



Training Planner 2018

No	Programme Title	Language	Hours	Price	Awarding
1	Accounting for New Supervisors	A/E	30	450	Edrak
2	Active Listening & public Speaking	A/E	30	225	Edrak
3	Adapt with Circumstances & Accept Positive Change	A/E	20	300	Edrak
4	Advanced Project Management	A/E	30	450	Edrak
5	Anger Management	A/E	15	225	Edrak
6	Balanced Scorecard	A/E	30	450	Edrak
7	Basic Accounting	A/E	30	450	Edrak
8	BODY LANGUAGE- READING BODY LANGUAGE AS A SALES TOOL	A/E	30	450	Edrak
9	Branding: Creating and Managing your Corporate Brand	A/E	15	225	Edrak
10	Building Yourself-esteem and Assertiveness Skills	A/E	15	225	Edrak
11	Bullying in workplace	A/E	15	225	Edrak
12	Business Ethics for the office	A/E	15	225	Edrak
13	Business Etiquette	A/E	15	225	Edrak
14	Business Leadership	A/E	30	450	Edrak
15	Business process Management	A/E	30	450	Edrak
16	Business Relationships for success in Sales	A/E	15	225	Edrak
17	Business Succession Planning	A/E	30	450	Edrak
18	Business Writing that Works	A/E	15	225	Edrak
19	Change Management	A/E	15	225	Edrak
20	Coaching & Mentoring	A/E	30	450	Edrak
21	Communication Strategies	A/E	30	450	Edrak
22	Conducting Effective performance	A/E	15	225	Edrak
23	Conflict Resolution	A/E	30	450	Edrak
24	Creative Thinking and Innovation	A/E	15	225	Edrak
25	Critical Thinking	A/E	30	450	Edrak
26	Customer Service Training for Call Center Agents	A/E	30	450	Edrak
27	Delegation	A/E	15	225	Edrak
28	Dynamite Sales Presentation	A/E	15	225	Edrak
29	Effective Planning and Scheduling	E	30	450	Edrak
30	Effective Written Communication	A/E	15	225	Edrak
31	Emotional intelligence	A/E	15	225	Edrak
32	Employee Accountability	A/E	15	225	Edrak
33	Entrepreneurship 101	A/E	30	450	Edrak
34	Executive Sales & Marketing	A/E	15	225	Edrak
35	Executive Store Management	A/E	30	450	Edrak
36	Facilitation Skills	A/E	15	225	Edrak
37	Financial Manager Skills	A/E	40	800	Edrak
38	Food Cost Management	A/E	30	450	Edrak
39	HOW TO BUILD SYNERGISTIC TEAMS IN THE WORKPLACE	A/E	15	450	Edrak
40	How to make your interview a Success	A/E	15	225	Edrak
41	Human Resource Management	A/E	30	450	Edrak
42	Influence and Persuasion	A/E	15	225	Edrak
43	Innovation Workforce	A/E	15	225	Edrak

44	Knowledge Management	A/E	15	225	Edrak
45	Lean Process Improvement	A/E	30	450	Edrak
46	Management Development Practice	A/E	20	300	Edrak
47	Managing Pressure and Maintaining Balance	A/E	15	225	Edrak
48	Marketing & Sale Management	A/E	30	450	Edrak
49	NCFE - Functional Skills Qualification in English at Entry Level 1	E	45	450	NCFE
50	NCFE - Functional Skills Qualification in English at Entry Level 2	E	45	450	NCFE
51	NCFE - Functional Skills Qualification in English at Entry Level 3	E	45	450	NCFE
52	Negotiation for Results	A/E	30	450	Edrak
53	Neuro Linguistic Programming NLP	A/E	15	225	Edrak
54	Networking for success	A/E	15	225	Edrak
55	Overcoming Objection to Nail the Sales	A/E	15	225	Edrak
56	PATIENCE & OPEN MINDSET TO SUCCEED	A/E	20	300	Edrak
57	Performance Management	A/E	20	300	Edrak
58	Prioritize Your Business Like a Genius	A/E	15	225	Edrak
59	Problem Solving and Decision Making	A/E	15	225	Edrak
60	Prospecting for Leads like a Pro	A/E	15	225	Edrak
61	Public Speaking – Under Pressure	A/E	15	225	Edrak
62	Research Skills	A/E	20	300	Edrak
63	Risk Management	A/E	30	450	Edrak
64	Self-Leadership	A/E	15	225	Edrak
65	Selling Smarter	A/E	15	225	Edrak
66	Seriousness at Work Performance	A/E	30	450	Edrak
67	Skills for the Administrative Assistant	A/E	20	300	Edrak
68	Staying Focused	A/E	15	225	Edrak
69	Stock Inventory Control	A/E	30	450	Edrak
70	Strategic Planning	A/E	15	225	Edrak
71	Stress Relief and Reduction	A/E	30	450	Edrak
72	Team Building	A/E	30	450	Edrak
73	The New Supervisor Role	A/E	30	450	Edrak
74	Time Management: Get Organized for Peak Performance	A/E	30	450	Edrak
75	Work Ethics	A/E	30	450	Edrak
76	Workplace Ergonomics	A/E	30	450	Edrak
77	Writing & Creating Effective KPIs	A/E	30	450	Edrak
78	تنمية مهارات التفكير	A	15	225	Edrak
79	كتابة الخطابات الرسمية وصياغتها	A	20	300	Edrak
80	كيف أبني ماركة تجارية أبدأ بها حياتي	A	15	225	Edrak
81	مواقع الانترنت التي يمكن الاستثمار فيها	A	15	225	Edrak
82	مهارات التعامل مع ضغوط العمل	A	20	300	Edrak
83	أنواع الشخصيات وكيفية التعامل معها	A	20	300	Edrak
84	office Politics	A/E	20	300	Edrak
85	Business Trend Awareness	A/E	20	300	Edrak
86	Goal Setting	A/E	30	450	Edrak
87	Marketing for small Business	A/E	30	450	Edrak

88	Project Management Fundamentals	A/E	30	450	Edrak
89	NCFE LEVEL 1 CERTIFICATE IN BUSINESS ADMINISTRATION	A/E	150	3000	NCFE
90	NCFE LEVEL 2 DIPLOMA IN SKILLS FOR BUSINESS	A/E	360	3600	NCFE
91	NCFE LEVEL 3 DIPLOMA IN SKILLS FOR BUSINESS	A/E	360	3600	NCFE
92	NCFE LEVEL 3 DIPLOMA IN SKILLS FOR BUSINESS ENTERPRISE	A/E	540	5400	NCFE
93	NCFE LEVEL 3 DIPLOMA IN SKILLS FOR BUSINESS FINANCE	A/E	545	5450	NCFE
94	Crowd Control Spectators Customer Service	A/E	30	450	Edrak
95	Supervision and Team Leader	A/E	60	900	Edrak
96	Quality Management system training	A/E	15	375	Edrak
97	Risk Management Awareness	A/E	15	375	Edrak
98	Environmental Management Awareness	A/E	15	375	Edrak
99	Construction Site Management	A/E	30	750	Edrak
100	Internal Auditor Overall Processes Awareness	A/E	20	500	Edrak
101	NCFE Level 3 Certificate in Principles of Sales	A/E	119	2380	NCFE
102	Effective Work Place Communication Skills	A/E	30	600	Edrak
103	Work Place Values	A/E	30	600	Edrak
104	NCFE Level 2 Certificate in Employability Skills	E	150	3000	NCFE
105	Effective Communication and Influencing skills	A/E	30	600	Edrak
106	Becoming a pro Mind Mapper	A/E	30	600	Edrak
107	7 Habits of Highly Effective People	A/E	30	600	Edrak
108	Delivering Presentation with confidence	A/E	30	600	Edrak
109	Email Etiquette	A/E	30	600	Edrak
110	Job Satisfaction and Employee Loyalty	A/E	30	600	Edrak
111	The Attitude for Success- Best Behavior at the work place	A/E	30	600	Edrak
112	Effective Presentation Skills	A/E	30	600	Edrak
113	Workplace Cognitive Skills	A/E	30	600	Edrak
114	NCFE Level2 Certificate in Retail Knowledge	E	93	1860	NCFE
115	Professional Business English (Intermediate level)	E	45	900	Edrak
116	Professional Business English Foundation (Basic Level)	E	45	900	Edrak
117	Professional Business English (Elementary Level)	E	45	900	Edrak
118	Professional Business English (Pre Elementary Level)	E	45	900	Edrak
119	Workplace interpersonal Skills	A/E	30	600	Edrak
120	Literacy and Essential Skills	A/E	30	600	Edrak
121	First Level Worker's Skills	A/E	30	600	Edrak
122	القيم الأساسية لعمال المصانع	A	30	600	Edrak
123	تهيئة العامل لبيئة عمل سليمة	A	30	600	Edrak
124	كيفية تمكن العامل بالمصنع من كسب ثقة المسؤول في بيئة العمل	A	30	600	Edrak
125	دور العامل في فرق العمل بالمصنع	A	30	600	Edrak
126	Creating A Positive Work Place Culture	A/E	30	600	Edrak

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