



TRAINING BROCHURE

EMPOWERING TOMORROW'S PROFESSIONALS



BSL: Delivering Premier Training Programs, HR Outsourcing Services and Procurement Outsourcing Solutions.

With a strong presence in Qatar and the UK, BSL supports local and global organisations in achieving their strategic objectives through tailored solutions and expert guidance. Our dedication to reliability and excellence has established us as a trusted partner.



Commitment to Quality Training

Our world-leading training programs prioritise quality and effectiveness. Our team of highly experienced trainers provide the highest level of instruction and mentorship, guiding learners with hands on experiences that mould them into proficient employees.

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Prepare for Success

Join us to experience training excellence that propels careers and empowers professionals for success. BSL's strategic approach to training ensures your workforce is well prepared for future challenges and opportunities.

We deliver our training in state-of-the-art facilities utilising cutting edge technology to enhance understanding, with participants receiving relevant certifications upon program completion.



Importance of Training for Corporations

Investing in employee training is crucial for organisational growth and success.

Our programs will enable you to transform top contributors into high-performing leaders, ensuring they can navigate challenges and make an immediate impact.

Ensure your employees are well trained with us, to maximise productivity, engagement and drive innovation.

Why BSL?

- › **Q**ualified instructors bring real-world experience.
- › **U**nparalleled resources support diverse learning styles.
- › **A**ccess to cutting-edge tools enhances training effectiveness.
- › **L**earning outcomes are continuously evaluated and improved.
- › **I**ndividual attention ensures personalised development.
- › **T**imely feedback accelerates skill mastery.
- › **Y**our growth is at the heart of our training.

Achieved a **97% Satisfaction rating**, with significant improvement to employee performance in the workplace



LEADERSHIP DEVELOPMENT

Course Outline

This leadership course is designed to equip participants with the essential skills and knowledge required to lead effectively in various organisational contexts.

The course includes interactive sessions, practical exercises, and assessments to ensure a comprehensive understanding and application of leadership principles.

Benefits to Employees

- › **Enhanced Leadership Skills:** Develops crucial skills for leading teams effectively and making strategic decisions.
- › **Increased Confidence:** Builds self-confidence in one's ability to lead and manage diverse teams.
- › **Improved Communication:** Enhances abilities to communicate clearly and persuasively with team members and stakeholders.
- › **Professional Growth:** Develops leadership skills that support career progression and open new avenues for advancement.

Benefits to your Business

- › **Stronger Leadership:** Cultivates more effective leaders who can drive team performance and organisational success.
- › **Enhanced Employee Engagement:** Boosts morale and engagement as employees feel supported in their career growth.
- › **Better Team Collaboration:** Improves teamwork and collaboration through refined leadership and communication skills.
- › **Increased Organisational Agility:** Enhances the ability to adapt to change and tackle challenges with a stronger leadership team.

COURSE DURATION: 3 - 5 DAYS (TAILORED)

Key Learning Outcomes

- ☐ *Comprehensive understanding of core leadership principles.*
- ☐ *Practical skills for effective leadership and management.*
- ☐ *Improved decision-making and problem-solving capabilities.*
- ☐ *Enhanced communication and team-building skills.*
- ☐ *Ability to think strategically and drive innovation within the organisation.*

Key Areas of Focus

- ☐ *Leadership styles and theories.*
- ☐ *Effective communication and interpersonal skills.*
- ☐ *Decision-making and problem-solving techniques.*
- ☐ *Team building and management.*
- ☐ *Strategic thinking and planning.*
- ☐ *Innovation and change management.*
- ☐ *Emotional intelligence and self-awareness.*
- ☐ *Conflict resolution and negotiation.*
- ☐ *Motivation and performance management.*

**PRICE
ON REQUEST**

*Tailored courses
available*

PROJECT MANAGEMENT PROFESSIONAL (PMP)

Course Outline

This course outlines key project management principles, methodologies, and best practices to prepare individuals for the PMP certification exam.

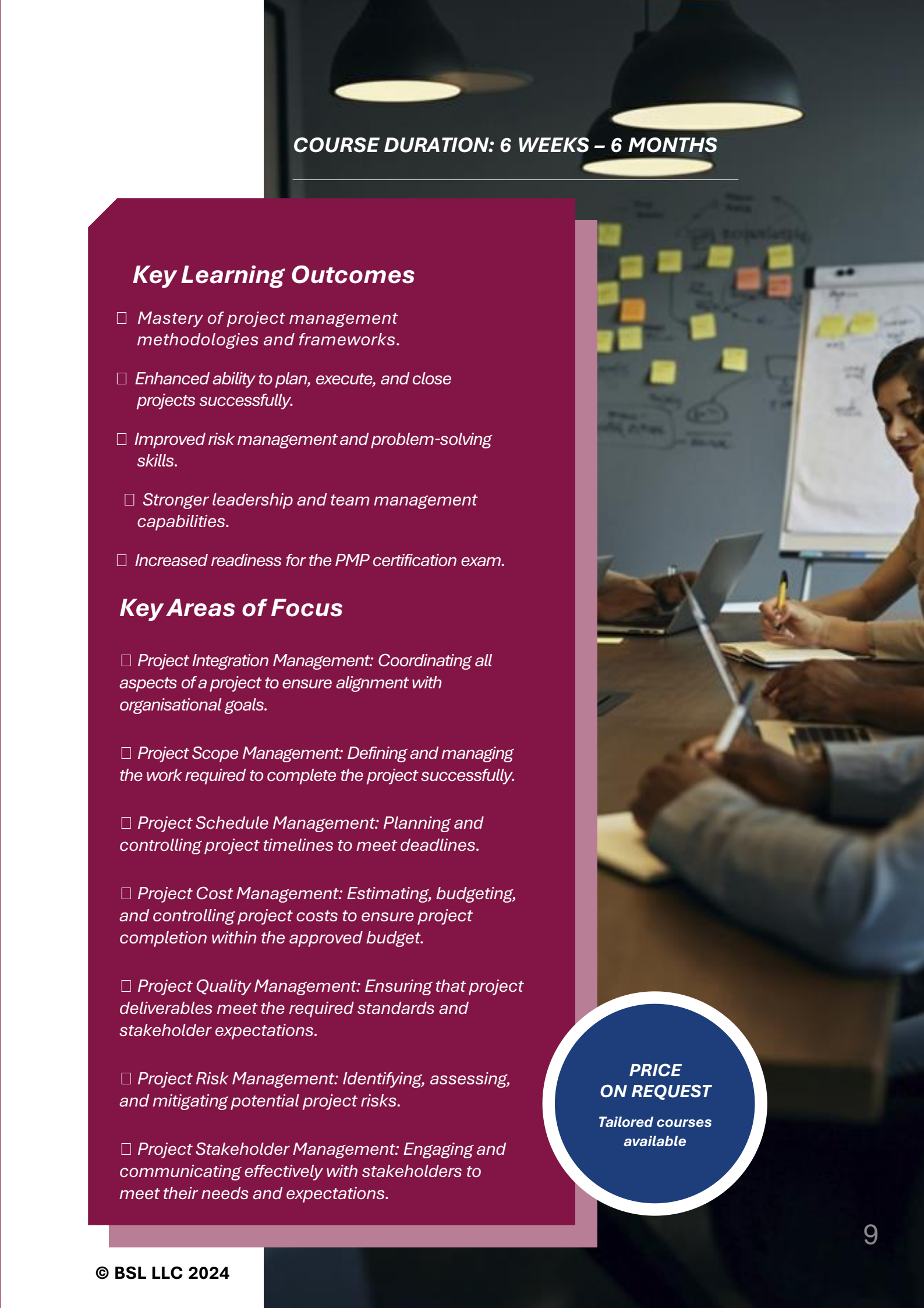
This course will equip individuals with the essential skills and knowledge needed to effectively lead and deliver projects on time and within budget. By mastering PMP methodologies, individuals will enhance their decision-making and strategic planning abilities, contributing to overall organisational success.

Benefits to Employees

- › **Advanced Project Management Skills:** Develops expert-level skills for planning, executing, and closing complex projects efficiently.
- › **Career Development:** Enhances project management expertise, increasing professional recognition and expanding career prospects.
- › **Improved Project Outcomes:** Increases the likelihood of project success through structured methodologies and best practices.
- › **Greater Industry Credibility:** Builds credibility and recognition as a skilled project manager within the industry.

Benefits to your Business

- › **Improved Project Efficiency:** Streamlines project execution and enhances efficiency through standardised methodologies.
- › **Higher Project Success Rates:** Increases the likelihood of delivering projects on time and within budget.
- › **Enhanced Risk Management:** Better identification and mitigation of project risks, leading to fewer disruptions and issues.
- › **Greater Competitive Advantage:** Strengthens the organisation's competitive edge by delivering higher-quality projects and services.



COURSE DURATION: 6 WEEKS – 6 MONTHS

Key Learning Outcomes

- ❑ *Mastery of project management methodologies and frameworks.*
- ❑ *Enhanced ability to plan, execute, and close projects successfully.*
- ❑ *Improved risk management and problem-solving skills.*
- ❑ *Stronger leadership and team management capabilities.*
- ❑ *Increased readiness for the PMP certification exam.*

Key Areas of Focus

- ❑ *Project Integration Management: Coordinating all aspects of a project to ensure alignment with organisational goals.*
- ❑ *Project Scope Management: Defining and managing the work required to complete the project successfully.*
- ❑ *Project Schedule Management: Planning and controlling project timelines to meet deadlines.*
- ❑ *Project Cost Management: Estimating, budgeting, and controlling project costs to ensure project completion within the approved budget.*
- ❑ *Project Quality Management: Ensuring that project deliverables meet the required standards and stakeholder expectations.*
- ❑ *Project Risk Management: Identifying, assessing, and mitigating potential project risks.*
- ❑ *Project Stakeholder Management: Engaging and communicating effectively with stakeholders to meet their needs and expectations.*

**PRICE
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*Tailored courses
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FINANCE FOR NON-FINANCIAL MANAGERS

Course Outline

This course is designed to demystify finance, for managers without a financial background.

Managers will gain a clear understanding of financial terminology and the skills to interpret essential financial reports. This course involves exploration of key financial concepts and practical applications, enhancing both personal and organisational performance.

Benefits to Employees

- › **Enhanced Decision-Making:** Improved ability to make informed decisions by understanding financial metrics and statements.
- › **Improved Budget Management:** Better skills in creating and managing budgets aligned with organisational goals.
- › **Professional Development:** Strengthens financial literacy, empowering participants to make more informed decisions and enhance career prospects.
- › **Better Communication with Financial Teams:** More effective interaction with finance teams and meaningful contribution to financial discussions.

Benefits to your Business

- › **Improved Financial Oversight:** Better financial understanding among managers leads to more accurate and insightful financial oversight.
- › **Enhanced Budget Control:** More effective budget management ensures resources are allocated efficiently and financial goals are met.
- › **Greater Strategic Alignment:** Non-finance managers can align departmental strategies with overall financial objectives, improving organisational coherence.
- › **Increased Cross-Departmental Collaboration:** Improved communication between finance and other departments fosters better collaboration and project execution.

COURSE DURATION: 2 DAYS

Key Learning Outcomes

- *Understand and Interpret financial statements.*
- *Master financial communication and technology.*
- *Differentiate between profit and cash flow.*
- *Learn financial management techniques.*
- *Play an integral role in setting budgets and shaping financial strategies.*

Key Areas of Focus

- *Financial statements and their interpretation.*
- *Key financial information and its relevance.*
- *Financial communication and terminology.*
- *Profit and cash flow management.*
- *Budgets and financial strategy.*
- *Course content highlights.*
- *Basic principles of finance and their application in business.*
- *Managing and improving cash flow and profit margins.*
- *Break-even analysis and strategies to enhance financial outcomes.*
- *Combining financial and non-financial measures for comprehensive business evaluation.*
- *Developing financial strategies and setting budgets to increase organisational value.*

**PRICE
ON REQUEST**

*Tailored courses
available*

PROCUREMENT AND SUPPLY CHAIN

Course Outline

This course provides a comprehensive overview of procurement and supply chain management, focusing on strategies, best practices, and tools to optimise sourcing and logistics operations.

This course will help managers develop a deep understanding of procurement and supply chain processes, enabling them to make more informed and strategic decisions. By mastering these skills, managers can enhance operational efficiency, reduce costs, and improve supplier relationships, ultimately contributing to the organisation's bottom line.

Benefits to Employees

- › **Expert Procurement Skills:** Develops advanced skills in procurement and supply chain management for more effective decision-making.
- › **Broadened Skill Set:** Expands participants' expertise in procurement and supply chain management, enhancing versatility and ability to take on diverse roles.
- › **Increased Professional Credibility:** Gains industry-recognised credentials that enhance professional reputation and credibility.
- › **Better Strategic Impact:** Equips individuals to contribute more strategically to organisational goals and supply chain efficiencies.

Benefits to your Business

- › **Optimised Procurement Processes:** Streamlines and improves procurement processes, leading to cost savings and efficiency.
- › **Enhanced Supplier Relationships:** Develops better relationships with suppliers through improved negotiation and management skills.
- › **Increased Competitive Advantage:** Strengthens competitive positioning by implementing effective and strategic procurement practices.
- › **Reduced Risk and Compliance Issues:** Minimises risks and ensures compliance with industry standards and regulations.



COURSE DURATION: 1 – 5 DAYS (TAILORED)

Key Learning Outcomes

- *Develop and implement strategies to optimise supplier selection and procurement processes.*
- *Identify and apply methods to reduce procurement and supply chain costs.*
- *Enhance the efficiency and effectiveness of supply chain operations.*
- *Assess and mitigate risks within procurement and supply chain activities.*

Key Areas of Focus

- *Sourcing and Procurement: Best practices for selecting and managing suppliers.*
- *Contract Management: Developing and overseeing contracts effectively.*
- *Supply Chain Logistics: Optimising the movement and storage of goods.*
- *Inventory Management: Techniques for managing and controlling inventory levels.*
- *Cost Management: Strategies for controlling and reducing costs.*
- *Risk Management: Identifying and mitigating supply chain risks.*

**PRICE
ON REQUEST**

*Tailored courses
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CONTRACT MANAGEMENT

Course Outline

This course covers the essential aspects of contract management, including contract creation, negotiation, administration, and compliance to ensure successful and legally sound agreements.

This course equips managers with the skills to effectively create, negotiate, and manage contracts, minimising legal risks and ensuring compliance. By mastering contract management, managers can enhance organisational efficiency, secure favorable terms, and build stronger relationships with stakeholders and vendors.

Benefits to Employees

- › **Advanced Contract Skills:** Develops expertise in drafting, negotiating, and managing contracts effectively.
- › **Analytical Skills:** Improved understanding of legal, financial and operational perspectives to identify risks and optimise agreements.
- › **Improved Negotiation Abilities:** Builds stronger negotiation skills to secure better terms and conditions.
- › **Greater Risk Management:** Equips individuals to identify and mitigate contract-related risks, reducing potential disputes.

Benefits to your Business

- › **More Effective Contract Oversight:** Ensures better management and execution of contracts, leading to more successful outcomes.
- › **Reduced Contractual Risks:** Minimises legal and financial risks through improved contract compliance and management.
- › **Enhanced Supplier Performance:** Strengthens supplier relationships and performance through well-managed contracts.
- › **Increased Cost Savings:** Achieves better value and cost savings through effective contract negotiation and administration.

COURSE DURATION: 2 DAYS

Key Learning Outcomes

- ❑ *Master the fundamentals of drafting clear and effective contracts.*
- ❑ *Develop techniques for successful contract negotiations.*
- ❑ *Ensure adherence to contract terms and manage contract performance.*
- ❑ *Identify and address potential legal and operational risks in contracts.*

Key Areas of Focus

- ❑ *Contract Drafting: Techniques for creating clear and precise contracts.*
- ❑ *Negotiation: Strategies for effective contract negotiation.*
- ❑ *Contract Administration: Managing and overseeing contract execution.*
- ❑ *Compliance: Ensuring adherence to legal and regulatory requirements.*
- ❑ *Performance Monitoring: Tracking and assessing contract performance.*
- ❑ *Dispute Resolution: Handling and resolving contract-related disputes.*

**PRICE
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CHARTERED INSTITUTE OF PERSONNEL AND DEVELOPMENT (CIPD)

Course Outline

This CIPD course provides a comprehensive overview of human resources practices, including recruitment, employee relations, performance management, and strategic HR planning.

This course equips managers with the essential HR skills to effectively handle recruitment, employee development, and performance management, fostering a productive and engaged workforce. By understanding HR principles, managers can align their team's goals with organisational objectives, improving overall performance and reducing employee turnover.

Benefits to Employees

- › **Enhanced HR Expertise:** Develops advanced skills in human resources and personnel management for more effective people management.
- › **Emotional Intelligence:** Enhances understanding of own emotions and those of others, resulting in personal growth and improved resilience.
- › **Improved Professional Credibility:** Gains industry-recognised credentials that enhance professional reputation and credibility.
- › **Better Strategic Impact:** Equips individuals to contribute more strategically to organisational development and employee engagement.

Benefits to your Business

- › **Stronger HR Practices:** Enhances the development and implementation of effective HR policies and practices.
- › **Improved Employee Relations:** Strengthens employee engagement and satisfaction through better HR management.
- › **Greater Organisational Efficiency:** Increases overall organisational effectiveness by optimising HR functions and processes.
- › **Enhanced Compliance and Risk Management:** Ensures adherence to employment laws and regulations, reducing legal and compliance risks.

COURSE DURATION: 9 MONTHS – 24 MONTHS

Key Learning Outcomes

- *Develop effective strategies for hiring and onboarding new employees.*
- *Manage and resolve workplace issues to maintain a positive work environment.*
- *Implement processes to evaluate and improve employee performance.*
- *Align HR practices with organisational goals and strategic objectives.*

Key Areas of Focus

- *Recruitment and Selection: Techniques for sourcing, interviewing, and hiring the right candidates.*
- *Employee Relations: Strategies for managing employee relations and resolving conflicts.*
- *Performance Management: Methods for assessing and improving employee performance.*
- *Training and Development: Approaches for developing and delivering employee training programs.*
- *Compensation and Benefits: Understanding compensation structures and benefits administration.*
- *Employment Law: Knowledge of legal requirements and regulations affecting HR practices.*
- *HR Strategy and Planning: Aligning HR functions with broader organisational strategies and goals.*

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CHARTERED MANAGEMENT INSTITUTE (CMI)

Course Outline

This CMI course provides a comprehensive exploration of management principles, leadership strategies, and organisational development to enhance managerial effectiveness and drive business success.

This course equips managers with advanced leadership skills and strategic insights, enabling them to effectively guide teams and drive organisational growth. By mastering key management principles, managers can enhance their decision-making abilities, improve operational efficiency, and foster a more productive work environment.

Benefits to Employees

- › **Advanced Management Skills:** Develops expert-level skills in leadership, strategic planning, and team management.
- › **Career Growth:** Equips participants with practical leadership tools to tackle challenges effectively.
- › **Increased Professional Credibility:** Gains a recognised qualification that boosts professional reputation and industry credibility.
- › **Improved Decision-Making:** Equips individuals with tools and techniques for more effective and strategic decision-making.

Benefits to your Business

- › **Enhanced Management Capability:** Strengthens leadership and management skills across the organisation, improving overall performance.
- › **Greater Strategic Alignment:** Ensures management practices are aligned with organisational goals and strategies.
- › **Improved Employee Performance:** Boosts team performance and productivity through better management techniques and practices.
- › **Increased Organisational Competitiveness:** Enhances the organisation's competitive edge by developing skilled and strategic managers.

COURSE DURATION: 1 MONTH – 3 MONTHS

Key Learning Outcomes

- *Strengthen leadership skills and enhance team management capabilities.*
- *Learn to develop and implement effective business strategies.*
- *Improve processes and systems to enhance organisational performance.*
- *Master techniques for effectively managing and leading organisational change.*

Key Areas of Focus

- *Leadership and Management: Developing essential leadership skills and effective management practices.*
- *Strategic Planning: Formulating and executing strategies to achieve organisational goals.*
- *Financial Management: Understanding and managing budgets, financial planning, and performance metrics.*
- *Project Management: Overseeing projects from initiation through to completion with effective methodologies.*
- *Operational Management: Enhancing processes, productivity, and operational efficiency.*
- *Change Management: Leading and managing organisational change effectively.*
- *Human Resource Management: Managing people, including recruitment, development, and performance management.*

**PRICE
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STRENGTH DEPLOYMENT INVENTORY

Course Outline

This Strength Deployment Inventory® (SDI) course enables participants to explore their own Motivational Value System (MVS) and gain a deeper understanding of how their motivations influence communication, relationships, and conflict management.

This course offers individuals and teams a comprehensive understanding of the motivations behind behaviours. Participants will develop the skills to identify their primary motivations, gain insight into the motivations of others, and respond more effectively in different situations.

Benefits to Employees

- › **Enhanced Self-Awareness:** SDI helps employees understand why they behave the way they do by delving into their underlying motivations, promoting self-awareness and growth.
- › **Improved Relationships:** By identifying personal values and motivations, employees gain a better understanding of their interactions with others, fostering stronger and more effective relationships with colleagues.
- › **Conflict Management:** SDI equips employees to navigate conflict more successfully by recognising the three stages of conflict and adapting their approach based on their motivational drivers, leading to more productive resolutions.
- › **Better Team Dynamics:** Helps in building stronger, more effective teams by leveraging diverse personality traits and working styles.

Benefits to your Business

- › **Improved Team Collaboration:** Fosters better teamwork and collaboration by aligning diverse personality types and work styles.
- › **Enhanced Leadership Effectiveness:** Equips leaders with insights to tailor their approach to different team members, boosting leadership effectiveness.
- › **Increased Employee Engagement:** Enhances employee engagement and satisfaction through personalised understanding and development.
- › **Enhanced Employee Engagement:** SDI encourages personal and professional growth, leading to higher morale, job satisfaction, and retention.

COURSE DURATION: 2 DAYS

Key Learning Outcomes

- ☐ *Understand motivational value system, personal strengths and areas for growth.*
- ☐ *Develop skills to manage emotions and relationships effectively.*
- ☐ *Learn techniques for clear and effective interactions.*
- ☐ *Apply self-awareness insights to enhance leadership abilities.*

Key Areas of Focus

- ☐ *Self-Assessment: Tools for evaluating personal traits and behaviors.*
- ☐ *Emotional Intelligence: Techniques for recognising and managing emotions.*
- ☐ *Communication Skills: Strategies for effective verbal and non-verbal communication.*
- ☐ *Leadership Styles: Identifying and developing personal leadership approaches.*
- ☐ *Interpersonal Relationships: Enhancing interactions with others.*
- ☐ *Conflict Management: Techniques for navigating conflict, resolving disputes, and maintaining positive relationships..*
- ☐ *Relationship Building: Strengthening connections and improving collaboration through understanding motivations.*



**PRICE
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LINE MANAGEMENT TRAINING

Course Outline

This Line Management Training course combines theory and practical techniques to equip participants with essential skills to excel in managing people, making decisions, managing conflict, and supporting organisational goals.

The course covers key areas such as performance management, communication, conflict resolution, and aligning individual goals with company objectives. Managers will also develop strong decision-making skills and the ability to manage change, guiding their teams through challenges with confidence and resilience.

Benefits to Employees

- › **Increased Managerial Confidence:** Managers build confidence to lead decisively and drive team success.
- › **Enhanced Communication Skills:** Managers improve communication, manage conflicts, and align teams with goals.
- › **Conflict Resolution:** Managers learn to handle disputes constructively, promoting a positive team culture.
- › **Strengthened Decision-Making:** Managers gain the skills to confidently make informed, strategic decisions.

Benefits to your Business

- › **Improved Employee Retention:** Effective managers create supportive work environments, reducing turnover and improving staff loyalty.
- › **Better Team Collaboration:** Managers learn to foster a collaborative culture, encouraging teamwork and enhancing overall performance.
- › **Effective Change Management:** With the skills to manage transitions, managers help teams adapt to change without losing momentum.
- › **Higher Customer Satisfaction:** Strong leadership leads to more motivated teams, which can improve the quality of products or services and customer interactions.

COURSE DURATION: 1-2 DAYS

Key Learning Outcomes

- *Understanding the line manager's role and responsibilities..*
- *Ability to build trust and foster communication within teams.*
- *Development of effective leadership and team motivation strategies.*
- *Proficiency in setting performance expectations and conducting reviews.*
- *Skilled in adapting communication styles and handling difficult conversations.*
- *Awareness of legal and ethical responsibilities in the workplace.*

Key Areas of Focus

- *Line Management Responsibilities: Understanding the roles and expectations of managers.*
- *Feedback Techniques: Providing timely and constructive feedback to improve performance.*
- *Motivating Teams: Using strategies to inspire and boost team morale.*
- *Delegation Skills: Assigning tasks effectively and empowering team members.*
- *Managing Change: Supporting teams through transitions and organisational changes.*
- *Coaching and Development: Supporting team growth through training and mentoring.*
- *Time Management: Prioritising tasks to ensure effective team productivity.*

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SOFT SKILLS

Negotiation Skills

- › Crucial in the workplace as it empowers employees to resolve conflicts, make better deals, and reach mutually beneficial agreements, which fosters collaboration and efficiency.
- › It also enhances communication, ensuring that employees can advocate for their needs while maintaining positive relationships with colleagues and clients.

Behavioural Profiling

- › Helps individuals understand different personality types, improving communication and collaboration in the workplace.
- › By recognising behavioral patterns, employees can adapt their approach to better interact with colleagues and deal with individuals outside of their organisation.

Conflict Resolution

- › Equips employees with the skills to address disagreements constructively, reducing tension and preventing disruptions.
- › It fosters a healthier work environment by promoting open communication, collaboration, and the ability to reach mutually beneficial solutions.

Critical Thinking & Problem Solving

- › It equips employees with the skills to analyse complex situations, make informed decisions, and develop innovative solutions.
- › This enhances productivity and adaptability, enabling teams to tackle challenges effectively and drive organisational success.

Presentation & Public Speaking Skills

- › Important in the workplace because it helps employees to effectively convey ideas, engage audiences, and communicate with confidence in both internal and external settings.
- › Mastering these skills boosts professionalism, enhances team collaboration, and strengthens client relations through clear and persuasive communication.

SOFT SKILLS

Cultural Competence

- › Enables employees to understand, respect, and work effectively with diverse colleagues and clients, fostering inclusivity.
- › This enhances team collaboration, reduces misunderstandings, and helps businesses better serve global markets by appreciating different perspectives and cultural nuances.

Adaptability & Resilience

- › Equips employees to navigate change, handle uncertainty, and recover quickly from setbacks, ensuring sustained productivity.
- › These skills foster a growth mindset, enabling teams to remain flexible and thrive in dynamic business environments.

Delegation

- › Teaches employees how to effectively assign tasks, optimise team strengths, and manage workloads, improving overall efficiency.
- › It also promotes leadership development and accountability, empowering teams to take ownership of responsibilities while fostering trust and collaboration.

Communication

- › Helps employees' express ideas clearly and listen effectively, leading to stronger teamwork and fewer misunderstandings.
- › It also boosts confidence in interactions with colleagues and clients, improving workplace relationships and overall productivity.

Cross-Cultural Communication

- › Helps individuals understand cultural differences and communicate effectively, fostering collaboration and reducing misunderstandings in diverse teams.
- › Enhances confidence in interacting with colleagues and clients from various backgrounds, improving relationships and boosting productivity.

SECURITY OPERATIONS AND RISK MANAGEMENT

Course Outline

This course offers a comprehensive overview of security operations, risk assessment techniques, and strategies for managing and mitigating threats in various environments.

This course covers critical topics such as risk identification, threat analysis, incident response, and business continuity planning, preparing participants for roles in security management and operations. This knowledge supports better decision-making, enhanced security planning, and improved resilience against potential threats..

Benefits to Employees

- › **Enhanced Knowledge of Security Risk Management:** Gain a comprehensive understanding of risk assessment, mitigation strategies, and threat analysis, improving overall security expertise.
- › **Improved Decision-Making Skills:** Develop the ability to make informed decisions during security incidents, enhancing the efficiency and effectiveness of response efforts.
- › **Enhanced Performance:** Expanded knowledge in security operations and risk management leads to improved efficiency and effectiveness in daily tasks.
- › **Greater Contribution to Organisational Resilience:** Actively contribute to strengthening security posture and ensure business continuity, making a meaningful impact on the organisation's long-term stability.

Benefits to your Business

- › **Improved Security Framework:** Employees equipped with advanced risk management skills, strengthening the organisation's overall security and resilience against threats.
- › **Enhanced Compliance and Regulatory Adherence:** Expertise in security operations ensures the organisation meets industry standards and regulatory requirements.
- › **Increased Operational Efficiency:** A well-trained workforce can quickly identify and mitigate security risks, leading to more streamlined operations and reduced downtime.
- › **Stronger Crisis Management Capabilities:** Improved incident response ensures smooth operations and business continuity during critical situations.

COURSE DURATION: 2 DAYS

Key Learning Outcomes

- *Understanding of Understanding of security risk management and mitigation strategies.*
- *Knowledge of incident response and crisis management techniques.*
- *Ability to assess and manage organisational security threats.*
- *Familiarity with regulatory frameworks and compliance standards in security.*
- *Awareness of emerging trends in security technologies and practices.*

Key Areas of Focus

- *Security Operations: Developing strategies for effective security procedures.*
- *Crisis Response: Learning how to respond efficiently during critical incidents.*
- *Threat Detection: Mastering tools and techniques for identification of security threats.*
- *Security Technologies: Exploring innovative technologies for enhancing security measures.*
- *Strategic Defence Planning: Creating comprehensive plans to safeguard organisational operations.*
- *Data Protection: Implementing measures to safeguard sensitive company data.*
- *Regulatory Compliance: Understanding legal and industry standards for security.*

**PRICE
ON REQUEST**

*Tailored courses
available*

VBS4 TRAINING (INCLUDING DATA SIMULATION)

Course Outline

A VBS4 training simulation course provides hands-on experience with virtual battlefield environments, focusing on mission planning, tactical execution, and decision-making to enhance military training and readiness.

VBS4 training simulation is valuable for management as it enables realistic scenario-based training, improving strategic planning and decision-making skills. It also helps managers assess and develop the capabilities of their teams in a controlled, risk-free environment, enhancing overall operational effectiveness.

Benefits to Employees

- › **Enhanced Tactical Skills:** Provides practical experience that sharpens decision-making and tactical abilities in simulated environments.
- › **Improved Readiness:** Helps employees prepare more effectively for real-world situations and emergencies by replicating scenarios they might face.
- › **Increased Confidence:** Builds confidence by allowing employees to practice handling complex challenges and operational issues in a controlled setting.
- › **Collaborative Skills:** Fosters better teamwork and communication by working together in simulation exercises, improving group dynamics under pressure.

Benefits to your Business

- › **Enhanced Operational Efficiency:** Realistic simulations improve overall effectiveness and efficiency by refining strategies and procedures.
- › **Reduced Training Costs:** Virtual scenarios lower the cost of physical training resources and minimise the need for live exercises.
- › **Improved Risk Management:** Better preparation through simulations helps identify and mitigate potential risks before they impact real operations.
- › **Stronger Team Cohesion:** Enhanced teamwork and communication skills lead to more cohesive and effective teams in high-pressure situations.

COURSE DURATION: TAILORED

Key Learning Outcomes

- *Proficiency in using VBS4 simulation tools and software.*
- *Ability to plan and execute missions within virtual environments.*
- *Enhanced skills in tactical decision-making and problem-solving.*
- *Improved teamwork and coordination in simulated scenarios.*

Key Areas of Focus

- *Simulation Tool Mastery: Detailed instruction on using VBS4 software for creating and navigating virtual environments.*
- *Mission Planning: Techniques for designing and organising missions within the simulation to achieve specific training objectives.*
- *Tactical Execution: Strategies for effectively implementing tactical decisions and responding to dynamic scenarios in the virtual battlefield.*
- *Decision-Making Skills: Development of critical thinking and problem-solving abilities through simulated challenges and scenarios.*
- *Team Coordination: Enhancement of teamwork and communication skills through collaborative exercises and joint missions in the simulation.*



**PRICE
ON REQUEST**

*Tailored courses
available*

HIGHER NATIONAL CERTIFICATE (HNC)

Course Outline

A Higher National Certificate (HNC) course provides foundational knowledge and practical skills in a specific field, combining theoretical study with hands-on experience to prepare students for professional roles or further academic advancement.

An HNC course is valuable for managers as it equips them with specialised knowledge and practical skills, enhancing their expertise and effectiveness in their field while also fostering career development and leadership capabilities.

Benefits to Employees

- › **Increased Industry Recognition:** Develops specialised skills that enhance professional credibility and recognition within the industry.
- › **Enhanced Expertise:** Provides in-depth understanding of their field, improving work performance and technical proficiency.
- › **Practical Skills:** Combines theoretical learning with hands-on experience, enhancing practical application in the workplace.
- › **Professional Credibility:** Achieving an HNC can boost professional credibility and recognition within their industry.

Benefits to your Business

- › **Increased Expertise:** Employees bring advanced skills and knowledge, improving overall performance and productivity.
- › **Enhanced Problem-Solving:** Practical skills gained from the course lead to more effective problem-solving and innovation.
- › **Improved Efficiency:** Specialised training contributes to more efficient processes and better-quality work.
- › **Stronger Leadership:** Employees with an HNC often develop enhanced leadership capabilities, supporting better team management and strategic decision-making.



COURSE DURATION: 30 WEEKS

Key Learning Outcomes

- ❑ *Specialised Knowledge: In-depth understanding of a specific field.*
- ❑ *Practical Skills: Hands-on experience for real-world application.*
- ❑ *Critical Thinking: Ability to analyse and solve complex problems.*
- ❑ *Professional Competence: Readiness for advanced roles and responsibilities.*

Key Areas of Focus

- ❑ *Core Subject Knowledge: In-depth study of the primary field of interest.*
- ❑ *Technical Skills: Development of specific technical or practical abilities.*
- ❑ *Problem-Solving: Techniques for addressing complex issues and challenges.*
- ❑ *Project Management: Skills for planning, executing, and managing projects.*
- ❑ *Research Methods: Approaches to conducting and applying research effectively.*
- ❑ *Professional Practice: Understanding industry standards and practices.*
- ❑ *Communication Skills: Enhancement of written and verbal communication abilities.*

**PRICE
ON REQUEST**

*Tailored courses
available*

HIGHER NATIONAL DIPLOMA (HND)

Course Outline

A Higher National Diploma (HND) course offers advanced theoretical and practical knowledge in a specific field, combining detailed subject study with hands-on experience to prepare students for higher-level professional roles or further academic pursuits.

An HND course is beneficial for those seeking advanced expertise and practical skills that can enhance strategic decision-making and leadership capabilities. Additionally, it equips individuals with a deeper understanding of industry-specific practices, leading to more effective team management and operational improvements.

Benefits to Employees

- › **Advanced Skills:** Develops specialised knowledge and practical skills relevant to their field.
- › **Enhanced Expertise:** Improves understanding of complex concepts and industry practices, enabling more informed decision-making.
- › **Professional Recognition:** Boosts credibility and qualifications within their industry, validating expertise and demonstrating commitment to professional growth.
- › **Improved Problem-Solving Abilities:** Equips employees with critical thinking and practical skills to address complex challenges in the workplace.

Benefits to your Business

- › **Increased Expertise:** Employees bring advanced knowledge and skills, enhancing overall business capabilities.
- › **Improved Efficiency:** Higher-level skills lead to more effective processes and better-quality work.
- › **Enhanced Innovation:** Advanced training fosters creative problem-solving and new ideas.
- › **Stronger Leadership:** Employees with an HND often have improved management and leadership skills, benefiting team performance and strategic direction.

COURSE DURATION: 30 WEEKS

Key Learning Outcomes

- ❑ *Advanced Knowledge: Deep understanding of the field.*
- ❑ *Practical Skills: Applied techniques and practices.*
- ❑ *Strategic Thinking: Effective problem-solving and strategy development.*
- ❑ *Professional Growth: Readiness for advanced roles or further study.*

Key Areas of Focus

- ❑ *Comprehensive exploration of advanced concepts and theories specific to the field.*
- ❑ *Mastery of complex practical techniques and tools relevant to the industry.*
- ❑ *Project Management skills in organising, leading, and delivering projects efficiently and effectively.*
- ❑ *Proficiency in designing and conducting research to inform decision-making and practice.*
- ❑ *Development of advanced skills in both written and verbal communication for professional settings.*
- ❑ *Ability to assess and develop strategies for addressing complex business or operational challenges.*

**PRICE
ON REQUEST**

*Tailored courses
available*

ARTIFICIAL INTELLIGENCE (AI)

Course Outline

An artificial intelligence course equips employees with cutting-edge skills to automate tasks, analyse data, and drive innovation, making them more valuable and adaptable in a tech-driven workplace.

Artificial intelligence is valuable for management as it enables data-driven decision-making, helping leaders identify trends and optimise strategies. By automating routine processes, it frees up management to focus on high-level planning and innovation, improving overall business efficiency.

Benefits to Employees

- › **Enhanced Efficiency:** Employees can automate repetitive tasks, allowing them to focus on more complex and rewarding work.
- › **Future-Ready Skillset:** Prepares employees with cutting-edge AI knowledge, enabling them to stay competitive in an increasingly digital workplace.
- › **Enhanced Analytical Skills:** Ability to interpret and apply AI-driven insights, improving decision-making and problem-solving capabilities.
- › **Innovation Opportunities:** Employees can leverage AI to explore creative solutions and drive innovation within their roles.

Benefits to your Business

- › **Increased Operational Efficiency:** By automating routine tasks, businesses can streamline processes, leading to cost savings and improved productivity.
- › **Enhanced Decision-Making:** AI provides data-driven insights that enable more informed strategic decisions, giving businesses a competitive edge.
- › **Improved Customer Experience:** Leveraging AI allows for personalised customer interactions, fostering greater satisfaction and loyalty.
- › **Cost Savings:** Implementing AI can lead to significant cost reductions by optimising resource allocation and reducing the need for manual intervention.

COURSE DURATION: 1 – 5 DAYS (TAILORED)

Key Learning Outcomes

- *Employees will gain an understanding of artificial intelligence concepts and how they can be applied in various business contexts.*
- *Learners will acquire the ability to automate routine tasks and processes, improving efficiency and productivity.*
- *The course will teach employees how to leverage AI tools to analyse data and make more informed business decisions.*
- *Participants will develop creative problem-solving skills by learning how to implement AI solutions to drive innovation in their roles.*

Key Areas of Focus

- *Fundamentals of AI: Basic concepts, terminology, and types of AI (e.g., machine learning, deep learning).*
- *Data Management: Data collection, preprocessing, and handling techniques.*
- *Collaboration in Cross-Functional Teams. Knowledge of AI enables better collaboration with data and tech teams, enhancing teamwork and project outcomes.*
- *Exploring how AI is used in their specific industry, enabling them to leverage AI tools and techniques effectively.*

**PRICE
ON REQUEST**

*Tailored courses
available*

SAFETY MANAGEMENT

Course Outline

A safety management course provides comprehensive training on identifying, assessing, and mitigating workplace hazards, implementing safety protocols, and promoting a culture of health and safety within an organisation.

A safety management course equips managers with the knowledge and skills to effectively identify and mitigate risks, ensuring a safer workplace and reducing the likelihood of accidents and incidents. It also enhances their ability to lead safety initiatives, comply with regulations, and foster a strong safety culture within their teams.

Benefits to Employees

- › **Improved Safety Awareness:** Employees learn to recognise potential hazards and take proactive steps to prevent accidents.
- › **Enhanced Compliance:** Training ensures employees understand and follow safety regulations, reducing the risk of non-compliance.
- › **Reduced Injury Rates:** Knowledge of safety protocols leads to fewer workplace injuries and incidents.
- › **Increased Confidence:** Employees feel more secure and confident working in a well-managed, safe environment.

Benefits to your Business

- › **Lower Accident Costs:** Reducing workplace accidents decreases expenses related to medical costs, insurance premiums, and legal fees.
- › **Enhanced Productivity:** A safer workplace leads to fewer disruptions, minimising downtime and boosting overall productivity.
- › **Improved Reputation:** Demonstrating a commitment to safety enhances the company's reputation with clients, stakeholders, and prospective employees.
- › **Better Compliance:** Adhering to safety regulations reduces the risk of fines and legal actions, ensuring smoother operations.

COURSE DURATION: 1 – 5 DAYS (TAILORED)

Key Learning Outcomes

- *Hazard Identification: Recognise and assess workplace hazards.*
- *Safety Protocols: Develop and implement effective safety procedures.*
- *Regulatory Compliance: Understand and adhere to safety regulations.*
- *Incident Response: Manage and respond to workplace incidents effectively.*

Key Areas of Focus

- *Risk Assessment: Techniques for identifying and evaluating workplace hazards.*
- *Safety Regulations: Understanding local, national, and international safety laws and standards.*
- *Emergency Preparedness: Planning and responding effectively to emergencies and incidents.*
- *Incident Investigation: Methods for analysing accidents to prevent future occurrences.*
- *Safety Culture: Strategies to promote a culture of safety and employee engagement.*
- *Training and Communication: Effective ways to train employees and communicate safety protocols.*



**PRICE
ON REQUEST**

*Tailored courses
available*

DEFENSIVE DRIVING COURSE

Course Outline

A defensive driving course teaches drivers advanced skills and techniques to anticipate and respond safely to potential road hazards, reduce risks, and prevent accidents.

A defensive driving course benefits management by ensuring that employees are equipped with skills to reduce driving-related incidents, which can lower insurance costs and minimise liability. Additionally, it enhances overall safety and productivity by reducing accidents and downtime associated with vehicle collisions.

Benefits to Employees

- › **Enhanced Safety:** Learn techniques to avoid accidents and handle challenging driving conditions.
- › **Reduced Stress:** Gain confidence in driving skills, leading to less anxiety on the road.
- › **Improved Driving Record:** Lower risk of traffic violations and accidents, potentially reducing insurance premiums.
- › **Increased Awareness:** Develop better awareness of road hazards and defensive driving strategies.

Benefits to your Business

- › **Fewer Accidents:** Employees experience a reduced risk of accidents, leading to safer driving and fewer injuries.
- › **Enhanced Safety Culture:** Promotes a culture of safety and responsibility within the organisation.
- › **Improved Skills:** Enhanced driving techniques contribute to better overall driving performance.
- › **Increased Confidence:** Employees gain confidence in handling various driving scenarios safely.

COURSE DURATION: 5 HOURS

Key Learning Outcomes

- ☐ *Comprehensive understanding of defensive driving principles.*
- ☐ *Practical skills for safe driving in various conditions.*
- ☐ *Improved road safety and reduced accident rates.*
- ☐ *Pass or fail recommendation based on performance.*

Key Areas of Focus

- ☐ *Road infrastructure and vehicle conditions.*
- ☐ *Driving regulations and compliance monitoring.*
- ☐ *Learner driver training and traffic rules compliance.*
- ☐ *Collision rates and influencing factors.*
- ☐ *Traffic density and road works.*
- ☐ *Pedestrian safety and traffic fines.*
- ☐ *Cultural factors affecting driving behavior.*
- ☐ *Specific driving challenges.*
- ☐ *Extreme weather and rush hour traffic.*
- ☐ *Applying defensive driving techniques.*

**PRICE
ON REQUEST**

*Tailored courses
available*

F-GAS TRAINING (7543)

Course Outline

F-GAS Training covers the safe handling, management, and certification of fluorinated gases to meet regulatory compliance in refrigeration and air conditioning industries.

F-GAS training ensures participants understand regulatory requirements for fluorinated gases, reducing the risk of non-compliance and costly penalties. It equips individuals with knowledge to oversee environmentally responsible practices and enhance operational efficiency.

Benefits to Employees

- › **Compliance Certification:** Employees gain certification, ensuring they meet legal requirements for handling fluorinated gases.
- › **Enhanced Skills:** They develop specialised skills in managing and maintaining refrigeration and air conditioning systems safely.
- › **Enhanced Technical Skills:** Provides employees with specialised expertise in F-Gas handling, improving their proficiency and effectiveness in their roles.
- › **Environmental Responsibility:** Employees learn to minimise environmental impact, contributing to sustainable practices.

Benefits to your Business

- › **Regulatory Compliance:** Ensures the business meets legal requirements.
- › **Operational Efficiency:** Trained employees enhance system performance, reducing downtime and maintenance costs.
- › **Reputation Boost:** Demonstrates commitment to environmental responsibility, improving brand image.
- › **Cost Savings:** Proper handling of fluorinated gases reduces waste, leakage, and energy consumption, leading to long-term savings.

COURSE DURATION: 2 – 5 DAYS

Key Learning Outcomes

- *Understanding of F-GAS regulations and compliance requirements.*
- *Techniques for the safe handling, storage, and disposal of fluorinated gases.*
- *Skills to maintain and troubleshoot refrigeration and air conditioning systems effectively.*
- *Awareness of how to minimise the environmental impact of fluorinated gases.*

Key Areas of Focus

- *Regulatory Compliance: Understanding local and international laws and standards for fluorinated gases.*
- *Safety Procedures: Safe handling, storage, and disposal practices for F-GAS.*
- *Leak Detection: Techniques for identifying and addressing leaks in refrigeration and air conditioning systems.*
- *System Maintenance: Proper maintenance and servicing of equipment using F-GAS.*
- *Environmental Impact: Strategies for reducing the environmental footprint of F-GAS.*
- *Certification Requirements: Preparation for certification exams and maintaining valid credentials.*

**PRICE
ON REQUEST**

*Tailored courses
available*

Course Outline

An IOSH course provides essential health and safety management skills to help prevent workplace accidents and ensure regulatory compliance.

An IOSH course equips management with critical skills to implement effective health and safety policies, reducing workplace risks and ensuring legal compliance. It enhances their ability to create a safer work environment, boosting overall productivity and employee well-being.

Benefits to Employees

- › **Enhanced Safety Knowledge:** Employees gain a thorough understanding of health and safety practices, reducing the risk of accidents.
- › **Improved Work Environment:** Contributes to a safer and healthier workplace, increasing overall job satisfaction.
- › **Skill Development:** Acquire valuable skills in safety management fostering a safer and healthier work environment for everyone.
- › **Confidence Boost:** Increases confidence in identifying and addressing potential safety hazards.

Benefits to your Business

- › **Reduced Accidents:** Minimises workplace accidents and injuries, leading to lower insurance costs and fewer disruptions.
- › **Regulatory Compliance:** Ensures adherence to health and safety regulations.
- › **Increased Productivity:** A safer work environment reduces downtime and enhances overall employee productivity.
- › **Enhanced Reputation:** Demonstrates a commitment to employee welfare and safety, improving the company's reputation and attracting talent.



COURSE DURATION: 2 - 5 DAYS

Key Learning Outcomes

- *Ability to identify, assess, and manage workplace hazards and risks effectively.*
- *Understanding of key health and safety laws and regulations relevant to the workplace.*
- *Techniques for developing and implementing safety policies and procedures.*
- *Knowledge of how to report and investigate accidents and incidents to prevent recurrence.*

Key Areas of Focus

- *Risk Assessment and Management: Identifying, evaluating, and controlling workplace hazards and risks.*
- *Health and Safety Legislation: Understanding and applying relevant laws and regulations.*
- *Safety Procedures: Developing and implementing effective safety policies and procedures.*
- *Accident and Incident Management: Reporting, investigating, and learning from workplace accidents and incidents.*
- *Employee Engagement: Techniques for promoting a culture of health and safety and engaging employees in safety practices.*
- *Emergency Preparedness: Planning and preparing for emergency situations and responses.*

**PRICE
ON REQUEST**

*Tailored courses
available*

NEBOSH

Course Outline

A NEBOSH course provides comprehensive training in health, safety, and environmental management to help professionals effectively manage and mitigate risks in the workplace.


A NEBOSH course equips management with advanced skills to design and implement robust health, safety, and environmental strategies, ensuring a safer and more compliant workplace. It also enhances their ability to lead safety initiatives, reduce risks, and improve overall organisational performance.

Benefits to Employees

- › **Enhanced Safety Skills:** Participants gain advanced knowledge and skills in managing health, safety, and environmental risks, contributing to a safer workplace.
- › **Increased Accountability:** Empowers individuals to take ownership of safety practices, fostering a culture of responsibility and risk prevention.
- › **Increased Confidence:** Empowers employees with the confidence to address and manage safety and environmental issues effectively.
- › **Workplace Environment:** Contributes to a healthier and more secure work environment, increasing job satisfaction and well-being.

Benefits to your Business

- › **Risk Reduction:** Helps in identifying and mitigating health, safety, and environmental risks, reducing the likelihood of accidents and legal issues.
- › **Regulatory Compliance:** Ensures the business meets all relevant health, safety, and environmental regulations, avoiding fines and penalties.
- › **Enhanced Reputation:** Demonstrates a commitment to safety and environmental stewardship, improving the company's public image and attractiveness to clients and talent.
- › **Operational Efficiency:** Leads to a safer and more efficient work environment, reducing downtime, improving productivity, and lowering insurance costs.



COURSE DURATION: 2 WEEKS – 3 MONTHS

Key Learning Outcomes

- *Understanding of relevant health, safety, and environmental legislation and how to ensure compliance.*
- *Ability to identify, assess, and manage workplace hazards and risks effectively.*
- *Skills to develop and promote a positive health and safety culture within the organisation.*
- *Techniques for investigating accidents and incidents to determine causes and prevent future occurrences.*

Key Areas of Focus

- *Risk Assessment and Control: Techniques for identifying, evaluating, and controlling workplace hazards and risks.*
- *Health and Safety Legislation: Detailed understanding of relevant laws and regulations and their application in the workplace.*
- *Safety Management Systems: Development and implementation of effective safety management systems and policies.*
- *Environmental Management: Principles and practices for managing environmental impacts and ensuring sustainability.*
- *Incident Investigation: Methods for investigating accidents and incidents, identifying root causes, and implementing corrective actions.*
- *Emergency Preparedness: Planning and preparedness for emergencies, including response and recovery strategies.*

**PRICE
ON REQUEST**

*Tailored courses
available*

ISO 9001 AUDITING

Course Outline

The ISO 9001 auditing course teaches participants how to conduct internal and external audits of a Quality Management System (QMS) to ensure compliance with ISO 9001 standards, focusing on audit planning, execution, and reporting.

The ISO 9001 auditing course equips managers with the skills to evaluate their organisation's Quality Management System, ensuring it meets international standards and drives continuous improvement. This knowledge helps managers identify operational inefficiencies, enhance customer satisfaction, and maintain regulatory compliance.

Benefits to Employees

- › **Improved performance:** Employees gain a clearer understanding of quality processes, enabling them to perform their tasks more effectively and consistently.
- › **Enhanced skills:** The course enhances auditing and analytical skills, making employees more valuable assets within the organisation.
- › **Increased Professional Credibility:** ISO 9001 certification boosts employees' expertise, enhancing their reputation as quality management professionals within their field.
- › **Boosted confidence:** Employees become more confident in their roles as they contribute to maintaining high-quality standards and continuous improvement.

Benefits to your Business

- › **Increased efficiency:** ISO 9001 auditing helps businesses identify process inefficiencies, leading to streamlined operations and cost savings.
- › **Improved customer satisfaction:** Ensuring compliance with ISO 9001 standards enhances product and service quality, leading to higher customer trust and loyalty.
- › **Regulatory compliance:** Regular audits help businesses meet industry and legal standards, reducing the risk of non-compliance penalties.
- › **Continuous improvement culture:** Auditing fosters a culture of continuous improvement, encouraging innovation and long-term sustainability.

COURSE DURATION: 1 – 5 DAYS (TAILORED)

Key Learning Outcomes

- *Audit planning and execution: Learners will be able to plan, conduct, and document internal and external ISO 9001 audits effectively.*
- *Non-conformance identification: Participants will develop the skills to identify non-conformities and recommend corrective actions within a Quality Management System.*
- *Audit reporting and communication: Learners will gain the ability to prepare comprehensive audit reports and communicate findings to key stakeholders for continuous improvement.*

Key Areas of Focus

- *ISO 9001 requirements: Understanding the core principles and clauses of the ISO 9001 Quality Management System standard.*
- *Audit processes and techniques: Learning the full audit lifecycle, including planning, conducting, reporting, and follow-up activities.*
- *Risk-based thinking: Applying risk assessment methods to identify potential areas of non-conformance and areas for improvement.*
- *Corrective actions and continual improvement: Emphasising how to implement corrective actions and foster a culture of continuous improvement based on audit findings.*

**PRICE
ON REQUEST**

*Tailored courses
available*

FIRST AIDER TRAINING

Course Outline

First Aider training equips participants with essential skills and knowledge to provide immediate medical assistance and manage emergencies effectively until professional help arrives.

First Aider training is beneficial for management as it ensures that key personnel are prepared to handle medical emergencies efficiently, enhancing workplace safety and demonstrating a commitment to employee well-being. This proactive approach can also reduce downtime and liability while fostering a safer work environment.

Benefits to Employees

- › **Enhanced Safety:** Employees gain the skills to respond effectively to medical emergencies, improving overall workplace safety.
- › **Increased Confidence:** Provides confidence in handling first aid situations, reducing anxiety during emergencies.
- › **Skill Development:** Equips employees with valuable life-saving skills that can be applied both at work and in everyday life.
- › **Health Awareness:** Increases awareness of health and safety practices, contributing to a safer and more supportive work environment.

Benefits to your Business

- › **Improved Safety:** Reduces the risk of serious injuries by ensuring employees are trained to respond promptly to medical emergencies.
- › **Compliance:** Helps meet legal and regulatory requirements for workplace safety and first aid training.
- › **Reduced Downtime:** Minimises disruption and downtime by ensuring immediate and effective response to incidents, potentially speeding up recovery.
- › **Enhanced Employee Well-Being:** Demonstrates a commitment to employee health and safety, boosting morale and fostering a supportive work environment.

COURSE DURATION: 1 DAY

Key Learning Outcomes

- *Effective assessment and response to medical emergencies.*
- *Proficiency in CPR and AED use.*
- *Treatment of common injuries and illnesses.*
- *Knowledge of incident documentation and coordination with emergency services.*

Key Areas of Focus

- *Emergency Response: Techniques for assessing and responding to emergencies.*
- *CPR and AED: Training in cardiopulmonary resuscitation and using an automated external defibrillator.*
- *Injury Treatment: Methods for treating cuts, burns, fractures, and other common injuries.*
- *Medical Illnesses: Management of illnesses like shock, choking, and seizures*
- *First Aid Protocols: Procedures for documenting incidents and coordinating with medical professionals.*
- *Safety Awareness: Ensuring a safe environment and understanding when to seek professional medical help.*

**PRICE
ON REQUEST**

*Tailored courses
available*

FIRE SAFETY TRAINING

Course Outline

Fire Safety Training provides essential skills and knowledge to prevent, respond to, and manage fire emergencies effectively in the workplace.

Fire Safety Training equips management with the expertise to implement and oversee effective fire prevention and emergency response strategies, ensuring a safer work environment. This training helps minimise risks, comply with regulations, and protect both personnel and assets from fire-related incidents.

Benefits to Employees

- › **Enhanced Safety Skills:** Employees learn how to prevent and respond to fire emergencies, increasing their personal safety.
- › **Confidence in Emergencies:** Builds confidence in handling fire-related situations effectively.
- › **Awareness of Fire Hazards:** Increases understanding of fire hazards and preventive measures in the workplace.
- › **Emergency Preparedness:** Equips employees with practical knowledge for participating in fire drills and evacuations.

Benefits to your Business

- › **Reduced Risk:** Minimises the likelihood of fire-related incidents and damages by promoting proactive safety measures.
- › **Compliance:** Ensures adherence to fire safety regulations and standards, avoiding potential fines and legal issues.
- › **Business Continuity:** Enhances preparedness and response capabilities, reducing downtime and disruption in the event of a fire.
- › **Employee Safety:** Demonstrates a commitment to employee safety and well-being, improving morale and reducing potential liabilities.

COURSE DURATION: 1 DAY

Key Learning Outcomes

- ☐ *Understanding fire hazards and prevention techniques.*
- ☐ *Effective fire response and evacuation procedures.*
- ☐ *Proper use of fire extinguishers and other equipment.*
- ☐ *Knowledge of fire safety regulations and workplace requirements.*

Key Areas of Focus

- ☐ *Fire Prevention: Identifying and mitigating fire hazards.*
- ☐ *Fire Behavior: Understanding how fires start and spread.*
- ☐ *Evacuation Procedures: Planning and executing safe evacuations.*
- ☐ *Fire Extinguisher Use: Training on selecting and using the right fire extinguisher.*
- ☐ *Emergency Preparedness: Developing fire emergency plans and drills.*
- ☐ *Legal Compliance: Ensuring adherence to fire safety regulations and standards.*

**PRICE
ON REQUEST**

*Tailored courses
available*

ENGLISH LANGUAGE (IELTS)

Course Outline

IELTS preparation courses provide comprehensive training in reading, writing, listening, and speaking skills to help candidates achieve high scores on the International English Language Testing System exam.

IELTS preparation courses are valuable for management as they enhance employees' English language proficiency, improving communication and productivity in a global business environment. They also support international business interactions and expansion by ensuring staff can effectively engage with diverse stakeholders.

Benefits to Employees

- › **Improved Communication:** Enhanced English skills lead to better interaction with colleagues and clients globally.
- › **Adaptability:** IELTS preparation equips participants with the language skills needed to navigate and adapt to diverse cultural environments, enhancing their global communication.
- › **Global Recognition:** Recognised certification that is accepted by thousands of institutions worldwide, including universities, organisations, professional bodies, and government agencies.
- › **Confidence Boost:** Greater proficiency in English increases confidence in both professional and social settings.

Benefits to your Business

- › **Enhanced Global Communication:** Improved English proficiency among employees facilitates clear and more effective communication with international clients and partners.
- › **Increased Competitiveness:** Employees with strong English skills can better engage in global markets, contributing to business growth and competitiveness.
- › **Improved Collaboration:** Better language skills lead to more efficient teamwork and project management across diverse teams.
- › **Stronger Talent Pool:** Hiring and retaining employees with high English proficiency broadens the talent pool and supports organisational expansion.

COURSE DURATION: 6 WEEKS – 8 WEEKS

Key Learning Outcomes

- ❑ *Improved English reading, writing, listening, and speaking.*
- ❑ *Familiarity with IELTS test structure and question types.*
- ❑ *Ability to complete tasks within the given time limits.*
- ❑ *Enhanced ability to communicate fluently in English under exam conditions.*

Key Areas of Focus

- ❑ *Listening Skills: Understanding spoken English in various accents and contexts.*
- ❑ *Reading Comprehension: Analysing academic and general texts efficiently.*
- ❑ *Writing Proficiency: Crafting structured essays and reports within time limits.*
- ❑ *Speaking Fluency: Enhancing conversation skills with clear pronunciation and coherence.*
- ❑ *Vocabulary Expansion: Building a wide range of academic and general terms.*
- ❑ *Exam Strategies: Developing techniques for answering questions effectively and managing time.*

**PRICE
ON REQUEST**

*Tailored courses
available*

ARABIC LANGUAGE (SPOKEN)

Course Outline

A spoken Arabic course designed to develop conversational skills, focusing on pronunciation, vocabulary, and everyday dialogues for practical communication in various real-life situations.

Learning spoken Arabic enhances communication with Arabic-speaking clients, partners, and colleagues, fostering stronger business relationships. For management, this skill opens up new market opportunities and improves cultural understanding, which is vital for global business success.

Benefits to Employees

- › **Enhanced Communication Skills:** Participants can confidently engage with Arabic-speaking clients and colleagues.
- › **Greater Cultural Sensitivity:** Increased awareness of cultural nuances, helping participants navigate diverse social and professional situations with greater respect and understanding.
- › **Workplace Collaboration:** Enhanced knowledge of Arabic culture fosters better teamwork and more effective collaboration in diverse environments.
- › **Improved Cognitive Skills:** Enhances problem-solving abilities, memory, and multitasking skills. Its unique script and structure challenge your brain, improving overall cognitive flexibility and linguistic abilities.

Benefits to your Business

- › **Improved Client Relations:** Better communication with Arabic-speaking clients enhances trust and customer satisfaction.
- › **Expanded Market Reach:** Language proficiency opens doors to new business opportunities in Arabic-speaking regions.
- › **Stronger Negotiation Power:** Direct communication without language barriers facilitates more effective deals and partnerships.
- › **Competitive Advantage:** Bilingual staff give the business an edge in multicultural and international markets.

COURSE DURATION: 3 MONTHS – 12 MONTHS (TAILORED)

Key Learning Outcomes

- *Ability to engage in everyday Arabic conversations confidently.*
- *Improved pronunciation and intonation.*
- *Acquisition of essential words and phrases for practical communication.*
- *Understanding of cultural nuances and communication styles in Arabic-speaking regions.*

Key Areas of Focus

- *Basic Grammar: Understanding sentence structure and essential grammar rules.*
- *Pronunciation: Improving correct sounds and intonation patterns in spoken Arabic.*
- *Everyday Conversations: Practicing common dialogues and phrases used in daily interactions.*
- *Listening Comprehension: Developing the ability to understand native speakers in various contexts.*
- *Cultural Context: Learning the cultural nuances and etiquette associated with Arabic communication.*
- *Vocabulary Building: Expanding knowledge of key words and phrases for practical and professional use.*

**PRICE
ON REQUEST**

*Tailored courses
available*

ARABIC LANGUAGE (WRITTEN)

Course Outline

A written Arabic language course focused on developing skills in reading, writing, and grammar, enabling learners to compose and understand formal and informal texts with accuracy.

A written Arabic course equips managers with the ability to draft and comprehend official documents, reports, and correspondence in Arabic, enhancing their communication with Arabic-speaking stakeholders. This proficiency not only improves internal and external communications but also supports strategic decision-making and effective management in Arabic-speaking markets.

Benefits to Employees

- › **Enhanced Communication:** Ability to write and understand Arabic texts, improving interactions with Arabic-speaking clients and colleagues.
- › **Improved Translation Skills:** Ability to accurately translate documents, enhancing participants ability to work in bilingual or multilingual environments.
- › **Professional Documentation:** Proficiency in creating formal reports and correspondence in Arabic.
- › **Cultural Insight:** Better understanding of Arabic writing styles and formalities, enhancing overall cultural competence.

Benefits to your Business

- › **Improved Documentation:** Good quality, accurate Arabic documentation enhances professionalism and reduces misunderstandings.
- › **Expanded Client Base:** Ability to effectively communicate with Arabic-speaking clients through written materials opens new business opportunities.
- › **Streamlined Operations:** Better internal and external communication ensures smoother operations and fewer errors in written correspondence.
- › **Competitive Edge:** Demonstrating linguistic and cultural proficiency in written Arabic can differentiate the business from competitors in the market.

COURSE DURATION: 3 MONTHS – 12 MONTHS (TAILORED)

Key Learning Outcomes

- *Ability to compose clear and accurate written Arabic across various formats.*
- *Understanding and applying Arabic grammar rules in written communication.*
- *Ability to interpret and analyse Arabic texts effectively.*
- *Insight into formal and informal writing styles and cultural nuances in Arabic communication.*

Key Areas of Focus

- *Arabic Grammar: Understanding and applying rules for sentence structure and verb conjugations.*
- *Vocabulary Development: Building a robust vocabulary for various writing contexts, including business and academic.*
- *Writing Techniques: Learning how to structure and format different types of written documents, such as reports, letters, and essays.*
- *Reading Comprehension: Analysing and interpreting written Arabic texts to enhance understanding and application.*
- *Formal and Informal Styles: Mastering different writing styles suited for formal and informal contexts.*
- *Cultural Context: Gaining insight into cultural norms and conventions that influence written communication in Arabic.*

**PRICE
ON REQUEST**

*Tailored courses
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