

2017 Open Enrollment Plan



Month	Course	Dates	Fees (LE)	Certificates	Premises
January	Emotional Intelligence (12 Hours)	9, 11, 16, 18	1200	CPM	Heliopolis
	Presentation Skills (18 Hours)	30 – 1, 6, 8, 13, 15 February	1700	CPM	Heliopolis
	Manpower Organization & Succession Planning (12 Hours)	3, 8, 10, 15	1200	HR	Dokki
	Performance Management & Measurement (12 Hours)	22, 24, 29, 31	1200	HR	Dokki
February	Organizing, Motivating & Management Control (12 Hours)	5, 7, 12, 14	1200	HR	Dokki
	Leadership: Principals & Techniques (18 Hours)	20, 27 – 1, 6, 8, 13 March	1800	CPM	Heliopolis
	Managing Training Needs (12 Hours)	26, 28 – 5, 7 March	1200	HR	Dokki
March	Change Management (6 Hours)	13, 15	600	CPM	Heliopolis
	Anger Management (6 Hours)	20, 22	600	CPM	Heliopolis
	Problem Solving & Decision Making (6 Hours)	27, 29	600	CPM	Heliopolis
	Train The Trainer (18 Hours)	12, 14, 19, 21, 26, 28	1800	HR	Dokki
	The Art of Delegation (6 Hours)	3, 5	600	CPM	Heliopolis
	Building Successful Teams (12 Hours)	10, 12, 17, 19	1200	CPM	Heliopolis
	Executive Human Resources (12 Hours)	16, 18, 23, 30	1200	HR	Dokki
May	Project Management (24 Hours)	24, 26 April - 1, 3, 8, 10, 15, 17	2400	CPM	Heliopolis
	Labor & Employment Relations (21 Hours)	18, 23, 30 April - 2, 7, 9, 14	2100	HR	Dokki
	HR Scorecard: Measuring Return on Investment (12 Hours)	16, 21, 23 - 6 June	1200	HR	Dokki
July	Finance & Accounting for Managers (24 Hours)	5, 10, 12, 17, 19, 24, 26, 31	2400	CPM	Heliopolis
August	Customer Services (12 Hours)	7, 9, 14, 16, August	1200	CPM	Heliopolis
	Marketing Skills (15 Hours)	August 23, 28, 30 – 11, 13 September	1500	CPM	Heliopolis
	International Financial Reporting Standards Advanced (30 Hours)	3, 7, 10, 14, 17, 21, 24, 28, 31 - 7 September	3000	Standalone Course	Dokki
September	Human Resources Essentials (12 Hours)	9, 10, 16	1200	HR	Heliopolis
	Recruitment, Interview & Selection (12 Hours)	16, 17, 23	1200	HR	Heliopolis
	Job Analysis – Job Description – Scaling – Compensation (12 Hours)	24, 30 – 1 Oct.	1200	HR	Heliopolis
	Conflict Resolution (8 Hours)	16	800	Standalone Course	Heliopolis
	Business Writing (6 Hours)	16	600	Standalone Course	Dokki
	Human Resources Essentials (12 Hours)	23, 24, 30	1200	HR	Dokki
	Recruitment, Interview & Selection (12 Hours)	30 – 1, 7 Oct.	1200	HR	Dokki

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October	Job Analysis – Job Description – Scaling – Compensation (12 Hours)	8, 14, 15	1200	HR	Dokki
	Advanced Supply Chain Management (24 Hours)	8, 10, 15, 17, 22, 24, 29, 31	2400	Standalone Course	Heliopolis
	Manpower Organization & Succession Planning (12 Hours)	7, 8, 14	1200	HR	Heliopolis
	Manpower Organization & Succession Planning (12 Hours)	21, 22, 28	1200	HR	Dokki
	Organizing, Motivating & Management Control (12 Hours)	22, 28, 29	1200	HR	Heliopolis
	Performance Management & Measurement (12 Hours)	14, 15, 21	1200	HR	Heliopolis
	Performance Management & Measurement (12 Hours)	28, 29 – 4 Nov.	1200	HR	Dokki
November	Supply Chain Management (24 Hours)	5 ,7, 12, 14, 19, 21, 26, 28	2400	Standalone Course	Dokki
	Leadership: Principals & Techniques (18 Hours)	13, 15, 20, 22, 27, 29	1800	Standalone Course	Heliopolis
	Communication skills (12 Hours)	1, 5, 8, 12, 15, 19	1200	Standalone Course	Dokki
	Time Management (6 Hours)	18	600	Standalone Course	Dokki
	Anger Management (6 Hours)	25	600	Standalone Course	Dokki
	Organizing, Motivating & Management Control (12 Hours)	5, 11, 12	1200	HR	Dokki
	Train The Trainer (18 Hours)	4, 5, 11, 12	1800	HR	Heliopolis
	Train The Trainer (18 Hours)	18, 19, 25, 26	1800	HR	Dokki
	HR Scorecard: Measuring Return on Investment (12 Hours)	25, 26 – 2 Dec.	1200	HR	Heliopolis
	Managing Training Needs (12 Hours)	18, 19, 25	1200	HR	Heliopolis
December	Project Management (24 Hours)	3,6,10,13,17,20,24,27	2400	Standalone Course	Dokki
	Managing Training Needs (12 Hours)	2, 3, 9	1200	HR	Dokki
	The Art of Delegation (6 Hours)	16	600	Standalone Course	Dokki
	HR Scorecard: Measuring Return on Investment (12 Hours)	9, 10, 16	1200	HR	Dokki
	Executive Human Resources (12 Hours)	3, 9, 10	1200	HR	Heliopolis
	Executive Human Resources (12 Hours)	17, 23, 24	1200	HR	Dokki
	Labor & Employment Relations (21 Hours)	16, 17, 23, 24, 30	2100	HR	Heliopolis
	Labor & Employment Relations (21 Hours)	30 – 13, 14, 20 Jan	2100	HR	Dokki

- **Application Fees: 50 LE (Nonrefundable)**

For booking & Inquiries, Please call or email:

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