

# 2024

# puB LIC

TRAINING  
CALENDAR



RESHAPING THE LEARNING EXPERIENCE



At Skills Bank, we know that urgent need of getting trained on a specific topic as soon as possible! You face that challenge you need to conquer or got a skill you need to acquire for a certain opportunity ahead, and you can't afford to wait for your organization to arrange a related workshop.

That's why we support you with our monthly public workshops calendar. Every December of each year, Skills Bank team launches the whole year public calendar with all the topics you might need throughout the year. All you need is to check your availability, register your spot, and be there on time!

Since its establishment and until now, Skills Bank has a proven track record of delivering highly efficient training and coaching services to over 300 SMEs and large corporates in different sectors such as banking, pharmaceutical, oil & gas, real estate, construction, automotive, telecommunication, FMCGs, wholesale, retail, industrial, shipping, insurance, NGOs, and many others. With a head office in Cairo, the heart of Egypt, Skills Bank serves most of Egypt's governorates, including Cairo, Suez, Port Said, Alexandria, Behera, Mansoura, El Gouna, and more. It also serves Gulf countries, starting with KSA, UAE and Kuwait. Now, we have an office in Riyadh and are actively planning to rapidly expand into additional countries."

# WORKSHOP CATEGORIES

Interpersonal skills Self development		Available in
1	Negotiation keys for Master Negotiator	Jan – April – July – Oct
2	Building Bridges : Practical Communication for real-world workplace	Jan- March – June – Aug – Oct – Dec
3	Your 720 Minutes Guide for Time Management	Jan – April – July -Oct – Nov
4	Business Etiquette – Design Business With Class	Jan – July
5	Business Etiquette – For Premium Customers	April – Oct
6	Analytical Thinking	March – April – July – Sep – Nov – Dec
7	Building your decision making muscles	March – April – July – Dec
8	The Power of Positive Attitude	July
9	Crucial Conversations	March – August – Dec
10	Self Awareness & Self Confidence	Dec
11	Super Trainer	June
12	Accountability and Ownership	June – Nov
13	Emotional Intelligence	Jan – June – Aug
14	Managing self and leading others	Jan – June – Aug – Nov
15	Assertiveness Skills & Dealing With Difficult Situations	May – Sep
16	The Brand called you	Oct
17	Essentials Digital Transformation	March – Dec
18	Performance Excellence	Feb – July
19	Events Management	May
20	Design Thinking	March – June – Oct
21	Public Speaking Program (Express & Impress )	Jan, June, Sep, Nov
22	Public Speaking Program (Persuasive Presentations)	Jan, Dec
23	Public Speaking Program (Executive Speaking & Presence)	Feb, April, July, Nov
24	Public Speaking Program (Dynamic Presentations Presentations)	Feb, April, July, Nov
25	Storytelling Mastery ( Public Speaking Program )	April – July – Sep
26	From Complexity to Simplicity ( Public Speaking Program )	May – Dec
Business topics		Available in
1	Project Management	May – June – Sep – Nov
2	Risk Management	Aug
Leading your business		Available in
1	Business Model Canvas	April
2	Business Agility	Aug
3	Strategic thinking and planning	Feb – May – Nov
4	Successful Planning, Organizing and Control	Jan
Leadership & Management		Available in
1	The Alpha Leader	Jan – March – May – June – July – Sep – Oct – Nov
2	How to Delegate Effectively	Aug
3	Supervisory Skills	June – Dec
4	coaching toward success	March – August
5	Your First 90 Days as A Manager	Feb – July
6	The Strategy of Decision Making	Jan – May – Aug – Nov
7	Driving For a result	April – Sep

Business Writing		Available in
1	Writing Like a Pro	Feb – June – July – Oct
2	Email Writing Techniques	May – Dec
3	Proposals & Report Writing	March
MS. Office		Available in
1	Excel Master ( Advanced Level)	Every Month
2	Excel core ( From Basic to Advanced )	Every Month
3	Data Analysis & Reporting Techniques Using Excel	Every Month
4	Power PI Reports & Interactive Dashboards	Every Month
Customer Service		Available in
1	Customer Service Excellence	Feb – Sep
2	Customer Centricity	April – Nov
Sales		Available in
1	Selling Skills – Closed deals	May – Sep
2	Advanced Sales Professional – The Key Elements Of Successful Selling	Feb – July – Nov
3	Sales Planning & Forecasting	June – Dec
4	Powerful Telesales Skills	June
5	Lead & Manage Your sales team	Feb – Oct
6	Strategic Account Management	May – Sep – Dec
Finance		Available in
1	Finance for Non – Financials	Jan – July – Nov
2	Financial Planning and Budgeting	May – Aug
3	Financial Reporting & Analysis	Feb – June – Sep – Nov
Supply chain		Available in
1	Purchasing and Cost Saving Techniques	April
2	Warehouse Operations	May – Dec
3	Inventory Planning & Control	Jan
4	Supply Chain Management	Feb – June
5	Logistics Operations	March
HR		Available in
1	Personnel & Labor law	July – Sep
2	Payroll Preparation & Analysis	Feb – June – Aug
3	HR Policies & Procedures	Feb – Aug – Oct
4	Recruitment Best Practice	March – Oct
5	TNA & Evaluating Training	Aug
6	Compensation & Benefits Professional	Sep
7	Competency Based Interview ( CBI )	Sep
8	Setting KPI and Managing Performance	Nov
9	Manpower Planning	Jan – Dec

# SB Premises

Let's

Discover

SB Premises Together

**Welcome**  
to Skills Bank Premises  
"Embark on a Unique Learning  
Journey with Us"



## 1 Administration Area :

**"Your Gateway to a Seamless Learning Experience"**

- ✓ **Reception and Registration Area:** A welcoming first point of contact for all your queries and course enrollment needs.

## 2 Training Rooms :

**"Crafted for Comfort and Effective Learning"**

- ✓ **Level Up Lounge Room :** Spacious setup with 20 seats, ideal for larger groups.
- ✓ **Mindset Room :** Cozy environment with 15 seats for more intimate sessions.
- ✓ **Available Equipment :** Equipped with Data Show, Flip Chart, and Wi-Fi





## 3 Break Room :

**"Revitalize Yourself in Our Relaxing Break Room"**

- ✓ **Coffee Break** : Enjoy our selection of coffee and refreshments.
- ✓ **Lunch Break** : Catering to your dietary needs with a variety of lunch options.
- ✓ **Terrace with Open Air Seating Area** : Breathe in fresh air and relax in our serene outdoor space.
- ✓ **Smoking Area** : Designated area for those who wish to smoke.
- ✓ **More Than** : Learning - Experience Joy and Relaxation

## 4 Prayer Room :

**Transforming Training Experiences**

Join Us at Skills Bank for a Journey of Growth and Innovation.



## \*\*\*\* Negotiation keys for Master Negotiator

COST  
4800  
EGP

DATE : 1 & 2 Jan From : 10 AM To 4 PM



## \*\*\*\* Building Bridges : Practical Communication for real-world workplace

COST  
4800  
EGP

DATE : 3 & 4 Jan From : 10 AM To 4 PM



## \*\*\*\* Business Etiquette - Design Business With Class

COST  
4800  
EGP

DATE : 8 & 9 Jan From : 10 AM To 4 PM



## \*\*\*\* Emotional intelligence

COST  
4800  
EGP

DATE : 10 & 11 Jan From : 10 AM To 4 PM



## \*\*\*\* The Alpha Leader

COST  
6500  
EGP

DATE : 14,15,16 Jan From : 10 AM To 4 PM



## \*\*\*\* Your 720 Minutes Guide for Time Management

COST  
4800  
EGP

DATE : 17 & 18 Jan From : 10 AM To 4 PM



## \*\*\*\* Manpower Planning

COST  
6500  
EGP

DATE : 21,22,23 Jan From : 10 AM To 4 PM



## \*\*\*\* Finance for Non - Financials

COST  
4800  
EGP

DATE : 21 & 22 Jan From : 10 AM To 4 PM



## \*\*\*\* The Strategy of Decision Making

COST  
4800  
EGP

DATE : 23 & 24 Jan From : 10 AM To 4 PM



## \*\*\*\* Inventory Planning & Control

COST  
4800  
EGP

DATE : 23 & 24 Jan From : 10 AM To 4 PM



## \*\*\*\* Successful Planning, Organizing and Control

COST  
6500  
EGP

DATE : 28,29,30 Jan From : 10 AM To 4 PM



## \*\*\*\* Excel Core from Basic To Advanced

COST  
6500  
EGP

DATE : 5,12,19,26 Jan From : 10 AM To 4 PM



## \*\*\*\* Personnel & Labour Law

COST  
5200  
EGP

DATE : 5,12,19 Jan From : 10 AM To 4 PM



## \*\*\*\* Power BI

COST  
6000  
EGP

DATE : 6,13,20,27, 3 Feb From : 10 AM To 4 PM



## \*\*\*\* Data Analysis & Reporting Techniques Using Excel

COST  
5000  
EGP

DATE : 6,13,20, 27Jan From : 10 AM To 4 PM



## \*\*\*\* Excel Master ( Advanced Level )

COST  
2900  
EGP

DATE : 14,16,18,21, 23 Jan From : 6:30 PM To 9:30PM



## \*\*\*\* Express & Impress

COST  
7000  
EGP

DATE : 14,15 & 16 Jan From : 10 AM To 4 PM



## \*\*\*\* Persuasive Presentations

COST  
7000  
EGP

DATE : 21,22&23 Jan From : 10 AM To 4 PM





**Of Growth,  
Learning, and  
Success at  
Skills Bank**




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**Your First 90 Days as A Manager**

**COST 6500 EGP**

**DATE :** 4,5,6 Feb **From :** 10 AM To 4 PM



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**Building your decision making muscles**

**COST 4800 EGP**

**DATE :** 7 & 8 Feb **From :** 10 AM To 4 PM




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**Writing Like a Pro**

**COST 4800 EGP**

**DATE :** 11 & 12 Feb **From :** 10 AM To 4 PM



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**Advanced Sales Professional - The Key Elements Of Successful Selling**

**COST 6500 EGP**

**DATE :** 13,14,15 Feb **From :** 10 AM To 4 PM




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**Supply Chain Management**

**COST 6500 EGP**

**DATE :** 13,14,15 Feb **From :** 10 AM To 4 PM



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**Financial Reporting & Analysis**

**COST 6500 EGP**

**DATE :** 18,19,20 Feb **From :** 10 AM To 4 PM




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**Strategic Thinking & Planning**

**COST 6500 EGP**

**DATE :** 20,21,22 Feb **From :** 10 AM To 4 PM




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**Customer Service Excellence**

**COST 4800 EGP**

**DATE :** 21 & 22 Feb **From :** 10 AM To 4 PM




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**Performance Excellence**

**COST 6500 EGP**

**DATE :** 25,26,27 Feb **From :** 10 AM To 4 PM




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**Lead & Manage Your sales team**

**COST 6500 EGP**

**DATE :** 27,28,29 Feb **From :** 10 AM To 4 PM



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**HR Policies & Procedures**

**COST 5200 EGP**

**DATE :** 27,28,29 Feb **From :** 10 AM To 4 PM




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**Data Analysis & Reporting Techniques Using Excel**

**COST 5000 EGP**

**DATE :** 2,9,16,23 Feb **From :** 10 AM To 4 PM




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**Payroll Preparation & Analysis**

**COST 5200 EGP**

**DATE :** 2,9,16 Feb **From :** 10 AM To 4 PM




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**Excel Master ( Advanced Level )**

**COST 3500 EGP**

**DATE :** 3,10,17, 24 Feb **From :** 10 AM To 4 PM




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**Power BI**

**COST 6000 EGP**

**DATE :** 3,10,17, 24 Feb , 2 Mar **From :** 10 AM To 4 PM




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**Excel Core from Basic to Advanced**

**COST 4200 EGP**

**DATE :** 11,13,15,18 ,20,22 Feb **From :** 6:30 To 9:30 PM



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**Executive Speaking & Presence**

**COST 15000 EGP**

**DATE :** 11,12,13 & 14 Feb **From :** 10 AM To 4 PM




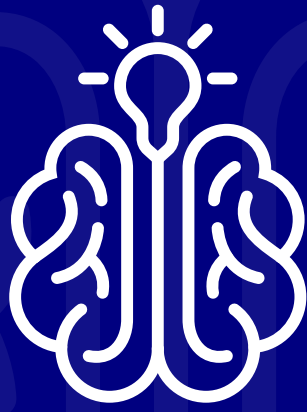
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**Dynamic Presentations**

**COST 7000 EGP**

**DATE :** 18,19& 20 Feb **From :** 10 AM To 4 PM





**DM**  
The Strategy Of Making Decisions

# **The Strategy of Decision Making** Signature Topic




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**Excel Core from Basic To Advanced**

**COST 4500 EGP**

**DATE :** 1,2,8,9 Mar **From :** 10 AM To 4 PM




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**Data Analysis & Reporting Techniques Using Excel**

**COST 5000 EGP**

**DATE :** 1,2,8,9 Mar **From :** 10 AM To 4 PM




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**Essentials Digital Transformation**

**COST 8000 EGP**

**DATE :** 3,4,5 Mar **From :** 10 AM To 4 PM



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**Coaching toward success**

**COST 4800 EGP**

**DATE :** 3,4, Mar **From :** 10 AM To 4 PM



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**Proposals & Report Writing**

**COST 4800 EGP**

**DATE :** 6 & 7 Mar **From :** 10 AM To 4 PM



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**Crucial Conversations**

**COST 4800 EGP**

**DATE :** 6 & 7 Mar **From :** 10 AM To 4 PM




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**Design Thinking**

**COST 4800 EGP**

**DATE :** 10 & 11 Mar **From :** 10 AM To 4 PM



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**Logistics Operations**

**COST 4800 EGP**

**DATE :** 10 & 11 Mar **From :** 10 AM To 4 PM



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**Building Bridges : Practical Communication for real-world workplace**

**COST 4400 EGP**

**DATE :** 17,18,19, 20 Mar **From :** 10 AM To 2 PM




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**Analytical Thinking**

**COST 4400 EGP**

**DATE :** 18,19,20, 21 Mar **From :** 10 AM To 2 PM




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**The Alpha Leader**

**COST 5900 EGP**

**DATE :** 24,25,26, 27 Mar **From :** 10 AM To 2 PM




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**Recruitment Best Practice**

**COST 4600 EGP**

**DATE :** 25,26,27, 28 Mar **From :** 10 AM To 2 PM




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**Power BI**

**COST 5000 EGP**

**DATE :** 15,16,22,23, 29,30 Mar **From :** 10 AM To 2 PM




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**Excel Master ( Advanced Level )**

**COST 2900 EGP**

**DATE :** 17,19,21,24, 26 Mar **From :** 8 PM To 11 PM



Elevating

+200000

**Trainees**

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**Negotiation keys for Master Negotiator**

**COST 4800 EGP**

**DATE :** 14,15 Apr **From :** 10 AM To 4 PM




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**Your 720 Minutes Guide for Time Management**

**COST 4800 EGP**

**DATE :** 14,15 Apr **From :** 10 AM To 4 PM




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**Business Model Canvas**

**COST 6500 EGP**

**DATE :** 16,17,18 Apr **From :** 10 AM To 4 PM




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**Drive for result**

**COST 6500 EGP**

**DATE :** 16,17,18 Apr **From :** 10 AM To 4 PM




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**Excel Master ( Advanced Level)**

**COST 3500 EGP**

**DATE :** 21,22,23 Apr **From :** 10 AM To 4 PM




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**Business Etiquette - For Premium Customers**

**COST 4800 EGP**

**DATE :** 21,22 Apr **From :** 10 AM To 4 PM




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**Analytical Thinking**

**COST 4800 EGP**

**DATE :** 23,24 Apr **From :** 10 AM To 4 PM




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**Customer Centricity**

**COST 6500 EGP**

**DATE :** 28,29,30 Apr **From :** 10 AM To 4 PM



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**Purchasing and Cost Saving Techniques**

**COST 4800 EGP**

**DATE :** 28,29,30 Apr **From :** 10 AM To 4 PM




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**Excel Core from Basic To Advanced**

**COST 4500 EGP**

**DATE :** 19,20,25, 27 Apr **From :** 10 AM To 4 PM




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**Data Analysis & Reporting Techniques Using Excel**

**COST 5000 EGP**

**DATE :** 19,20,25, 27 Apr **From :** 10 AM To 4 PM




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**Power BI**

**COST 5000 EGP**

**DATE :** 14,16,18,21, 23,25,28,30 Apr,1 May **From :** 6:30 PM To 9:30 PM




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**Executive Speaking & Presence**

**COST 15000 EGP**

**DATE :** 14,15, 16 &17 Apr **From :** 10 AM To 4 PM



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**Storytelling Mastery**

**COST 7000 EGP**

**DATE :** 21,22& 23 Apr **From :** 10 AM To 4 PM





# Data Analysis & Reporting Techniques Using Excel




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**Assertiveness Skills & Dealing With Difficult Situations)**

**COST 6500 EGP**

**DATE :** 7,8,9 May **From :** 10 AM To 4 PM




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**Project Management**

**COST 9000 EGP**

**DATE :** 8,9,15,16, 22,23 May **From :** 10 AM To 4 PM




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**Strategic Thinking and Planning**

**COST 6500 EGP**

**DATE :** 12,13,14 May **From :** 10 AM To 4 PM




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**The Alpha Leader**

**COST 6500 EGP**

**DATE :** 12,13,14 May **From :** 10 AM To 4 PM




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**The Strategy of Decision Making**

**COST 4800 EGP**

**DATE :** 15 & 16 May **From :** 10 AM To 4 PM




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**Email Writing Techniques**

**COST 4800 EGP**

**DATE :** 15 & 16 May **From :** 10 AM To 4 PM



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**Events Management**

**COST 6500 EGP**

**DATE :** 19,20,21 May **From :** 10 AM To 4 PM



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**Selling Skills - Closed deals**

**COST 4800 EGP**

**DATE :** 19 & 20 May **From :** 10 AM To 4 PM




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**Strategic Account Management**

**COST 6500 EGP**

**DATE :** 19,20,21 May **From :** 10 AM To 4 PM



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**Financial Planning and Budgeting**

**COST 6500 EGP**

**DATE :** 21,22,23 May **From :** 10 AM To 4 PM




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**Warehouse Operations**

**COST 4800 EGP**

**DATE :** 26 & 27 May **From :** 10 AM To 4 PM




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**Competency Based Interview ( CBI )**

**COST 4500 EGP**

**DATE :** 26 & 27 May **From :** 10 AM To 4 PM




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**Excel Master Advanced Level**

**COST 3500 EGP**

**DATE :** 10,17,24 May **From :** 10 AM To 4 PM




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**Power BI**

**COST 6000 EGP**

**DATE :** 11,18, 25 May,1,8 Jun **From :** 10 AM To 4 PM




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**Data Analysis & Reporting Techniques Using Excel**

**COST 5000 EGP**

**DATE :** 11,18, 25 May,1 Jun **From :** 10 AM To 4 PM




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**Excel Core from Basic To Advanced**

**COST 3700 EGP**

**DATE :** 12,15,16,19, 21,23 May **From :** 6:30 PM To 9:30 PM




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**Dynamic Presentations**

**COST 7000 EGP**

**DATE :** 17,18 & 25 May **From :** 10 AM To 4 PM



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**From Complexity To Simplicity**

**COST 7000 EGP**

**DATE :** 19,20 & 21 May **From :** 10 AM To 4 PM



**+ 17000**

**Training Hours  
And Counting**

## \*\*\*\* Sales Planning & Forecasting

**COST**  
6500  
EGP

**DATE :** 2,3,4 Jun **From :** 10 AM To 4 PM



## \*\*\*\* Supervisory Skills

**COST**  
4800  
EGP

**DATE :** 4 & 5 Jun **From :** 10 AM To 4 PM



## \*\*\*\* Writing Like a Pro

**COST**  
4800  
EGP

**DATE :** 4 & 5 Jun **From :** 10 AM To 4 PM



## \*\*\*\* Powerful Telesales Skills

**COST**  
4800  
EGP

**DATE :** 26 & 27 Jun **From :** 10 AM To 4 PM



## \*\*\*\* Financial Reporting & Analysis

**COST**  
6500  
EGP

**DATE :** 9,10,11 Jun **From :** 10 AM To 4 PM



## \*\*\*\* Supply Chain Management

**COST**  
6500  
EGP

**DATE :** 9,10,11 Jun **From :** 10 AM To 4 PM



## \*\*\*\* Payroll Preparation & Analysis

**COST**  
5200  
EGP

**DATE :** 7,24,21 Jun **From :** 10 AM To 4 PM



## \*\*\*\* Design Thinking

**COST**  
4800  
EGP

**DATE :** 12 & 13 Jun **From :** 10 AM To 4 PM



## \*\*\*\* Super Trainer

**COST**  
15000  
EGP

**DATE :** 2,3,9,10,23, 24 Jun **From :** 10 AM To 4 PM



## \*\*\*\* Building Bridges : Practical Communication for real-world workplace

**COST**  
4800  
EGP

**DATE :** 25 & 26 Jun **From :** 10 AM To 4 PM



## \*\*\*\* Accountability and Ownership

**COST**  
2800  
EGP

**DATE :** 27-Jun **From :** 10 AM To 4 PM



## \*\*\*\* Emotional Intelligence

**COST**  
4800  
EGP

**DATE :** 25 & 26 Jun **From :** 10 AM To 4 PM



## \*\*\*\* Project Management

**COST**  
9000  
EGP

**DATE :** 5,6,12,13, 26,27 Jun **From :** 10 AM To 4 PM



## \*\*\*\* The Alpha Leader

**COST**  
6500  
EGP

**DATE :** 23,24,25 Jun **From :** 10 AM To 4 PM



## \*\*\*\* Excel Core From Basic to Advanced

**COST**  
4500  
EGP

**DATE :** 14,15,28, 29 Jun **From :** 10 AM To 4 PM



## \*\*\*\* Data Analysis & Reporting Techniques Using Excel

**COST**  
5000  
EGP

**DATE :** 14,15,28, 29 Jun **From :** 10 AM To 4 PM



## \*\*\*\* Power BI

**COST**  
5000  
EGP

**DATE :** 2,4,6,9,11,13, 23,25 Jun **From :** 10 AM To 2 PM



## \*\*\*\* Express & Impress

**COST**  
7000  
EGP

**DATE :** 2,3&4 Jun **From :** 10 AM To 4 PM





# **Build your Decision-Making Muscles**

## Signature Topic



## Your 720 Minutes Guide for Time Management

**COST**  
4800  
EGP

**DATE :** 7 & 8 Jul **From :** 10 AM To 4 PM



## Negotiation keys for Master Negotiator

**COST**  
4800  
EGP

**DATE :** 9 & 10 Jul **From :** 10 AM To 4 PM



## Business Etiquette - Design Business With Class

**COST**  
4800  
EGP

**DATE :** 10 & 11 Jul **From :** 10 AM To 4 PM



## Analytical Thinking

**COST**  
4800  
EGP

**DATE :** 7 & 8 Jul **From :** 10 AM To 4 PM



## Building Your Decision Making Muscles

**COST**  
4800  
EGP

**DATE :** 14 & 15 Jul **From :** 10 AM To 4 PM



## The Power of Positive Attitude

**COST**  
2800  
EGP

**DATE :** 16-Jul **From :** 10 AM To 4 PM



## The Alpha Leader

**COST**  
6500  
EGP

**DATE :** 1,2,3 Jul **From :** 10 AM To 4 PM



## Performance Excellence

**COST**  
6500  
EGP

**DATE :** 14,15,16 Jul **From :** 10 AM To 4 PM



## Your First 90 Days as A Manager

**COST**  
6500  
EGP

**DATE :** 14,15,16 Jul **From :** 10 AM To 4 PM



## Writing Like a Pro

**COST**  
4800  
EGP

**DATE :** 17 & 18 Jul **From :** 10 AM To 4 PM



## Advanced Sales Professional - The Key Elements Of Successful Selling

**COST**  
6500  
EGP

**DATE :** 21,22,23 Jul **From :** 10 AM To 4 PM



## Finance for Non - Financials

**COST**  
4800  
EGP

**DATE :** 21 & 22 Jul **From :** 10 AM To 4 PM



## Excel Core from Basic to Advanced

**COST**  
4500  
EGP

**DATE :** 5,12,19,26 Jul **From :** 10 AM To 4 PM



## Data Analysis & Reporting Techniques Using Excel

**COST**  
5000  
EGP

**DATE :** 5,12,19, 26 Jul **From :** 10 AM To 4 PM



## Personnel & Labor Law

**COST**  
5200  
EGP

**DATE :** 6,13,20 Jul **From :** 10 AM To 4 PM



## Excel Master - Advanced Level

**COST**  
2900  
EGP

**DATE :** 14,16,18,21, 23 Jul **From :** 6:30 PM To 9:30 PM



## Storytelling Mastery

**COST**  
7000  
EGP

**DATE :** 7,8&9 Jul **From :** 10 AM To 4 PM



## Executive Speaking & Presence

**COST**  
15000  
EGP

**DATE :** 21,22&23 Jul **From :** 10 AM To 4 PM





**+250**

**Qualified Trainers**



## Building Your Decision Making Muscles

COST  
4800  
EGP

DATE : 4 & 5 Aug From : 10 AM To 4 PM



## Crucial Conversations

COST  
4800  
EGP

DATE : 6 & 7 Aug From : 10 AM To 4 PM



## Emotional Intelligence

COST  
4800  
EGP

DATE : 11 & 12 Aug From : 10 AM To 4 PM



## Risk Management

COST  
6500  
EGP

DATE : 4,5,6 Aug From : 10 AM To 4 PM



## Business Agility

COST  
6500  
EGP

DATE : 11,12,13 Aug From : 10 AM To 4 PM



## How to Delegate Effectively

COST  
2800  
EGP

DATE : 8-Aug From : 10 AM To 4 PM



## Coaching Toward Success

COST  
4800  
EGP

DATE : 13 & 14 Aug From : 10 AM To 4 PM



## The Strategy of Decision Making

COST  
4800  
EGP

DATE : 18 & 19 Aug From : 10 AM To 4 PM



## Financial Planning and Budgeting

COST  
6500  
EGP

DATE : 18,19,20 Aug From : 10 AM To 4 PM



## HR Policies & Procedures

COST  
5200  
EGP

DATE : 20,21,22 Aug From : 10 AM To 4 PM



## TNA & Evaluating Training

COST  
5200  
EGP

DATE : 27 & 28 Aug From : 10 AM To 4 PM



## Building Bridges : Practical Communication for real-world workplace

COST  
4800  
EGP

DATE : 25 & 26 Aug From : 10 AM To 4 PM



## Power BI

COST  
6000  
EGP

DATE : 2,9,16,23, 30 Aug From : 10 AM To 4 PM



## Excel Core From Basic To Advanced

COST  
4500  
EGP

DATE : 2,9,16,23 Aug From : 10 AM To 4 PM



## Excel Master ( Advanced Level )

COST  
3500  
EGP

DATE : 10,17,24 Aug From : 10 AM To 4 PM



## Payroll Preparation & Analysis

COST  
5200  
EGP

DATE : 10,17,24 Aug From : 10 AM To 4 PM



## Data Analysis & Reporting Techniques Using Excel

COST  
5000  
EGP

DATE : 4,6,8,11,13, 15 Aug From : 10 AM To 2 PM



## Media Presence

COST  
7000  
EGP

DATE : 11,12 & 13 Aug From : 10 AM To 4 PM





# **Powerful Reports & Interactive Dashboards with Power BI**

## Analytical Thinking

**COST**  
4800  
EGP

**DATE :** 1 & 2 Sep  
**From :** 10 AM To 4 PM



## Building Your Decision Making Muscles

**COST**  
4800  
EGP

**DATE :** 4 & 5 Sep  
**From :** 10 AM To 4 PM



## Assertiveness Skills & Dealing With Difficult Situations)

**COST**  
6500  
EGP

**DATE :** 8,9,10 Sep  
**From :** 10 AM To 4 PM



## Project Management

**COST**  
9000  
EGP

**DATE :** 4,5,11,12, 18,19 Sep  
**From :** 10 AM To 4 PM



## The Alpha Leader

**COST**  
6500  
EGP

**DATE :** 15,16,17 Sep  
**From :** 10 AM To 4 PM



## Drive for Result

**COST**  
6500  
EGP

**DATE :** 22,23,24 Sep  
**From :** 10 AM To 4 PM



## Customer Service Excellence

**COST**  
4800  
EGP

**DATE :** 18 & 19 Sep  
**From :** 10 AM To 4 PM



## Selling Skills - Closed deals

**COST**  
4800  
EGP

**DATE :** 11 & 12 Sep  
**From :** 10 AM To 4 PM



## Financial Reporting & Analysis

**COST**  
6500  
EGP

**DATE :** 15,16,17 Sep  
**From :** 10 AM To 4 PM



## Compensation & Benefits Professional

**COST**  
6500  
EGP

**DATE :** 22,23,24 Sep  
**From :** 10 AM To 4 PM



## Strategic Account Management

**COST**  
6500  
EGP

**DATE :** 22,23,24 Sep  
**From :** 10 AM To 4 PM



## Data Analysis & Reporting Techniques Using Excel

**COST**  
5000  
EGP

**DATE :** 6,13,20, 27 Sep  
**From :** 10 AM To 4 PM



## Personnel & Labor Law

**COST**  
5200  
EGP

**DATE :** 6,13,20 Sep  
**From :** 10 AM To 4 PM



## Excel Core From Basic To Advanced

**COST**  
4500  
EGP

**DATE :** 7,14,21, 28 Sep  
**From :** 10 AM To 4 PM



## Power BI

**COST**  
6000  
EGP

**DATE :** 7,14,21, 28 Sep & 5 Oct  
**From :** 10 AM To 4 PM



## Excel Master ( Advanced Level )

**COST**  
2900  
EGP

**DATE :** 8,10,12,15, 17 Sep  
**From :** 10 AM To 1 PM



## Express & Impress

**COST**  
7000  
EGP

**DATE :** 15,16 & 17 Sep  
**From :** 10 AM To 4 PM



## Storytelling Mastery

**COST**  
7000  
EGP

**DATE :** 22,23 & 24 Sep  
**From :** 10 AM To 4 PM





# +30

**Business Sectors**

## \*\*\*\* Negotiation keys for Master Negotiator

**COST**  
4800  
EGP

**DATE :** 1 & 2 Oct **From :** 10 AM To 4 PM



## \*\*\*\* Building Bridges : Practical Communication for real-world workplace

**COST**  
4800  
EGP

**DATE :** 2 & 3 Oct **From :** 10 AM To 4 PM



## \*\*\*\* Your 720 Minutes Guide for Time Management

**COST**  
4800  
EGP

**DATE :** 6 & 7 Oct **From :** 10 AM To 4 PM



## \*\*\*\* Business Etiquette - For Premium Customers

**COST**  
4800  
EGP

**DATE :** 8 & 9 Oct **From :** 10 AM To 4 PM



## \*\*\*\* Building your Decision Making Muscles

**COST**  
4800  
EGP

**DATE :** 13 & 14 Oct **From :** 10 AM To 4 PM



## \*\*\*\* The Brand called you

**COST**  
2800  
EGP

**DATE :** 15-Oct **From :** 10 AM To 4 PM



## \*\*\*\* Design Thinking

**COST**  
4800  
EGP

**DATE :** 16 & 17 Oct **From :** 10 AM To 4 PM



## \*\*\*\* Lead & Manage Your Sales Team

**COST**  
6500  
EGP

**DATE :** 20,21, 22 Oct **From :** 10 AM To 4 PM



## \*\*\*\* The Alpha Leader

**COST**  
6500  
EGP

**DATE :** 20,21, 22 Oct **From :** 10 AM To 4 PM



## \*\*\*\* Writing Like a Pro

**COST**  
4800  
EGP

**DATE :** 23 & 24 Oct **From :** 10 AM To 4 PM



## \*\*\*\* Recruitment Best Practice

**COST**  
5200  
EGP

**DATE :** 29 & 30 Oct **From :** 10 AM To 4 PM



## \*\*\*\* Excel Master - Advanced Level

**COST**  
3500  
EGP

**DATE :** 11,18,25 Oct **From :** 10 AM To 4 PM



## \*\*\*\* HR Policies & Procedures

**COST**  
5200  
EGP

**DATE :** 11,18,25 Oct **From :** 10 AM To 4 PM



## \*\*\*\* Excel Core from Basic to Advanced

**COST**  
4500  
EGP

**DATE :** 12,19, 26,Oct & 2 Nov **From :** 10 AM To 4 PM



## \*\*\*\* Data Analysis & Reporting Techniques Using Excel

**COST**  
5000  
EGP

**DATE :** 12,19, 26,Oct & 2 Nov **From :** 10 AM To 4 PM



## \*\*\*\* Power BI

**COST**  
5000  
EGP

**DATE :** 6,8,10,13,15, 17,20,22 Oct **From :** 10 AM To 2 PM



## \*\*\*\* Conferences, Webinars & Round Tables

**COST**  
7000  
EGP

**DATE :** 7,8&9 Oct **From :** 10 AM To 4 PM



## \*\*\*\* Dynamic Presentations

**COST**  
7000  
EGP

**DATE :** 20,21& 22 Oct **From :** 10 AM To 4 PM



# BUILDING BRIDGES

**Building Bridges**  
**Practical Communication**  
**for Real-world Workplace**  
Signature Topic






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**Your 720 Minutes Guide for Time Management**

**COST 4800 EGP**

**DATE :** 3 & 4 Nov **From :** 10 AM To 4 PM




....

**Analytical Thinking**

**COST 4800 EGP**

**DATE :** 5 & 6 Nov **From :** 10 AM To 4 PM



....

**Building your Decision Making Muscles**

**COST 4800 EGP**

**DATE :** 10 & 11 Nov **From :** 10 AM To 4 PM




....

**Super Trainer**

**COST 15000 EGP**

**DATE :** 6,7,13,14,20, 21 Nov **From :** 10 AM To 4 PM




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**Project Management**

**COST 9000 EGP**

**DATE :** 10,11,17,18, 24 & 25 Nov **From :** 10 AM To 4 PM



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**The Alpha Leader**

**COST 6500 EGP**

**DATE :** 17,18,19 Nov **From :** 10 AM To 4 PM



....

**The Strategy of Decision Making**

**COST 4800 EGP**

**DATE :** 27,28,29 Nov **From :** 10 AM To 4 PM




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**Customer Centricity**

**COST 6500 EGP**

**DATE :** 27 & 28 Nov **From :** 10 AM To 4 PM



....

**Advanced Sales Professional - The Key Elements Of Successful Selling**

**COST 6500 EGP**

**DATE :** 24,25,26 Nov **From :** 10 AM To 4 PM



....

**Finance for Non - Financials**

**COST 4800 EGP**

**DATE :** 3 & 4 Nov **From :** 10 AM To 4 PM



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**Financial Reporting & Analysis**

**COST 6500 EGP**

**DATE :** 5,6,7 Nov **From :** 10 AM To 4 PM




....

**Setting KPI and Managing Performance**

**COST 5200 EGP**

**DATE :** 13 & 14 Nov **From :** 10 AM To 4 PM




....

**Excel Core from Basic to Advanced**

**COST 4500 EGP**

**DATE :** 1,8,15, 22 Nov **From :** 10 AM To 4 PM




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**Data Analysis & Reporting Techniques Using Excel**

**COST 5000 EGP**

**DATE :** 1,8,15, 22 Nov **From :** 10 AM To 4 PM




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**Power BI**

**COST 6000 EGP**

**DATE :** 2,9,16,23, 30 Nov **From :** 10 AM To 4 PM




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**Excel Master ( Advanced Level )**

**COST 2900 EGP**

**DATE :** 10,12,14,17, 19 Nov **From :** 6:30 PM To 9:30 PM



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**Express & Impress**

**COST 7000 EGP**

**DATE :** 8,9 & 16 Nov **From :** 10 AM To 4 PM



....

**Executive Speaking & Presence**

**COST 15000 EGP**

**DATE :** 17,18 & 19 Nov **From :** 10 AM To 4 PM





**Corporates**

**+ 300**

## Building Bridges : Practical Communication for real-world workplace

COST 4800 EGP

DATE : 1 & 2 Dec From : 10 AM To 4 PM



## Analytical Thinking

COST 4800 EGP

DATE : 4 & 5 Dec From : 10 AM To 4 PM



## Crucial Conversations

COST 4800 EGP

DATE : 8 & 9 Dec From : 10 AM To 4 PM



## Self Awareness & Self Confidence

COST 4800 EGP

DATE : 10 & 11 Dec From : 10 AM To 4 PM



## Managing self and leading others

COST 6500 EGP

DATE : 15,16,17 Dec From : 10 AM To 4 PM



## Supervisory Skills

COST 4800 EGP

DATE : 15 & 16 Dec From : 10 AM To 4 PM



## Essentials Digital Transformation

COST 6500 EGP

DATE : 22,23,24 Dec From : 10 AM To 4 PM



## Email Writing Techniques

COST 4800 EGP

DATE : 17 & 18 Dec From : 10 AM To 4 PM



## Sales Planning & Forecasting

COST 6500 EGP

DATE : 22,23,24 Dec From : 10 AM To 4 PM



## Strategic Account Management

COST 6500 EGP

DATE : 22,23,24 Dec From : 10 AM To 4 PM



## Warehouse Operations

COST 4800 EGP

DATE : 25 & 26 Dec From : 10 AM To 4 PM



## Manpower Planning

COST 6500 EGP

DATE : 29,30,31 Dec From : 10 AM To 4 PM



## Excel Core from Basic to Advanced

COST 4500 EGP

DATE : 6,13,20, 27 Dec From : 10 AM To 4 PM



## Data Analysis & Reporting Techniques Using Excel

COST 5000 EGP

DATE : 6,13,20, 27 Dec From : 10 AM To 4 PM



## Power BI

COST 6000 EGP

DATE : 7,14,21, 28 Dec & 4 Jan From : 10 AM To 4 PM



## Excel Master - Advanced Level

COST 3500 EGP

DATE : 7,14,21 Dec From : 10 AM To 4 PM



## Persuasive Presentations

COST 7000 EGP

DATE : 8,9&10 Dec From : 10 AM To 4 PM



## From Complexity To Simplicity

COST 7000 EGP

DATE : 15,16&17 Dec From : 10 AM To 4 PM



# The Alpha Leader



# GET IN TOUCH



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