



NEW VISION TRAINING INSTITUTE

Master Training Catalogue by Sector

Al Ain, UAE · 20+ Years of Excellence · Ministry of HR Recognized · Emirates Award 2023

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About New Vision Training Institute

Excellence in Training & Development — Al Ain, United Arab Emirates

20+ Years of Experience	10,000+ Annual Trainees	500+ Training Programmes	50+ Int'l Certifications
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About the Institute

Established in Al Ain in 2004, New Vision Training Institute is one of the United Arab Emirates' leading accredited training centres. For more than 20 years we have helped over 10,000 trainees build job-ready skills, combining bilingual Arabic and English delivery, certified instructors, and a track record recognised by the Ministry of Human Resources & Emiratisation with the Emirates Award 2023.

New Vision operates a dual model — serving individual (B2C) learners through open-enrolment courses such as IELTS and IT skills, and corporate and government clients (B2B) through fully customised training and consulting programmes. Our head institute is based in Al Ain, with training delivered across Al Ain and Abu Dhabi.

Who We Are

Our Vision

To become a distinguished training centre — number one in the field of training and development in the Arab world and the Middle East.

Our Mission

New Vision develops human resources and delivers distinguished training programmes that keep pace with the best international standards. We believe we have a special commitment to support each corporate and individual goal, placing emphasis on the educational, professional and personal growth of every trainee.

Our programmes, policies and activities are reviewed periodically and refined as needed to meet the evolving needs of our students and the accelerated requirements of a changing world. The primary focus of our training experience is equipping trainees with applied skills and the professional, ethical perspective necessary for success in their future careers — across Business, Graphic Design, Media Production, Information Technology and Networking.

Our Objectives

01	Elevate Training Quality Achieving the highest levels of excellence in delivering training programmes.
02	Connect with Contemporary Experiences Integrating best global practices in training and consulting.
03	Launch Innovative Programmes Developing specialised programmes that meet future market requirements.
04	Youth Leadership Development Building a generation of leaders capable of driving change and development.



What We Offer

01	Management Consulting Providing innovative solutions and specialised consulting in management and organisational development.
02	Training Consulting Designing customised training programmes that meet client needs and achieve their goals.
03	Learning Resources Providing accredited educational materials and licensed course content from global partners.
04	Integrated Learning Environment Providing a stimulating learning environment that helps trainees reach maximum effectiveness.

Corporate & Customised Training

Courses for organisations are designed around each client's specific requirements. Before planning any programme, we discuss the organisation's needs in detail and identify the most suitable training approach. The benefits of a customised corporate programme include:

- A personalised programme offering greater scope for in-depth discussion of any specific topic
- Smaller group activities for more focused learning
- Time to develop skills, practice and observation, including role play where useful
- A safe space to address sensitive or difficult matters, and time to re-evaluate new skills before the session ends
- Flexibility to follow through on issues that arise during the programme, rather than deferring them

Accreditation & Certifications

New Vision holds local and international accreditation, including recognition as an ICDL (International Computer Driving License) testing and training institute, accreditation by CERT under the Ministry of Education for Computer/IT, Management and English training, and status as an authorised testing institute for Microsoft, Cisco, HP and CompTIA. We are also affiliated with Optimiza Academy / Executrain, an international computer-learning institute, and a range of other international associations.

Certifications offered include PMP, CMA, CPA, CFA, CISA, CISM, CCNA, Microsoft Advanced Certifications, RMP, NLP, OSHA and ICDL, among many others detailed in the sector listings that follow.

Our People & Facilities

New Vision's instructors are committed to excellence in teaching, well trained, and bring broad knowledge and experience in their respective fields. Every instructor is fully equipped with pedagogical knowledge and sufficient experience in teaching methodology, and their performance is regularly evaluated and monitored to maintain the highest instructional standards.

Our current teacher-to-student ratio is 1:14, so students learn in small groups and receive individualised attention. Each classroom is equipped with a data projector and internet-connected PCs, with smaller rooms available for meetings and group discussions. The institute also includes an on-site café and prayer facilities.

Our Track Record

Over 20 years, New Vision has delivered training to a diverse portfolio of government, private-sector and international clients across the UAE — including the Ministry of Education, Ministry of Finance, Abu Dhabi Police, Civil Defence, Abu Dhabi Municipality, Al Ain Municipality, Etisalat, ADNOC, UAE University, TAWAM Hospital, and international partners including Microsoft, Cisco, HP, CompTIA and PMI.



Contact us

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This catalogue consolidates the full programme portfolio drawn from New Vision's 2026 profile covering individual, government, and corporate customised training across 20 sectors, with more than 500 programmes.

1. General English Language Programmes (5 programmes)

Structured general-English levels and IELTS/Business-English preparation.

Course / Programme	Description	Duration
Pre-IELTS Course	Preparatory course building the skills needed before formal IELTS training.	40 hours
English — Level 1	Foundational general-English course for beginner learners.	40 hours
English — Level 2	Intermediate general-English course building on foundational skills.	40 hours
English — Level 3	Upper-level general-English course for confident communication.	40 hours
English for Business — Levels 1, 2 & 3	A three-level Business English track for workplace communication.	40 hours

2. Human Resources, Training & Personnel Affairs (27 programmes)

Certified-specialist tracks and operational HR programmes for recruitment, training, compensation, and workforce planning.

Course / Programme	Description	Duration
Certified Specialist in Recruitment & Selection	Build recruitment and selection expertise aligned with certified international HR standards.	3 days
Certified Specialist in Training & Development	Develop skills to design, deliver and evaluate staff training and development programmes.	3 days
Certified Human Resources Specialist	Cover the full HR generalist toolkit: policies, employee relations and workforce planning.	3 days
Advanced Systems in Job Description, Evaluation & Career Path Planning	Apply modern job description, evaluation and career-path frameworks used internationally.	3 days
Training Programme Management Skills (Supervision, Follow-up, Evaluation)	Manage training programmes end-to-end, from supervision through follow-up and evaluation.	3 days
Building Job Competencies According to International Standards	Build competency frameworks for roles based on recognised international standards.	3 days
Talent Search and Investment Mechanisms	Identify, attract and invest in high-potential talent within the organisation.	3 days
Integrated Skills in HR & Training Departments	Strengthen core operational skills across HR and training department functions.	3 days
Strategic HR Management & Knowledge Productivity Development	Align HR strategy with organisational goals while growing knowledge-based productivity.	3 days
Knowledge Management & Job Creativity	Explore how structured knowledge management fuels workplace creativity and innovation.	2 days
Quality, Excellence & Creativity in Development, Training & Job Empowerment	Apply quality and excellence principles to staff development and empowerment programmes.	3 days
Training Needs Assessment & Effective Training Plan Preparation	Learn to assess training needs and turn them into an effective, actionable training plan.	4 days
Motivation Techniques & Job Satisfaction Measurement	Use proven motivation techniques and job-satisfaction measurement tools.	3 days
Performance Indicators & Measurement	Build and apply performance indicators to track and improve staff output.	3 days
Advanced Systems in Job Description, Evaluation & Career Path Planning (II)	A second module on job description, evaluation and career-path planning systems.	3 days
The Art of Managing People — Getting the Best from Others	Master techniques for managing people and drawing out their best performance.	3 days

Course / Programme	Description	Duration
Developing Administrative & Technical Skills for Training Coordinators	Sharpen the administrative and technical skills required of training coordinators.	3 days
Developing HR Policies & Organizational Structures	Design HR policies and organisational structures that support business goals.	3 days
Modern Methods in HR Management & Development	A comprehensive look at contemporary approaches to HR management and development.	10 days
Secrets & Keys to Excellence in Office Management	Learn the practical secrets and techniques behind excellent office administration.	3 days
Executive Office Management, Reception & Meeting Organisation	Master executive-office operations, guest reception and meeting coordination.	3 days
Excellence in Managing Executive Offices for Leaders & Senior Officials	Refine the skills needed to run offices for senior leaders and executives with excellence.	3 days
OM-USA Certified Professional Administrator	An internationally certified qualification for professional office administrators (10-day track).	10 days
OM-USA Certified Professional Administrator	The extended 5-week track of the OM-USA Certified Professional Administrator program.	5 weeks
The Effective & Productive Administrative Officer	Develop the mindset and habits of an effective, results-driven administrator.	3 days
MBTI Personality Type Analysis	Use the MBTI framework to understand personality types and improve teamwork.	3 days
Performance Excellence in Office Management, Communication & Administrative Quality for Secretaries & Office Managers	Master office management, communications technology and administrative quality for secretaries and office managers.	3 days

3. Financial Management & Accounting (19 programmes)

Government and corporate finance, accounting standards (IFRS/IAS), budgeting and financial-analysis programmes.

Course / Programme	Description	Duration
VAT Accounting Rules in the GCC	Understand GCC VAT accounting rules and how to apply them correctly.	3 days
Transition to Accrual-Based Government Accounting & Financial Reporting	Learn the shift to accrual-based government accounting and financial reporting.	3 days
Preparing Financial Statements per Modern International Accounting Standards (IAS/IFRS)	Prepare financial statements in line with the latest IAS/IFRS standards.	4 days
Financial Planning, Forecasting & Cash-Flow Management	Build skills in financial planning, forecasting and cash-flow management.	4 days
Using Financial KPIs in Financial Management	Apply financial KPIs to strengthen day-to-day financial management decisions.	4 days
Effective Financial Planning & Budgeting Using KPIs	Plan finances and build budgets using key performance indicators effectively.	4 days
Accounts Receivable Management	Manage accounts receivable processes to protect and accelerate cash flow.	4 days
Scientific Methods for Increasing & Diversifying Revenue	Apply proven methods to grow and diversify organisational revenue streams.	3 days
Economic & Statistical Data Analysis and Internal/External Reporting	Analyse economic and statistical data to produce clear internal and external reports.	3 days
Budget Preparation, Monitoring & Variance Analysis	Prepare, monitor and analyse budget execution and variances accurately.	3 days
Advanced Financial Analysis & Budget Preparation Skills	Advance financial-analysis and budgeting skills to a higher professional level.	3 days

Course / Programme	Description	Duration
Modern Trends in Managerial Accounting & Decision-Making	Explore modern managerial accounting approaches for better decision-making.	3 days
Developing the Professional Finance Manager	Build the competencies required of a professional finance manager.	3 days
Finance for Non-Financial Professionals	Make financial concepts accessible and actionable for non-finance professionals.	3 days
Techniques for Measuring & Evaluating Financial Performance	Learn techniques for measuring and evaluating financial performance.	3 days
Analysing & Presenting Financial Statements	Analyse and present financial statements clearly to stakeholders.	3 days
Advanced Financial & Accounting Applications Using MS Excel	Apply advanced Excel techniques to financial and accounting tasks.	3 days
Stock-Take Reconciliations & Correcting Accounting Errors	Handle stock-take reconciliations and correct common accounting errors.	3 days
Certified Management Accountant (CMA)	Prepare for the internationally recognised Certified Management Accountant credential.	10 days

4. Public Relations, Digital Communication & Event Management (47 programmes)

Media, protocol, digital communication, spokesperson and event-management programmes for institutional communication teams.

Course / Programme	Description	Duration
Modern Methods & Techniques in Organising Conferences, Exhibitions & Events	Apply modern techniques for organising conferences, exhibitions and events.	3 days
Public Relations, Etiquette, Protocol & VIP Handling	Master PR etiquette, protocol and the handling of VIP guests.	3 days
Managing Institutional Communication via Websites & Social Media	Manage institutional communications across websites and social platforms.	3 days
Future Foresight for PR & Communication Staff	Apply future-foresight thinking to PR and communication planning.	3 days
Comprehensive Media Practice in the Age of Globalisation — UAE Vision 2071	Explore comprehensive media practice in a globalised era, aligned with UAE Vision 2071.	5 days
Managing Advertising Campaigns & Professional Events	Plan and manage advertising campaigns and professional events.	3 days
Advanced Communication Skills for Effective Specialists	Build advanced communication skills for effective PR specialists.	3 days
Institutional Communication & Digital Media	Combine institutional communication with digital and social media strategy.	5 days
Designing & Implementing Corporate Social Responsibility Programmes	Design and deliver corporate social responsibility programmes.	3 days
Leadership Track in Communication (Public Speaking, Presentations, Influence)	Develop leadership-level communication: public speaking, presenting and influence.	3 days
Dynamic Skills in Communication, Negotiation, Influence & Persuasion	Use dynamic communication, negotiation and persuasion techniques.	3 days
Procedures & Methods for PR Management to Improve Institutional Image	Improve institutional image through effective PR procedures and methods.	3 days
International Curriculum for Developing PR & Media Leaders and Staff	Follow an international curriculum for developing PR and media leaders.	3 days
Organising, Planning & Managing Events & Conferences	Plan, organise and manage professional events and conferences.	3 days

Course / Programme	Description	Duration
Public Relations, Etiquette, Protocol & VIP Handling (II)	A further module on PR etiquette, protocol and VIP handling.	3 days
Professional Writing Skills	Strengthen professional business-writing skills for the workplace.	3 days
Internationally Certified Customer Happiness Specialist	Earn an internationally certified qualification in customer happiness service.	3 days
Artificial Intelligence for PR & Institutional Communication Staff	Apply AI tools to PR and institutional communication work.	5 days
Foundations & Methods for Developing Government Media, PR & Institutional Communication Staff	Build the foundations for staffing government media and PR departments.	5 days
Future Foresight & Scenario Planning in Public Relations	Apply future-foresight and scenario planning specifically to public relations.	5 days
Certified Public Relations Specialist	Earn certification as a specialist public relations professional.	3 days
Modern Methods & Techniques in Organising Events	Learn modern methods and techniques for organising events.	3 days
Developing Charisma & Personal Branding	Develop personal charisma and build a distinctive personal brand.	3 days
Certified Customer Happiness Consultant	Become a certified consultant in customer happiness strategy.	3 days
Certified Institutional Reputation Management Specialist	Earn certification in managing and protecting institutional reputation.	3 days
Certified Specialist in International Etiquette & Protocol	Earn certification in international etiquette and protocol practice.	3 days
Integrated Systems in Public Relations, Protocol & Digital Media	Combine PR, protocol and digital media into one integrated system.	5 days
Event Management & Media Production	Manage events end-to-end alongside media production output.	5 days
Media Crisis Management	Handle media crises with a structured, tested response approach.	3 days
The Art of Professional Photography	Master the art and technique of professional photography.	5 days
Professional Public Relations and Its Role in Administrative Development	See how professional PR contributes to broader administrative development.	3 days
Professional Digital & Photographic Photography	Master professional digital and studio photography techniques.	5 days
On-Location Photography	Learn on-location photography techniques for events and campaigns.	2 days
Motion Graphics	Learn motion graphics design for marketing and media content.	3 days
After Effects	Master After Effects for professional video and motion content.	5 days
Static Infographics	Design static infographics that communicate data and messages clearly.	3 days
Animated Infographics	Design animated infographics for dynamic digital communication.	3 days
Institutional Communication, Reputation Management & Image Enhancement	Manage institutional communication, reputation and public image together.	5 days
Advanced Television Editing	Learn advanced television editing techniques and workflows.	5 days
Arts of Journalistic Editing & Writing Styles	Master the craft and formats of professional journalistic writing.	5 days
Basic Skills in Journalistic Writing	Build foundational skills in journalistic writing.	3 days
Digital Communication, Journalism & Public Relations	Combine digital communication, journalism and PR practice.	5 days
Integrated Systems in Public Relations, Media & Journalism	Bring PR, media and journalism together in one integrated system.	5 days

Course / Programme	Description	Duration
Digital Marketing for Professionals	Apply professional digital marketing techniques across channels.	5 days
Public Relations & Service Excellence per Total Quality Standards	Deliver PR and service excellence aligned with total-quality standards.	3 days
Technological Methods in Television Direction & Editing	Apply modern technological methods to television direction and editing.	5 days
Comprehensive Introduction to Radio, Television & Journalism	Get a comprehensive introduction to radio, television and press.	5 days

5. Executive Leadership & Coaching (Senior Leaders & Managers) (45 programmes)

Coaching, leadership development and executive-management programmes for senior leaders and managers.

Course / Programme	Description	Duration
Coaching (Personal Empowerment Strategies — Effective Guidance)	Learn personal-empowerment coaching strategies and effective guidance techniques.	5 days
The Leadership Coach	Develop the coaching skills required to lead teams and individuals effectively.	3 days
Professional Life Coach	Train as a professional life coach able to guide personal transformation.	5 days
Developing Coaching Skills & Tools for Leaders & Managers	Build coaching skills and tools tailored to leaders and managers.	5 days
Preparing the Professional Coach per International Accreditation Standards	Prepare as a professional coach against international accreditation standards.	10 days
Tips for Brainstorming Sessions (Mind Storm)	Pick up practical techniques for running effective brainstorming sessions.	1 day
Creative Transformational Leadership, Leadership Intelligence & Innovative Planning	Explore creative transformational leadership, leadership intelligence and innovative planning.	3 days
The Exceptional Leader	Develop the traits and habits of an exceptional leader.	3 days
The Emirati Leader per UAE Vision 2071	Build Emirati leadership capability aligned with UAE Vision 2071.	15 days
Agile Leadership	Learn agile leadership approaches for fast-changing environments.	3 days
The Inspiring Leader — Leading Without Fear	Lead with inspiration and confidence, free from fear-based management.	3 days
Developing Advanced Women's Leadership Skills	Develop advanced leadership skills specifically for women in senior roles.	3 days
Supervisory Leadership: Best Practices for a Culture of Creativity & Innovation	Apply supervisory best practices that build a culture of creativity and innovation.	3 days
Management by Key Performance Indicators (KPIs)	Manage teams and operations using key performance indicators.	3 days
Entrepreneurial Thinking	Cultivate an entrepreneurial mindset for identifying and pursuing opportunities.	3 days
Future Foresight for Managers per UAE Vision 2071	Apply future-foresight thinking to management, aligned with UAE Vision 2071.	3 days
Leadership Competency Framework in the Digital Age	Build the leadership competencies required in a digital-first era.	3 days
Statistical Analysis for Managers	Apply statistical analysis techniques to management decision-making.	3 days
The Five Leadership Skills of the Most Effective Leaders	Master the five core skills shared by the most effective leaders.	3 days
Smart Leadership & Change Management for Leaders & Managers	Combine smart leadership with structured change-management practice.	3 days

Course / Programme	Description	Duration
The Bulletproof Leader	Build resilience and decisiveness as a leader under pressure.	3 days
Developing Future Leaders & Discovering the Secrets of Creative Leadership	Develop future leaders and uncover the secrets of creative leadership.	3 days
Building Leadership Awareness for Leaders & Managers	Build leadership self-awareness for managers and senior staff.	3 days
Strategic Planning & Effective Initiatives	Apply strategic planning methods and turn them into effective initiatives.	3 days
Developing Senior-Management Policies & Strategies	Develop senior-management policy and strategy-setting capabilities.	3 days
Change & Innovation Management at Work	Lead change and drive innovation within the organisation.	3 days
Leadership Towards Excellence, Creativity & Development in the Future of Management	Pursue excellence, creativity and development as core leadership goals.	3 days
Delegation & Administrative Empowerment to Activate Organisational Performance	Use delegation and empowerment to activate stronger organisational performance.	3 days
Developing the Contemporary Strategic Leader	Build the profile of a contemporary, strategy-driven leader.	3 days
Analysing Crises, Conflicts & Disputes and the Importance of Managing Them from a Leadership Perspective	Analyse crises, conflicts and disputes from a leadership management perspective.	3 days
The Creative Manager & Productive Leadership	Combine creative management with productive leadership practice.	3 days
Strategic Leadership — Advanced Level for Leaders & Managers	Take strategic leadership skills to an advanced level for senior leaders.	3 days
Creativity & Innovation in Institutions (per Excellence Requirements)	Apply creativity and innovation frameworks aligned with institutional excellence criteria.	3 days
Developing Innovation Leaders & Innovative Thinking Competencies	Develop innovation leaders and the competencies of innovative thinking.	3 days
Leading Creativity & Activating Latent Capabilities & Energies	Unlock latent capabilities and energy to lead creativity in teams.	3 days
The Art of Generating Creative & Innovative Ideas & Training Staff on Innovation	Master techniques for generating creative ideas and training staff in innovation.	3 days
Future Foresight (Foundations & Principles)	Learn the foundations and principles of future-foresight thinking.	3 days
Creative Thinking Skills for Senior Management & Leadership	Build creative-thinking skills tailored for senior management and leadership.	3 days
Creative Thinking & Innovative Techniques	Apply creative thinking alongside modern innovation techniques.	3 days
Preparing Future-Foresight Leaders per UAE Vision 2071	Prepare future-foresight leaders in line with UAE Vision 2071.	3 days
Methodologies & Foundations of Future Foresight	Learn the methodologies and foundations underpinning future foresight.	3 days
Future-Mapping Scenarios & Strategic Planning for Leaders	Use scenario planning to map the future and guide strategic leadership.	3 days
Developing the Contemporary Strategic Leader per UAE Vision 2071	Develop the contemporary strategic leader in line with UAE Vision 2071.	3 days
Developing Future Leaders & Discovering the Secrets of Creative Leadership (II)	A further module on developing future leaders and creative leadership.	3 days
Integrated Framework for Developing New Leaders	An integrated framework for developing a new generation of leaders.	3 days

6. Procurement, Contracts, Transport, Logistics & Customs (47 programmes)

Procurement, supplier management, contracts, customs and logistics operations programmes.

Course / Programme	Description	Duration
Managing Conflict with Suppliers	Manage supplier disputes constructively while protecting business relationships.	3 days
The Professional Procurement Officer	Build the core competencies of a professional procurement officer.	3 days
Modern Techniques in Managing the Legal & Administrative Aspects of Contracts	Apply modern techniques to manage the legal and administrative sides of contracts.	3 days
Global Best Practices in Supplier Management	Learn global best practices for managing supplier relationships.	3 days
Certified Professional Contracts Manager	Earn certification as a professional contracts manager.	5 days
Professional Tender Preparation, Award & Execution	Prepare, award and execute tenders with full professional rigour.	3 days
Professional Procurement Planning & Tender Management	Plan procurement activity and manage tenders professionally.	5 days
Developing Procurement Processes, Policies & Service-Level Agreements	Develop procurement processes, policies and service-level agreements.	5 days
Supply Chain Risk Management	Identify and manage risk across the supply chain.	5 days
Integrated Skills in Warehouse Management & Inventory Control	Build integrated skills in warehouse management and inventory control.	3 days
Modern International Accounting & Financial Reporting Standards (IAS/IFRS)	Apply modern IAS/IFRS accounting and financial-reporting standards.	3 days
Negotiation Strategies — Contract Management & Supplier Performance	Use negotiation strategy to manage contracts and supplier performance.	3 days
Excellence in Integrated Procurement & Contracts Management	Achieve excellence in integrated procurement and contracts management.	3 days
Supply Chain & Logistics Management	Manage the supply chain and logistics operations end-to-end.	5 days
Integrated Skills in Procurement & Warehouse Management	Build integrated skills across procurement and warehouse management.	3 days
Modern Methods for Managing & Improving Transport Efficiency	Apply modern methods to manage and improve transport efficiency.	5 days
Modern Methods in Logistics & Transport	Explore modern methods in logistics and transport operations.	5 days
Transport & Fleet Movement Services Management	Manage transport and fleet-movement services effectively.	5 days
Land Transport Fleet Management, Maintenance & Operation	Manage, maintain and operate a land-transport fleet.	5 days
Managing & Organising Transport Movement	Organise and manage transport movement operations.	5 days
Managing Road Freight Transport	Manage road freight transport operations.	5 days
Land Transport Operations Management	Manage land-transport operations end-to-end.	5 days
Accounting in Maritime Transport Companies	Apply accounting practices specific to maritime transport companies.	5 days
Accounting in Land Transport Companies	Apply accounting practices specific to land transport companies.	5 days
Legal & Technical Problems and Practical Solutions in Maritime Transport & International Maritime Law	Explore legal and technical challenges in maritime transport and international maritime law.	5 days

Course / Programme	Description	Duration
Arab Maritime Transport Facing Global Consolidation & Mergers	Examine Arab maritime transport amid global consolidation and mergers.	5 days
Maritime Transport Economics	Study the economics driving the maritime transport sector.	5 days
Transport Engineering	Apply engineering principles to transport system design.	5 days
Traffic Flow Engineering	Apply engineering principles to organising traffic flow.	5 days
Organising & Managing Transport: Transport Planning	Plan and manage transport modes and networks.	5 days
Planning Maintenance Operations for Transport & Transportation Means	Plan maintenance operations for transport and transportation assets.	5 days
Logistics Services Management	Manage logistics services across the operation.	5 days
Diploma in Logistics, Materials & Supply Chain Management	Earn a diploma covering logistics, materials and supply-chain management.	10 days
Smart Traffic Control Systems	Explore smart systems for controlling traffic flow.	5 days
Introduction to Project Management & Scope Management	Get an introduction to project management and scope control.	5 days
Road Traffic Safety	Apply road traffic-safety principles and practice.	5 days
Fundamentals of Customs Work	Learn the fundamentals of customs operations.	5 days
Customs Procedures in Free Zones	Understand customs procedures specific to free zones.	5 days
Customs Systems	Study the customs systems governing trade movement.	5 days
Customs Clearance, Shipping & Export	Manage customs clearance, shipping and export processes.	5 days
Maritime Transport & Shipping Agencies	Understand maritime transport and shipping agency operations.	5 days
Mechanisms for Digital-Government Transformation in Ports	Explore digital-transformation mechanisms for port administration.	5 days
Risk Assessment & Selectivity	Apply risk assessment and selectivity methods in customs work.	5 days
E-Commerce Skills & Techniques	Build practical e-commerce skills and techniques.	5 days
Technical Barriers to Trade (TBT) Agreement	Understand the Technical Barriers to Trade (TBT) Agreement.	5 days
World Trade Organization (WTO) Agreement	Understand the World Trade Organization (WTO) framework agreement.	5 days
Fleet & Transport Services Management	Manage fleet and transport services across the organisation.	5 days

7. Legal / Law Programmes (23 programmes)

Legal drafting, contracts, legal consultancy and specialised legal-practice programmes.

Course / Programme	Description	Duration
Legal Literacy for Non-Lawyers	Build practical legal literacy for professionals outside the legal field.	5 days
Legal Foundations for Drafting Contracts, Memoranda & Decisions	Learn the legal foundations for drafting contracts, memoranda and decisions.	5 days
Certified Professional Legal Consultant	Earn certification as a professional legal consultant.	5 days
Certified Professional Real-Estate Legal Consultant	Earn certification as a professional real-estate legal consultant.	5 days
Integrated Systems & Strategies in Legal Affairs	Apply integrated systems and strategies for managing legal affairs.	5 days
Developing Legal Skills for Non-Lawyers	Develop practical legal skills for non-lawyers in the workplace.	5 days

Course / Programme	Description	Duration
The Art of Administrative Investigation Management	Master the techniques of managing administrative investigations.	5 days
Governing Rules of Contracts & Common Errors	Understand the governing rules of contracts and how to avoid common errors.	5 days
Preparing Legal Templates for Real-Estate Investments	Prepare legal templates for real-estate investment transactions.	5 days
Settling Disputes Arising from Administrative Contracts & Tenders	Learn to settle disputes arising from administrative contracts and tenders.	5 days
Rules of International Arbitration in Commercial & Investment Disputes	Apply international arbitration rules to commercial and investment disputes.	5 days
Employment Contracts — Procedural Problems & Legal Solutions	Address procedural problems in employment contracts with sound legal solutions.	5 days
Legal Handling of Cybercrime	Handle cybercrime cases within a proper legal framework.	5 days
Technical Foundations for Drafting Legal Memoranda	Learn the technical foundations for drafting legal memoranda.	5 days
International Standards for Preparing & Issuing Administrative Decisions	Apply international standards for preparing and issuing administrative decisions.	5 days
Modern Trends in Administrative Investigations & Combating Administrative Corruption	Explore modern trends in administrative investigation and anti-corruption controls.	5 days
Legal Rules for International Tenders & Bidding	Understand the legal rules governing international tenders and bidding.	5 days
Technical Skills & Controls in Electronic Investigation of Criminal Matters	Apply technical skills and controls for electronic investigation of criminal matters.	5 days
Modern Trends in Administrative Investigations (II)	A further module on modern trends in administrative investigations.	5 days
Developing Legal & Advisory Skills	Develop broader legal and advisory consultancy skills.	5 days
Drafting Legal Regulations & Memoranda	Draft legal regulations and prepare formal legal memoranda.	5 days
The Art of Legal Drafting	Master the craft of precise legal drafting.	5 days
Employment Contracts (Procedural Problems & Legal Solutions) (II)	Address procedural problems in employment contracts with practical legal solutions.	5 days

8. Sales & Marketing (9 programmes)

Sales technique, digital marketing and social-media programmes for commercial teams.

Course / Programme	Description	Duration
Creativity & Innovation in the Life of a Sales Representative	Bring creativity and innovation into everyday sales-representative work.	3 days
Managing & Using Social Media Networks to Elevate the Institution	Use social media networks strategically to elevate the organisation's profile.	3 days
Practical Digital Marketing Skills	Apply digital marketing skills in real, practical scenarios.	3 days
Practical Digital Marketing	Put digital marketing techniques into practice across channels.	3 days
The Art of Sales and Its Role in Institutional Success Amid Contemporary Change	See how strong sales practice drives success amid market change.	3 days
Managing Sales Teams for Best Results	Manage sales teams to achieve the best possible results.	3 days
Developing Sales & Marketing Managers	Develop the skills required of sales and marketing managers.	3 days

Course / Programme	Description	Duration
Effective Skills for the Professional Salesperson	Build the effective habits of a professional salesperson.	3 days
The Art of Sales — Advanced Level	Take sales technique to an advanced, professional level.	3 days

9. Quality Management & ISO (14 programmes)

Total quality management, Six Sigma and ISO-aligned continuous-improvement programmes.

Course / Programme	Description	Duration
Diploma in Total Quality Management	Earn a diploma covering the full discipline of total quality management.	10 days
Applying Total Quality Concepts in Hospitals	Apply total-quality concepts specifically within hospital settings.	3 days
Six Sigma	Learn Six Sigma methodology for process improvement.	3 days
Quality Control & Its Standards	Understand quality control practice and the standards behind it.	3 days
Continuous Process Improvement Using Kaizen Strategies	Apply Kaizen strategies to drive continuous process improvement.	3 days
Total Quality Management — Tools for Continuous Improvement	Use total-quality-management tools to drive ongoing improvement.	3 days
Quality Management & Excellence Methodologies in Work Practices	Apply quality-management and excellence methodologies to daily work practice.	3 days
Quality Control & Its Standards (II)	A further module on quality control and its governing standards.	3 days
ISO 9001 — Quality Management System	Prepare for and implement the ISO 9001 quality management system.	Scheduled per client
ISO 10015 — Training Quality Management System	Prepare for and implement the ISO 10015 training-quality management system.	Scheduled per client
ISO 27001 — Information Security Management System	Prepare for and implement the ISO 27001 information-security management system.	Scheduled per client
ISO 22301 — Business Continuity Management System	Prepare for and implement the ISO 22301 business-continuity management system.	Scheduled per client
ISO 26000 — Social Responsibility Management System	Prepare for and implement the ISO 26000 social-responsibility management system.	Scheduled per client
Integrated Management Systems: ISO 9001 (Quality), ISO 45001 & 14001 (OH&S/Environment), ISO 31000 (Risk), ISO 22301 (Business Continuity), ISO 26000 (Social Responsibility), ISO 10015 (Training Quality), ISO 10002/10003/10004 (Complaints & Customer Satisfaction), ISO 13500 (Corporate Governance), ISO 38500 (IT Governance), ISO 37101 (Sustainable Development), ISO 50001 (Energy Management), ISO 55000 (Asset Management) & ISO 27001 (Information Security)	A comprehensive overview of the full suite of ISO management-system standards relevant to the organisation.	Scheduled per client

10. Security, Health & Safety (19 programmes)

Investigation, security operations and occupational health & safety programmes.

Course / Programme	Description	Duration
Foundational Investigation & Detection	Build foundational investigation and detection skills.	5 days
Rapid Response to Sudden Incidents	Develop rapid-response capability for sudden security incidents.	5 days
Securing & Protecting Facilities	Learn to secure and protect facilities from security threats.	5 days
Developing Investigation & Interrogation Skills	Develop investigation and interrogation skills for security staff.	5 days
Developing Security Awareness Skills	Sharpen security awareness and situational judgement.	5 days
Protection of VIPs	Learn techniques for protecting VIPs and high-profile individuals.	5 days
Investigation & Evidence-Gathering Skills	Build investigation skills including proper evidence gathering.	5 days
Preparing Security Plans for Facilities	Prepare comprehensive security plans for facilities.	5 days
First Aid	Learn essential first-aid response skills.	2 days
Occupational Health & Safety	Cover core occupational health and safety practice.	3 days
Planning & Preparing Organisational Plans for Events & Festivals	Plan and prepare organisational arrangements for events and festivals.	3 days
Advanced Skills in Patient Care	Build advanced skills for dealing with patients in care settings.	3 days
Improving Staff Performance in the Healthcare Sector	Improve staff performance across the healthcare services sector.	3 days
Primary Healthcare Management	Manage primary healthcare service delivery.	3 days
Modern Trends in Managing Public & Private Hospitals	Explore modern trends in managing public and private hospitals.	3 days
Preparing Evacuation Plans & Disaster Response	Prepare evacuation plans and disaster-response procedures.	2 days
Monitoring & Measuring Security Performance in Facilities	Monitor and measure security performance within facilities.	3 days
Workplace Hazard Assessment & Control	Assess workplace hazards and apply effective controls.	3 days
Integrated Management Systems: ISO 9001, 45001, 14001, 31000, 22301, 26000, 10015, 10002/10004/10003, 13500, 38500, 37101, 50001, 55000 & 27001	A comprehensive overview of the ISO management-system standards relevant to health, safety and security.	Scheduled per client

11.Civil Defense & Firefighting (27 programmes)

Firefighting, hazardous-materials handling, rescue and civil-defense operational programmes.

Course / Programme	Description	Duration
Advanced Management of Hazardous Materials, Blasting Agents & Explosives Transport	Manage the advanced transport of hazardous materials, blasting agents and explosives.	5 days
Investigating Electrical-Origin Incidents	Investigate fire and safety incidents of electrical origin.	5 days
Training on Inspection & Maintenance of Firefighting Equipment	Train in inspecting and maintaining firefighting equipment.	5 days
Firefighting, Prevention & Rescue — Theory & Practice	Cover firefighting, prevention and rescue in both theory and practice.	5 days
Investigating Fire Causes	Investigate the underlying causes of fire incidents.	5 days
Securing Facilities from Fires & Explosions	Secure facilities against fire and explosion risks.	5 days
Fire Safety Technology & Advanced Technical Firefighting Engineering	Study fire-safety technology and advanced technical firefighting engineering.	5 days

Course / Programme	Description	Duration
Integrated Skills for Training Firefighter Instructors	Build the integrated skills needed to train firefighter instructors.	5 days
Ensuring Civil-Defense Procurement Meets Technical Specifications	Verify that civil-defense procurement meets technical specifications.	5 days
Protection, Control & Handling Standards for Industrial Fire & Explosion Incidents	Apply protection, control and handling standards for industrial fire and explosion incidents.	5 days
Automatic Fire-Suppression System Applications & Inspection	Apply and inspect automatic fire-suppression system technology.	5 days
Operating Emergency Fire-Suppression Networks for Staff Across Work Sites	Operate emergency fire-suppression networks safely across worksites.	5 days
Scientific Methods for Managing the Main Operations Room During Security Crises	Apply scientific methods for managing the main operations room during security crises.	5 days
Firefighting & Security/Safety Management	Combine firefighting response with broader security and safety management.	5 days
Modern Methods for Developing Firefighters & Training on New Scientific Approaches to Disaster, Fire & Incident Response	Learn modern firefighter development methods and new disaster-response approaches.	5 days
Fire Prevention & Firefighting Systems	Study fire-prevention and firefighting system design.	5 days
Principles of Fire Science, Firefighting Methods & Rescue Principles	Learn the principles of fire science, firefighting methods and rescue.	5 days
Security Leadership for Managers & Their Assistants	Build security-leadership capability for managers and their assistants.	5 days
Water Hydraulics & Firefighting Water Networks	Study water hydraulics and firefighting water-network design.	5 days
Integrated Programme for Preparing Firefighting Team Leaders	An integrated programme for preparing firefighting team leaders.	5 days
Fundamentals of Firefighting	Cover the fundamentals of firefighting practice.	5 days
Specialised Fire Investigation	Conduct specialised investigation of fire incidents.	5 days
Securing Fuel Stations from Fire Hazards	Secure fuel stations against fire hazards.	5 days
Security Emergency & Crisis Management	Manage security emergencies and crises effectively.	5 days
Manual Firefighting Equipment & Hose Handling	Master manual firefighting equipment and hose-handling technique.	5 days
Firefighting Technology & Systems	Study firefighting technology and system design.	5 days
Advanced Management of Hazardous Materials, Blasting Agents & Explosives Transport (II)	A further module on managing hazardous-materials and explosives transport.	5 days

12. Information Technology (39 programmes)

Applied IT programmes spanning infographics, data analysis, emerging tech, servers, databases and workplace digital tools.

Course / Programme	Description	Duration
Data Representation Using Infographics	Represent data visually and effectively using infographic design.	5 days
Animated Infographics	Create animated infographics for dynamic digital communication.	5 days
Using Mobile Apps to Increase Work Efficiency	Use mobile applications to boost everyday work efficiency.	5 days
Big Data Analysis	Analyse large, complex datasets using big-data techniques.	5 days
Blockchain Applications	Explore practical applications of blockchain technology.	5 days

Course / Programme	Description	Duration
Office 365 APIs	Work with Office 365 APIs to extend and integrate workplace tools.	5 days
Data Visualization	Turn raw data into clear, compelling visualisations.	5 days
Power Business Intelligence (BI)	Build business-intelligence dashboards using Power BI.	5 days
Artificial Intelligence for Non-Specialists	Introduce artificial intelligence concepts to non-specialist staff.	5 days
Artificial Intelligence for IT Staff	Apply artificial intelligence concepts and tools for IT professionals.	5 days
Windows 10 Installing and Configuring	Install and configure Windows 10 environments.	5 days
PL/SQL	Write and manage PL/SQL database code.	5 days
IT Project Management	Apply project-management practices specifically to IT projects.	5 days
Ethical Hacking and Countermeasures	Learn ethical hacking techniques and countermeasures.	5 days
ITIL Foundation V3	Cover the ITIL Foundation V3 service-management framework.	3 days
PMP — Professional Project Management	Prepare for the Project Management Professional (PMP) credential.	5 days
PMP - ACP	Prepare for the PMP-ACP agile project-management credential.	4 days
Modern Strategies for Managing IT Departments	Explore modern strategies for managing IT departments.	3 days
Information Security & Safety	Cover the fundamentals of information security and safety.	3 days
Microsoft Office	Master the Microsoft Office suite for workplace productivity.	3 weeks
Managing Office 365 Identities and Services	Manage Office 365 identities and services administration.	3 weeks
Windows 7, 8, 10	Work across Windows 7, 8 and 10 environments.	4 days
Installing and Configuring Windows Server 2012, 2016	Install and configure Windows Server 2012/2016.	5 days
Administering Windows Server 2012, 2016	Administer Windows Server 2012/2016 environments.	5 days
Configuring Advanced Windows Server 2012 Services	Configure advanced Windows Server 2012 services.	5 days
SharePoint	Introduce SharePoint for collaboration and document management.	5 days
SharePoint — Basic & Advanced	Cover SharePoint at both basic and advanced levels.	5 days
Querying Microsoft SQL Server	Write and run queries against Microsoft SQL Server.	5 days
Administering Microsoft SQL Server Databases	Administer Microsoft SQL Server databases.	5 days
Implementing a Data Warehouse with Microsoft SQL Server	Implement a data warehouse using Microsoft SQL Server.	5 days
Developing Microsoft SQL Server Databases	Develop Microsoft SQL Server databases from the ground up.	5 days
Designing Self-Service Business Intelligence and Big Data Solutions	Design self-service BI and big-data solutions.	5 days
Crystal Reports	Build reports and dashboards using Crystal Reports.	5 days
Developing ASP.NET MVC 4 Web Applications	Develop ASP.NET MVC 4 web applications.	5 days
Programming in HTML5 with JavaScript and CSS3	Programme with HTML5, JavaScript and CSS3.	5 days
MS Project	Plan and track projects using Microsoft Project.	5 days
Azure	Work with Microsoft Azure cloud services.	5 days
MCSE	Prepare for the Microsoft Certified Solutions Expert (MCSE) credential.	3 weeks
CCNA	Prepare for the Cisco CCNA networking credential.	5 days

13.IT Professional & Software Certification Track (18 programmes)

Internationally recognised IT and design-software certification preparation — ICDL, Oracle, Adobe & Microsoft Office tracks.

Course / Programme	Description	Duration
New ICDL Base	Prepare for the ICDL Base international computer-skills certification.	3 weeks
Oracle Database: Introduction to SQL Ed 1	Introduction to SQL for Oracle Database professionals.	5 days
Oracle Database: Programmewith PL/SQL	ProgrammeOracle Database applications using PL/SQL.	5 days
Oracle Database: Administration	Learn Oracle Database administration fundamentals.	5 days
Oracle Database: Backup and Recovery	Master Oracle Database backup and recovery procedures.	5 days
Oracle Database: Security	Cover Oracle Database security practices.	5 days
Photoshop — Advanced	Take Photoshop skills to an advanced professional level.	4 days
Illustrator	Learn vector design using Adobe Illustrator.	4 days
Illustrator — Advanced	Take Illustrator skills to an advanced professional level.	4 days
Dreamweaver	Build and design websites using Dreamweaver.	3 days
After Effects — Level 1	Introduction to motion effects using Adobe After Effects.	3 days
After Effects — Level 2	Advance your After Effects motion-design skills.	3 days
Premiere	Edit video professionally using Adobe Premiere.	3 days
Flash	Create animations and interactive content using Flash.	3 days
MS Excel — Advanced	Take Excel skills to an advanced, professional level.	3 days
MS Word — Advanced	Take Word skills to an advanced, professional level.	3 days
MS Access — Advanced	Take Access database skills to an advanced, professional level.	3 days
MS PowerPoint — Advanced	Take PowerPoint presentation skills to an advanced, professional level.	3 days

14.One-Day Personal Development Workshops (14 programmes)

Short, high-energy one-day workshops on wellbeing, motivation and personal effectiveness.

Course / Program	Description	Duration
Personal Happiness	A one-day workshop exploring the foundations of personal happiness.	1 day
Job Happiness	A one-day workshop on building genuine happiness and satisfaction at work.	1 day
Positive Energy	A one-day workshop on cultivating and sustaining positive energy.	1 day
Mindfulness	A one-day workshop introducing mindfulness practice for daily life.	1 day
Positivity and Its Arts	A one-day workshop on positivity and the skills behind it.	1 day
Innovation	A one-day workshop on generating and applying innovative thinking.	1 day
Tolerance	A one-day workshop on building tolerance and open-mindedness.	1 day
Creative Leadership	A one-day workshop on leading with creativity and imagination.	1 day
The Art of Self-Confidence	A one-day workshop on building genuine self-confidence.	1 day
The Art of Apology	A one-day workshop on the art of a sincere, effective apology.	1 day
Self-Motivation	A one-day workshop on building lasting self-motivation.	1 day

Course / Program	Description	Duration
Latent Power	A one-day workshop on unlocking untapped personal potential.	1 day
The Leadership Coach	A one-day workshop introducing core leadership-coaching skills.	1 day
The Golden Wheel of Life	A one-day workshop reflecting on life balance using the Wheel of Life tool.	1 day

15. Educational & Family Programmes (105 programmes)

Teaching-skills, curriculum, early-childhood and family/parental-development programmes for the education sector.

Course / Programme	Description	Duration
21st-Century Teaching Skills	Build the teaching competencies students need for the 21st century.	3-5 days
School Data Teams for Improving Learning & Teaching	Use school data teams to drive better learning and teaching outcomes.	3-5 days
Education and the Challenges of the Digital Age	Address the challenges the digital age brings to education.	3-5 days
Design Thinking in Education	Apply design-thinking methodology to solve educational challenges.	3-5 days
Creativity & Innovation in the Educational Process	Bring more creativity and innovation into the teaching process.	3-5 days
Safety in the School Work Environment	Ensure safety standards are upheld across the school work environment.	3-5 days
Learning Through Play	Use play-based methods to strengthen learning outcomes.	3-5 days
Skills for Managing Children's Behaviour	Build practical skills for managing children's classroom behaviour.	3-5 days
Mental Health in the School Environment	Support mental health and wellbeing within the school environment.	3-5 days
Emotional Intelligence for Education Leaders	Build emotional intelligence in education leaders and staff.	3-5 days
Tools for Assessing the Virtual Lesson	Use the right tools to assess learning in virtual lessons.	3-5 days
Principles of Early Childhood Development	Understand the principles guiding early childhood development.	3-5 days
Mindful Parenting/Education	Practise mindful approaches to parenting and education.	3-5 days
Career Guidance for Teachers	Guide teachers through career-development planning and support.	3-5 days
Differentiated Instruction	Apply differentiated-instruction techniques for varied learner needs.	3-5 days
Digital Intelligence	Build digital intelligence for effective learning and teaching.	3-5 days
The Influential Leader — Educational Leadership	Develop influential educational leadership skills.	3-5 days
In My Gifted Classroom	Techniques for managing and teaching gifted students in the classroom.	3-5 days
The Interactive Classroom	Build an interactive classroom that engages every learner.	3-5 days
Modern Teaching Methods	Apply modern, evidence-based teaching methods.	3-5 days
The Art of Public Speaking & Lecturing	Master the art of public speaking and lecturing.	3-5 days
Learning Difficulties	Recognise and support students facing learning difficulties.	3-5 days
Active Learning	Apply active-learning techniques that engage students directly.	3-5 days
Lesson Planning	Plan effective, well-structured lessons.	3-5 days
Test Design	Design assessments and tests that measure learning accurately.	3-5 days
Teaching Methods	Explore a range of effective teaching methods.	3-5 days
Educational Supervision	Apply educational supervision practices that raise teaching quality.	3-5 days
Integrating Thinking Skills into Education	Integrate critical-thinking skills into everyday teaching.	3-5 days
Total Quality Management in Education	Apply total-quality-management principles within education.	3-5 days

Course / Programme	Description	Duration
Developing Outstanding Presentation & Public-Speaking Skills	Develop outstanding presentation and public-speaking skills for educators.	3-5 days
Self-Directed Learning & Interactive Educational Content Applications	Apply self-directed learning and interactive educational-content tools.	3-5 days
Designing the Learning Portfolio for Self-Directed, Continuous Learning	Design a learning portfolio that supports continuous, self-directed learning.	3-5 days
Creative Teaching Strategies	Apply creative strategies to enrich teaching delivery.	3-5 days
Innovative Education for the Teacher of the Future	Prepare teachers with the innovative skills the future classroom demands.	3-5 days
The Student... Future Leader	Develop students as the leaders of tomorrow.	3-5 days
Future Foresight & Scenarios for the Future of Education	Apply future-foresight thinking and scenario planning to education's future.	3-5 days
Digital Tools in Teaching: Concepts & Applications	Understand the concepts and applications of digital teaching tools.	3-5 days
Digital Competencies for Teachers	Build the digital competencies today's teachers require.	3-5 days
The Digital Revolution in Education	Explore how digital transformation is reshaping education.	3-5 days
Creativity & Innovation in Distance Education	Bring creativity and innovation into distance-education delivery.	3-5 days
How to Create Inspiring Learning Moments in the Classroom	Learn how to create inspiring, memorable learning moments in class.	3-5 days
Managing Children's Behaviour in the Classroom	Manage classroom behaviour constructively and effectively.	3-5 days
Public-Speaking & Influence Skills	Build public-speaking skills that influence and engage audiences.	3-5 days
Integrating Learning with Life — STEAM	Integrate STEAM learning with real-life applications.	3-5 days
Dealing with Different Personality Types	Learn to work effectively with different personality types in class.	3-5 days
Essential Skills in Distance Education	Build the essential skills needed to teach at a distance.	3-5 days
Advanced Skills in Distance Education	Take distance-education delivery skills to an advanced level.	3-5 days
Microsoft Certified Educator Program	Prepare for Microsoft's Certified Educator program.	3-5 days
Using Microsoft Teams in Education	Use Microsoft Teams effectively for teaching and learning.	3-5 days
Using Zoom in Education	Use Zoom effectively as a teaching and learning tool.	3-5 days
Using Information & Communication Technology in Learning	Apply information and communication technology to enhance learning.	3-5 days
Educational Filmmaking	Learn to produce educational films and video content.	3-5 days
Analytical & Statistical Foundations for Students and Report Preparation in Educational Institutions	Build analytical and statistical skills for student data and institutional reporting.	3-5 days
CACHE Level 5 — Childcare Award	Pursue the CACHE Level 5 Childcare Award qualification.	Scheduled per client
CACHE Level 2 — Certificate in Early Years Education & Care	Pursue the CACHE Level 2 Certificate in Early Years Education & Care.	Scheduled per client
CACHE Level 3 — Diploma for the Early Years Workforce (Early Childhood Educator)	Pursue the CACHE Level 3 Diploma for the Early Years Workforce.	Scheduled per client
CACHE Level 5 — Diploma in Leadership for Health & Social Care and Children & Young People's Services	Pursue the CACHE Level 5 Diploma in Leadership for Health, Social Care & Children's Services.	Scheduled per client
Principles of Quality & Modern Administrative Excellence for Educational Institutions	Apply quality principles and modern administrative excellence in education.	3-5 days

Course / Programme	Description	Duration
Creative Steps for Continuous Improvement in the Educational Workplace Using the Japanese Kaizen Strategy	<i>Use the Japanese Kaizen strategy for continuous improvement in schools.</i>	3-5 days
International Financial Reporting Standards for Educational Institutions	<i>Apply International Financial Reporting Standards within educational institutions.</i>	3-5 days
Advanced Skills & Modern Strategies in Supervisory Educational Leadership	<i>Build advanced skills and modern strategies for supervisory educational leadership.</i>	3-5 days
Preparing the Creative Digital Teacher	<i>Prepare teachers to be creative and confident with digital tools.</i>	3-5 days
NLP Techniques in Dealing with Students	<i>Apply NLP techniques to improve engagement with students.</i>	3-5 days
Mind Maps & Concept Maps in a Hybrid Learning Environment	<i>Use mind maps and concept maps in hybrid learning environments.</i>	3-5 days
Assessment & Evaluation Tools in Hybrid Learning	<i>Apply the right assessment and evaluation tools for hybrid learning.</i>	3-5 days
Skills for Asking Smart Questions in Education & Training	<i>Learn to ask smart, effective questions in teaching and training.</i>	3-5 days
Professional Teacher in Teaching Skills & Strategies	<i>Build the full professional skillset and strategy toolkit of a teacher.</i>	3-5 days
Certified Trainer (Train the Trainer — TOT)	<i>Become a certified trainer through a full Train-the-Trainer program.</i>	3-5 days
Artificial Intelligence & Digital Transformation for Educational Institutions	<i>Apply AI and digital transformation within educational institutions.</i>	3-5 days
The Leadership Role of Department Heads & Supervisors in Educational Institutions	<i>Strengthen the leadership role of department heads and supervisors in schools.</i>	3-5 days
School Management for Kindergartens	<i>Manage kindergarten operations and learning environments.</i>	3-5 days
Creative Teaching Methods & Skills	<i>Apply creative teaching methods and techniques in the classroom.</i>	3-5 days
Learning-Stations Strategy Based on Multiple-Intelligences Theory	<i>Use learning stations based on multiple-intelligences theory.</i>	3-5 days
Foundations & Principles of Education	<i>Understand the foundations and guiding principles of education.</i>	3-5 days
Preparing the Outstanding Teacher	<i>Develop the qualities and skills of an outstanding teacher.</i>	3-5 days
Educational Administration Between Theory & Practice	<i>Explore educational administration between theory and everyday practice.</i>	3-5 days
School Management for Kindergartens (II)	<i>A further module on kindergarten school management.</i>	3-5 days
School Management for Upper Grades	<i>Manage school operations for upper grade levels.</i>	3-5 days
Educational Planning	<i>Apply structured educational planning practices.</i>	3-5 days
Educational Evaluation	<i>Apply sound educational evaluation methods.</i>	3-5 days
Professional Development for Educational Administrative Leaders	<i>Support professional development for educational administrative leaders.</i>	3-5 days
Educational Leadership	<i>Build the core competencies of effective educational leadership.</i>	3-5 days
Children's Play and Its Educational Applications	<i>Understand children's play and its educational applications.</i>	3-5 days
Practical Skills for Nursery Caregivers	<i>Build practical caregiving skills for nursery staff.</i>	3-5 days
Teaching Methods & Techniques	<i>Explore teaching methods and techniques in depth.</i>	3-5 days
Educational Psychology	<i>Apply educational-psychology principles to teaching practice.</i>	3-5 days
Certified Family Counsellor	<i>Earn certification as a professional family counsellor.</i>	3-5 days
Individual Differences Among Students	<i>Understand and respond to individual differences among students.</i>	3-5 days

Course / Programme	Description	Duration
How to Deal with & Teach Children in Nurseries	Learn effective approaches for teaching and caring for nursery-age children.	3-5 days
The Happy Family	Build the foundations of a happy, well-functioning family.	3-5 days
Skills for Achieving Personal Balance	Develop skills for achieving personal balance in life.	3-5 days
Certified Family Counsellor (II)	A further module on becoming a certified family counsellor.	3-5 days
Skills for Achieving Psychological Happiness	Build skills for achieving lasting psychological happiness.	3-5 days
Family Planning	Plan family life and decisions thoughtfully.	3-5 days
Marriage Preparation	Prepare couples for a strong start to married life.	3-5 days
A Teenager in My House	Navigate the challenges of raising a teenager at home.	3-5 days
Family Counselling in Raising Teenage Children	Apply family counselling techniques to raising teenagers.	3-5 days
How to Build My Child's Character	Learn how to shape and build your child's character.	3-5 days
Family Financial Secrets	Understand key financial practices for family stability.	3-5 days
The Art of Family Management	Master the art of managing family life effectively.	3-5 days
Solving Family Problems Creatively	Solve family problems using creative approaches.	3-5 days
Parenting in the Age of the iPad	Navigate parenting in the age of tablets and screens.	3-5 days
Family Happiness Through Understanding Personality Types	Build family happiness by understanding personality types.	3-5 days
How to Raise Your Child as a Successful Leader	Learn how to raise your child to become a successful leader.	3-5 days
Taming Emotion	Learn techniques for managing and channelling emotion constructively.	3-5 days

16. Food Safety, Agriculture, Nutrition & Veterinary Programmes (105 programmes)

Food inspection, agriculture, nutrition, veterinary and environmental programmes for municipal and agricultural bodies.

Course / Programme	Description	Duration
Food Inspection & Control	Build core skills in food inspection and regulatory control.	3-5 days
Food Security & Safety	Apply food-security and food-safety principles across the supply chain.	3-5 days
Food Inspection of Dairy Products	Conduct food-safety inspection specifically for dairy products.	3-5 days
Vegetable Cultivation & Service in Desert Lands	Cultivate and service vegetable crops in desert conditions.	3-5 days
Food Safety & Health Monitoring	Monitor food safety and public-health standards effectively.	3-5 days
Applied Nutrition	Apply applied-nutrition principles to real-world settings.	3-5 days
The Health Inspector	Build the core competencies of a professional health inspector.	3-5 days
Chemical & Microbiological Analysis Methods for Dairy & Dairy Products	Apply chemical and microbiological analysis methods to dairy products.	3-5 days
Managing Total Food Quality Systems (ISO 9001)	Manage total food-quality systems aligned with ISO 9001.	3-5 days
Meat Health	Understand meat health standards and inspection practice.	3-5 days
Food Poisoning	Recognise, prevent and respond to food-poisoning incidents.	3-5 days
Occupational Health & Safety in Food Factories (OHSAS 14001, 18001)	Apply occupational health and safety standards in food factories (OHSAS 14001/18001).	3-5 days
Hygiene & Disinfection in Food Factories	Maintain hygiene and disinfection standards in food factories.	3-5 days

Course / Programme	Description	Duration
Hazard Analysis & Critical Control Points in Food Factories (HACCP)	Apply HACCP hazard analysis and critical-control-point methodology.	3-5 days
Visual Inspection on Receipt of Food	Conduct visual inspection of food on receipt.	3-5 days
Proper Nutrition for Groups & Individuals in Camps	Plan proper nutrition for groups and individuals in camp settings.	3-5 days
Inspection of Imported Food Shipments at Ports	Inspect imported food shipments arriving at ports.	3-5 days
Laboratory Food Analysis	Perform laboratory-based food analysis.	3-5 days
Automated Analysis in Food Chemistry Laboratories	Use automated analysis techniques in food-chemistry laboratories.	3-5 days
Sensory Evaluation & Shelf Life of Food	Assess sensory quality and shelf life of food products.	3-5 days
Visual (Physical) Inspection Tests for Meat, Poultry & Other Processed Foods	Conduct visual and physical inspection of meat, poultry and processed foods.	3-5 days
Fundamentals of Food Classification & Selecting Appropriate Analyses per Global Specifications	Classify food materials and select the right analyses per global specifications.	3-5 days
Quality Concepts and Their Development in Food Manufacturing	Understand quality concepts and their evolution in food manufacturing.	3-5 days
Preservation & Storage Methods for Food & Environmental Reference Samples, Physical Evaluation & Sample Specifications Before Receipt	Preserve and store reference samples correctly, with proper physical evaluation.	3-5 days
Advanced Testing Programme for Improved Binding Agents	Run advanced testing programmes for improved binding agents.	3-5 days
Integrated Public-Health Pest Control	Apply integrated pest-control methods for public-health protection.	3-5 days
Occupational Health & Safety in Slaughterhouses	Apply occupational health and safety standards in slaughterhouses.	3-5 days
Modern Methods in Managing Slaughterhouse Operations	Use modern methods to manage slaughterhouse operations.	3-5 days
Methods & Techniques for Meat Detection in Slaughterhouses	Apply techniques for detecting meat quality issues in slaughterhouses.	3-5 days
Vocational Training Programme (Ornamental Value of Plants)	Vocational training on the ornamental value of plants.	3-5 days
Agricultural Technical Process Engineering Program	Apply agricultural technical process engineering practices.	3-5 days
Methods for Calculating Agricultural Areas for Project Works & Agricultural Maintenance	Calculate agricultural areas for project and maintenance planning.	3-5 days
Production & Care of Farm Animals	Manage the production and care of farm animals.	3-5 days
Correct Methods for Handling Pesticides	Handle pesticides correctly and safely.	3-5 days
Quality & Safety of Therapeutic Food	Ensure the quality and safety of therapeutic food products.	3-5 days
Wheat & Flour Quality	Assess and maintain wheat and flour quality standards.	3-5 days
Laboratory Safety (Precautions & Measures Within Laboratories)	Apply laboratory safety precautions and required measures.	3-5 days
Key Flour Improvers & Additives and Their Effect on Quality	Understand key flour improvers, additives and their quality impact.	3-5 days
Major Chemical Contaminants in Crops & Detection Methods	Detect major chemical contaminants in crops.	3-5 days
Planning & Coordination of Gardens & Parks	Plan and coordinate the design of gardens and parks.	3-5 days

Course / Programme	Description	Duration
Microbiology & Laboratory Science	Cover microbiology and laboratory science fundamentals.	3-5 days
Preparing & Handling Agricultural Produce for Export	Prepare and handle agricultural produce for export.	3-5 days
Modern Techniques in Organic Farming Methods	Apply modern techniques in organic farming methods.	3-5 days
International Standards for Phytosanitary Measures	Apply international phytosanitary-measures standards.	3-5 days
Combating the Red Palm Weevil	Combat the red palm weevil effectively.	3-5 days
Palm Pests & Control Methods	Identify and control common palm pests.	3-5 days
Integrated Control of Agricultural Pests	Apply integrated control methods for agricultural pests.	3-5 days
Grafting Fruit Trees	Learn grafting techniques for fruit trees.	3-5 days
Pruning Fruit Trees	Learn pruning techniques for fruit trees.	3-5 days
Fundamentals of Greenhouse Farming	Cover the fundamentals of greenhouse farming.	3-5 days
Chemical Pesticides	Understand and apply chemical pesticides safely.	3-5 days
Managing & Caring for Vegetable Nurseries	Manage and care for vegetable nurseries.	3-5 days
Agricultural Extension Services	Deliver effective agricultural extension services.	3-5 days
Mushroom Cultivation, Production & Processing	Cultivate, produce and process mushrooms.	3-5 days
Sterilisation of Agricultural Products	Apply sterilisation techniques to agricultural products.	3-5 days
Artificial Insemination in Cattle	Perform artificial insemination in cattle.	3-5 days
Landfill Management	Manage landfill sites and waste operations.	3-5 days
Horticulture & Afforestation	Apply horticulture and afforestation techniques.	3-5 days
Combating Marine Pollution	Combat marine pollution effectively.	3-5 days
Supervision & Management of Poultry Farms	Supervise and manage poultry-farm operations.	3-5 days
Supervision & Management of Agricultural Projects	Supervise and manage agricultural projects.	3-5 days
Food Microbiology	Cover food-microbiology fundamentals.	3-5 days
Managing Fruit Nurseries & Grafting Training	Manage fruit nurseries and train in grafting techniques.	3-5 days
Modern Irrigation Systems / Sprinkler & Drip Irrigation	Apply modern sprinkler and drip irrigation systems.	3-5 days
Poultry Slaughterhouse Waste Management	Manage waste from poultry slaughterhouse operations.	3-5 days
Soil Science	Cover soil-science fundamentals for agriculture.	3-5 days
Evergreen Fruit Production: Citrus & Mango	Produce evergreen fruit crops such as citrus and mango.	3-5 days
Integrated Pest Management (IPM)	Apply Integrated Pest Management (IPM) methodology.	3-5 days
Applying EurepGAP Standards in Organic Farming Products	Apply EurepGAP standards to organic farming products.	3-5 days
Nematodes & Their Control Methods	Identify nematodes and apply control methods.	3-5 days
Technology for Reclamation & Cultivation of Desert Lands	Apply technology for reclaiming and cultivating desert lands.	3-5 days
Environmental Preservation from Waste & Pollution	Preserve the environment from waste and pollution.	3-5 days
Irrigation Networks	Design and manage irrigation networks.	3-5 days
Agricultural Quality Control	Apply quality-control practices in agricultural production.	3-5 days

Course / Programme	Description	Duration
Modern Irrigation Systems	Apply modern irrigation systems in agricultural operations.	3-5 days
Laboratory Chemical Waste & Residue Management	Manage laboratory chemical waste and residues.	3-5 days
Sustainable Land Development & Reclamation	Support sustainable land development and reclamation.	3-5 days
Agricultural Investment	Explore agricultural investment opportunities and practices.	3-5 days
Managing Agricultural Extension, Media & Rural Sociology Programmes	Manage agricultural extension, media and rural-sociology programmes.	3-5 days
Establishing & Managing Small Agricultural Projects	Establish and manage small-scale agricultural projects.	3-5 days
Modern Methods for Planning Agricultural Extension Programmes	Apply modern methods to plan agricultural extension programmes.	3-5 days
Modern Trends in Managing Zoos & Nature Reserves	Explore modern trends in managing zoos and nature reserves.	3-5 days
Modern Trends in Garden Design & Decoration — Innovative Approach	Apply innovative approaches to garden design and decoration.	3-5 days
Accounting & Costing in Agricultural Projects	Apply accounting and cost-control practices in agricultural projects.	3-5 days
Planning & Scheduling Maintenance & Operations at Water & Wastewater Treatment Plants	Plan and schedule maintenance at water and wastewater treatment plants.	3-5 days
Techniques for Reclamation & Cultivation of Desert Lands	Apply techniques for reclaiming and cultivating desert lands.	3-5 days
Land Resource Development & Improved Management	Develop and improve management of land resources.	3-5 days
Methods for Treating Sewage & Industrial Wastewater	Apply methods for treating sewage and industrial wastewater.	3-5 days
Women's Participation in Agricultural Projects in New & Reclaimed Areas	Support women's participation in agricultural projects in reclaimed areas.	3-5 days
Water Resource Conservation System in the GCC States	Understand the GCC's water-resource conservation system.	3-5 days
Total Quality Systems in Handling & Exporting Agricultural Produce & Products	Apply total-quality systems for handling and exporting agricultural produce.	3-5 days
Farming for Export	Apply farming practices geared specifically towards export markets.	3-5 days
Environmental Impact Assessment	Conduct environmental impact assessments.	3-5 days
Scientific Research Methodology & Advanced Agricultural Research	Apply scientific research methodology to advanced agricultural research.	3-5 days
Fundamentals & Techniques of Sustainable Agriculture	Cover the fundamentals and techniques of sustainable agriculture.	3-5 days
Landscape Planting Design Using AutoCAD	Design landscape planting layouts using AutoCAD.	3-5 days
Garden Engineering, Maintenance & Green Spaces	Cover garden engineering, maintenance and green-space management.	3-5 days
ISO 22000 — Total Quality Management System in Food Safety	Prepare for ISO 22000 total quality management in food safety.	3-5 days
Food Safety Level 1 — Highfield Certified	Pursue Highfield-certified Food Safety Level 1.	3-5 days
Food Safety Level 2 — Highfield Certified	Pursue Highfield-certified Food Safety Level 2.	3-5 days
Food Safety Level 3 — Highfield Certified	Pursue Highfield-certified Food Safety Level 3.	Scheduled per client

Course / Programme	Description	Duration
Food Safety Level 4 — Highfield Certified	Pursue Highfield-certified Food Safety Level 4.	3-5 days
Occupational Health & Safety in the Workplace — Highfield Certified, Levels 1-4	Pursue Highfield-certified Occupational Health & Safety, Levels 1-4.	3-5 days
Total Quality in Food & Food Factories	Apply total-quality principles across food production and factories.	3-5 days
Total Quality in Laboratories	Apply total-quality principles specifically within laboratory settings.	3-5 days

17. Municipal & Local Government Programmes (69 programmes)

Administrative, technical and strategic development programmes for municipalities and local-government councils.

Course / Programme	Description	Duration
The Evolving Roles of the Resident Project Engineer	Understand the evolving responsibilities of the resident project engineer.	3-5 days
Uses of Technology & Information Systems in Local Units	Apply technology and information systems within local government units.	3-5 days
Sustainability of Coastal Communities & Ecosystem Management	Manage coastal-community sustainability and ecosystem protection.	3-5 days
Strategies for Reducing Traffic Congestion & Parking Management	Apply strategies for reducing traffic congestion and managing parking.	3-5 days
Transport Strategies, Road Maintenance & Sustainable Development Challenges	Address transport strategy, road maintenance and sustainable-development challenges.	3-5 days
Strategy for Developing & Expanding Road, Bridge & Canal Networks	Develop strategy for expanding road, bridge and canal networks.	3-5 days
Strategy for Enhancing Road Safety	Build a strategy for enhancing road safety.	3-5 days
Innovation in Customer-Service Excellence in Municipal Work	Drive innovation in customer-service excellence for municipal work.	3-5 days
Modern Trends in Organising & Simplifying Administrative Procedures in Municipalities	Modernise and simplify administrative procedures in municipalities.	3-5 days
Modern Trends in Managing Municipalities & Local Authorities	Explore modern trends in managing municipalities and local authorities.	3-5 days
Contemporary Trends in Quality Management for Municipal Directors	Apply contemporary quality-management trends for municipal directors.	3-5 days
Administrative Communication & the Art of Dealing with Others for Municipal Staff	Build administrative communication and interpersonal skills for municipal staff.	3-5 days
Elevating Municipal Services — Administratively & Technically	Elevate municipal services administratively and technically.	3-5 days
Benefiting from Leading Experiences in Municipal Work	Apply lessons from leading experiences in municipal work.	3-5 days
Effective Strategic Management for Municipal Directors — The Austrian Experience	Learn effective strategic management for municipal directors, drawing on the Austrian experience.	3-5 days
Strategic Management & the Six Sigma Approach for Superior Performance in Municipalities	Apply Six Sigma to achieve superior municipal performance.	3-5 days
Leadership Management in Municipalities	Build leadership-management capability within municipalities.	3-5 days
E-Financial Management in Municipal Work	Manage municipal finances through electronic systems.	3-5 days

Course / Programme	Description	Duration
Effective Administrative Supervision for Municipal Directors	Apply effective administrative supervision for municipal directors.	3-5 days
Modern Roles of Municipal & Local Administration Management	Explore the modern roles of municipal and local administration.	3-5 days
Electronic Archiving in Municipal Work	Implement electronic archiving for municipal work.	3-5 days
Proposed Methods for Addressing Tourism-Related Issues	Explore proposed methods for addressing tourism-related issues.	3-5 days
Modern Methods for Developing Creative Management in Municipal Work	Develop creative management approaches for municipal work.	3-5 days
The Social Dimension in Municipal & Municipal-Council Decisions	Consider the social dimension in municipal and council decision-making.	3-5 days
Municipalities & Local Administration in the Development Process	Understand municipalities' role in local-administration development.	3-5 days
Municipalities & National Disaster Management	Prepare municipalities for national disaster management.	3-5 days
E-Municipality & Smart Cities	Explore e-municipality systems and smart-city development.	3-5 days
Administrative Delegation & Motivating Subordinates in Municipalities	Apply administrative delegation to motivate municipal subordinates.	3-5 days
Delegation, Empowerment & Planning as a Foundation for Building the Second Tier of Administrative Leadership	Use delegation, empowerment and planning to build a second tier of leadership.	3-5 days
Periodic Reports and Their Role in Rationalising Administrative Decisions in Municipal Work	Use periodic reports to strengthen administrative decision-making.	3-5 days
Contemporary Techniques in Cleaning & Waste-Recycling Methods	Apply contemporary cleaning and waste-recycling techniques.	3-5 days
Public Relations in Highlighting the Achievements of Municipal Councils	Use PR to highlight the achievements of municipal councils.	3-5 days
Administrative Systems & Modern Trends in Municipal Management	Explore administrative systems and modern trends in municipal management.	3-5 days
Organisational Structures of Municipalities & Municipal Councils	Understand the organisational structures of municipalities and councils.	3-5 days
Change Management & Improving the Work Climate in Municipalities	Manage change and improve the working climate in municipalities.	3-5 days
Performance Evaluation Management in Municipal Councils & Municipalities	Manage performance evaluation across municipal councils.	3-5 days
Operations & Call-Centre Management in Municipal Work	Manage operations and call-centre functions in municipal work.	3-5 days
Managing Major Cities & Municipalities and the Relationship with Institutional Authority	Manage major cities and their relationship with institutional authority.	3-5 days
Project Management in Municipal Work	Apply project-management practices to municipal work.	3-5 days
Human Resources Management in Municipalities	Manage human resources within municipalities.	3-5 days
Managing & Developing Facilities and Coastal-Area Development	Manage and develop facilities and coastal-area infrastructure.	3-5 days
Managing & Developing Customer/Applicant Services in Municipalities	Manage and develop customer and applicant services in municipalities.	3-5 days
Re-evaluating & Formulating Customer-Service Strategies for Municipal Work	Re-evaluate and formulate customer-service strategy for municipal work.	3-5 days

Course / Programme	Description	Duration
Preparing Technical Reports in Municipal Work	Prepare accurate technical reports for municipal work.	3-5 days
Developing Local Leaders in Municipalities	Develop local leadership capability within municipalities.	3-5 days
Developing Administrative Leadership: Formation, Preparation, Traits & Ethics of the Administrative Leader	Build administrative leadership: formation, preparation, traits and ethics.	3-5 days
Budget Preparation in Municipalities & Municipal Councils	Prepare budgets for municipalities and municipal councils.	3-5 days
Preparing Meeting Minutes in Municipal Work	Prepare accurate meeting minutes for municipal work.	3-5 days
The Latest Innovative Methods for Treating Modern-City Waste	Apply the latest innovative methods for treating modern-city waste.	3-5 days
Ethics of Municipal Work	Uphold ethical standards in municipal work.	3-5 days
Planning & Control Tools in Municipal Work	Apply planning and control tools within municipal work.	3-5 days
The Role of Municipalities in Local Development	Understand municipalities' role in driving local development.	3-5 days
Methods for Converting Urban Heritage Sites into Productive, Attractive Economic Resources	Convert urban heritage sites into productive, attractive economic resources.	3-5 days
Global Best Practices in Municipal Work	Apply global best practices in municipal work.	3-5 days
Public Health & Municipal Systems	Manage public health within municipal systems.	3-5 days
Regulations for Public Commercial & Industrial Premises	Apply regulations governing public commercial and industrial premises.	3-5 days
Key Problems of Municipal Councils & Solutions	Address the key problems facing municipal councils and their solutions.	3-5 days
Mechanisms for Strengthening Governance Principles & Improving Municipal Service Quality	Strengthen governance principles to improve municipal service quality.	3-5 days
Mechanisms for Raising Performance & Administrative Efficiency in Municipal Work	Raise performance and administrative efficiency in municipal work.	3-5 days
Mechanism for Managing Urban Heritage Sites	Apply mechanisms for managing urban heritage sites.	3-5 days
Mechanism for Implementing the Strategic Plan of Municipal Councils	Implement the strategic plan of municipal councils.	3-5 days
Study & Analysis of Municipal Work Approaches Through Professional Experience	Study and analyse municipal work approaches through professional experience.	3-5 days
The Role of Municipalities in Environmental Preservation	Understand municipalities' role in environmental preservation.	3-5 days
The Role of Municipalities in Coastal Environment Management & Tourism Development	Understand municipalities' role in coastal management and tourism development.	3-5 days
The Role of Local Urban Observatories in Managing Municipal Work	Understand the role of urban observatories in municipal management.	3-5 days
The Role of Information Technology in Developing Municipal Work	Apply information technology to develop municipal work.	3-5 days
Administrative Creativity Course in Municipal Work	Build administrative creativity within municipal work.	3-5 days
Financing Policies in Municipal Work and Methods for Their Development	Develop financing policies for municipal work.	3-5 days
Recruitment, Preparation & Qualification Policies for Administrative Leadership in Municipal Work	Apply recruitment and qualification policies for municipal administrative leadership.	3-5 days

18. Social Development & Community Welfare Programmes (22 programmes)

Social-work, community-organisation and welfare-programme design skills for social-development entities.

Course / Programme	Description	Duration
Planning Social Programmes & Projects	Plan and design effective social programmes and community projects.	3-5 days
Preparing Estimated Budgets for Charitable & Cooperative Associations	Prepare estimated budgets for charitable and cooperative associations.	3-5 days
Skills for Managing Cooperative & Charitable Associations	Build skills for managing cooperative and charitable associations.	3-5 days
Social Work Skills in Educational Institutions	Apply social-work skills within educational institutions.	3-5 days
Social Work Skills in Youth-Care Institutions	Apply social-work skills within youth-care institutions.	3-5 days
Social Work Skills in Health Institutions	Apply social-work skills within health institutions.	3-5 days
Skills for Organising Community-Work Organisations	Build skills for organising community-work organisations.	3-5 days
Skills for Designing Child-Care Programmes	Design effective child-care programmes.	3-5 days
Skills for Designing Family-Protection Programmes	Design effective family-protection programmes.	3-5 days
Skills for Designing Elderly-Care Programmes	Design effective elderly-care programmes.	3-5 days
Skills for Designing Disability-Care Programmes	Design effective disability-care programmes.	3-5 days
Skills for Supervisors of Child-Protection & Welfare Programmes	Build supervisory skills for child-protection and welfare programmes.	3-5 days
Skills for Dealing with Children in Nurseries & the Role of the Nursery Teacher	Build skills for the nursery teacher's role in caring for children.	3-5 days
Skills for Rehabilitation Aspects for Disability Specialists	Build rehabilitation skills for disability specialists.	3-5 days
Behavioural-Handling Skills for Disability Specialists	Apply behavioural-handling techniques for disability specialists.	3-5 days
Concepts & Skills of Volunteering	Understand the concepts and skills behind effective volunteering.	3-5 days
Designing & Managing Rehabilitation Centres	Design and manage rehabilitation centres.	3-5 days
Managing Shelter Institutions	Manage shelter institutions effectively.	3-5 days
Preparing Development-Project Proposals	Prepare strong proposals for development projects.	3-5 days
Designing Activities & Projects for Productive Families	Design activities and projects supporting productive families.	3-5 days
Supervisory Skills for Family-Protection Programmes	Build supervisory skills for family-protection programmes.	3-5 days
Skills for Preparing Work Systems & Regulations for Charitable & Cooperative Organisations	Prepare work systems and regulations for charitable and cooperative organisations.	3-5 days

19. Audit, Governance & Intellectual Property Programmes (20 programmes)

Internal audit, governance, financial control and intellectual-property programmes.

Course / Programme	Description	Duration
Certified Public Accountant & Auditor (CPAA)	Prepare for the Certified Public Accountant & Auditor (CPAA) credential.	3-5 days

Course / Programme	Description	Duration
Certified Internal Auditor (CIA)	Prepare for the Certified Internal Auditor (CIA) credential.	3-5 days
Certified Audit Manager (CAM)	Prepare for the Certified Audit Manager (CAM) credential.	3-5 days
Scheduling Skills for Financial-Cost Control Measurement	Build scheduling skills for measuring and controlling financial costs.	3-5 days
Modern Tools in Auditing Using Analytical Procedures	Apply modern auditing tools using analytical procedures.	3-5 days
The Strategic Role of the Auditor in Managing Internal Crises	Understand the auditor's strategic role in managing internal crises.	3-5 days
Modern Trends in Internal Review & Financial Auditing	Explore modern trends in internal review and financial auditing.	3-5 days
Strategies for Simplifying Financial Auditing Through Financial-Reporting Measurement Indicators	Simplify financial auditing using financial-reporting measurement indicators.	3-5 days
Modern International Standards for Internal Control & Review	Apply modern international standards for internal control and review.	3-5 days
Strategies for Budget Preparation, Monitoring & Variance Analysis	Prepare, monitor and analyse budgets and variances effectively.	3-5 days
Diploma in Developing Internal-Auditor Professional Performance & Internal-Audit Report Writing Skills	Earn a diploma developing internal-auditor performance and report-writing skills.	3-5 days
Intellectual Property & Trademark Law	Understand intellectual-property and trademark law.	3-5 days
Trademarks — Concept, Importance & Registration Procedures	Learn the concept, importance and registration procedures for trademarks.	3-5 days
Patents	Understand patents and the patent process.	3-5 days
Protecting Intellectual Property Online	Protect intellectual property online.	3-5 days
Arbitration in Intellectual-Property Disputes	Apply arbitration methods to intellectual-property disputes.	3-5 days
Trade-Related Aspects of Intellectual Property Rights (TRIPS)	Understand the Trade-Related Aspects of Intellectual Property Rights (TRIPS).	3-5 days
International Treaties & Agreements on Intellectual Property	Understand international treaties and agreements on intellectual property.	3-5 days
Intellectual Property & E-Commerce	Explore the relationship between intellectual property and e-commerce.	3-5 days
Patent Cooperation Treaty (PCT)	Understand the Patent Cooperation Treaty (PCT).	3-5 days

20. International Professional Certifications (73 programmes)

Preparation tracks for globally recognised professional certifications across finance, IT, project management, HR, quality and security.

Course / Programme	Description	Duration
Preparation for Certified Management Accountant (CMA)	Prepare for the globally recognised Certified Management Accountant credential.	TBC
Preparation for Certified Public Accountant (CPA)	Prepare for the globally recognised Certified Public Accountant credential.	TBC
Preparation for General Certified Public Accountant (CPA)	Prepare for the general Certified Public Accountant credential.	TBC
Preparation for Chartered Financial Analyst (CFA)	Prepare for the Chartered Financial Analyst (CFA) credential.	TBC

Course / Programme	Description	Duration
Preparation for Certified Internal Auditor (CIA)	Prepare for the Certified Internal Auditor (CIA) credential.	TBC
Preparation for Certified Fraud Examiner (CFE)	Prepare for the Certified Fraud Examiner (CFE) credential.	TBC
Preparation for Certified Financial Planner (CFP)	Prepare for the Certified Financial Planner (CFP) credential.	TBC
Preparation for Certified Financial Services Auditor (CFSA)	Prepare for the Certified Financial Services Auditor (CFSA) credential.	TBC
Preparation for Certified Bank Auditor (CBA)	Prepare for the Certified Bank Auditor (CBA) credential.	TBC
Preparation for Certified Information Systems Auditor (CISA)	Prepare for the Certified Information Systems Auditor (CISA) credential.	TBC
Preparation for Certified Information Security Manager (CISM)	Prepare for the Certified Information Security Manager (CISM) credential.	TBC
Preparation for Certified in the Governance of Enterprise IT (CGEIT)	Prepare for the Certified in the Governance of Enterprise IT (CGEIT) credential.	TBC
Preparation for Certified in Risk and Information Systems Control (CRISC)	Prepare for the Certified in Risk and Information Systems Control (CRISC) credential.	TBC
Preparation for CSX Cybersecurity Practitioner Certification (CSX-P)	Prepare for the CSX Cybersecurity Practitioner (CSX-P) certification.	TBC
Preparation for Certified Data Privacy Solutions Engineer (CDPSE)	Prepare for the Certified Data Privacy Solutions Engineer (CDPSE) credential.	TBC
Preparation for Cisco Certified Network Associate (CCNA)	Prepare for the Cisco Certified Network Associate (CCNA) credential.	TBC
Preparation for Cisco Certified Network Professional (CCNP)	Prepare for the Cisco Certified Network Professional (CCNP) credential.	TBC
Preparation for Cisco Certified Internetwork Expert (CCIE)	Prepare for the Cisco Certified Internetwork Expert (CCIE) credential.	TBC
Microsoft Office Specialist: Outlook Associate (Outlook 2019)	Prepare for Microsoft Office Specialist certification in Outlook (2019).	TBC
MCSA: Microsoft Dynamics 365 for Operations	Prepare for the MCSA: Microsoft Dynamics 365 for Operations credential.	TBC
MCSA: Windows Server 2016	Prepare for the MCSA: Windows Server 2016 credential.	TBC
MCSE: Core Infrastructure	Prepare for the MCSE: Core Infrastructure credential.	TBC
MCSA: SQL 2016 Database Administration	Prepare for the MCSA: SQL 2016 Database Administration credential.	TBC
MCSA: BI Reporting	Prepare for the MCSA: BI Reporting credential.	TBC
MCSE: Data Management and Analytics	Prepare for the MCSE: Data Management and Analytics credential.	TBC
MCSE: Productivity Solutions Expert	Prepare for the MCSE: Productivity Solutions Expert credential.	TBC
MCSA: Web Applications	Prepare for the MCSA: Web Applications credential.	TBC
Preparation for Association of Chartered Certified Accountants (ACCA) — UK	Prepare for the ACCA (UK) chartered accountancy qualification.	TBC
Preparation for Emirates Certified Public Accountant (ECPA)	Prepare for the Emirates Certified Public Accountant (ECPA) credential.	TBC
Preparation for International Arab Certified Public Accountant (IACPA)	Prepare for the International Arab Certified Public Accountant (IACPA) credential.	TBC
Preparation for Chartered Institute of Management Accountants (CIMA)	Prepare for the CIMA management-accounting qualification.	TBC
Preparation for Chartered Alternative Investment Analyst (CAIA)	Prepare for the Chartered Alternative Investment Analyst (CAIA) credential.	TBC

Course / Programme	Description	Duration
Preparation for Professional Diploma in International Standards on Auditing (ISAS)	Prepare for the Professional Diploma in International Standards on Auditing.	TBC
Preparation for Professional Diploma in Occupational Health & Safety per OSHA Standards	Prepare for the Professional Diploma in Occupational Health & Safety (OSHA standards).	TBC
Preparation for Professional Diploma in Occupational Health & Safety per NEBOSH Standards	Prepare for the Professional Diploma in Occupational Health & Safety (NEBOSH standards).	TBC
Preparation for Project Management Professional (PMP)	Prepare for the globally recognised Project Management Professional (PMP) credential.	TBC
Preparation for Risk Management Professional (PMI-RMP)	Prepare for the PMI Risk Management Professional (PMI-RMP) credential.	TBC
Preparation for Agile Certified Practitioner in Project Management	Prepare for the Agile Certified Practitioner in Project Management credential.	TBC
Preparation for International Artificial Intelligence Driving License (IADIL)	Prepare for the International Artificial Intelligence Driving License (IADIL).	TBC
Neuro-Linguistic Programming (NLP)	Learn the foundations of Neuro-Linguistic Programming (NLP).	TBC
NLP Practitioner	Train as a certified NLP Practitioner.	TBC
NLP Advanced Practitioner	Advance to the Advanced NLP Practitioner level.	TBC
Preparation for CSX Cybersecurity Practitioner Certification (CSX-P)	Prepare for the CSX Cybersecurity Practitioner (CSX-P) certification.	TBC
Professional Diploma in Institutional Performance Excellence per the European EFQM Model	Pursue the Professional Diploma in Institutional Performance Excellence (European EFQM Model).	TBC
Preparation for Certified Professional Engineer (ISSP-CPE)	Prepare for the Certified Professional Engineer (ISSP-CPE) credential.	TBC
Preparation for International Certificate in Transport & Logistics (CILT)	Prepare for the International Certificate in Transport & Logistics (CILT).	TBC
Preparation for Certified Healthcare Technology Manager (CHTM)	Prepare for the Certified Healthcare Technology Manager (CHTM) credential.	TBC
Preparation for Certification of Competency in Business Analysis (CCBA)	Prepare for the Certification of Competency in Business Analysis (CCBA).	TBC
Preparation for Certified Data Privacy Solutions Engineer (CDPSE)	Prepare for the Certified Data Privacy Solutions Engineer (CDPSE) credential.	TBC
Preparation for International Computer Driving Licence (ICDL)	Prepare for the International Computer Driving Licence (ICDL).	TBC
Preparation for Microsoft Office Specialist (MOS)	Prepare for the Microsoft Office Specialist (MOS) certification.	TBC
Preparation for CSX Cybersecurity Practitioner Certification (CSX-P)	Prepare for the CSX Cybersecurity Practitioner (CSX-P) certification.	TBC
Preparation for Certified Information Security Manager (CISM)	Prepare for the Certified Information Security Manager (CISM) credential.	TBC
Preparation for Certified Energy Manager (CEM)	Prepare for the Certified Energy Manager (CEM) credential.	TBC
Preparation for Certified in the Governance of Enterprise IT (CGEIT)	Prepare for the Certified in the Governance of Enterprise IT (CGEIT) credential.	TBC
Preparation for Sustainability Certified Professional (ISSP-CSP)	Prepare for the Sustainability Certified Professional (ISSP-CSP) credential.	TBC
Preparation for Certified Procurement & Supply Professional (CIPS)	Prepare for the Certified Procurement & Supply Professional (CIPS) credential.	TBC

Course / Programme	Description	Duration
Preparation for Professional in Human Resources — International (PHRI)	Prepare for the Professional in Human Resources — International (PHRI) credential.	TBC
Preparation for Senior Professional in Human Resources — International (SPHRI)	Prepare for the Senior Professional in Human Resources — International (SPHRI) credential.	TBC
Preparation for Global Professional in Human Resources (GPHR)	Prepare for the Global Professional in Human Resources (GPHR) credential.	TBC
Preparation for Associate Professional in Human Resources — International (aPHRI)	Prepare for the Associate Professional in Human Resources — International (aPHRI) credential.	TBC
Certified Expert in Human Resources	Earn certification as an expert in human resources practice.	TBC
Certified Expert in Future Foresight	Earn certification as an expert in future-foresight methodology.	TBC
Certified Expert in Excellence & Quality	Earn certification as an expert in excellence and quality management.	TBC
Certified Expert in Innovation	Earn certification as an expert in innovation management.	TBC
Certified Expert in Enterprise Risk Management	Earn certification as an expert in enterprise risk management.	TBC
Certified Business Continuity Specialist	Earn certification as a business-continuity specialist.	TBC
Certified Customer Happiness Specialist	Earn certification as a customer-happiness specialist.	TBC
Certified Financial Manager	Earn certification as a financial manager.	TBC
Certified International Trainer	Earn certification as an international trainer.	TBC
Certified Institutional Trainer	Earn certification as an institutional trainer.	TBC
Certified Quality Manager	Earn certification as a quality manager.	TBC
Certified Professional Expert in Financial Corruption & Preventive Measures	Earn certification as an expert in financial corruption and preventive measures.	TBC