

# 2018 Training Calendar

We Don't Talk Success... We Walk Success

Category	Course Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
···	Business & Social Etiquette	8				2					1		
Admin.	Business Writing Skills & Netiquette		4-5-6					1-2-3				4-5-6	
	Office Management			6-7-8		6-7-8			12-13-14				2-3-4
Finance	Budgeting & Cost Control			6-7-8				10-11-12				6-7-8	
	Corporate Valuation		6-7-8							18-19-20			
	Finance for Non-Financial Managers		14-15		18-19				5-6				
	Financial Analysis	16-17-18		18-19-20							21-22-23		
Human Resources	Compensation & Benefits			21-22					15-16				
	Competency-Based HR Management		18-19-20						12-13-14				
	Fundamentals of HR				2-3-4						14-15-16		
	Interviewing Skills	17-18								9-10			
	Performance Management			13-14-15									2-3-4
	Salary Structure				15-16								23-24
M	تانون العمل المصري Labour Law		11-12-13			6-7-8						11-12-13	
	Salaries Tax Law قانون ضريبة المرتبات			11-12				4-5			3-4		
Law	قانون التأمينات الاجتماعية Social Insurance Law					13-14-15		8-9-10	7-8-9		16-17-18		9-10-11
	قانون ضريبة القيمة المضافة (Value Added Tax Law (VAT)	14-15-16			15-16-17					4-5-6			
	Business Acumen		21-22								2-3		
Mgmt./ Leader- ship	Leadership Skills	9-10										14-15	
	Strategic Management				2-3-4					2-3-4			
	Supervisory Skills			14-15			24-25						12-13
	Advanced Warehouse Management				17-18-19						14-15-16		
Operations	Inventory Management & Stock Control	9-10-11		11-12-13				15-16-17				25-26-27	
	Logistics Management System	21-22-23							7-8-9	25-26-27			
	Procurement Management				22-23-24						9-10-11		
	Project Management Professional (PMP) Exam Preparation		18-19- 20-21-22							16-17- 18-19-20			
	Supply Chain Management			20-21-22									25-26-27
	Advanced Selling Skills	2-3										21-22	9-10
Sales/ Customer Service/ Marketing	Customer Relationship Management (CRM)			25-26							21-22		
	Key Accounts Management					14-15				23-24			
	Marketing Research		25-26					1-2					
	Sales Management			18-19-20									18-19-20
Soft Skills	Communication Skills			28-29			24-25					25-26	
	Creative Problem Solving & Decision Making	28-29						18-19					23-24
	Creative Thinking									18&20			
	Motivational Skills		11-12						29-30				
	Negotiation Skills	14-15							26-27				
	Presentation Skills			11-12								28-29	
	Priority Setting & Planning											4-5	
	Self-Management							25-26			0.7.1		
	Team Building					2-3					28-29		00.07
	Time & Stress Management	00.01		14-15					00.07				26-27
Others	Fire Fighting & Evacuation	30-31					07.00		26-27			10.10	
	First Aid	28-29	05.00				27-28	00.00				18-19	
	Quality Risk Management		25-26			9.0.10		29-30					16 17 10
	Train The Trainer					8-9-10							16-17-18



# 2019 Training Calendar

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Category	Course Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Admin.	Business & Social Etiquette	17						4			17		
	Business Writing Skills & Netiquette		10-11-12				25-26-27			24-25-26		12-13-14	
	Office Management			5-6-7				28-29-30			27-28-29		29-30-31
Finance	Budgeting & Cost Control			12-13-14				14-15-16				3-4-5	
	Finance for Non-Financial Managers				10-11					15-16			11-12
	Financial Analysis		13-14				12-13				9-10		
Human Resources	Compensation & Benefits		17-18					1-2			23-24		
	Competency-based HR Management	20-21-22								10-11-12			
	Fundamentals of HR				2-3-4				25-26-27				24-25-26
	Competency-based Interviewing Skills			10-11							13-14		
	Performance Management		5-6-7						20-21-22				
	Salary Structure				17-18							20-21	
	قانون العمل المصري Labour Law		19-20-21				16-17-18				13-14-15		8-9-10
Law	Salaries Tax Law قانون ضريبة المرتبات			6-7					7-8			17-18	
	قانون التأمينات الاجتماعية Social Insurance Law			3-4-5				14-15-16			1-2-3		22-23-24
Q	Leadership Skills			3-4					4-5				
nt./ cshi	Management Skills		27-28					24-25					
Mgmt./ Leadership	Risk Management	9-10								18-19			
I Lea	Supervisory Skills				7-8						16-17		
	Advanced Warehouse Management		24-25-26							24-25-26			
	Inventory Management & Stock Control			12-13-14				9-10-11			22-23-24		
Operations	Logistics Management System				14-15-16								15-16-17
	Procurement Management	13-14-15					25-26-27			15-16-17			
	Project Management (PMP)	27-28-						7-8-9-10-					
		29-30-31						11					
	Supply Chain Management			19-20-21					20-21-22			12-13-14	
	Advanced Selling Skills				3-4					11-12			
Sales/ Customer Service/ Marketing	Customer Relationship Management (CRM)	20-21					12-13					27-28	
	Key Accounts Management		17-18						4-5				
Sar	Marketing for Non- Marketers			27-28								6-7	
D N Z	Principles of Marketing		10-11							4-5			
	Putting Customer First			10-11				1-2			1-2		
Soft Skills	Creative Problem Solving & Decision Making						9-10						8-9
	Critical & Creative Thinking			24-25				21-22			20-21		
	Effective Communication Skills		3-4									27-28	
	Emotional Intelligence	22-23						3-4					
	Negotiation Skills		13-14							29-30			
	Presentation Skills				10-11					18-19			
	Priority Setting & Planning				1-2						7-8		
	Team Work	16-17					23-24					3-4	
	Time & Stress Management			27-28					7-8				4-5
Others	Fire Fighting & Evacuation			17-18				30-31					
	First Aid	30-31								29-30			
	Train The Trainer				22-23						2-3		

### **Top Business Training Center Facts & Figures**

Structure: The Training Center is part of the Career Development Center (CDC) which also offers HR Consultation and Management Development Services.

Size: 300SQM

**Facility Description:** 

• Training room one (24 seats)	• Training room two (16 seats)
• Training room three (ideal for focus groups and small meetings)	• Dining room (28 seats)
<ul> <li>Reception and registration area</li> </ul>	• Terrace with open air seating area
<ul> <li>Service area (kitchen, restrooms &amp; administration area)</li> </ul>	Praying room

Available Equipment:

• Data Show Plasma Screen Smart Board • Flip Chart • Speakers • Wi-Fi Laptop

Working Hours: The Training Center operates from 9am to 10pm, 7 days a week.

**Available Services:** 

- Public Trainings
- Tailored Trainings
- Room Renting
- Catering Services (Available only inside the Training Center)

Available Training Courses: The Training Center offers training in the areas of Management, Human Resources, Quality, Operations, Finance, Soft Skills, Marketing, Sales, Logistics, and other specialized topics. In addition the Center also offers the most up to date sessions in Labour Law, Social Insurance Law, and Salaries Tax Law.

#### Our Training Center is a non-smoking area; a special outdoor area is available for smokers.

#### **Reservation Process**

#### **Public Training**

To reserve a seat in any of our public courses listed above, please visit our website www.topbusiness-hr.com/ Course\_Register to fill an online registration form or contact our Training Specialists who will be happy to send you the form by email.

### **Customized Group Training**

Customized Group Training offer clients the luxury of tailoring the course timing, duration and location. Course content can also be tailored to meet the client's challenges and requirements. To book your next tailored training course please contact our Training Specialists.

#### **Room Renting**

The Training Center and its equipment can be rented, please contact our Training Specialists for more details. Make sure you have the following information at hand: the dates and timings you wish to rent in, number of persons, whether you need catering services or not, the IT equipment needed and any other needs you might have.

Top Business Group was established in 1993, in Egypt, the Group is specialized in Human Resources Solutions. Top Business Group has two subsidiaries, Top Business Human Resources Consultants and Top Business Limited. Top Business Human Resources Consultants offers Human Resources Outsourcing, Payroll & Salary Administration, Human Resources Consultations and Management Development, Personnel Consultation and Training. Top Business Limited offers Local and Overseas Recruitment, Assessment Centers and Career Coaching.

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