Risk Management	672
Quality Management Professional	674
Administrative Communication Skills and Workplace Interaction with Colleagues and Supervisors	1010
Corporate Risk and Crisis Management	1016