

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 Feb 5-7 March	1800	CPM	Heliopolis
March	Presentation Skills (18 Hours)*	3, 10, 17	1800	CPM	Nasr City
	Beginning of The Trainer Certificate (87 Hrs)	3 March – 15 May	10,440	The Trainer	Nasr City
	Executive Human Resources (12 Hours)	3, 4, 10	1200	HR	Dokki
	Beginning of International Credit Diploma (252 Hrs)	9 March	22,500	ICD	Heliopolis
	Beginning of Professional Real Estate Certificate (56 Hrs)	13 March – 13 May	6500 LE	PREC	Dokki
	Labor & Employment Relations (21 Hours)	11, 18, 24, 25, 31	2100	HR	Dokki
	Leadership: Principals & Techniques (18 Hours)*	24, 31 – 14 April	1800	CPM	Nasr City
April	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
	Supply Chain Management (24 Hours)	6, 13, 21, 28 April	2400	CPM	Nasr City
	Project Management (24 Hours)	2, 4, 9, 11, 16, 18, 23, 30	2400	CPM	Heliopolis
	Beginning of International Credit Diploma (252 Hrs)	4 April – 31 December	22,500	ICD	Dokki
May	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
	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
	Marketing Skills (15 Hours)	4, 6, 11, 13, 18	1500	CPM	Heliopolis
	Supply Chain Management (24 Hours)*	23, 30 – 7, 14 July	2400	CPM	Nasr City
July	International Financial Reporting Standards Advanced (30 Hours)	7, 14, 21, 28 – 4 August	3000		Nasr City
	Presentation Skills (18 Hours)	2, 4, 9, 11 16, 18	1800	CPM	Heliopolis

	Building Successful Teams (12 Hours)*	21-28	1200	CPM	Nasr City
	Beginning of HR Certificate (147 Hrs)	2 July - 10 February	13,500	HR	Heliopolis
	Human Resources Essentials (12 Hours)	2, 4, 9, 16	1200	HR	Heliopolis
September	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
October	Manpower Organization & Succession Planning (12 Hours)	16, 21, 23, 28	1200	HR	Heliopolis
	Customer Service (12 Hours)	4, 10 , 11	1200	CPM	Dokki
November	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 - 1 , 2 December	1200	CPM	Dokki
	Train The Trainer (18 Hours)	2, 4, 9, 11, 16, 18	1800	HR	Heliopolis
December	Presentation Skills (18 Hours)	9, 15 , 16, 22	1800	CPM	Dokki
	Managing Training Needs (12 Hours)	23, 25, 30 – 6 January	1200	HR	Heliopolis
	Project Management (24 Hours)	22 , 23, 29 , 30 – 5 January	2400	CPM	Dokki
	Executive Human Resources (12 Hours)	30, 5 , 6 - January	1200	HR	Heliopolis
	HR Scorecard: Measuring Return on Investment (12 Hours)	8, 13, 15	1200	HR	Heliopolis
January	Labor & Employment Relations (21 Hours)	20, 22, 27, 29 – 3, 5, 10 February	2100	HR	Heliopolis

- 6 Training Hours per day
- Days in **bold** are weekends

CPM Certified Professional Manager Certificate

HR Professional Human Resources Executive Certificate

ICD International Credit Diploma 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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