



مركز المستشار الوطني للتدريب
National Consultant Centre For Training

NCC In-House Training Courses In

Business Administration, Management & Soft Skills

1. Achieving Excellence in Customer Service: Providing a Quality Service
2. Achieving Leadership Excellence: Inspire, Build & Deliver
3. Achieving Results
4. Administration and Management Analysis
5. Administration and Office Management: Best Practices and Technology
6. Administration Performance & Skills Development for Administrative Personnel
7. Advanced Communication Skills for Leaders
8. Advanced Data Management Records (EDM/RM) Systems: Managing Records Using Electronic Document Management Systems
9. Advanced Document Controlling and Office Management
10. Advanced Human Resources Management Seminar: The Latest HR Professional Techniques
11. Advanced Leadership & Management Skills
12. Advanced Legal Translation and Memo Writing
13. Advanced Management & Coordinating Training Proactively
14. Advanced Management & Excellence: The Art of Leadership & Management Seminar
15. Advanced Marketing Strategy
16. Advanced Negotiation, Communication & Presentation Skills
17. Advanced Office Management & Effective Administration Skills
18. Advanced Secretarial Course and Office Management
19. Advanced Selection, Interviewing & Recruitment Skills
20. Advanced Skills to Write Reports
21. Advanced Supervisor: The Advanced Supervisory Skills, Supervisor Development Program
22. Advanced Team Leadership Workshop
23. Advanced Teamwork and Cooperation Skills
24. Aligning Training with Organizational Development
25. Analyzing And Designing Successful Organizations Leading A Complex Effort in A Changing World
26. Assertiveness Skills
27. Assessing Training and Development Needs to Support Business Goals
28. Authentic Leadership: Courage, Coaching & Ethics
29. Basic of HR (Human Resource) Management
30. Basic Supervisory Skills
31. Be a Better Leader
32. Best Practices for Performance Management in A Multi-Cultural Environment



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33. Best Practices for Personnel-HR Assistants
34. Blended Learning Training Course
35. Breakthrough to Success
36. Budgeting and Budget Control of The HR Function / Effective Manpower Planning
37. Building and Managing Employee Relations
38. Building Executive Team Success: The Key to A Winning Global Enterprise
39. Building High Performance Teams Capturing The Magic of Synergistic Effort
40. Building Skills for Working in Teams: Igniting Passion & Activating Potential in Teams
41. Business Acumen Program
42. Business Driven Human Resource Development
43. Business Etiquette & Protocol
44. Business Leadership: Becoming Management Material
45. Business Management
46. Business Planning: Practical Strategies For Organizational Success
47. Business Process Analysis and Modeling
48. Business Process Reengineering
49. Business Report Writing Skills
50. Business Writing for Administrative Professionals
51. Camp Management
52. Career Development & Succession Planning
53. Certificate In Resource Management, Recruitment & Talent Planning
54. Change Management: People and Process
55. Coaching for Performance
56. Coaching, Mentoring and Team Building Skills
57. Communication & Planning Skills for Administrative Professionals
58. Communication and Negotiation Skills
59. Communication Skills for Managers
60. Communication Skills in Oil and Gas Fields
61. Communication, Coordination and Leadership: Enhancing Leadership & Supervisory Skills
62. Compensation & Benefits Management
63. Compensations & Benefits, Job Evaluation and Job Analysis
64. Competencies for HR and Other Professionals Based Management
65. Competency & Behavior Based Interview
66. Competency Based Approach to Training & Career Development
67. Competency Based Performance Management
68. Concise Minute Taking
69. Consultancy Skills for Training and Development Professionals
70. Creative Problem Solving & Decision Making
71. Creative Thinking and Innovation Techniques
72. Critical Thinking and Creative Problem Solving
73. Designing A Competency-Based Performance Appraisal System



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74. Developing Core Skills for Administrators & Secretaries
75. Developing Effective Interpersonal & Communications Skills
76. Developing Managerial Excellence
77. Developing Marketing Strategy
78. Document Controlling and Office Management
79. Documents & Records Management Compliance
80. Economic Engineering for Managers
81. Effective Business Communication & Presentation Skills
82. Effective Business Decisions Using Data Analysis
83. Effective Leadership & People Management
84. Effective Management & Leadership Styles
85. Effective Office Administration and Power of Positive Attitude
86. Effective Presentation Skills
87. Effective Records and Archives Management Flow
88. Electronic Document Management Systems (EDMS)
89. Emotional Intelligence: Skills for Excellent Leadership
90. Employee Empowerment and Engagement
91. Employee Relations
92. Employee Retention Schemes & Techniques
93. Enhance Presentation Skills
94. Enhanced Productivity Skills Maximizing your Personal Effectiveness
95. Enhancing The Skills of Training Coordinators
96. Essential Skills for Effective Training
97. Essential Skills for The New Manager & Supervisor
98. Executive Leadership: Delivering Results Through Strategic Performance Management
99. Executive Secretary: A Comprehensive Training Course
100. Executive Supervisory Development
101. Financial Skills for HR Professionals
102. Fundamentals Skills for the HR Professionals
103. Getting Results Through Training
104. Goal Setting, Planning & Decision Making
105. High Productive & Effective Administration
106. How to Sharpen your Business Writing Skills
107. HR & KPIs Benchmarking
108. HR Communication
109. HR Management: The HR Business Partner
110. HR Measurement and Benchmarking
111. Human Resource (HR) Management Skills
112. Human Resources & Capability Development in Oil & Gas
113. Human Resources Training: HR for The Non HR Manager
114. Identification and Analysis of Training Needs
115. Identifying Training Needs and Evaluating Training
116. Implementation of Six Sigma: How to Get The Best Results & High Performance



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117. Influencing Skills, Assertiveness and Negotiation
118. Innovative Leadership Competencies
119. Internal Communications Master Class
120. Interpersonal Communication Skills
121. Knowledge Management: How to Create an Effective Learning Organization
122. Latest Techniques for Interviewing, Testing & Effective Selection
123. Leadership & Management in Times Of Pressure, Stress & Crisis
124. Leadership & Team Management Skills for Technical Professionals in Oil & Gas
125. Leadership and Supervisory Skills Development
126. Leadership and Team Development for Managerial Success
127. Leadership Best Practices: Enhancing Leadership for Peak Performance
128. Leadership Development: Self-Awareness, Skills & Strategies
129. Leadership Fundamentals & Supervisory Skills
130. Leadership Skills : Success Through Team Work
131. Leadership Skills for Supervisors
132. Leadership Vision and Organisational Reality
133. Leadership, Communications & Interpersonal Skills
134. Leadership, Critical Thinking & Innovation
135. Leading Creatively
136. Leading Strategic HR Transformation
137. Leading Teams in High Performance
138. Leading With Emotional Intelligence
139. Legal Translation & Memo Writing
140. Linking Training to Organizational Goals
141. Management and Leadership Skills for Supervisors
142. Management Creation in Organizing, Planning and Coordination
143. Management Excellence Masterclass
144. Management Reporting and Decision Making
145. Management Skills & Techniques: Effective Goal Setting, Planning & Task Management
146. Management Skills for The New Manager
147. Managerial Leadership
148. Managing Conflict, Change And Handling Difficult People
149. Managing Leavers and Termination of Employment: Avoiding Expensive Mistakes
150. Managing Service Quality and Customer Satisfaction
151. Managing the Training Process
152. Manpower Organisation, Succession Planning & Trend Analysis
153. Maximising Press & Media Coverage
154. Measuring & Maximizing Training ROI
155. Measuring, Monitoring & Achieving The Excellence Quality in Customer Service
156. Meeting Management: The Art of Making Meetings Work
157. Modern Management of Public Relations



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158. Motivating and Coaching, Counseling & Mentoring Practical Tools for Effective Leadership
159. Motivation & Behaviour: A Professional and Personal Seminar for Executives
160. Motivational Leadership and Building Successful Teams
161. Negotiation, Persuasion & Critical Thinking
162. Office Management & Effective Administration Skills
163. Organizational Development to Meet Changing Needs
164. Performance Management, Appraisal and Motivation
165. Performance Measurements, Continuous Improvement & Benchmarking
166. Personal Effectiveness & Influencing Skills: Communicate, Negotiate, Influence & Persuade
167. Personal Skills for Professional Excellence
168. Planning & Control Techniques
169. Plant Upset Management: Manage Manpower Effectively and Assess Risk Properly
170. Power of Employee
171. Practical Tools for Effective Leadership & Develop Talent
172. Principles of Strategic Management
173. Professional Training Coordinator : Analysis, Consulting and Evaluation
174. Project Leadership Building High Performance Teams
175. Project Quality Assurance and Quality Control
176. Protocol & Event Management
177. Public Relations, Strategies for Success
178. Public Speaking & Presentation Skills
179. Putting Strategy into Action: Planning & Implementing Successful Corporate Strategies
180. Qualities And Ethics of A Successful Secretary
181. Real Life Management Skills
182. Recent Trends for The Development of Marketing and Applications to Increase Sales
183. Receptionist and Frontline Training Program
184. Recruitment, Selection & Retention: Essential Skills for Competent Workforce Preservation
185. Retaining Valuable Employees
186. Rewards Management: Compensation Packages and Salary Structures
187. Scheme Management and Public Relation
188. Setting Priorities, Time Management & Stress Reduction
189. Seven Habits of Highly Effective People
190. Simplifications and Work Procedures
191. Strategic Change Management for HR Professionals
192. Strategic Crisis Management: Planning for Unexpected Challenges
193. Strategic Human Resources Management
194. Strategic Lateral Thinking & Planning
195. Strategic Thinking & Business Planning



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196. Strategy & Strategic Planning
197. Stress Control at Workplace: Managing Stress, Building Self-Esteem, And Staying Positive at Work
198. Successful Planning, Organizing & Control
199. Supervisory Skills & Effective Communication Skills in Security Field
200. Sustaining Sustainability: Organizational Assessments & Systems
201. Systems Thinking in Analysing Problems
202. Talent Management for Key Succession
203. Team Building & Leadership Skills
204. Team Leadership & Management
205. Technical Report Writing
206. Technical Writing A Comprehensive Hands-On Introductio
207. The 10 Essential Skills for Successful Management
208. The Administration Officer Development Program
209. The Advanced Training Manager: Politics & Performance
210. The Art of Human Resource Management
211. The Art of Identification and Analysis of Training Needs: Manage Training Operations
212. The Art of Supervisory Skills
213. The Balanced Scorecard and Key Performance Indicators (KPI'S)
214. The Certified Training Administration
215. The Complete Course on Operations Management and ERP Systems
216. The Effective & Successful Manager Skills for Newly Promoted Managers
217. The Effective Human Resources Administrator
218. The Executive Secretary - Excellence Program
219. The Foundation of Leadership
220. The Middle Manager Development Program
221. The Office Manager - Excellence Program
222. The Support Staff and Administrative Assistant Training Program
223. The Training Analyst
224. The Training Coordinators Workshop "Excellence is Unavoidable"
225. Time and Priority Managements
226. Total Quality Management
227. Training Co-Ordinators Workshop- Improving Training Effectiveness
228. Training Evaluation And Measuring ROI (Return On Investment) on Training
229. Training Needs Identification & Analysis
230. Transfer from Being Manager to Leader
231. Understanding & Dealing with your & others Attitude
232. Understanding Business Needs
233. Understanding Mindset Change
234. Understanding Organization Structure, Climate & Culture
235. Understanding Strategies Development
236. Work Planning & Scheduling Skills
237. Working Capital Management



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238. Workplace Coaching: Understand, Organise and Perform
239. Writing Effective Policies & Procedures
240. Writing HR Policies, Procedures and Conducting Staff Performance Appraisal
241. Mapping your Roadmap to success
242. Industrial Labour Relations
243. Effective Training Functions
244. Management by Objectives
245. Specification Writing
246. Materials Management and Stock Control
247. Job Evaluation
248. Planning & Management Transportation Distribution Activities
249. Rapid and Effective Reading
250. The use of Computer in Stock and Material control
251. Secretary role in Management
252. Evaluation Training Effectiveness
253. Managing people
254. Quality Management & Control
255. Stock and Material Control

٢٥٦. تصميم واعداد الحقائب التدريبية
٢٥٧. تنمية المهارات الادارية للمرأة العاملة
٢٥٨. تصميم وتنفيذ التدريب أثناء العمل
٢٥٩. تحديد الاحتياجات التدريبية
٢٦٠. المهارات القيادية في الادارة
٢٦١. التطبيقات العملية لتخطيط لمسار الوظيفي
٢٦٢. ادارة الوقت والاجتماعات
٢٦٣. تخطيط المسار الوظيفي
٢٦٤. اعداد وكتابة التقارير
٢٦٥. تخطيط القوى العاملة
٢٦٦. الإدارة الفعالة للاجتماعات واللجان
٢٦٧. تنمية المهارات الإدارية للمهندسين
٢٦٨. تقييم العاملين وصياغة نظم الاجور والحوافز
٢٦٩. التدريب العملي لكتابة الوصف الوظيفي
٢٧٠. تنمية مهارات الإدارة الوسطى وتأهيل المرشحين لها
٢٧١. تخطيط وادارة التدريب
٢٧٢. إعداد وكتابة البحوث والدراسات
٢٧٣. كتابة ومناقشة التقارير السنوية للأداء
٢٧٤. إدارة شؤون الأفراد
٢٧٥. إعداد الهياكل التنظيمية وتوصيف الوظائف
٢٧٦. تصميم وتنظيم المكاتب وأماكن العمل
٢٧٧. إعداد وتنظيم وادارة المؤتمرات
٢٧٨. تشغيل وقيادة فرق العمل الجماعي
٢٧٩. تشغيل وقيادة فرق العمل
٢٨٠. إدارة وتنمية الموارد البشرية
٢٨١. تحسين مهارات التفاوض



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- ٢٨٢. اتخاذ القرار وحل المشكلات
- ٢٨٣. السكرتارية والادارة المكتبية الحديثة
- ٢٨٤. نماذج الرقابة على الأداء
- ٢٨٥. أساليب الرقابة الإدارية