

2025 Training Calendar

Category	Course Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Admin.	Administrative & Secretarial Skills	21-22-23					10-11-12				19-20-21		
	Business & Social Etiquette				6				28				4
	Business Writing Skills & Netiquette		2-3-4					6-7-8				16-17-18	
Finance	Budgeting & Cost Control					11-12-13				9-10-11			7-8-9
	Finance for Non-Financial Managers		9-10-11					13-14-15				9-10-11	
	Financial Analysis	12-13-14					15-16-17				12-13-14		
Human Resources	Competency-based Interviewing Skills		23-24-25					8-9-10				11-12-13	
	Employee Engagement & Development	8-9					29-30				1-2		
	Fundamentals of Human Resources					4-5-6				7-8-9			21-22-23
	HR Analytics	2					4				2		
	KPI-Based Performance Management	19-20-21					17-18-19				5-6-7		
	Talent Acquisition & Pre-employment Testing				15-16					14-15			10-11
	Talent Management and Assessment Tools				6-7-8				12-13-14			16-17-18	
	Total Rewards (Salary Structure, Incentives & Benefits)		9-10-11					15-16-17				4-5-6	
Law	Labour Law قانون العمل المصري		16-17-18			19-20-21	15-16-17 22-23-24	6-7-8	17-18-19	7-8-9		2-3-4	
	Preparing and Drafting Documents إعداد وصياغة العقود				9-10				6-7				
	Salaries Tax Law قانون ضريبة المرتبات		5-6				18-19				15-16		
	Social Insurance Law قانون التأمينات الاجتماعية	12-13				11-12						16-17	
	System for Unifying Salary Tax Standards منظومه توحيد معايير ضريبيه المرتبات	2			13								
Management/ Leadership	Business Accumen					7-8					1-2		
	Lead with Agility: Simple Steps to Stay Ahead				13-14-15					23-24-25			1-2-3
	Leadership Skills		19-20					20-21				19-20	
	Management Skills	22-23				21-22				10-11			
	Risk Management	29-30					3-4				22-23		
	Supervisory Skills				28-29				17-18				28-29
	Strategic Management		23-24-25					27-28-29				23-24-25	
Operations	Advanced Cargo Information Declaration (ACID)					4-5-6				21-22-23			
	Advanced Warehouse Management	19-20-21					22-23-24				26-27-28		
	Inventory Management & Stock Control				28-29-30				17-18-19				9-10-11
	Procurement Management	27-28-29					1-2-3				21-22-23		
	Project Management				6-7-8-9-10				24-25-26-27-28				21-22-23-24-25
	Supply Chain Management		23-24-25					20-21-22				25-26-27	
	Understanding the Freight Business & Logistics	14-15-16				25-26-27				16-17-18			
Sales/ Customer Service/ Marketing	Customer Experience and Content Creation					14-15					7-8		
	Customer Service Excellence		26-27					30-31				19-20	
	Digital Marketing						11-12					26-27	
	Key Accounts Management					18-19			10-11				24-25
	Marketing for Non-Marketeers				29-30					28-29			
	Sales Forecasting and Planning	28-29-30					15-16-17				28-29-30		
	Sales Made Simple: Understand, Convince, & Succeed						29-30				19-20		
	Selling Smarter				13-14				6-7				7-8
Soft Skills	7+1 Habits for Success: Easy Steps to Grow & Shine		25-26-27					29-30-31					2-3-4
	Change Management					14-15				14-15			
	Communication Skills		12-13					1-2				16-17	
	Creative & Critical Thinking					28-29				7-8			28-29
	Creative Problem Solving & Decision Making				9-10			27-28				2-3	
	Crisis Management						24-25				15-16		
	Data Analytics					25-26			13-14			23-24	
	Effective Coaching					7-8			20-21				17-18
	Emotional Intelligence	22-23				18-19				21-22			
	Negotiation Skills		19-20			4-5				24-25			
	Presentation Skills						22-23				26-27		
	Self Motivation & Positive Thinking						18-19					12-13	
	Team Building					21-22				1-2			14-15
	Time & Stress Management	15-16					1-2				12-13		
	Winning Together: Simple Skills for Better Teamwork		16-17						3-4				
	Work Life Balance		6						31				
	Defensive & Safe Driving	8-9						22-23				9-10	
Others	Fire Fighting & Evacuation					28-29					29-30		
	First Aid		26-27					30-31				5-6	
	Hotel & Restaurant Hospitality Etiquette (HHE)				15-16				24-25				17-18
	Occupational Health & Safety					11-12				28-29			
	Train the Trainer - TOT					18-19-20-21			3-4-5-6				14-15-16-17

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.

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.

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

T. +2 02 226 871 44 / +2 02 226 871 45
F. +2 02 226 871 58
training@topbusiness-hr.com

www.topbusiness-hr.com