

## Programs 2017

			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Duration	Price												
<b>Banking</b>														
Elements of Banking Business	5	9,000	8-12											
Negotiable Instruments	3	5,400	22-24											
Bank Branch Manager Excellence Course	7	14,000		15-23										
Bank Card Fraud and Risk	3	5,400			26-28									
Bank Guarantees	3	6,600			19-21									
Project Appraisal & Financing	4	8,000			6-9									
Foreign Exchange & Money Markets	5	10,000				2-6								
Corporate Finance	4	8,000							16-19					
Documentary Letter of Credit	5	10,000								13-17				
Negotiable Instruments	3	5,400								6-8				
Asset Liability Management – Introduction	5	10,000										15-19		
Introduction to International Trade Finance	3	6,000											12-14	
Introduction to Treasury Operations	3	6,000												3-5
<b>Business Management</b>														
Document Control and Archiving	3	5,400	15-17											
Introduction to Social Media Basics	5	11,000	22-26											
Six Sigma for Effective Quality Management	3	6,600	22-24											
Performance Management	3	5,400			19-21									
Building High Performance Team	3	5,400				23-25								
Project Management Fundamentals	5	9,000				9-13								
Strategic Business Planning	3	6,600				16-18								
Negotiation skills – Advance	3	5,400					21-23							
Social Media Marketing for Non-Profit Organizations	5	11,000					14-18							
Train the Trainer (Arabic)	5	10,000					7-11							
Balanced Score Card (Arabic)	5	10,000									10-14			
Stress Management	3	5,400									24-26			
Effective leadership and team building	3	5,400										22-24		
Entrepreneurship Workshop	10	18,000										1-12		
Managing Changing in Organization (Arabic)	3	6,000										15-17		
Social Media for Small and Developing Companies	5	11,000										22-26		
Change Management	3	5,400											5-7	
Seven Steps to Achieve Success in Social Media	2	4,400											26-27	
Strategic Business Planning	3	6,000											26-28	
Creative Problem Solving & Decision Making Skills	3	5,400												10-12
<b>Certifications</b>														
International Introduction to Investments & Securities – CISI	5	11,000		19-23										
International Certificate in Wealth Management – CISI	5	11,000			12-16									
QFMA Rules and Regulations – CISI	5	11,000				16-20								
Certified Anti-Money Laundering Specialist (ACAMS)	5	11,000					21-25							
Combating Financial Crimes – CISI	5	11,000					7-11							
ACI Dealing Certificate	10	22,000								13-24				
QFMA Rules and Regulations – CISI	5	11,000								13-17				
International Introduction to Investments & Securities – CISI	5	11,000									10-14			
QFC Rules and Regulation courses – CISI	3	6,600									24-26			
Risk in Financial Services – CISI	5	11,000										8-12		



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<b>Communication &amp; Soft Skills</b>														
Business Etiquette	3	5,400	29-31											
Business Report Writing	4	7,200	8-11											
Communication Skills	3	5,400	15-17											
Customer Service Skills (ILM)	4	7,200		12-16										
Emotional Intelligence	3	5,400		19-21										
Problem Solving Decision Making Skills	3	5,400		5-7										
Effective Time Management	2	3,600			6-7									
Professional Presentation Skills	3	5,400			26-28									
Business Report writing	3	5,400				9-11								
Problem Solving & Decision Making Skills	3	5,400				2-4								
Work Ethics	3	5,400					14-16							
Customer Service Excellence	2	3,600							9-10					
Effective Time Management	2	3,600							16-17					
Archiving and Electronic Documentation (Arabic)	3	5,400										1-3		
Emotional Intelligence	3	5,400											19-21	
Leadership Skills – ILM	5	9,000											12-16	
<b>Compliance and Anti money Laundering</b>														
Commercial Loan Documentation	5	9,000			19-23									
Anti- Money Laundering Course	3	5,400									17-19			
Financial Regulatory Compliance Course (Arabic)	3	6,600											5-7	
Anti Money Laundering Refresher Course	2	3,600				30	.....1							
Anti Money Laundering Course	3	5,400									17-19			
Financial Regulatory Compliance Course (Arabic)	3	6,600											5-7	
<b>Finance and Accounting</b>														
Finance for Non Finance Managers	3	6,000		26-28										
Financial Accounting & Reporting	5	11,000		5-9										
Evaluating Company Performance	3	6,600			26-28									
Government Budget Analysis (Arabic)	4	8,800			12-15									
Budgeting – Preparation and Control	3	6,600					.14-16							
Financial Modelling using Excel – Advance	5	10,000							23-27					
Foundation of Investment Analysis	3	6,600								6-8				
Finance for Non-Finance Managers	5	10,000									17-21			
Financial Planning, Control & Budgeting	5	11,000									24-28			
Financial Statement Analysis – Intermediate	5	11,000									10-14			
Budgeting – Preparation and Cost Control (Arabic)	5	11,000										15-19		
Business Mathematics – Intermediate	3	6,000										8-10		
Government Budgeting – Financial Analysis	5	11,000												10-14



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<b>Human Resources</b>														
Recruitment and Selection	3	6,000									17-19		5-7	
Performance Management (Arabic)	3	5,400												
<b>Insurance</b>														
Introduction to Insurance & Documentation	5	10,000				23-27								
<b>Islamic Finance</b>														
Introduction to Islamic Banking and Finance	3	5,400		26-28										
<b>Information Technology</b>														
Web Application Security Professional (CWASP)	5	11,000			12-16									
R12*Oracle GL Management Fundamentals	5	11,000				9-13								
Business Continuity Management – BCM	5	11,000									22-26			
IT Disaster Recovery	5	11,000										12-23		
Project Management with MS Project – 2013	3	5,400												3-5



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