

2019 Training Calendar

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
Law	Labour Law قانون العمل المصري		19-20-21				16-17-18				13-14-15		8-9-10
	Salaries Tax Law قانون ضريبة المرتبات			6-7					7-8			17-18	
	Social Insurance Law قانون التأمينات الاجتماعية			3-4-5				14-15-16			1-2-3		22-23-24
Mgmt./ Leadership	Leadership Skills			3-4					4-5				
	Management Skills		27-28					24-25					
	Risk Management	9-10								18-19			
	Supervisory Skills				7-8						16-17		
Operations	Advanced Warehouse Management		24-25-26							24-25-26			
	Inventory Management & Stock Control			12-13-14				9-10-11			22-23-24		
	Logistics Management System				14-15-16								15-16-17
	Procurement Management	13-14-15					25-26-27			15-16-17			
	Project Management (PMP)	27-28-29-30-31						7-8-9-10-11					
	Supply Chain Management			19-20-21					20-21-22			12-13-14	
Sales/ Customer Service/ Marketing	Advanced Selling Skills				3-4					11-12			
	Customer Relationship Management (CRM)	20-21					12-13					27-28	
	Key Accounts Management		17-18						4-5				
	Marketing for Non- Marketers			27-28								6-7	
	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 three (ideal for focus groups and small meetings)
- Reception and registration area
- Service area (kitchen, restrooms & administration area)
- Training room two (16 seats)
- Dining room (28 seats)
- Terrace with open air seating area
- 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
- Room Renting
- Tailored Trainings
- 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.

17, Abdel Wahab Selim Elbeshry St.,
Sheraton Heliopolis, Cairo, Egypt

T. +2 02 226871 44/+2 02 226871 45, Ext. 440-441

F. +2 02 226871 58

M. +2 010 057 105 72

training@topbusiness-hr.com

www.topbusiness-hr.com