

2026 Training Calendar

Category	Course Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Admin.	Administrative & Secretarial Skills			29-30-31				5-6-7				1-2-3	
	Business & Social Etiquette				8				2				1
	Business Writing Skills & Netiquette		4-5				1-2				4-5		
Finance	Budgeting & Cost Control	13-14-15				10-11-12				13-14-15			
	Cost Accounting & Decision Making		10-11-12				9-10-11				11-12-13		
	Finance for Non-Financial Managers					3-4-5			16-17-18			8-9-10	
	Financial Analysis				19-20-21			12-13-14					13-14-15
Human Resources	AI for Performance Management	11-12				20-21				1-2			
	AI for Talent Acquisition	4-5				17-18				16-17			
	AI for Talent Management	14-15				24-25				9-10			
	Competency-based Interviewing Skills				28-29-30				2-3-4			3-4-5	
	Employee Engagement & Development	21-22					7-8				4-5		
	Fundamentals of H.R.			29-30-31				5-6-7				1-2-3	
	HR Analytics				6				11				23
	HR Policies & Procedures	22				6				3			
	KPI-Based Performance Management		8-9-10					9-10-11				11-12-13	
	Talent Acquisition & Pre-employment Testing				22-23					9-10			30-31
	Talent Management and Assessment Tools				6-7-8					16-17-18			6-7-8
	Total Rewards (Salary Structure, Incentives & Benefits)				19-20-21				12-13-14				8-9-10
Law	Labor Law قانون العمل المصري		8-9-10			17-18-19			11-12-13			15-16-17	
	Preparing and Drafting Documents إعداد وصياغة العقود					13-14				9-10			
	Salaries Tax Law قانون ضريبة المرتبات				6-7			15-16				11-12	
	Social Insurance Law قانون التأمينات الاجتماعية				1-2		14-15				14-15		
Management/Leadership	Leadership Skills		4-5				24-25				25-26		
	Management Skills			25-26				21-22				25-26	
	Risk Management				22-23				30-31				
	Strategic Management	26-27-28					21-22-23			20-21-22			
	Supervisory Skills					10-11			19-20				20-21
Operations	Advanced Cargo Information Declaration (ACID)							19-20-21					20-21-22
	Advanced Warehouse Management	13-14-15					1-2-3			27-28-29			
	Inventory Management & Stock Control					19-20-21			4-5-6				27-28-29
	Procurement Management	20-21-22					23-24-25					10-11-12	
	Project Management					10-11-12-13-14					18-19-20-21-22		
	Supply Chain Management			29-30-31				26-27-28				17-18-19	
	Understanding the Freight Business & Logistics	26-27-28						7-8-9					15-16-17
Sales/ Customer Service/ Marketing	Advanced Selling Skills		1-2					29-30					2-3
	Customer Service Excellence	18-19					7-8					2-3	
	Digital Marketing					24-25					6-7		
	Key Accounts Management				28-29				3-4			16-17-18	
	Marketing for Non-Marketeers	11-12						14-15					
	Sales Forecasting and Planning	26-27-28					3-4-5			6-7-8			
Soft Skills	Change Management					12-13					14-15		
	Communication Skills		2-3					7-8					20-21
	Creative & Critical Thinking					5-6					18-19		
	Creative Problem Solving & Decision Making				26-27				5-6				6-7
	Crisis Mgmt.	11-12						19-20					
	Data Analytics					19-20				1-2			
	Effective Coaching			25-26			14-15			23-24			
	Emotional Intelligence		15-16					26-27					6-7
	Negotiation Skills	4-5						28-29				22-23	
	Presentation Skills				22-23					9-10			30-31
	Team Building	18-19						17-18				4-5	
	Teamwork							14-15					9-10
Time & Stress Management	20-21						21-22					15-16	
Others	Defensive & Safe Driving	4-5						3-4					25-26
	Fire Fighting & Evacuation					3-4					6-7		
	First Aid	18-19					21-22					18-19	
	Hotel & Restaurant Hospitality Etiquette (HHE)			25-26						29-30			
	Occupational Health & Safety				19-20								9-10
	Train the Trainer - TOT				26-27-28-29					16-17-18-19			13-14-15-16
Diplomas & Certificates	Professional Diploma in Human Capital & Talent Management	1 st Round (28 March to 1 August)									2 nd Round (12 September to 29 December)		
	Professional Certificate in Human Resources Management	1 May to 1 July						1 Oct. to 31 Nov.					
	Train the Trainer Diploma - TOT	9 May to 27 June						4 July to 15 Aug.					
		19 Sep. to 31 Oct.						7 Nov. to 19 Dec.					

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 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 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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