



Business Essentials Courses

Business Success Foundation

- Strategic Management
- Business Planning
- Management by Objective
- Business Improvement & Quality Techniques
- Total Quality Management
- Crisis Management and Business Continuity
- Change Management

Leadership and Influence

- Inspire, Influence and Achieve Results
- Transformational Leadership
- Advancing Phenomenal Persuasion skills
- Situational Leadership
- successful leaders in times of Pandemic

Teams with Outstanding Performance

- Teamwork & Collaboration (for all team members)
- Secrets to boost your Team Performance (for Team leaders)
- Overcoming the 5 Dysfunctions of a team
- Managing Remote Teams
- Effective Team Meetings

Vital Skills for Success

- Getting things done
- Essential Management Skills for New Managers
- The One Minute Management - "The Secrets of Effective Management"
- Critical & Creative Thinking
- Problem Solving and Decision Making
- Boost your Productivity Level (Time Management)
- Performing Under Pressure - Dealing with Stress and Anger
- Presentations Skills (Basic Level)

- Mastering public Speaking and Professional Presentations (Advanced Level)
- Supervisory Skills: Managing People and Performance
- Effective Coaching & Mentoring Skills
- Effective Delegation
- Train The Trainer
- The Art of Written Communication "Business Writing"
- Business Protocol & Etiquette
- Emotional Intelligence
- Filing and Archiving Management
- Mind Mapping
- Tactics to Win any Negotiation
- Conflict Management & Resolutions
- The 5 Cs of communication and body language skills

Project Management

- Introduction to Project Management
- Project Management Professional (PMP) Preparation Course
- Resource Management
- Project Risk Assessment and Management
- Project Planning, Scheduling & Cost Control
- Value Engineering
- Project Delay Management and Claim Assessment
- Reporting & Dashboard

Human Resources & Administration

- Introduction to Human Resources Management
- Workplace Relations
- Human Resource Planning
- Work analysis and Organization structures design
- Learning and Development



- Developing and monitoring Policies and Procedures
- HR Digitalization
- Leading Strategic HR Transformation
- Leading, Monitoring Performance Management
- Competency Assurance Management system
- Introduction to HR Performance Management System
- HR role in shaping Company Culture
- Talent Management (Managing employee retention)
- The role of HR during crucial times (pandemic)
- Organizational Behavior

Marketing & Sales

- Marketing Principles
- Strategic Marketing
- Corporate Identity & Brand Management
- Customer Relationship Management (CRM)
- Market Analysis and Research
- Digital Marketing

Finance, Economics and Auditing

- Finance for Non-Financials
- Petroleum Accounting Best Practice
- Financial Analysis for Performance Evaluation

- Foundation of Financial Accounting
- Financial Risk Management
- The Essentials of Budgeting & Cost Control
- Principles of Liquidity Management
- Treasury Management
- International Financial Reporting Standards- IFRS
- Fast Close Implementation
- Economic Evaluation and Feasibility Study for Petroleum Projects -Basic
- Economic Evaluation and Feasibility Study for Petroleum Projects -Advanced
- Wells and Projects Under Construction Accounting

Procurement & Supply Chain Management

- Introduction to Logistics & Supply chain Management
- Transportation Management
- Warehouse Management - from Strategy to Control
- Lean Supply Chain Management - Key to Operational Excellence
- Material Planning and Inventory Management
- Introduction to Procurement Management
- Incoterms