



EUROPEAN **B**USINESS **C**ENTER
مركز الأعمال الأوروبي للتدريب والتطوير

TRAINING PROGRAMS PLAN 2025



Committed to Excellence

About Us:

EBC founded to help organizations achieve breakthrough levels of performance, We have developed an approach to coaching that boosts people's confidence, helps them tune out distractions to focus on key behaviors, and skills.

We work hand-in-hand with you to develop training and consultancy solutions that cater to the ambitions and career roadmap of your employees, in line with your corporate strategy.

EBC aims to facilitate companies in the complex task of developing and maintaining competitive advantage, ensuring growth and survival in the middle east market, through the design and delivery of the highest standards of professional Training and Consulting.

What we stand for:

We don't believe that people need to be fixed. We believe the potential that lies inside each and every one of us is the key to unlimited growth. *Our mission is to bring what's inside out.*



Why organizations need us

Companies spend more than \$300 billion annually for training and less than 10 percent of what people are taught sticks.

Trainings are solely focused on telling learners what they are doing wrong and why they should change while neglecting what they already know and what is working for them.

- Trainings are solely focused on telling learners what they are doing wrong and why they should change while neglecting what they already know and what is working for them.
- In the majority of trainings are about flipping through a binder or listening to engaging stories – but not actually trying any of the skills being taught.
- Organizations make training plans using the spray and pray approach; "let's train everyone on everything and pray it works"



People's Investment

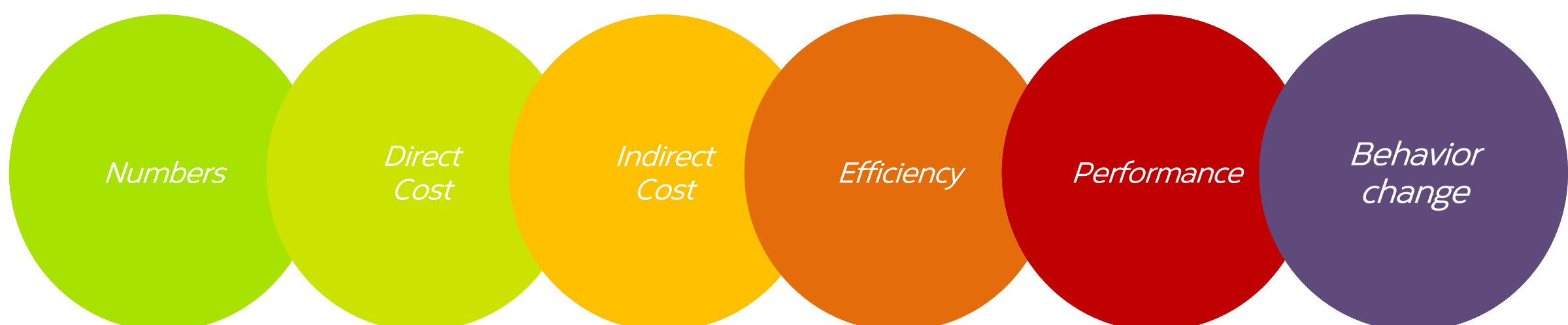
The right employee training, development and education, at the right time, provides big payoffs for the employer in increased productivity, knowledge, loyalty, and contribution. Learn the approaches that will guarantee your training brings a return on your investment.

With this investment of hours and dollars in training, organizations need to make certain their investments in training are wise.

We are innovative in our approach, researching the needs of our clients thoroughly, ensuring an in-depth understanding of their training and business needs. Programs appropriate to the specific context and culture of the organization are designed and then delivered.

Aims to facilitate companies in the complex task of developing and maintaining competitive advantage, ensuring growth and survival in the GCC market, through the design and delivery of the highest standards of professional Training and Consulting.

Criteria for measuring training success

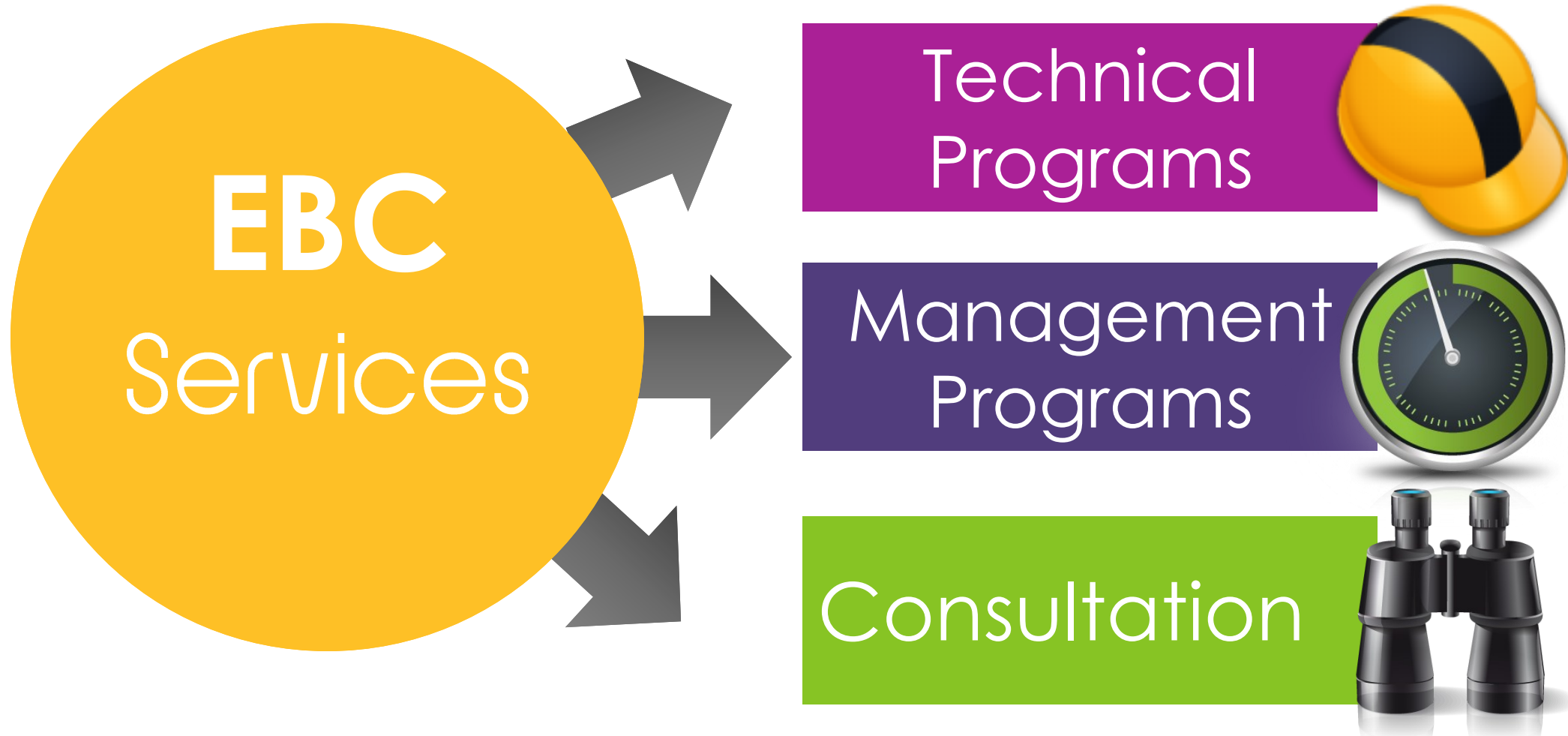


Building a Talent

The development of leadership and human capital is a source of sustainable competitive advantage. Too often firms chase the short-term goal of increased stock price but fail to achieve their long-term strategy. Building talent through people development provides a sustainable source of advantage that will power the value of the firm for years to come.



Our Services



Our Vision

To become the preferred partner for training and consultation services in the ME. We pursue outstanding work that pushes the company upward and provides training solutions that add value to our clients workforce.

Our Mission

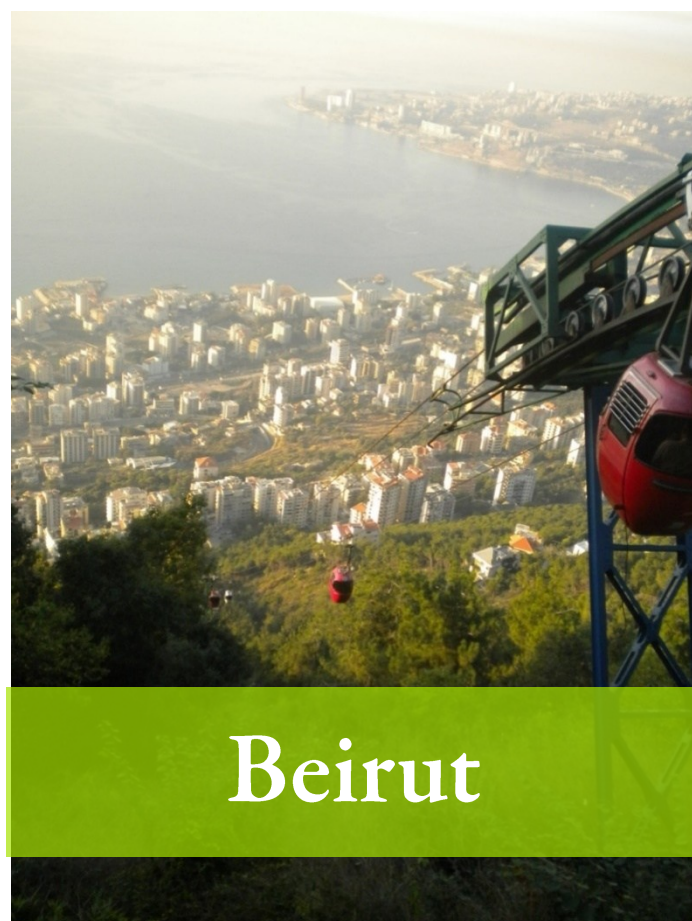
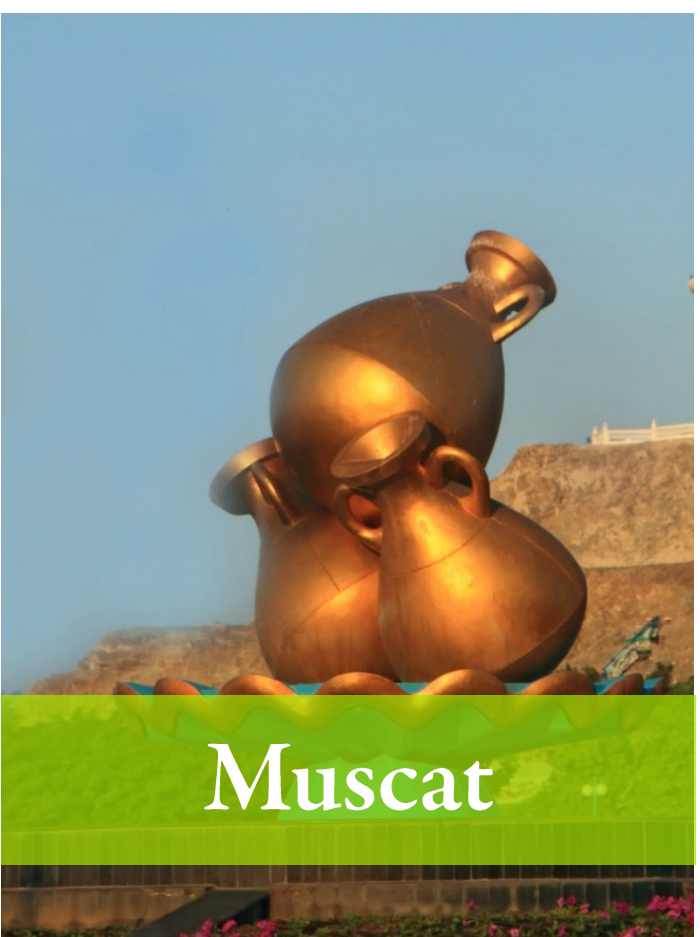
Deliver a high quality training Services to inspire and equip leaders and their teams to build high performing organizations through our professional trainers and latest technologies

Our Approach

We are innovative in our approach, researching the needs of our clients thoroughly, ensuring an in-depth understanding of their training and business needs. Programs appropriate to the specific context and culture of the organization are designed and then delivered.



GEOGRAPHICAL SPREAD







◆ MANAGEMENT, LEADERSHIP AND HUMAN RESOURCES

		Date	Location	Duration	Fees
1-1	Leadership For Senior Executives	26 - 30 January	London Paris	5 Days	1450
1-2	Setting SMART Objectives	26 - 30 January	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
1-3	Time Management and Problem Solving	27 - 29 January	Muscat	3 Days	300



◆ OFFICE MANAGEMENT, SECRETARIAL AND DOCUMENT MANAGEMENT

		Date	Location	Duration	Fees
1-4	The Efficient and Highly Productive Administrator	26 - 30 January	London Paris	5 Days	1450
1-5	Integrated Office Management System and Executive Secretarial Skills	26 - 30 January	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
1-6	Artificial Intelligence Concepts and their Application in Executive Secretarial Work	26- 29 January	Muscat	4 Days	350



◆ PERSONAL SKILLS, SELF-DEVELOPMENT AND COMMUNICATION

		Date	Location	Duration	Fees
1-7	Creative Thinking and Innovation Techniques	26 - 30 January	London Paris	5 Days	1450
1-8	Five Productivity Traits for Optimal Results	26 - 30 January	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
1-9	Interpersonal Communication Skills	27 - 29 January	Muscat	3 Days	300





◆ ACCOUNTING, FINANCE AND AUDITING

		Date	Location	Duration	Fees
1-10	Finance for Non-finance Professionals	26 - 30 January	London Paris	5 Days	1450
1-11	Internal Compliance Controls for Operational and Financial Processes	26 - 30 January	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
1-12	Finance and Accounting Fundamentals "Basic Concepts and Practical Applications"	26 - 29 January	Muscat	4 Days	350



◆ INFORMATION TECHNOLOGY, DATA, TECHNICAL AND PROJECT MANAGEMENT

		Date	Location	Duration	Fees
1-13	Certified Artificial Intelligence Professional (CAIP)	26 - 30 January	London Paris	5 Days	1450
1-14	Strategic Project Management	26 - 30 January	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
1-15	Risk Management in Occupational Health and Safety	26 - 29 January	Muscat	4 Days	350



◆ LEGAL, CUSTOMER SERVICE AND QUALITY

		Date	Location	Duration	Fees
1-16	Mergers and Acquisitions	26 - 30 January	London Paris	5 Days	1450
1-17	International Rules and Modern Strategies for Implementing TQM Standards	26 - 30 January	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
1-18	Essential Hospitality Skills for the Workplace	27 - 29 January	Muscat	3 Days	300





◆ PURCHASING, WAREHOUSING, CONTRACTS AND TENDERS

		Date	Location	Duration	Fees
1-19	Supply Chain and Logistics Management	26 - 30 January	London Paris	5 Days	1450
1-20	Procurement Planning and Bid Management	26 - 30 January	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
1-21	Successful Buyer	27 - 29 January	Muscat	3 Days	300



◆ MARKETING, SALES, PUBLIC RELATIONS AND MEDIA

		Date	Location	Duration	Fees
1-22	Strategic Account Management	26 - 30 January	London Paris	5 Days	1450
1-23	Core Marketing and Sales Skills for Business Professionals	26 - 30 January	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
1-24	Certified Digital Marketing Professional	26- 29 January	Muscat	4 Days	350







◆ MANAGEMENT, LEADERSHIP AND HUMAN RESOURCES

		Date	Location	Duration	Fees
2-1	Leading Innovation and Organizational Transformation	09 - 13 February	London Paris	5 Days	1450
2-2	Distinguished Institutional Performance According to the European EFQM Model Standards	16 - 20 February	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
2-3	The Art of Storytelling for Professionals	17 - 19 February	Muscat	3 Days	300
2-4	Purpose-driven Leadership: Discover, Communicate, and Engage	23 - 27 February	Istanbul Kuala Lumpur	5 Days	1250
2-5	Vision 2040 and Beyond: Strategy Development in the Government and Public Sectors	23 - 26 February	Muscat	4 Days	350



◆ OFFICE MANAGEMENT, SECRETARIAL AND DOCUMENT MANAGEMENT

		Date	Location	Duration	Fees
2-6	Administrative and Creative Competencies of the Executive Secretary	09 - 13 February	London Paris	5 Days	1450
2-7	Information Management, Advanced Digital Archiving and Save Documents	16 - 20 February	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
2-8	Follow-up Methods and Preparing Senior Management Reports	17 - 19 February	Muscat	3 Days	300
2-9	The Art of Effectively Presenting Ideas and Suggestions to Presidents and CEOs	23 - 27 February	Istanbul Kuala Lumpur	5 Days	1250
2-10	Develop Skills in Preparing and Writing Reports, Meeting Minutes and E-mail	23 - 26 February	Muscat	4 Days	350



◆ PERSONAL SKILLS, SELF-DEVELOPMENT AND COMMUNICATION

		Date	Location	Duration	Fees
2-11	Optimizing Personal Productivity	09 - 13 February	London Paris	5 Days	1450
2-12	Presentation, Persuasion and Self-expression Skills	16 - 20 February	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
2-13	Time Management and Stress Control	17 - 19 February	Muscat	3 Days	300
2-14	Integrated Program for Developing Creativity and Innovation Competencies	23 - 27 February	Istanbul Kuala Lumpur	5 Days	1250
2-15	Teamwork and Effective Collaboration Skills	24 - 26 February	Muscat	3 Days	300





◆ ACCOUNTING, FINANCE AND AUDITING

		Date	Location	Duration	Fees
2-16	High Impact Internal Audit Leadership	09 - 13 February	London Paris	5 Days	1450
2-17	Financial Analysis Modeling and Forecasting	16 - 20 February	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
2-18	Treasury and Cash Management	16 - 19 February	Muscat	4 Days	350
2-19	Accounting for Business Combinations under IFRS	23 - 27 February	Istanbul Kuala Lumpur	5 Days	1250
2-20	Revenue Management and Collection Specialist	23 - 26 February	Muscat	4 Days	350



◆ INFORMATION TECHNOLOGY, DATA, TECHNICAL AND PROJECT MANAGEMENT

		Date	Location	Duration	Fees
2-21	Reengineering Processes Through Digital Transformation and Innovation	09 - 13 February	London Paris	5 Days	1450
2-22	Certified Environmental Manager (CEM)	16 - 20 February	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
2-23	Microsoft Excel Essentials	17 - 19 February	Muscat	3 Days	300



◆ LEGAL, CUSTOMER SERVICE AND QUALITY

		Date	Location	Duration	Fees
2-24	Managing Performance Indicators, Service Quality and Customer Satisfaction	09 - 13 February	London Paris	5 Days	1450
2-25	Innovation in Legal Practice Using Artificial Intelligence	16 - 20 February	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
2-26	Certified Quality Management Professional	16 - 19 February	Muscat	4 Days	350





◆ PURCHASING, WAREHOUSING, CONTRACTS AND TENDERS

		Date	Location	Duration	Fees
2-27	Developing Purchasing Policies, Processes and SLAs	09 - 13 February	London Paris	5 Days	1450
2-28	Modern Trends in Shipping, Insurance and Claims Management	16 - 20 February	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
2-29	Inventory Management and Control	16 - 19 February	Muscat	4 Days	350



◆ MARKETING, SALES, PUBLIC RELATIONS AND MEDIA

		Date	Location	Duration	Fees
2-30	B2B and Social Selling in the New Normal	09 - 13 February	London Paris	5 Days	1450
2-31	International Relations and International Institutional Media Message	16 - 20 February	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
2-32	Events and Conferences Management	16 - 19 February	Muscat	4 Days	350







◆ MANAGEMENT, LEADERSHIP AND HUMAN RESOURCES

		Date	Location	Duration	Fees
4-1	Leadership Competencies in Leading Innovation and Stimulating Creativity	13 - 17 April	London Paris	5 Days	1450
4-2	Leading With Agility and Resilience	13 - 17 April	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
4-3	Professional Skills for Human Resources Management	13 - 16 April	Muscat	4 Days	350



◆ OFFICE MANAGEMENT, SECRETARIAL AND DOCUMENT MANAGEMENT

		Date	Location	Duration	Fees
4-4	Smart Management Methods and Techniques for Leaders and Executives' Offices	13 - 17 April	London Paris	5 Days	1450
4-5	Certified Professional Executive Secretary	13 - 17 April	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
4-6	Digital Transformation in Document, File and Archiving Management	13 - 16 April	Muscat	4 Days	350



◆ PERSONAL SKILLS, SELF-DEVELOPMENT AND COMMUNICATION

		Date	Location	Duration	Fees
4-7	Influential Leader, Relationship Building and Institutional Leadership	13 - 17 April	London Paris	5 Days	1450
4-8	Leadership and Emotional Intelligence	13 - 17 April	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
4-9	Functional Writing Skills and Effective Communication in Workplaces	13 - 16 April	Muscat	4 Days	350





◆ ACCOUNTING, FINANCE AND AUDITING

		Date	Location	Duration	Fees
4-10	Conducting audits and fraud detection using information technology	13 - 17 April	London Paris	5 Days	1450
4-11	Preparing economic feasibility studies and their applications using COMFAR III	13 - 17 April	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
4-12	Internal Audit Basics	13 - 16 April	Muscat	4 Days	350



◆ INFORMATION TECHNOLOGY, DATA, TECHNICAL AND PROJECT MANAGEMENT

		Date	Location	Duration	Fees
4-13	Maintenance Planning, Scheduling and Control	13 - 17 April	London Paris	5 Days	1450
4-14	Advanced Project Management	13 - 17 April	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
4-15	Artificial Intelligence and Its Practical Applications in Business	13 - 16 April	Muscat	4 Days	350
4-16	Leading Digital Transformation	20 - 24 April	Istanbul Kuala Lumpur	5 Days	1250
4-17	Advanced Excel: Functions, Power Query and Power Pivots	20 - 23 April	Muscat	4 Days	350



◆ LEGAL, CUSTOMER SERVICE AND QUALITY

		Date	Location	Duration	Fees
4-18	Quality, Productivity and Cost Optimization With AI	13 - 17 April	London Paris	5 Days	1450
4-19	Certificate In Business and Commercial Law (CBCL)	13 - 17 April	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
4-20	Legal English Skills	14 - 16 April	Muscat	3 Days	300
4-21	Managing Legal Compliance and Mitigating Legal Risks	20 - 24 April	Istanbul Kuala Lumpur	5 Days	1250
4-22	The Customer Complaint System: a Tool for Customer Service Improvement	21 - 23 April	Muscat	3 Days	300





◆ PURCHASING, WAREHOUSING, CONTRACTS AND TENDERS

		Date	Location	Duration	Fees
4-23	Strategic Procurement, Tender Management and SLAs	13 - 17 April	London Paris	5 Days	1450
4-24	Managing Inventory and Purchasing Operations According to International Quality Standards	13 - 17 April	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
4-25	Leading and Managing Vendor Relations	14 - 16 April	Muscat	3 Days	300
4-26	Contract Administration: Understanding and Implementing Contractual Obligations	20 - 24 April	Istanbul Kuala Lumpur	5 Days	1250
4-27	Digital Procurement Management Techniques	20 - 23 April	Muscat	4 Days	350



◆ MARKETING, SALES, PUBLIC RELATIONS AND MEDIA

		Date	Location	Duration	Fees
4-28	Latest Modern Practices in Public Relations and Media	13 - 17 April	London Paris	5 Days	1450
4-29	Developing Protocol and Etiquette Skills in the Workplace	13 - 17 April	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
4-30	Social Media Management and Influential Digital Content Creation	13 - 16 April	Muscat	4 Days	350
4-31	Effective Executive Speaking Skills, Presence and Persuasive Power	20 - 24 April	Istanbul Kuala Lumpur	5 Days	1250
4-32	The Essentials of Business Etiquette and Protocol	20 - 23 April	Muscat	4 Days	350







◆ MANAGEMENT, LEADERSHIP AND HUMAN RESOURCES

		Date	Location	Duration	Fees
5-1	Organizational Leadership	11 - 15 May	London Paris	5 Days	1450
5-2	Strategic Human Resources Management	18 - 22 May	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
5-3	Recruitment, Interviewing and Selection	18 - 21 May	Muscat	4 Days	350



◆ OFFICE MANAGEMENT, SECRETARIAL AND DOCUMENT MANAGEMENT

		Date	Location	Duration	Fees
5-4	Compliance and Transparency in the Management of the Secretariats of Boards of Directors and Committees	11 - 15 May	London Paris	5 Days	1450
5-5	Smart Management Methods and Techniques for Leaders and Executives' Offices	18 - 22 May	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
5-6	Managing Formal Meetings, Boards of Directors and Committees	19 - 21 May	Muscat	3 Days	300



◆ PERSONAL SKILLS, SELF-DEVELOPMENT AND COMMUNICATION

		Date	Location	Duration	Fees
5-7	The Art of Strategic Negotiation and advanced Persuasion Techniques	11 - 15 May	London Paris	5 Days	1450
5-8	Analytical and Innovative Intelligence to Enhance Performance and Achieve Excellence	18 - 22 May	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
5-9	High Performance Teams	19 - 21 May	Muscat	3 Days	300





◆ ACCOUNTING, FINANCE AND AUDITING

		Date	Location	Duration	Fees
5-10	Financial Management Using Financial KPI's	11 - 15 May	London Paris	5 Days	1450
5-11	Preparing Reports and Financial Statements in Accordance with Accounting Principles and Standards	18 - 22 May	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
5-12	Professional Financial Accountant	18 - 21 May	Muscat	4 Days	350



◆ INFORMATION TECHNOLOGY, DATA, TECHNICAL AND PROJECT MANAGEMENT

		Date	Location	Duration	Fees
5-13	The Role of Leaders and Managers in Digital Transformation	11 - 15 May	London Paris	5 Days	1450
5-14	Project Budgeting, Cost Estimation and Cost Saving Techniques	18 - 22 May	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
5-15	Power BI: Data Visualization and Dashboards	19 - 21 May	Muscat	3 Days	300



◆ LEGAL, CUSTOMER SERVICE AND QUALITY

		Date	Location	Duration	Fees
5-16	Legal Management of Human Resources	11 - 15 May	London Paris	5 Days	1450
5-17	Quality Customer Service with Generative AI	18 - 22 May	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
5-18	Delighting Customers: Skills for Providing Exceptional Service	19 - 21 May	Muscat	3 Days	300





◆ PURCHASING, WAREHOUSING, CONTRACTS AND TENDERS

		Date	Location	Duration	Fees
5-19	Digital Supply Chain Strategy	11 - 15 May	London Paris	5 Days	1450
5-20	Supply Chain Operations: Principles for Continuity And Sustainability	18 - 22 May	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
5-21	Contract Preparation, Tendering and Bids Evaluation	18 - 21 May	Muscat	4 Days	350



◆ MARKETING, SALES, PUBLIC RELATIONS AND MEDIA

		Date	Location	Duration	Fees
5-22	Product Strategy and Innovation	11 - 15 May	London Paris	5 Days	1450
5-23	Certified Brand Manager	18 - 22 May	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
5-24	Public Relations Campaigns: from Planning to Execution	18 - 21 May	Muscat	4 Days	350







◆ MANAGEMENT, LEADERSHIP AND HUMAN RESOURCES

		Date	Location	Duration	Fees
6-1	Transformational Change and Strategic Leadership	01 - 05 June	London Paris	5 Days	1450
6-2	Business Administration on Empowering Women in Leadership	08 - 12 June	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
6-3	Enterprise Risk Management	08 - 11 June	Muscat	4 Days	350



◆ OFFICE MANAGEMENT, SECRETARIAL AND DOCUMENT MANAGEMENT

		Date	Location	Duration	Fees
6-4	Certified Administration and Office Management Professional	01 - 05 June	London Paris	5 Days	1450
6-5	Advanced Management of Offices, Secretaries and Administrators	08 - 12 June	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
6-6	Advanced Business Writing	09 - 11 June	Muscat	3 Days	300



◆ PERSONAL SKILLS, SELF-DEVELOPMENT AND COMMUNICATION

		Date	Location	Duration	Fees
6-7	Developing Self-leadership Skills and Building Personal Strength	01 - 05 June	London Paris	5 Days	1450
6-8	Smart Planning and Task Management to Enhance Operational Efficiency	08 - 12 June	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
6-9	Professional Communication Skills and Effective Communication	09 - 11 June	Muscat	3 Days	300





◆ ACCOUNTING, FINANCE AND AUDITING

		Date	Location	Duration	Fees
6-10	Budgeting and Resource Management in Projects	01 - 05 June	London Paris	5 Days	1450
6-11	Artificial Intelligence Technologies in Financial Management	08 - 12 June	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
6-12	Advanced Financial Analysis	08 - 11 June	Muscat	4 Days	350



◆ INFORMATION TECHNOLOGY, DATA, TECHNICAL AND PROJECT MANAGEMENT

		Date	Location	Duration	Fees
6-13	Reading and Interpreting Mechanical, Electrical and Hydraulic Drawings	01 - 05 June	London Paris	5 Days	1450
6-14	Information Security and Cyber Security	08 - 12 June	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
6-15	Fundamentals of Maintenance Best Practice	08 - 11 June	Muscat	4 Days	350



◆ LEGAL, CUSTOMER SERVICE AND QUALITY

		Date	Location	Duration	Fees
6-16	Modern Administrative Thought in Building Systems of Excellence and Institutional Quality	01 - 05 June	London Paris	5 Days	1450
6-17	Process Management: Mapping and Improvement	08 - 12 June	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
6-18	Certificate in Company Law (CCL)	09 - 11 June	Muscat	3 Days	300





◆ PURCHASING, WAREHOUSING, CONTRACTS AND TENDERS

		Date	Location	Duration	Fees
6-19	Skills in Selecting and Evaluating Suppliers and Drafting Commercial Contracts	01 - 05 June	London Paris	5 Days	1450
6-20	Smart Technologies in Warehouse Management and Inventory Control Systems	08 - 12 June	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
6-21	Fleet And Transport Management	09 - 11 June	Muscat	3 Days	300



◆ MARKETING, SALES, PUBLIC RELATIONS AND MEDIA

		Date	Location	Duration	Fees
6-22	Public Relations, Media Influence and Image Building	01 - 05 June	London Paris	5 Days	1450
6-23	Effective Media Communication Skills and Leadership in the Media	08 - 12 June	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
6-24	Social Media Management and Influential Digital Content Creation	08 - 11 June	Muscat	4 Days	350







◆ MANAGEMENT, LEADERSHIP AND HUMAN RESOURCES

		Date	Location	Duration	Fees
7-1	Business Strategies and Leadership Practices	06 - 10 July	London Paris	5 Days	1450
7-2	Executive Program in Leadership and Strategic Management	13 - 17 July	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
7-3	Certified Training and Development Professional	13 - 16 July	Muscat	4 Days	350



◆ OFFICE MANAGEMENT, SECRETARIAL AND DOCUMENT MANAGEMENT

		Date	Location	Duration	Fees
7-4	Developing Secretarial and Office Management Skills	06 - 10 July	London Paris	5 Days	1450
7-5	Innovative Secretarial and Work Organization Skills	13 - 17 July	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
7-6	Digital Office Management for Modern Secretaries	13 - 16 July	Muscat	4 Days	350



◆ PERSONAL SKILLS, SELF-DEVELOPMENT AND COMMUNICATION

		Date	Location	Duration	Fees
7-7	Analytical Thinking and Evidence Based Decision Making	06 - 10 July	London Paris	5 Days	1450
7-8	Resolving and Settling Disputes Through Negotiation, Mediation and Peaceful Means	13 - 17 July	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
7-9	Optimizing Personal Productivity	14 - 16 July	Muscat	3 Days	300





◆ ACCOUNTING, FINANCE AND AUDITING

		Date	Location	Duration	Fees
7-10	Advanced Financial Planning and Financial Planning Strategies	06 - 10 July	London Paris	5 Days	1450
7-11	Modern Internal Audit Practices	13 - 17 July	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
7-12	International Public Sector Accounting Standards (IPSAS)	13 - 16 July	Muscat	4 Days	350



◆ INFORMATION TECHNOLOGY, DATA, TECHNICAL AND PROJECT MANAGEMENT

		Date	Location	Duration	Fees
7-13	Mastering the Project Management Office (PMO): from Establishment to Project KPIs and Dashboards	06 - 10 July	London Paris	5 Days	1450
7-14	Project Risk Management: Preparation for Risk Management Professional (PMI-RMP)	13 - 17 July	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
7-15	Facility Planning and Management	13 - 16 July	Muscat	4 Days	350



◆ LEGAL, CUSTOMER SERVICE AND QUALITY

		Date	Location	Duration	Fees
7-16	Advanced Legal Analysis: Legal Conditioning and Reasoning	06 - 10 July	London Paris	5 Days	1450
7-17	Customer Experience (CX) and Brand Activation Professional	13 - 17 July	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
7-18	Customer Service Skills for Frontline Employees	13 - 16 July	Muscat	4 Days	350





◆ PURCHASING, WAREHOUSING, CONTRACTS AND TENDERS

		Date	Location	Duration	Fees
7-19	Strategic Competencies and Skills in Procurement and Contract Management	06 - 10 July	London Paris	5 Days	1450
7-20	Certified Professional Contract Manager	13 - 17 July	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
7-21	Advanced Procurement Strategies	13 - 16 July	Muscat	4 Days	350



◆ MARKETING, SALES, PUBLIC RELATIONS AND MEDIA

		Date	Location	Duration	Fees
7-22	The Strategic Marketing Plan	06 - 10 July	London Paris	5 Days	1450
7-23	Business Etiquette and Protocol Basics for Women Leaders	13 - 17 July	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
7-24	Certified Public Relations Professional	13 - 16 July	Muscat	4 Days	350







◆ MANAGEMENT, LEADERSHIP AND HUMAN RESOURCES

		Date	Location	Duration	Fees
8-1	e- HR: Modern Trends and Applications	03 - 07 August	London Paris	5 Days	1450
8-2	Building and Managing Agile Teams	10 - 14 August	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
8-3	Effective Employee Onboarding	10 - 13 August	Muscat	4 Days	350



◆ OFFICE MANAGEMENT, SECRETARIAL AND DOCUMENT MANAGEMENT

		Date	Location	Duration	Fees
8-4	Administrative and Creative Competencies of The Executive Secretary	03 - 07 August	London Paris	5 Days	1450
8-5	Advanced Office Management and Administrative Services	10 - 14 August	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
8-6	Certified Administration and Office Management Professional	10 - 13 August	Muscat	4 Days	350



◆ PERSONAL SKILLS, SELF-DEVELOPMENT AND COMMUNICATION

		Date	Location	Duration	Fees
8-7	Effective Executive Speaking Skills, Presence and Persuasive Power	03 - 07 August	London Paris	5 Days	1450
8-8	Mind Maps, Thinking Skills and Creativity	10 - 14 August	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
8-9	Developing and Implementing the Business Plan	11 - 13 August	Muscat	3 Days	300





◆ ACCOUNTING, FINANCE AND AUDITING

		Date	Location	Duration	Fees
8-10	Audit and Review of Financial Payments	03 - 07 August	London Paris	5 Days	1450
8-11	Fundamentals of Digital Accounting and Financial Information Technology	10 - 14 August	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
8-12	International Financial Reporting Standards (IFRS)	10 - 13 August	Muscat	4 Days	350



◆ INFORMATION TECHNOLOGY, DATA, TECHNICAL AND PROJECT MANAGEMENT

		Date	Location	Duration	Fees
8-13	Project Management Skills	03 - 07 August	London Paris	5 Days	1450
8-14	Certified Data Analyst	10 - 14 August	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
8-15	Preventive and Predictive Maintenance (CPPM)	10 - 13 August	Muscat	4 Days	350



◆ LEGAL, CUSTOMER SERVICE AND QUALITY

		Date	Location	Duration	Fees
8-16	Effective Communication and Professional Dealing with Customers	03 - 07 August	London Paris	5 Days	1450
8-17	Strategic Quality Management	10 - 14 August	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
8-18	International Arbitration Rules and Mechanisms for Resolving Commercial Disputes	10 - 13 August	Muscat	4 Days	350





◆ PURCHASING, WAREHOUSING, CONTRACTS AND TENDERS

		Date	Location	Duration	Fees
8-19	Strategic Sourcing: 7 Steps for Better Procurement	03 - 07 August	London Paris	5 Days	1450
8-20	Excellence in Purchasing, Tendering and Supplier Selection Management	10 - 14 August	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
8-21	Tenders, Specifications and Contracts Management	10 - 13 August	Muscat	4 Days	350



◆ MARKETING, SALES, PUBLIC RELATIONS AND MEDIA

		Date	Location	Duration	Fees
8-22	Leadership and Innovation in Public Relations	03 - 07 August	London Paris	5 Days	1450
8-23	Marketing Communications and Media Planning	10 - 14 August	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
8-24	Develop News Writing Skills	11 - 13 August	Muscat	3 Days	300







◆ MANAGEMENT, LEADERSHIP AND HUMAN RESOURCES

		Date	Location	Duration	Fees
9-1	Governance, Risk and Compliance (GRC)	07 - 11 September	London Paris	5 Days	1450
9-2	Creative Leadership and Innovative Management	14 - 18 September	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
9-3	Coaching and Mentoring Skills for Managers and Supervisors	14 - 17 September	Muscat	4 Days	350



◆ OFFICE MANAGEMENT, SECRETARIAL AND DOCUMENT MANAGEMENT

		Date	Location	Duration	Fees
9-4	Developing Skills in Preparing and Writing Administrative and Technical Reports	07 - 11 September	London Paris	5 Days	1450
9-5	Advanced Secretarial and Electronic Archiving Skills	14 - 18 September	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
9-6	Advanced Document and Archive Management	14 - 17 September	Muscat	4 Days	350



◆ PERSONAL SKILLS, SELF-DEVELOPMENT AND COMMUNICATION

		Date	Location	Duration	Fees
9-7	Social Intelligence and the Power of Positive Influence at Work	07 - 11 September	London Paris	5 Days	1450
9-8	Mental Resilience and Effective Leadership in Workplaces	14 - 18 September	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
9-9	Prioritizing, Managing Time, and Controlling Work Stress	14 - 17 September	Muscat	4 Days	350





◆ ACCOUNTING, FINANCE AND AUDITING

	Date	Location	Duration	Fees
9-10	07 - 11 September	London Paris	5 Days	1450
9-11	14 - 18 September	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
9-12	14 - 17 September	Muscat	4 Days	350



◆ INFORMATION TECHNOLOGY, DATA, TECHNICAL AND PROJECT MANAGEMENT

	Date	Location	Duration	Fees
9-13	07 - 11 September	London Paris	5 Days	1450
9-14	14 - 18 September	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
9-15	14 - 17 September	Muscat	4 Days	350



◆ LEGAL, CUSTOMER SERVICE AND QUALITY

	Date	Location	Duration	Fees
9-16	07 - 11 September	London Paris	5 Days	1450
9-17	14 - 18 September	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
9-18	14 - 17 September	Muscat	4 Days	350





◆ PURCHASING, WAREHOUSING, CONTRACTS AND TENDERS

		Date	Location	Duration	Fees
9-19	Innovation in Effective Contract and Tender Management	07 - 11 September	London Paris	5 Days	1450
9-20	Supply Chain Risk Management	14 - 18 September	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
9-21	Modern Thinking in Warehouse and Storage Management	14 - 17 September	Muscat	4 Days	350



◆ MARKETING, SALES, PUBLIC RELATIONS AND MEDIA

		Date	Location	Duration	Fees
9-22	Speaker and Spokesperson Skills (Advanced Level)	07 - 11 September	London Paris	5 Days	1450
9-23	Revenue Management and Pricing Strategy	14 - 18 September	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
9-24	Advanced Skills in Public Relations And Government Relations	14 - 17 September	Muscat	4 Days	350







◆ MANAGEMENT, LEADERSHIP AND HUMAN RESOURCES

		Date	Location	Duration	Fees
10-1	Certified Balanced Scorecard Professional	05 - 09 October	London Paris	5 Days	1450
10-2	Management Mastery: Navigating Your Role and Relationships	12 - 16 October	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
10-3	Business Decision Models	13 - 15 October	Muscat	3 Days	300



◆ OFFICE MANAGEMENT, SECRETARIAL AND DOCUMENT MANAGEMENT

		Date	Location	Duration	Fees
10-4	Professional Management and Office Management	05 - 09 October	London Paris	5 Days	1450
10-5	Administrative and Creative Competencies of The Executive Secretary	12 - 16 October	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
10-6	Organizing and Managing Effective Meetings	13 - 15 October	Muscat	3 Days	300



◆ PERSONAL SKILLS, SELF-DEVELOPMENT AND COMMUNICATION

		Date	Location	Duration	Fees
10-7	Certified Master Negotiator	05 - 09 October	London Paris	5 Days	1450
10-8	Managing Self a Leading Others	12 - 16 October	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
10-9	Communication and Relationship Management Skills	12 - 15 October	Muscat	4 Days	350





◆ ACCOUNTING, FINANCE AND AUDITING

		Date	Location	Duration	Fees
10-10	Program and Performance Budget Management and Development Specialist	05 - 09 October	London Paris	5 Days	1450
10-11	Effective control of financial payments and receipts	12 - 16 October	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
10-12	Professional Skills for Finance and Accounting	12 - 15 October	Muscat	4 Days	350



◆ INFORMATION TECHNOLOGY, DATA, TECHNICAL AND PROJECT MANAGEMENT

		Date	Location	Duration	Fees
10-13	Certified Advanced Maintenance Management (Camm)	05 - 09 October	London Paris	5 Days	1450
10-14	Certified Artificial Intelligence Professional (CAIP)	12 - 16 October	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
10-15	Advanced Graphic Editing Techniques	12 - 15 October	Muscat	4 Days	350



◆ LEGAL, CUSTOMER SERVICE AND QUALITY

		Date	Location	Duration	Fees
10-16	Managing Performance Indicators, Service Quality and Customer Satisfaction	05 - 09 October	London Paris	5 Days	1450
10-17	International Rules and Modern Strategies for Implementing TQM Standards	12 - 16 October	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
10-18	Excellence in Customer Service (Advanced)	12 - 15 October	Muscat	4 Days	350





◆ PURCHASING, WAREHOUSING, CONTRACTS AND TENDERS

		Date	Location	Duration	Fees
10-19	Specialist In Drafting and Managing International Business Contracts	05 - 09 October	London Paris	5 Days	1450
10-20	Advanced Warehouse Management, Storage Performance Metrics and Safety	12 - 16 October	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
10-21	Smart Procurement Systems and Digital Supply Chain Management	12 - 15 October	Muscat	4 Days	350



◆ MARKETING, SALES, PUBLIC RELATIONS AND MEDIA

		Date	Location	Duration	Fees
10-22	Product Management and Marketing (PMM)	05 - 09 October	London Paris	5 Days	1450
10-23	International Relations and Corporate Media Message	12 - 16 October	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
10-24	Certified Marketing Professional	13 - 15 October	Muscat	3 Days	300







◆ MANAGEMENT, LEADERSHIP AND HUMAN RESOURCES

	Date	Location	Duration	Fees
11-1	02 - 06 November	London Paris	5 Days	1450
11-2	09 - 13 November	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
11-3	09 - 12 November	Muscat	4 Days	350



◆ OFFICE MANAGEMENT, SECRETARIAL AND DOCUMENT MANAGEMENT

	Date	Location	Duration	Fees
11-4	02 - 06 November	London Paris	5 Days	1450
11-5	09 - 13 November	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
11-6	09 - 12 November	Muscat	4 Days	350



◆ PERSONAL SKILLS, SELF-DEVELOPMENT AND COMMUNICATION

	Date	Location	Duration	Fees
11-7	02 - 06 November	London Paris	5 Days	1450
11-8	09 - 13 November	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
11-9	10 - 12 November	Muscat	3 Days	300





◆ ACCOUNTING, FINANCE AND AUDITING

		Date	Location	Duration	Fees
11-10	Advanced Financial Analysis	02 - 06 November	London Paris	5 Days	1450
11-11	Fast Closing Monthly and Year-end Accounts	09 - 13 November	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
11-12	Financial Accounting and Reporting	09 - 12 November	Muscat	4 Days	350



◆ INFORMATION TECHNOLOGY, DATA, TECHNICAL AND PROJECT MANAGEMENT

		Date	Location	Duration	Fees
11-13	Project Budgeting, Estimation and Cost Saving Techniques	02 - 06 November	London Paris	5 Days	1450
11-14	Reengineering Processes Through Digital Transformation and Innovation	09 - 13 November	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
11-15	Artificial Intelligence and Its Practical Applications in Business	09 - 12 November	Muscat	4 Days	350



◆ LEGAL, CUSTOMER SERVICE AND QUALITY

		Date	Location	Duration	Fees
11-16	Process Management: Mapping and Improvement	02 - 06 November	London Paris	5 Days	1450
11-17	Advanced Legal Analysis: Legal Conditioning and Reasoning	09 - 13 November	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
11-18	Certified Customer Service Professional	09 - 12 November	Muscat	4 Days	350





◆ PURCHASING, WAREHOUSING, CONTRACTS AND TENDERS

		Date	Location	Duration	Fees
11-19	FIDIC Contracts Management: Practical Use of FIDIC Contracts	02 - 06 November	London Paris	5 Days	1450
11-20	Inventory and Supply Chain Management	09 - 13 November	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
11-21	Legal Contracts Specialist	09 - 12 November	Muscat	4 Days	350



◆ MARKETING, SALES, PUBLIC RELATIONS AND MEDIA

		Date	Location	Duration	Fees
11-22	B2B and Social Selling in the New Normal	02 - 06 November	London Paris	5 Days	1450
11-23	Core Marketing and Sales Skills for Business Professionals	09 - 13 November	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
11-24	The Essentials of Business Etiquette and Protocol	10 - 12 November	Muscat	3 Days	300







◆ MANAGEMENT, LEADERSHIP AND HUMAN RESOURCES

		Date	Location	Duration	Fees
12-1	Certified Team Leader	07 - 11 December	London Paris	5 Days	1450
12-2	Executive Program in Leadership and Strategic Man	14 - 18 December	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
12-3	Key Managerial Skills for New Managers and Supervisors	14 - 17 December	Muscat	4 Days	350



◆ OFFICE MANAGEMENT, SECRETARIAL AND DOCUMENT MANAGEMENT

		Date	Location	Duration	Fees
12-4	Effective Report Writing and Influential Presentation Skills	07 - 11 December	London Paris	5 Days	1450
12-5	Digital Office Management for Modern Secretaries	14 - 18 December	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
12-6	Artificial Intelligence Concepts and Their Application in Executive Secretarial Work	14 - 17 December	Muscat	4 Days	350



◆ PERSONAL SKILLS, SELF-DEVELOPMENT AND COMMUNICATION

		Date	Location	Duration	Fees
12-7	Managing Multiple Tasks, Priorities and Deadlines	07 - 11 December	London Paris	5 Days	1450
12-8	Professional Dealing with Difficult Personalities and Conflict Management	14 - 18 December	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
12-9	Advanced Communication Skills	15 - 17 December	Muscat	3 Days	300





◆ ACCOUNTING, FINANCE AND AUDITING

	Date	Location	Duration	Fees
12-10	07 - 11 December	London Paris	5 Days	1450
12-11	14 - 18 December	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
12-12	14 - 17 December	Muscat	4 Days	350



◆ INFORMATION TECHNOLOGY, DATA, TECHNICAL AND PROJECT MANAGEMENT

	Date	Location	Duration	Fees
12-13	07 - 11 December	London Paris	5 Days	1450
12-14	14 - 18 December	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
12-15	14 - 17 December	Muscat	4 Days	350



◆ LEGAL, CUSTOMER SERVICE AND QUALITY

	Date	Location	Duration	Fees
12-16	07 - 11 December	London Paris	5 Days	1450
12-17	14 - 18 December	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
12-18	14 - 17 December	Muscat	4 Days	350





◆ PURCHASING, WAREHOUSING, CONTRACTS AND TENDERS

		Date	Location	Duration	Fees
12-19	Strategic Procurement, Tender Management and SLAs	07 - 11 December	London Paris	5 Days	1450
12-20	Drafting Contracts and Avoiding and Resolving Contractual Disputes	14 - 18 December	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
12-21	Purchasing Management and Cost Saving Techniques	14 - 17 December	Muscat	4 Days	350



◆ MARKETING, SALES, PUBLIC RELATIONS AND MEDIA

		Date	Location	Duration	Fees
12-22	Effective Media Communication Skills and Leadership in the Media	07 - 11 December	London Paris	5 Days	1450
12-23	Effective Executive Speaking Skills, Presence and Persuasive Power	14 - 18 December	Dubai Kuala Lumpur Istanbul	5 Days	1150 1250 1250
12-24	Social Media Management and Influential Digital Content Creation	14 - 17 December	Muscat	4 Days	350





European Business Center

For Training & Development

Office 17, Minarat Al Qurum Building, Near Muscat International School

Al Qurum, Muscat – Sultanate of Oman

Phone: +968 24693668

Mobile: +968 94373446

E-mail: info@ebctraining.net

www.ebctraining.net



[company/ebc-oman](https://www.linkedin.com/company/ebc-oman)



<https://twitter.com/EBCTraining>



<https://www.facebook.com/ebctraining>



https://www.instagram.com/ebc_training_oman/

