

INSTITUTE OF BUSINESS & MANAGEMENT HIGHER STUDIES



IBM H

STUDIES

INSTITUTE OF BUSINESS & MANAGEMENT HIGHER STUDIES

THE FIRST STEP TO YOUR FUTURE

Congratulations on considering IBMHS as you weigh your education options. For more than 12 **years, IBMHS has been helping students reach their career goals, providing the right education** and experience to ensure they succeed in an ever-changing workplace. Deciding which institute to attend is an important decision; the first of many you will have to make on your path to realizing the career of your dreams. You also have to find a program that works for you and meets your goals. At IBMHS we offer Diplomas and short courses designed to ensure that our graduates are employer's first choice for hiring. We offer the preparation you need to achieve a successful career, but this first step is yours to work.

IBMHS successful record is built on the effort and contribution of dedicated staff that make it their personal goal to ensure that the Institute is providing the best educational experience possible. They closely monitor workforce trends, and educational advancements ensuring that the skills taught are the skills needed in today's workplace. This attention to detail has paid off for our graduates, with nine out of 10 Diploma graduates working within six months of their graduation.

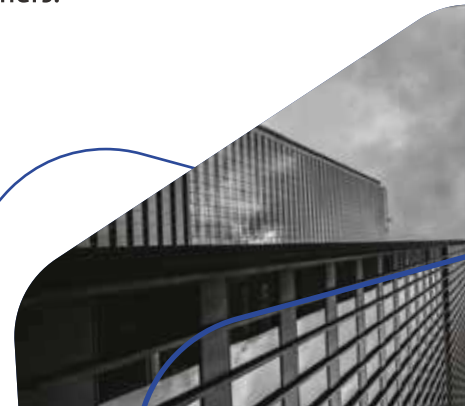
The IBMHS faculty and staff team is guided by the core values set out by the institute, which emphasize that together we make up a learning community which fosters excellence, demands accountability and builds on a culture of diversity and respect. These core values make IBMHS a great place to learn. I wish you the best success in Choosing your Institute, your program of study and ultimately in finding a rewarding career.





OUR VISION

Whatever your goals, we help make it possible with an education that lets break into the career you want. IBMHs have expanded the future for **many students** since the institute was founded in 2004, and we do the same for you. Our teachers have real-world experience that they pass along to you and our labs are as close to workplace reality as we can make them. Many of our programs also offer a foot in the door, providing you work or co-op experience with one of our corporate partners.





OUR MISSION

For nearly years, our mission has been to help you learn faster by offering you the highest quality courses in the world class destinations. The IBMHs learning system sets an unbeatable standard for innovative teaching methods, tools and techniques. But what makes us truly different is the way we personalize every single course. You will learn more, fast with IBMHs. We guarantee it.





OUR PROGRAMS

BUSINESS ADMINISTRATION AND ACCOUNTING COURSES

TECHNICAL COURSES

01



DIPLOMA AND LONG
TERM COURSES

04



03



ENGLISH LANGUAGE
COURSES

02



SAFETY COURSES

05



معتمد من قبل
APPROVED BY

Technical & Vocational Training Corporation



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Technical and Vocational Training Corporation

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OUR TECHNICAL COURSES

- PIPE FITTINGS
- SAFETY TECHNICIAN
- WELDING
- MECHANICAL
- ELECTRICITY



PIPE FITTING

TARGETTED ATENDEES	Pipe Fitting Technicians
CERTIFICATE	Local / International Certificates
COURSE DURATION	6 months
INTRODUCTORY PROGRAMS	English Language Program Profession ethics course Pipefitting Specialized Course

SAFETY TECHNICIAN

TARGETTED ATENDEES	Safety Technicians
CERTIFICATE	Local and International Certificates
COURSE DURATION	9 months
INTRODUCTORY PROGRAMS	English Language program Profession ethics course Safety Specialized Course

WELDING

TARGETTED ATENDEES	Welding Technicians
CERTIFICATE	Local and International Certificates
COURSE DURATION	9 months
INTRODUCTORY PROGRAMS	English Language program Profession ethics course Welding Specialized Course



MECHANICAL

TARGETTED ATENDEES	Mechanical Technicians
CERTIFICATE	Local and International Certificates
COURSE DURATION	6 months
INTRODUCTORY PROGRAMS	English Language Program Profession ethics course Mechanics Specialized Program

ELECTRICAL

TARGETTED ATENDEES	Electrical Technicians
CERTIFICATE	Local and International Certificates
COURSE DURATION	6 months
INTRODUCTORY PROGRAMS	English Language program Profession ethics course Electricity Specialized Course



MECHANICAL PROGRAMS

- 1 Advanced welding Technology
- 2 Basic HVACR
- 3 Bearing & Lubrication
- 4 Boiler Operation & performance
- 5 Centrifugal Compressor
- 6 Centrifugal Pumps
- 7 Combined Cycle System Design & Operation
- 8 Cutting Tools
- 9 Diesel Engine operation & Maintenance
- 10 Emergency Diesel Generator Training
- 11 Fundamental of Steam Turbine Design & Operation
- 12 Gas Turbine Operation, maintenance & Protection
- 13 Gas Turbine Mark (6) Control System
- 14 Gas Turbine Performance & Protection
- 15 Gear Boxex (Operation, Maintenece & Inspection)
- 16 Heat Pump Simulator
- 17 Hydrogen Compressor
- 18 Hydraulic System Operation, Maintenece & Troubleshooting
- 19 Machinery Failure Analysis & Prevention
- 20 Maitenance, Management & Planning by Utilizing Computers.

- 21 Maitenance, Planning & Scheduling
- 22 Mechanical Codes
- 23 Mechanical Seals
- 24 Mechanical Troubleshooting for Pump, Compressor, Bearing & Lubrication
- 25 NDT Engineers
- 26 Pipe Lines Design & Maintenance
- 27 Planning & Maintenance of Spare Parts
- 28 Planning & Scheduling Maintenance Work
- 29 Preventive & Predictive Maintenance
- 30 Rotating Equipment Troubleshooting
- 31 Safety & Safety Relief Valve Maintenance
- 32 Pneumatic Systems Operation, Maintenance & Troubleshooting
- 33 Shaft Alignment & Vibration Analysis
- 34 Welding Arc, Gas Mig , Tig



MECHANICAL PROGRAMS

- 1 Advanced welding Technology
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- 34 Welding Arc, Gas Mig , Tig



HEALTH AND SAFETY

- 1 H2S Awareness
- 2 First Aid and CPR
- 3 Firefighting and prevention
- 4 firefighting and extinguisher
- 5 Accident Prevention
- 6 Basic Fire Prevention & Fighting
- 7 Basic First Aid and CPR
- 8 Basic Safety & Loss Prevention
- 9 Breathing Apparatus Service & Maintenance
- 10 Chemical Hazard Awareness
- 11 Confined Space Entry
- 12 Defensive Driving
- 13 Developing Safety Supervisors Skills
- 14 Disasters Management
- 15 PROFESSIONAL CERTIFICATES
- 16 IOSH Working Safely (one-day course)
- 17 IOSH Managing Safely (four-day course)
- 18 NEBOSH International General Certificate in
- 19 Occupational Health and Safety
- 20 NEBOSH Certificate in Fire Safety and Risk Management
- 21 Handling Chemical Hazardous Materials

- 22 Handling of Emergency
- 23 Hazard & Operability Studies (HAZOP)
- 24 Hazard Communications
- 25 Hazard Recognition
- 26 Hazardous Area & Equipment Classification (HAZLOC)
- 27 Hazardous Materials (HAZMAT)
- 28 Housekeeping & Walking Surfaces
- 29 Hydrogen Sulphide (H2S)
- 30 Incident Investigations
- 31 Inspect & State the use of Fire Fighting Equipment
- 32 Effective Health, Safety & Environment Manager
- 33 Electrical Safety Training Program
- 34 Emergency Response Planning for Crisis
- 35 Environment & Pollution Control
- 36 Environment Technology for Oil Pollution
- 37 Environmental Safety Management
- 38 Environmental Impact Assessment (EIA)
- 39 Excavations Safety Precautions
- 40 Fall Protection
- 41 Flare Gun
- 42 Fire Fighting in Power Plants



HEALTH AND SAFETY

- 43 Fire Prevention & Fighting (Advanced)
- 44 General Safety
- 45 Introduction to Health, Safety, & Environment (HSE) Management System
- 46 Job Hazard Analysis (JHA)
- 47 Job Safety Analysis (JSA)
- 48 Lab Safety
- 49 Machinery & Machine Guarding Standards
- 50 Managing Safety & Health at Work
- 51 Material Handling, Storage & Safe Lifting
- 52 Mechanical Safety
- 53 Mobile Equipment Operation Safety
- 54 Occupational Health & Working Environment
- 55 Oil Spill Control
- 56 Operational Responsibilities for Safety
- 57 Overview Process Hazard Analysis
- 58 Overview Process Safety Management (PSM)
- 59 Personal Protective Equipment (PPE)
- 60 Preventing Human Error
- 61 Principles of Occupational Safety & Health
- 62 Process Hazard Analysis Leadership (PHA)
- 63 Process Safety Management (PSM)

- 64 Project Safety Training Program
- 65 Protection & Security for Organizations and Pivotal Places
- 66 Radiation Safety
- 67 Revalidating Process Hazard Analysis
- 68 Risk Assessment Within Production Operations
- 69 Root Cause Analysis Workshop
- 70 Safe Journey Management
- 71 Safe Handling of Fuel
- 72 Safety & Health Environmental Management System
- 73 Safety & Loss Prevention: A Behavior Based Training
- 74 Safety & Risk on Petrochemical Industry
- 75 Safety in Drilling Operations
- 76 Safety in Industrial Plant
- 77 Safety Leadership
- 78 Safety Officers Training Program
- 79 Safe Operating Procedures (SOP)
- 80 Supervisory Safety Course



INSTRUMENTATION PROGRAMS

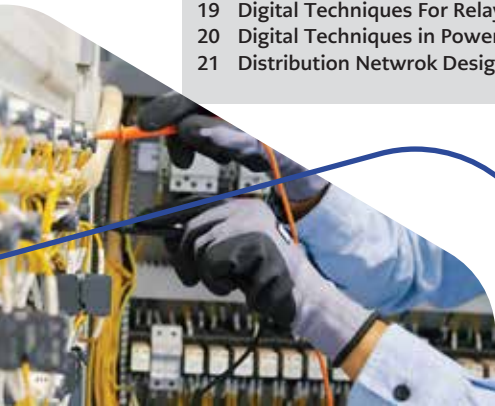
- 1 Automatic Process Control
- 2 Calibration & Maintenance of Meters
- 3 Calibration & Tuning of Process Controllers
- 4 Calibration & of Valves, Gauges & Switches
- 5 Control Valves & Actuators
- 6 Distribution Control System (DCS)
- 7 Controllers & Control Loops
- 8 Introduction to Instrumentation
- 9 Interpretation of P & ID - PFD
- 10 Process Control Instrumentation Technology
- 11 Process Control Techniques
- 12 Programmable Logic Controller (PLC) -I, II, III
- 13 The New Generation of Digital Process Control System
- 14 Variables Measurement (Temp, Pressure, Flow, Level)



ELECTRICAL PROGRAMS

- 1 AC/ DC
- 2 Advanced HV & EHV
- 3 Advanced HV & EHV Switching
- 4 Advanced Protective Relays For electrical Power System
- 5 Advanced Relaying & Equipment Protection (Transmission)
- 6 Advanced To PPS/E Program
- 7 Auto Reclosers Maintenance
- 8 Basic Course of Electrical
- 9 Basic Simulator Training for Operation, Maintenance & Troubleshooting
- 10 Cable Testing & Fault Location
- 11 Capacitors in Distribution Systems
- 12 Circuit Breaker Operation & Maintenance
- 13 Circuit Breaker Schematic Diagrams & Troubleshooting
- 14 Compact Substation Safety
- 15 Control Circuit
- 16 CT & PTs - LV & MV Installation & Maintenance
- 17 Digital Exciter & AVR
- 18 Digital Exciter Maintenance
- 19 Digital Techniques For Relays
- 20 Digital Techniques in Power Line Carrier
- 21 Distribution Network Design & Planning

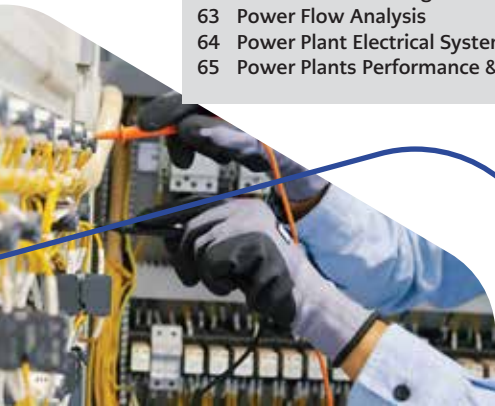
- 22 Distribution Network Maintenance
- 23 Dynamics Of Interconnected Power System
- 24 Electrical Codes
- 25 Electrical Drawing
- 26 Electrical Equipment Testing & Maintenance
- 27 Electrical Installation in the Oil Industry
- 28 Electrical Load Forecasting
- 29 Electrical Maintenance Principles & Applications
- 30 Electrical Motor Control Troubleshooting Techniques
- 31 Electrical Print Reading
- 32 Electrical Safety
- 33 Electrical Troubleshooting Techniques
- 34 Excitation System
- 35 Fault Analysis In Electrical System
- 36 Fault Analysis In Electrical Network
- 37 Fault diagnosis in Power Plants
- 38 Fiber Optics Transmission System
- 39 Flexible AC Transmission System (FACTS)
- 40 GE_ MS 7001 E/ EA Alarm & Trip Limits
- 41 Generator Operation, Maintenance & Troubleshooting
- 42 Generator Protection
- 43 High Voltage Phenomena on Power Systems



ELECTRICAL PROGRAMS

- 44 HRSG Design & Maintenance
- 45 Introduction to Digital Electronics
- 46 Introduction to Exciter / AVR
- 47 Introduction to PSS / E Program
- 48 Inverter & UPS System Operation, Maintenance & Troubleshooting
- 49 Isolation of Electrical Equipment
- 50 Lightning Protection System
- 51 Load Dispatch Control, Distribution System Upgrade
- 52 LPOFG & XLPE Cable Maintenance & Testing
- 53 Mechanical Application Overhead Transmission Line Works
- 54 Medium Voltage Distribution
- 55 MK- VI Gas Turbine Control System
- 56 Network Operation (Distribution)
- 57 On Load Tap Changers
- 58 Operation & Maintenance Battery & Dual Battery Chargers.
- 59 Over Voltage in Power Systems
- 60 Power Distribution Load
- 61 Power Engineering Software Solution (CYME)
- 62 Power Factor Testing
- 63 Power Flow Analysis
- 64 Power Plant Electrical System
- 65 Power Plants Performance & Monitoring

- 66 Power Substation Maintenance
- 67 Power Quality & System Harmonics
- 68 Power System Blackouts (Causes & Preventative Measures)
- 69 Power System Grounding
- 70 Power System Operation
- 71 Power Transformers Pre_Commissioning Tests
- 72 PQM Instrument
- 73 Practical Consideration of Choosing Insulators & Insulation Cable Materials
- 74 Practical Distribution & Substation Automation Including Communications
- 75 Preventive & Predictive Maintenance of Overhead Lines
- 76 Protection System Skim & Relay Testing
- 77 Protective Relays Principles & Application
- 78 Primavera iii, iv, v
- 79 PSCAD Design & Simulation
- 80 Reactive Power Management & Power Factor Correction
- 81 Relays of Distribution
- 82 Synchronous Digital Hierarchy Technology
- 83 System & Equipment Grounding
- 84 System Restoration: Methodologies & Implementation
- 85 Tower Access & Rescue Workshop (Industrial & Technical Rope Access Training)
- 86 Transformer (Application, Testing, Protection & Maintenance)
- 87 Transmission Line Design & Performance
- 88 Uninterruptible Power Supply
- 89 Voltage Stability & Reactive Power Supply
- 90 ZERA Meter Calibration



SUPPLY CHAIN MANAGEMENT

- 1 Advance Warehouse Management
- 2 Basic Warehouse Training Course
- 3 Inventory and Material Training Course
- 4 Inventory Purchasing & Warehouse Management
- 5 Purchasing Management
- 6 Supply Chain Management Programs
- 7 Warehouse Management
- 8 Supply Chain Foundations
- 9 Supply Chain Foundations: Analytics
- 10 Supply Chain Basics For Everyone
- 11 International Logistics
- 12 Implementing Supply Chain Management
- 13 Managing Logistics
- 14 Digital Transformation in Supply Chains
- 15 Reverse Logistics Management and Sustainability
- 16 Operations and Supply Chain Management
- 17 Supply Chain Finance and Blockchain Technology
- 18 Supply chain Excellence



MARKETING AND SALES

- 1 Customer Care & Satisfaction
- 2 Customer Relationship Management
- 3 Developing Behavioral and Sales Skills
- 4 E-Marketing
- 5 evaluation the Performance of Marketing
- 6 Marketing in Recession
- 7 Marketing Management
- 8 Marketing Skills
- 9 New Aspects in Developing Sales Competencies
- 10 Quality Customer Service
- 11 Selling Techniques
- 12 Service Excellence
- 13 Telemarketing Skills
- 14 Customer Services Course In The Retail Sector
- 15 Advanced E-Marketing
- 16 Calls Handling Skills
- 17 Certified Marketing Manager
- 18 Certified Sales Manager
- 19 Complaint Handling & Management
- 20 Customer-Focused Selling Strategies

- 21 Dealing with Customers
- 22 E-Marketing
- 23 Excellence of Quality Service Management
- 24 Excellence Service
- 25 Excellent Service for Customers
- 26 Market Analysis tor Activate The Sales
- 27 Marketing Strategies
- 28 Measuring Successful Sales Performance & Managing Customers' Accounts
- 29 Methods of Preparing Effective Marketing Programs & Plan
- 30 Professional Course in Customer Service
- 31 Professional Course in Marketing
- 32 Professional Course in Sales
- 33 Professional Course in Sales
- 34 Sales & Marketing Strategies
- 35 Sales Force Management
- 36 Sales Forecasting Between Theory & Practice
- 37 Sales Planning & Mechanisms Extrapolate the Local Market
- 38 Sales Skills
- 39 Service Level Agreement Sla
- 40 Strategic Marketing Planning
- 41 Strategic Sales Planning & Lerritory Management
- 42 Win-Win Negotiations



MANAGEMENT COURSES

- 1 Advanced Technical Report Writing (Workshop)
- 2 Basic Supervision
- 3 Behavioral Skills & Human Relations
- 4 Benchmarking Skills
- 5 Building High Performance Teams
- 6 Business & Report Writing Skills
- 7 Change Management
- 8 Coaching and Leadership
- 9 Communication Skills
- 10 Development of Managerial Performance
- 11 Documents Controlling & Management
- 12 Effective Communication Skills
- 13 Effective Work Group Presentation
- 14 Emotional Intelligence in Leadership and Organization
- 15 Essential Managerial Skills
- 16 Executive Development Program
- 17 Facing Stress
- 18 Focusing and Achieving Your Highest Priorities
- 19 Four Roles of Leaders
- 20 Group Process Skills
- 21 Corporate Strategy

- 22 Cost Management for Engineering Projects
- 23 Crating an Environment for Motivation
- 24 Creative and Lateral Thinking Skills
- 25 Creative Excellence
- 26 Crises Management
- 27 Data Base Creativity
- 28 Dealing With Others
- 29 Decision Makin
- 30 Developing Supervisor Skills
- 31 Innovative and Creative Thinking
- 32 International Trends In H.R.D
- 33 Interpersonal Skills
- 34 Inventory Management
- 35 Leadership Communication Workshop
- 36 Leadership in Environmental Changes
- 37 Leadership Skills
- 38 Leading and Motivating Work Teams and Individuals
- 39 Management AND Leadership Skills
- 40 Management by Values
- 41 Management in Logistic & Transport
- 42 Management of Change



MANAGEMENT COURSES

- 43 Management Of Conflict at Work
- 44 Management of Engineers
- 45 Manager Self- Development
- 46 Managerial & Behavioral Skills for Engineers & Technicians
- 47 Managerial Employee Performance
- 48 Managing Stress at Work
- 49 Managerial Skills
- 50 Performance Management & Appraisal
- 51 Personality at Work
- 52 Problem Solving and Decision Making
- 53 Professional Secretary's Program
- 54 Project Management Level 1
- 55 Project Management Level 2
- 56 Public Relation Management in The 21 sty Century
- 57 Research Supervision
- 58 Road Map for Problem Solving
- 59 Root Cause Analysis
- 60 Self -Direct Work Teams
- 61 Self & Time Management
- 62 Self -Effectiveness
- 63 Situational Leadership Communication
- 64 Skills Development for Potential Managers

- 65 Skills for Dealing with the Public
- 66 Strategic Planning
- 67 Strategic Thinking & Business Planning Stress Management
- 68 Successful International Business Negotiations
- 69 Team at Workshop
- 70 Team Building and Coaching
- 71 The Economic Dispatch Problem :Concepts & Solutions Methods
- 72 Time Management & Accountability
- 73 Time Management & Work Stress Workshop
- 74 Time Management and Setting Priorities
- 75 Training Needs Analysis (TNA)
- 76 Training of Trainers (Workshop)
- 77 Work Attitude , Behavior & Customer Services
- 78 Advanced communication and interpersonal skills
- 79 Modern Secretary and Office Management
- 80 Interpersonal skills in the work environment
- 81 Leadership and Management Excellence
- 82 Manage multiple tasks , priorities and deadlines
- 83 Advanced Presentation Skills
- 84 Effective leadership and enhanced communication skills
- 85 Effective negotiation , persuasion and critical thinking
- 86 Strategic planning and management control



MANAGEMENT COURSES

- 87 Team work and leadership skills
- 88 Priorities Management, performance and work Stress
- 89 Achieve career success : Breakthrough strategies for workplace excellence
- 90 Performance evaluation and quality control staff
- 91 Mastering the skills of supervision
- 92 Effective administrative and supervision skills
- 93 Interpersonal skills in the work environment
- 94 Time control , prioritization , and work stress
- 95 Self-management and the art of leading others
- 96 Strategies for change and organizational development
- 97 Development of effective leadership : self-awareness, and the skills and strategies
- 98 Leading high performance teams
- 99 Motivating, Coaching, Counseling & Mentoring: Practical Tools for Effective Leadership & Develop Talent
- 100 Advanced communication and interpersonal skills
- 101 Modern Secretary and Office Management
- 102 Interpersonal skills in the work environment
- 103 Leadership and Management Excellence
- 104 Manage multiple tasks , priorities and deadlines
- 105 Advanced Presentation Skills
- 106 Effective leadership and enhanced communication skills

- 107 Effective negotiation , persuasion and critical thinking
- 108 Strategic planning and management control
- 109 Team work and leadership skills
- 110 Priorities Management, performance and work Stress
- 111 Advanced executive secretarial
- 112 Strategic planning, development and implementation
- 113 Developing leadership and supervision skills
- 114 Excellence in negotiation and influencing skills for managers and leaders
- 115 Effective time management and planning
- 116 Management skills and techniques
- 117 Negotiation skills and problem-solving
- 118 Setting goals, planning and decision - making
- 119 Business Process Analysis & Modeling
- 120 Strategic Planning: communication, measurement and implementation
- 121 Strategic Change Management
- 122 Strategic thinking and planning for the continued success and goals achievement
- 123 Strategies of leadership and decision-making techniques
- 124 Supervisory skills development and increasing the effectiveness of Management Performance
- 125 Excellence and administrative supervision and dexterity In performance
- 126 Leading Confidence : confidence - building and management through communication
- 127 Simplifying work procedures



PERSONAL DEVELOPMENT SKILLS

- 1 Advance Presentation Skills
- 2 Advanced Communication Skills
- 3 Analytical Thinking At Workplace
- 4 Assertiveness & Self-Confidence
- 5 Basic Presentation Skills
- 6 Body language Basics
- 7 Building Better Work Relationships
- 8 Business Communication
- 9 Business learning communication
- 10 Business Report Writing
- 11 Civility in The Workplace
- 12 Communicating & Dealing with others
- 13 Communication and Interpersonal Skills at Work
- 14 Communication and Interpersonal Skills at Work
- 15 Communication and Interpersonal Skills for Technical Professionals
- 16 Communication and Planning Skills for Administrative Professionals
- 17 Communication in The Workplace Course: Strategies for Success
- 18 Communication Skills
- 19 Communication Skills (Oral and written with high management, and with Child)
- 20 Communication Strategies

- 21 Communication Techniques for strong Work Relationships
- 22 Communications Skills & Time Management
- 23 Conflict Resolution
- 24 COVID-19 Pandemic: Managing Stress and Anxiety
- 25 Creative Development Skills to Raise Productivity
- 26 Creative Thinking
- 27 Cross-Cultural Communication Skills
- 28 Dealing in The Work Environment
- 29 Dealing with Work Pressures
- 30 Delivering Constructive Criticism
- 31 Delivering Effective Motivating Solutions (Problem Solving & Decision Making)
- 32 Develop Your Personal & Interpersonal Consciousness (Self Development/ Personality At Work)
- 33 Developing Creativity
- 34 Developing Delegation Skills for other Important Issues
- 35 Developing Emotionally Intelligent Management & leadership Strategies
- 36 Developing Positive Behavioral Skills
- 37 Development for Administrative Excellence



PERSONAL DEVELOPMENT SKILLS

- 38 Education Modules for Palliative Care
- 39 Effective Communication
- 40 Effective Communication & Persuasion & Negotiation Skills
- 41 Effective Communication Skills
- 42 Effective Communication Skills & Dealing with others
- 43 Effective Communication Skills & Time Management
- 44 Effective Communication Skills: Methods & Techniques
- 45 Effective Management Communications
- 46 Effective Negotiation Skills
- 47 Effective Negotiation Skills & Conflict Resolution
- 48 Effective Negotiation Strategies & Body Language Skills
- 49 Effective Technical Report Writing Technique
- 50 Emotional Intelligence

ENGLISH COURSE

- 1 General English all levels as per the North American Standards of English
- 2 Language Teaching,
- 3 TOFEL Certificate
- 4 English for Work place
- 5 English for Business
- 6 English Speaking



QUALITY MANAGEMENT AND ISO

- 1 Business Process Re- Engineering
- 2 Employee Awareness
- 3 Essentials of Total Quality Management (TQM)
- 4 Establishing Company Objectives
- 5 Internal Audit
- 6 Management Awareness
- 7 Managing a Quality Program
- 8 Quality Manager Training
- 9 Reliability Leadership for Manufactory Excellence
- 10 Self Audit Programs
- 11 Selecting the Right Manufacturing Improvement Tools
- 12 Statistical Process Control
- 13 Understanding ISO 9000 / 14001/ 18001: 2000
- 14 Writing Effective Operating & Maintenance Procedures
- 15 Measurement, Analysis and Improvement
- 16 Procedure Writing
- 17 Production Optimization Using System Analysis
- 18 The Basis of Quality Management
- 19 Execution of a Quality Management System
- 20 Modern Skills of the Quality Manager
- 21 Building a Customer-Oriented Organization

- 22 Managing Supplier Relationship
- 23 Design & Improvement of Processes
- 24 Root Cause Analysis - An important Quality Tool
- 25 Quality Tools & Techniques to Enhance Performance
- 26 Cost of Quality - An Important Quality Tool
- 27 Lean Six Sigma - A Comprehensive Insight
- 28 Quality Management Systems: Internal Auditing
- 29 The Importance of Strategic Quality in Business Processes



FINANCE AND ACCOUNTING

- 1 Setting & Controlling Budgets
- 2 International Financial Reporting Standards
- 3 Managerial Accounting: Information for Planning, Decision Making and Control
- 4 Advanced Cash Flow & Working Capital Management
- 5 Financial Analysis, Planning & Control
- 6 Financial Analysis, Modelling & Forecasting
- 7 Investment Management
- 8 Financial Strategy & Accounting Skills
- 9 Budgeting, Forecasting and the Planning Process
- 10 Corporate Financial Planning, Budgeting & Control
- 11 Budget Preparation Skills
- 12 Fundamentals of Finance & Accounting
- 13 Financial Management for Non-Financial Professionals
- 14 Exchange inventory system and automatic adjustments
- 15 Financial Control and Auditing
- 16 Account for Non-Accountant
- 17 Accounting Control for Financial Performance
- 18 Accounting for Non-Accountants
- 19 Accounting for 1/at
- 20 Accounting Fundamentals, The Income statement & Working Capital
- 21 Accounting Principles & Best Practices

- 22 Accounting Processing of Vat for The Preparation of Financial Statements
- 23 Accounting Skills for Sales Professionals
- 24 Accounts Receivable: Planning, Organizing & Achieving Best Practice
- 25 Advanced Financial Analysis
- 26 Advanced Accounting
- 27 Advanced Financial Accounting
- 28 Advanced Systems in Accounting) Budgeting & Financial Statements
- 29 Advanced Taxation Management
- 30 Applications of Modern Financial & Accounting Policies & Procedures for Performance Support
- 31 Audit Manager Tools & Techniques
- 32 Audit Risk Management & Evaluation
- 33 Basic Mechanics & Accounting for Vat
- 34 Budget Preparation Using Advanced Methods
- 35 Budgeting, Costing & Decision Making
- 36 Budgeting, Planning & Management Report
- 37 Building A Customer-Centric Service Culture
- 38 Cash flows Management and Methods of Preparation
- 39 Cost Accounting & Auditing
- 40 Cost Accounting In Industrial Companies
- 41 Cost Estimation & Budgeting



FINANCE AND ACCOUNTING

- 42 Cost Estimation and Analysis
- 43 Customized Training on Budget
- 44 Data Collection and Analysis
- 45 Developing The Accounting Skills in The Receipts & Revenue Sections
- 46 Documentary Credits & Guarantee Letters
- 47 Effective Budgeting & Cost Control
- 48 Efficient Finance & Accounting Operation
- 49 Feasibility Studies
- 50 Finance and Budgeting for Non-Finance
- 51 Finance for Non-Financial Professionals
- 52 Financial & Administrative Audit
- 53 Financial Accounting & Financial Statements Preparation
- 54 Financial Accounting for Non Financials
- 55 Financial Analysis & Reporting
- 56 Financial Analysis, Evaluation, Budgeting & Decision Making
- 57 Financial Analysis, Planning, Evaluation, Budgeting & Control
- 58 Financial Management
- 59 Financial Planning & Budgeting
- 60 Financial Reporting Fask
- 61 Financial Reporting: The Current Climate
- 62 Financial statement Estimation, Risk Assessment and Internal Control
- 63 Fund Management & liquidity Preparing



HUMAN RECOURCES

- 22 Development of Trainer's Skills
- 23 Etiquette Skills & Art of Dealing with The Public for Office Managers
- 24 Explore The Profession
- 25 Human Resource Business Partner
- 26 Human Resources Policies & Procedures
- 27 Identifying knowledge gaps and training needs
- 28 Introduction to ISO 14001
- 29 KPI Setting & Measurement
- 30 Management & Behavioral Skills for New Employees
- 31 Development for The Training's Coordinators & Human Resources
- 32 Managing The Training Development
- 33 Modern Training Strategies & The Preparation of Training Plans
- 34 Planning ,Monitoring & Improving The Performance Results
- 35 Provisional Training Assessment
- 36 Skills Development for Operations Coordinators
- 37 Skills to Identify Training Needs & Develop A Plan of Integrated Training
- 38 Strategic Change Management for HR Professionals
- 39 Strategic Planning for Human Resources
- 40 The Art of Selection, Interviewing and Recruitment
- 41 The Development of Human Resources & Personnel Management
- 42 The Development of New strategic
- 43 Partnerships Human Resources

- 44 The legal Aspects in Human Resources
- 45 TOT : Training of Trainers
- 46 Training & HR Specialists Preparation
- 47 Training Management
- 48 Understanding The Complete Training Cycle
- 49 Writing Effective Policies & Procedures
- 50 Developing Employees Performance Through Leading & Motivation
- 51 Modern Trends in Career Planning, Job Design & Budgeting
- 52 New Behavioral Prospective & Thinking
- 53 Organizational Foundations In The Work Field
- 54 Organizational loyalty
- 55 Effective Skills for Recruitment Procedures



SECRETARIAL AND OFFICE ADMINISTRATION

- 1 Project Management for Professionals
- 2 The Effective Secretarial Practices for Business Administration
- 3 Best Practices for Administrative Assistants and Office Managers
- 4 Tools & Techniques in Senior Office Management
- 5 Advanced Senior Office Management Skills for Administrators
- 6 Communication & Interpersonal Skills for Administrative Assistants and Secretaries
- 7 Managing and Planning Meetings and Committees
- 8 The Administrative Professionals Guide for Better Work Organization
- 9 Electronic Filing and Archiving
- 10 Shorthand Skills, Memory Activation and Speed-Reading
- 11 Office Management Skills for Support Staff, Secretaries & Administrators
- 12 Implementation of Secretarial Skills
- 13 Advanced Program for Senior Secretaries
- 14 Administrative & Secretarial Skills for Higher Productivity
- 15 Secretarial & Administrative Language Processing
- 16 In-Depth Skills for Personal & Administrative Assistants
- 17 Modern Secretary and Office Management



MARKETING AND SALES

- 14 Advanced Communication and Interpersonal Skills
- 15 Advanced Customer Service Management
- 16 Advanced Public Relations
- 17 Managing Service Quality and Customer Satisfaction
- 18 Advanced Office Management & Effective Administration Skills
- 19 Public Relations and Media Skills
- 20 Hospitality Events and Conferences Management
- 21 Marketing Crisis Management
- 22 The Strategic Marketing Management
- 23 Public relations in crisis management and emergency events
- 24 Electronic public relations activities
- 25 Interpersonal skills for public relations specialists
- 26 Modern management of public relations protocols
- 27 Advanced Communication and Interpersonal Skills
- 28 Advanced Customer Service Management
- 29 Advanced Public Relations
- 30 Managing Service Quality and Customer Satisfaction
- 31 Advanced Office Management & Effective Administration Skills
- 32 Public Relations and Media Skills
- 33 Hospitality Events and Conferences Management
- 34 Marketing Crisis Management
- 35 The Strategic Marketing Management
- 36 Public relations in crisis management and emergency events
- 37 Electronic public relations activities
- 38 Interpersonal skills for public relations specialists
- 39 Modern management of public relations protocols



SECURITY

- 1 Integrated Security System
- 2 A man of security in resisting terrorism
- 3 Security investigation and interrogation skills
- 4 Managing Security Data and Performance Metrics
- 5 Managing and Basic Maintaining Your CCTV and Network Video Systems
- 6 The Threat of the Unmanned Vehicles
- 7 Development of a Comprehensive Insider Threat Program for Industry
- 8 Anti-Terrorism Technologies
- 9 Modern Concepts of Industrial Security
- 10 Security Planning
- 11 (Protection Plans & Set-Up Procedures)
- 12 Security Crisis Management
- 13 Detection and Handling of Explosives
- 14 Detecting Fraud and Counterfeiting
- 15 Basic Skills for Industrial Security Officers
- 16 Advanced Skills for Industrial Security Officers
- 17 Security Physical Barriers
- 18 Report writing and Security Inspection Skills
- 19 Security Investigation and Interrogation Skills
- 20 Advanced Security Skills
- 21 The effective of security supervision.
- 22 Cyber security, Alarm systems and hazard risk exposure.
- 23 Security of public installations and embassies.
- 24 Improving the methods and security work procedures.
- 25 Crisis management and security negotiation skill.
- 26 Interior security operations.
- 27 Strategies of installation security against sabotage.
- 28 Contingency plan in facing up terrorism.
- 29 The role of the security officer in combating terror operations" plans & methods"
- 30 The concept of comprehensive security in vital installations, embassies & airports.
- 31 The behavioral skills of the security supervisor.
- 32 Security planning' protections plans and taken procedures'.
- 33 Leadership skills and security supervision.
- 34 Recruitment and operating information resources 'the art of operating agents'
- 35 Security investigation and interrogation skills.
- 36 Offices, documents and information security.
- 37 Report writing and security inspection skills.
- 38 Basic airport security training program.
- 39 Modern strategies in preparing and executing security plan.



HEAVY EQUIPMENT COURSE

1. Crane Rigger - new Licensing and Re-Licensing
2. Forklift Safe Operation new Licensing and Re-Licensing
3. Lifting Tackles Inspection new Licensing and Re-Licensing
4. Man Lift Safe Operation new Licensing and Re-Licensing
5. Overhead Crane Operator new Licensing and Re-Licensing
6. Remote Control Overhead Crane new Licensing and Re-Licensing
7. Mobile Crane new Licensing and Re-Licensing
8. GANTRY CRANE new Licensing and Re-Licensing
9. MOBILE EQUIPMENT, SAFETY & OPERATION new Licensing and Re-Licensing
10. Front End loader - new Licensing and Re-Licensing
11. Shovel new Licensing and Re-Licensing
12. Bobcat new Licensing and Re-Licensing
13. Bulldozer new Licensing and Re-Licensing
14. Excavator new Licensing and Re-Licensing





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STUDIES

INSTITUTE OF BUSINESS & MANAGEMENT HIGHER STUDIES