



## Continuing Education Center

Courses > Management Courses

### Management Courses

#### How to market yourself

This program will help you to learn how to use attractive and practical tools to market yourself, your skills and experience by applying self-marketing strategies.

**Duration:** 8 Hours

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#### CV Writing

This applied workshop will help you to write your cv by using high professional format.

**Duration:** 3 Hours

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## **Interview skills**

To make a great impression at an Interview, you have to apply several technics and skills to prove that you are perfectly suitable for the job.

**Duration:** 3 Hours

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## **Career path planning**

This workshop will guide you to the key effects of development your career, and how to plan your career path based on your skills and objectives.

**Duration:** 4 Hours

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## **How To Manage Your Manager**

This workshop will help you to deal with difficult managers and apply your suggestions at work without any resistance.

**Duration:** 8 Hours

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## **Communication Skills**

This program is designed to help participants understand and practice how communication is a powerful tool to be used to achieve successful personal, team and organization success.

**Duration:** 8-12 Hours

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## **Creative Thinking**

This program is designed to help participants look at problems and challenges from new perspectives, and ultimately be more equipped to generate original ideas in the workplace.

We will introduce a methodology that helps participants make better and more original connections to come up with new ideas.

**Duration:** 8 Hours

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## **Entrepreneurship**

The integrated guide to establish your own business and lead it towards profit and sustainability.

**Duration:** 12-16 Hours

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## **Effective Marketing**

By using the new marketing strategies, you will learn how to attracting and bring new customers.

**Duration:** 12-16 Hours

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## **Business Etiquette**

Our business etiquette seminars play an important role in training programs and address the important differences between social and business etiquette. Each is highly beneficial for newly hired employees, employees with management potential and "front-line" sales and marketing personnel responsible for profitable sales growth and customer relationship management.

**Duration:** 8 Hours

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## **Negotiation Skills**

This program is designed to help participants in achieving goals through negotiations and discussions that include several segments like: Situation analysis, Focusing on the issue, being

Objective to evaluate options, Build Business to Business relation with customers, and most importantly get agreement and commitment for actions.

**Duration:** 8 Hours

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## **Problem-solving and decision making**

This program will help you to discover the benefits and techniques of sharing with others, exploring situations, identifying problem causes, identifying and evaluating alternative solutions and developing criteria for effective decision making.

**Duration:** 8 Hours

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## **Effective supervisory skills**

This program is designed for all those who have the potential and capabilities of developing into a supervisors, team leaders and managers. Whatever their job title, if they are in charge of others then they will be helped greatly by this program, since they will learn many things such

as: Understanding and practicing key supervisory/management skills, learning how to motivate and harness their staff potential and abilities and enhancing their personal empowerment for successful corporate leadership.

**Duration:** 12 Hours

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## **strategic planning**

Most organizations these days have both a Mission and Vision Statement which is communicated to staff, shareholders, customers and other interested parties. The next step for any organization is translating it into a specific action plan or (Strategic Plan). This will detail the various steps in achieving the overall vision of the company. This Course will look at "Where are we now?", "Where we need to be?", "How we get there?", and "How do we know we are there?" This will give a logical sequence to follow when putting together a strategic plan.

**Duration:** 8-12 Hours

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