

MANAGEMENT COURSES

CONTEMPORARY BUSINESS COMMUNICATION (MG20A)

OBJECTIVE:

This course is designed to provide participants with skills on effective business communication, planning, writing e-mails, memos and reports.

WHO SHOULD ATTEND?

This course is recommended for new managers, team leaders, coordinators and for those who are involved in business communication.

COURSE CONTENT:

- Communicating in an organization
- Business communication and perusal career
- The communication process
- The three step writing process
- Planning business documents
- Organizing composing & designing business documents
- Organizational letters and memos
- Report and proposal writing
- Using visual aids in business reports and proposal
- Organizing and writing short and long reports
- Oral Communication in groups

Duration: 5 Days

| Date: | Venue: | Cost: |
|---------|--------|-----------|
| Apr 5-9 | Kuwait | USD 2,200 |
| Oct 4-8 | Cairo | USD 2,200 |

CRISIS MANAGEMENT (MG38C)

OBJECTIVE:

This course will enable the participants to detect, understand, handle and control any organization during a crisis.

WHO SHOULD ATTEND?

Production, Maintenance, operation, quality Engineers, planners and functional managers, support personal and team leaders.

COURSE CONTENT:

- General Introduction
- Basic principles of crisis management
- Designing for crises
- Service recovery
- Safety considerations
- Crisis teams training
- Delegated people before crisis their roles and tasks

Duration: 3 Days

| Date: | Venue: | Cost: |
|------------|--------|-----------|
| Mar 7-9 | Jordan | USD 1,800 |
| Sept 27-29 | Oman | USD 1,800 |