

2024 Training Calendar

Category	Course Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
-i	Administrative & Secretarial Skills	2-3-4						1-2-3				3-4-5	
Admin.	Business & Social Etiquette					1			1				1
Ad	Business Writing Skills & Netiquette		4-5-6				2-3-4				7-8-9		
e	Budgeting & Cost Control				16-17-18			8-9-10				10-11-12	
Finance	Finance for Non-Financial Managers		11-12-13				9-10-11				13-14-15		
	Financial Analysis	8-9-10				12-13-14				8-9-10			
80	Compensation & Benefits	9-10-11					11-12-13				15-16-17		
	Competency-based Interviewing Skills		11-12-13					2-3-4				5-6-7	
lan	Fundamentals of Human Resources			3-4-5					4-5-6				8-9-10
Human Resources	Job Evaluation and Salary Structure		7-8					14-15				13-14	
	KPI-Based Performance Management	14-15-16					4-5-6				20-21-22		
	Talent Acquisition & Pre-employment Testing	21-22			01.00.00	15-16				16-17			1= 10 10
	Talent Management and Assessment Tools				21-22-23				11-12-13				17-18-19
	قانون العمل المصري		6-7-8					16-17-18				17-18-19	
	إعداد و صياغة العقود Preparing & Drafting Contracts	2-3				19-20					1-2		
Law	Salaries Tax Law قانون ضريبة المرتبات		21-22				9-10				7-8		
	Social Insurance Law قانون التأمينات الاجتماعية				17-18				14-15				8-9
	System for Unifying Salary Tax Standards	11		5			6			5		7	
	منظومه توحيد معايير ضريبه المرتبات				20.20							·	
Mngmt./ Leadership	Business Accumen		18-19		29-30			21-22		25-26		24.25	
	Leadership Skills Management Skills		28-29				26-27	21-22			2-3	24-25	
	Supervisory Skills		20-29	6-7			20-27		18-19		2-3		22-23
	Strategic Management			U- /		19-20-21			27-28-29			19-20-21	22-23
	Advanced Cargo Information Declaration (ACID)					13-20-21	23-24-25		21-20-23	22-23-24		19-20-21	
Operations	Advanced Warehouse Management	14-15-16					23-24-25			22 23 24	27-28-29		
	Inventory Management & Stock Control	111010				21-22-23	20 2 1 20			10-11-12	27 20 20		29-30-31
	Procurement Management	28-29-30				26-27-28				16-17-18			20 00 01
era		20 20 00	25-26-						25-26-	10 11 10			22-23-
Op	Project Management		27-28-29						27-28-29				24-25-26
	Supply Chain Management			3-4-5					4-5-6			24-25-26	
	Understanding the Freight Business & Logistics		20-21-22					28-29-30				3-4-5	
Sales/ Customer Service/ Marketing	Customer Experience and Content Creation	17-18					26-27						
	Customer Service Excellence				23-24					29-30			
	Digital Marketing					15-16					2-3		
	Key Accounts Management			6-7					7-8				4-5
	Marketing and Brand Strategy		1415		14-15-16			15.10	20-21-22			07.00	
	Marketing for Non-Marketeers	01.00.00	14-15				11 10 10	17-18			00.00.04	27-28	
	Sales Forecasting and Planning	21-22-23	14.15				11-12-13	0.10			22-23-24	6.7	
Soft Skills	Selling Smarter Art of Delegation	28-29	14-15				23-24	9-10			30-31	6-7	
	Building Workplace Trust	4					23-24				30-31		
	Change Management	4					12-13				30-31		
	Communication Skills			3-4			12-13		21-22		30-31		25-26
	Creative & Critical Thinking		25-26	34				23-24	21 22			24-25	23 20
	Creative Problem Solving & Decision Making		23 20		14-15			20 24	11-12			24 25	11-12
	Crisis Mgmt.				1110	22-23			11 12	22-23			1112
	Data Analytics	30-31					5-6				27-28		
	Effective Coaching		18-19					28-29				17-18	
	Emotional Intelligence					26-27				4-5			
	Negotiation Skills		4-5				23-24				16-17		
	Presentation Skills					29-30				25-26			
	Self Motivation & Positive Thinking			6-7				14-15				13-14	
	Team Building	30-31				29-30						27-28	
	Time & Stress Management				29-30				7-8				29-30
Others	Fire Fighting & Evacuation	17-18						8-9					
	First Aid						26-27				1-2		
	Hotel & Restaurant Hospitality Etiquette (HHE)	23-24						21-22				10-11	
	Occupational Health & Safety		14-15							29-30			
	Train the Trainer - TOT					26-27-			18-19-				15-16-
Accredited Diploma & Certificate			st Round (Januar	to 25 Ma	28-29			20-21				17-18
	Professional Diploma in Human Capital	1	- Kouna (nd (17 Fel	<u> </u>	20 Inls:						
	Management			2 NOU	na (17 Fei	Juary 10 2	20 July)			3rd Round	(7 Septem	ber to 28 D)ecember)
		13	Jan. to 9 N	/ar						o Round	(r septem	501 10 20 L	recenibel)
	Professional Certificate in Human Resources Management	10.	to 0 N			20 Apr.	to 5 Jul	<u> </u>					
						_0 11p1.	o our.		3 Aug. to	28 Sep.			
									5 714g. ((5ср.	5 Oct. to	30 Nov.	
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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
- 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.

subsidiaries offer a broad range of HR solution	the Group has three subsidiaries with offices in Egypt and Dubai. Together the three ns from HR Outsourcing, Payroll and Salary Administration, Personnel Consultation, I, Recruitment, Assessment Centres and Training.
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