

2018 Open Enrollment Plan

| Month | Course | Dates | Fees (LE) | Certificates | Premises |
|----------|---|--------------------------------------|-----------|--------------|------------|
| January | Performance Management & Measurement (12 Hours) | 13, 14, 20 | 1200 | HR | Dokki |
| | Communication Strategies (15 Hours) | 29, 31 – 5, 7, 12 February | 1500 | CPM | Heliopolis |
| | Business Writing (12 Hours)* | 20, 27 | 1200 | CPM | Nasr City |
| | Organizing, Motivating & Management Control (12 Hours) | 20, 21, 27 | 1200 | HR | Dokki |
| | Train The Trainer (18 Hours) | 3, 4, 10 February | 1800 | HR | Dokki |
| | Beginning of International Credit Diploma (252 Hrs) | 30 January – 8 September | 22,500 | ICD | Nasr City |
| February | Managing Training Needs (12 Hours) | 11, 17 , 18 | 1200 | HR | Dokki |
| | Emotional Intelligence (12 Hours)* | 17, 24 | 1200 | CPM | Nasr City |
| | HR Scorecard: Measuring Return on Investment (12 Hours) | 24, 25 – 3 March | 1200 | HR | Dokki |
| | Leadership: Principals & Techniques (18 Hours) | 19, 21, 26, 28 February – 5, 7 March | 1800 | CPM | Heliopolis |
| March | Beginning of The Trainer Certificate (87 Hrs) | 3 March – 15 May | 10,440 | The Trainer | Nasr City |
| | Labor & Employment Relations (21 Hours) | 3, 4, 11, 17, 18, 24 | 2100 | HR | Dokki |
| | Beginning of Professional Real Estate Certificate (56 Hrs) | 19 March – 30 May | 6500 LE | PREC | Dokki |
| | Executive Human Resources (12 Hours) | 24, 25, 31 | 1200 | HR | Dokki |
| April | Presentation Skills (18 Hours)* | 14, 21, 28 | 1800 | CPM | Nasr City |
| | Leadership: Principals & Techniques (18 Hours)* | 15,17,22,24, 29 – 6 May | 1800 | CPM | Nasr City |
| | Change Management (6 Hours)* | 21 April | 600 | CPM | Nasr City |
| | Anger Management (6 Hours)* | 28 April | 600 | CPM | Nasr City |
| | Advanced Sales Skills (12 Hours) | 21, 28 April | 1200 | - | Nasr City |
| | Train The Trainer (18 Hours) | 22, 29 – 2,6,9,13 May | 1800 | HR | Heliopolis |
| | Project Management (24 Hours) | 2, 4, 9, 11, 16, 18, 23, 30 | 2400 | CPM | Heliopolis |
| | Beginning of International Credit Diploma (252 Hrs) | 4 April – 5 Jan. 2019 | 22,500 | ICD | Dokki |
| May | Beginning of International Credit Diploma (252 Hrs) | 2 May – 8 Jan. 2019 | 22.500 | ICD | Heliopolis |
| | Problem Solving & Decision Making (6 Hours)* | 5 | 600 | CPM | Nasr City |
| | Art of Delegation (6 Hours) | 12 | 600 | CPM | Nasr City |
| | Building Successful Teams (12 Hours) | 19, 26 | 1200 | CPM | Nasr City |
| | Supply Chain Management (24 Hours) | 2, 7, 9, 14, 16, 21, 23, 28 | 2400 | CPM | Nasr City |
| | Communication Strategies (15 Hours) | 2, 7, 9, 14, 16 | 1500 | CPM | Heliopolis |
| | Finance & Accounting for Managers (24 Hours) | 2, 7, 9, 14, 16, 21, 23, 28 | 2400 | CPM | Heliopolis |
| June | Customer Services (12 Hours)* | 2-9 | 1200 | CPM | Nasr City |
| | Time Management (6 Hours)* | 2 | 600 | -- | Nasr City |
| | Business Etiquette (6 Hours) | 9 | 600 | -- | Nasr City |

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| | Negotiation Skills (6 Hours) | 23 | 600 | -- | Nasr City |
| | Marketing Skills (15 Hours) | 4, 6, 11, 13, 18 | 1500 | CPM | Heliopolis |
| July | Presentation Skills (18 Hours) | 2, 4, 9, 11 16, 18 | 1800 | CPM | Heliopolis |
| | International Financial Reporting Standards Advanced (30 Hours) | 7, 14, 21, 28 – 4 August | 3000 | | Nasr City |
| | Beginning of HR Certificate (147 Hrs.) | 7 July – 28 October | 13,500 | HR | Heliopolis |
| | Human Resources Essentials (12 Hours) | 7, 8, 14 | 1200 | HR | Heliopolis |
| | Recruitment, Interview & Selection (12 Hours) | 14, 15, 21 | 1200 | HR | Heliopolis |
| | Beginning of The Trainer Certificate (87 Hrs.) | 17 July – 22 September | 10,440 | The Trainer | Nasr City |
| | Building Successful Teams (12 Hours)* | 21-28 | 1200 | CPM | Nasr City |
| | Business Writing (12 Hours)* | 21-28 | 1200 | CPM | Nasr City |
| | Job Analysis – Job Description – Scaling – Compensation (12 Hours) | 22, 28 , 29 | 1200 | HR | Heliopolis |
| August | Manpower Organization & Succession Planning (12 Hours) | 4, 5, 11 | 1200 | HR | Heliopolis |
| | Performance Management & Measurement (12 Hours) | 11, 12, 18 | 1200 | HR | Heliopolis |
| | Organizing, Motivating & Management Control (12 Hours) | 19, 25 , 26 | 1200 | HR | Heliopolis |
| September | Train The Trainer (18 Hours) | 1, 2, 8, 9 | 1800 | HR | Heliopolis |
| | Beginning of Business Essentials Certificate (127 Hrs.) | 3 September – 30 Jan. 2019 | 5,500 | BEC | Dokki |
| | Leadership: Principals & Techniques (18 Hours) | 3, 5, 10, 17, 19 | 1800 | CPM | Heliopolis |
| | Managing Training Needs (12 Hours) | 15, 16, 22 | 1200 | HR | Heliopolis |
| | HR Scorecard: Measuring Return on Investment (12 Hours) | 22, 23, 29 | 1200 | HR | Heliopolis |
| | Executive Human Resources (12 Hours) | 30, - 7, 13 Oct. | 1200 | HR | Heliopolis |
| October | Customer Service (12 Hours) | 4, 10 , 11 | 1200 | CPM | Dokki |
| | Beginning of Advanced Management Program (162 Hrs.) | 9 October – 12 Feb. 2019 | 18,500 | AMP | Dokki |
| | Labor & Employment Relations (21 Hours) | 14, 20 , 21, 27 , 28 | 2100 | HR | Heliopolis |
| November | Team Building (12 Hours) | 25 – 1 , 2 December | 1200 | CPM | Dokki |
| | Beginning of Certified Professional Manager Certificate (210 Hrs.) | 10 November – 23 April 2019 | 19,700 | CPM | Dokki |
| December | Presentation Skills (18 Hours) | 9, 15 , 16, 22 | 1800 | CPM | Dokki |
| | Project Management (24 Hours) | 22, 23, 29, 30 – 5 January | 2400 | CPM | Dokki |

- Days in **bold** are weekends
- Days in **Green** are two sessions in the same day

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| CPM | Certified Professional Manager Certificate |
| HR | Professional Human Resources Executive Certificate |

- 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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