# 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

**Training Language**: English & Arabic

## CV Writing

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

**Duration**: 3 Hours

**Training Language**: English & Arabic

## 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

**Training Language**: English & Arabic

## 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

**Training Language**: English & Arabic

## 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

**Training Language**: English & Arabic

## 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

**Training Language**: English & Arabic

## 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

**Training Language**: English & Arabic

## Entrepreneurship

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

**Duration**: 12-16 Hours

**Training Language**: English & Arabic

## Effective Marketing

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

**Duration**: 12-16 Hours

**Training Language**: English & Arabic

## 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

**Training Language**: English & Arabic

## Business English

A very practical course ideal for those who already have a good grounding in English. It covers a wide range of topics which are most important in speaking and writing good English of an advanced standard, both in everyday situations and in the workplace; whether that is in business, industry or government service.

**Duration**: 20 Hours

**Training Language**: English

## 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

**Training Language**: English & Arabic

## 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**: 36 Hours

**Training Language**: English & Arabic

## 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**: 36 Hours

**Training Language**: English & Arabic

## Advanced Concepts of Total Quality in Office Management

Understand total quality management applications to improve institutional performance in office environments.

**Duration**: 3 Days

**Training Language**: English & Arabic

## Etiquette and Public Interaction Skills for Office Managers

Gain etiquette and protocol skills for interacting with visitors, clients, and colleagues.

**Duration**: 3 Days

**Training Language**: English & Arabic

## Advanced Supervisory and Organizational Skills for Executive Office Managers

Enhance supervisory, organizational, and coordination skills to improve executive office performance.

**Duration**: 3 Days

**Training Language**: English & Arabic

## Preparing the Professional Manager

Equip participants with leadership and management skills to excel as professional managers.

**Duration**: 3 Days

**Training Language**: English & Arabic

## Creativity and Excellence in Administrative Services

Develop creativity and excellence in delivering efficient and professional administrative services.

**Duration**: 3 Days

**Training Language**: English & Arabic

## Quality in Public Services Management

Explore quality management concepts and practices in public service delivery to enhance client satisfaction.

**Duration**: 3 Days

**Training Language**: English & Arabic

## Support Services Management and Key Performance Indicators

Develop skills in managing support services and applying KPIs to measure operational efficiency.

**Duration**: 3 Days

**Training Language**: English & Arabic

## Administrative Creativity in Planning, Organizing, and Coordination

Promote creative thinking in administrative processes to achieve effective planning, organization, and coordination.

**Duration**: 3 Days

**Training Language**: English & Arabic

## Coordination and Follow-up Skills in the Workplace

Acquire effective coordination and follow-up tools to ensure workflow efficiency and goal achievement.

**Duration**: 3 Days

**Training Language**: English & Arabic

## Integrated Skills for the Professional Executive Assistant

Enhance the advanced skills of executive assistants in organization, communication, and priority management.

**Duration**: 3 Days

**Training Language**: English & Arabic

Apply Now

View Page