

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)	27 April – 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
	Advanced Sales Skills (12 Hours)	19, 26	1200		Nasr City
	Change Management (6 Hours)*	26	600	CPM	Nasr City
	Leadership: Principals & Techniques (18 Hours)*	26 – 2, 9 June	1800	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
	Anger Management (6 Hours)*	2	600	CPM	Nasr City
	Time Management (6 Hours)*	2	600		Nasr City
	Business Etiquette (6 Hours)	9	600		Nasr City
	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
	Change Management (6 Hours)*	7 July	600	CPM	Nasr City
	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
	Supply Chain Management (24 Hours)	9,11,16,18,25,30 – 1,6 August	2400	CPM	Heliopolis
	Recruitment, Interview & Selection (12 Hours)	14, 15, 21	1200	HR	Heliopolis
	Leadership: Principals & Techniques (18 Hours)*	14 , 21, 28	1800	CPM	Nasr City
	Communication Strategies (15 Hours)	15, 17, 22, 24, 29	1500	CPM	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
Beginning of Professional Real Estate Certificate (56 Hrs)	25 July – 10 October	6500 LE	PREC	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
	Emotional Intelligence (12 Hours)*	13, 20	1200	CPM	Nasr City
	Negotiation Skills (6 Hours)	27	600		Nasr City

November	Change Management (6 Hours)*	3	600	CPM	Nasr City
	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
	Anger Management (6 Hours)*	10	600	CPM	Nasr City
	Time Management (6 Hours)*	17	600		Nasr City
December	Advanced Sales Skills (12 Hours)	1, 8, 15	1200		Nasr City
	Leadership: Principals & Techniques (18 Hours)*	8, 15, 22	1800	CPM	Nasr City
	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

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

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