

# 2018 Open Enrollment Plan

Month	Course	Dates	Fees (LE)	Certificates	Premises
January	Performance Management & Measurement (12 Hours)	<b>13, 14, 20</b>	1200	HR	Dokki
	Communication Strategies (15 Hours)	29, 31 – 5, 7, 12 <b>February</b>	1500	CPM	Heliopolis
	Business Writing (12 Hours)*	<b>20, 27</b>	1200	CPM	Nasr City
	Organizing, Motivating & Management Control (12 Hours)	<b>20, 21, 27</b>	1200	HR	Dokki
	Train The Trainer (18 Hours)	<b>27 - 3, 4, 10, 11 February</b>	1800	HR	Dokki
	Beginning of International Credit Diploma (252 Hrs)	<b>30 January – 8 September</b>	19,500	ICD	Nasr City
February	Managing Training Needs (12 Hours)	<b>17, 18, 24</b>	1200	HR	Dokki
	Emotional Intelligence (12 Hours)*	<b>17, 24</b>	1200	CPM	Nasr City
	HR Scorecard: Measuring Return on Investment (12 Hours)	<b>24, 25 – 3 March</b>	1200	HR	Dokki
	Leadership: Principals & Techniques (18 Hours)	19-21-26-28 <b>Feb</b> 5-7 <b>March</b>	1800	CPM	Heliopolis
March	Presentation Skills (18 Hours)*	<b>3, 10, 17</b>	1800	CPM	Nasr City
	Beginning of The Trainer Certificate (87 Hrs)	<b>3 March – 15 May</b>	10,440	The Trainer	Nasr City
	Executive Human Resources (12 Hours)	4, <b>10, 11</b>	1200	HR	Dokki
	Beginning of HR Certificate (147 Hrs)	<b>11 March – 21 July</b>	13,500	HR	Dokki
	Human Resources Essentials (12 Hours)	11, <b>17, 18</b>	1200	HR	Dokki
	Beginning of Professional Certificate in Real Estate (56 Hrs)	<b>13 March – 13 May</b>	6500 LE	PCRE	Dokki
	Labor & Employment Relations (21 Hours)	<b>17, 18, 24, 25, 31</b>	2100	HR	Dokki
	Recruitment, Interview & Selection (12 Hours)	<b>24, 25, 31</b>	1200	HR	Dokki
	Leadership: Principals & Techniques (18 Hours)*	<b>24, 31 – 14 April</b>	1800	CPM	Nasr City
	Job Analysis – Job Description – Scaling – Compensation (12 Hours)	<b>31 – 1, 7 April</b>	1200	HR	Dokki
April	Manpower Organization & Succession Planning (12 Hours)	8, <b>14, 15</b>	1200	HR	Dokki
	Change Management (6 Hours)*	<b>21 April</b>	600	CPM	Nasr City
	Performance Management & Measurement (12 Hours)	<b>21, 22, 28</b>	1200	HR	Dokki
	Anger Management (6 Hours)*	<b>28 April</b>	600	CPM	Nasr City
	Organizing, Motivating & Management Control (12 Hours)	<b>28, 29 - 5 May</b>	1200	HR	Dokki
	Project Management (24 Hours)	2, 4, 9, 11, 16, 18, 23, 30	2400	CPM	Heliopolis
	Beginning of International Credit Diploma (252 Hrs)	<b>4 April – 31 December</b>	22,500	ICD	Dokki
May	Problem Solving & Decision Making (6 Hours)*	<b>5</b>	600	CPM	Nasr City
	Train The Trainer (18 Hours)	6, <b>12, 13, 19</b>	1800	HR	Dokki
	Art of Delegation (6 Hours)*	<b>12</b>	600	CPM	Nasr City
	Building Successful Teams (12 Hours) *	<b>19, 26</b>	1200	CPM	Nasr City
	Managing Training Needs (12 Hours)	20, <b>26, 27</b>	1200	HR	Dokki

	Finance & Accounting for Managers (24 Hours)	2, 7, 9, 14, 16, 21, 23, 28	2400	CPM	Heliopolis
<b>June</b>	Customer Services (12 Hours)*	<b>2-9</b>	1200	CPM	Nasr City
	HR Scorecard: Measuring Return on Investment (12 Hours)	<b>2, 3, 9</b>	1200	HR	Dokki
	Marketing Skills (15 Hours)	4, 6, 11, 13, 18	1500	CPM	Heliopolis
	Executive Human Resources (12 Hours)	<b>9, 10, 23</b>	1200	HR	Dokki
	Supply Chain Management (24 Hours)*	<b>23, 30 – 7, 14 July</b>	2400	CPM	Nasr City
<b>July</b>	International Financial Reporting Standards Advanced (30 Hours)	7, 14, 21, 28 – 4 <b>August</b>	3000		Nasr City
	Labor & Employment Relations (21 Hours)	<b>7, 8, 14, 15, 21</b>	2100	HR	Dokki
	Presentation Skills (18 Hours)	2, 4, 9, 11, 16, 18	1800	CPM	Heliopolis
	Building Successful Teams (12 Hours)*	<b>21-28</b>	1200	CPM	Nasr City
	Human Resources Essentials (12 Hours)	2, 4, 9, 16	1200	HR	Heliopolis
<b>September</b>	Leadership: Principals & Techniques (18 Hours)	3, 5, 10, 17, 19	1800	CPM	Heliopolis
	Recruitment, Interview & Selection (12 Hours)	18, 23, 25, 30	1200	HR	Heliopolis
	Job Analysis – Job Description – Scaling – Compensation (12 Hours)	2, 7, 9, 14	1200	HR	Heliopolis
<b>October</b>	Manpower Organization & Succession Planning (12 Hours)	16, 21, 23, 28	1200	HR	Heliopolis
	Customer Service (12 Hours)	4, <b>10</b> , 11	1200	CPM	Dokki
<b>November</b>	Performance Management & Measurement (12 Hours)	4, 6, 11, 13	1200	HR	Heliopolis
	Organizing, Motivating & Management Control (12 Hours)	18, 20, 25, 27	1200	HR	Heliopolis
	Team Building (12 Hours)	25 - <b>1, 2 December</b>	1200	CPM	Dokki
	Train The Trainer (18 Hours)	2, 4, 9, 11, 16, 18	1800	HR	Heliopolis
<b>December</b>	Presentation Skills (18 Hours)	9, <b>15</b> , 16, <b>22</b>	1800	CPM	Dokki
	Managing Training Needs (12 Hours)	23, 25, 30 – 6 <b>January</b>	1200	HR	Heliopolis
	Project Management (24 Hours)	<b>22, 23, 29, 30 – 5 January</b>	2400	CPM	Dokki
	Executive Human Resources (12 Hours)	30, <b>5, 6 - January</b>	1200	HR	Heliopolis
	HR Scorecard: Measuring Return on Investment (12 Hours)	8, 13, 15	1200	HR	Heliopolis
<b>January</b>	Labor & Employment Relations (21 Hours)	20, 22, 27, 29 – 3, 5, 10 <b>February</b>	2100	HR	Heliopolis

\*6 Training Hours per Day

- Module Application Fees: 50 LE (Nonrefundable)
- Certificate Application Fees: 200 LE (Nonrefundable)
- ESLSCA Academic Students are privileged 40% Discount
- ESLSCA Corporate Clients are privileged 20% Discount
- ESLSCA Alumni are privileged 20%
- Members of Medical & Engineering Syndicates are privileged 20% Discount

**For booking & Inquiries, Please call or email:**

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