

# 2024 Training Calendar



## 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)
- Reception and registration area
- Terrace with open air seating area
- Service area (kitchen, restrooms & administration 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](http://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, the Group has three subsidiaries with offices in Egypt and Dubai. Together the three subsidiaries offer a broad range of HR solutions from HR Outsourcing, Payroll and Salary Administration, Personnel Consultation, Personnel and Payroll Audit, HR Consultation, Recruitment, Assessment Centres and Training.

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