

# 2024

## TRAINING PLAN



**Intelligent Business Center**

*high availability training*



IBC is Pearson Assured Organization || ISO 9001/2015 TUV QMS Certified

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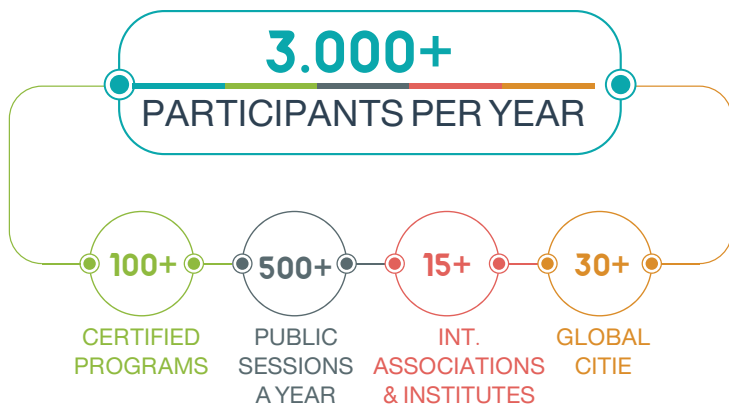
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# ABOUT IBC

Intelligent Business Center (IBC) became established as a nationally registered training institution in 2005.

Through our extensive industry experience, IBC brings together a wealth of knowledge in a wide range of business sectors, delivering quality training solutions focused on the professional development of individuals in order to meet the needs of industry and the future workforce.

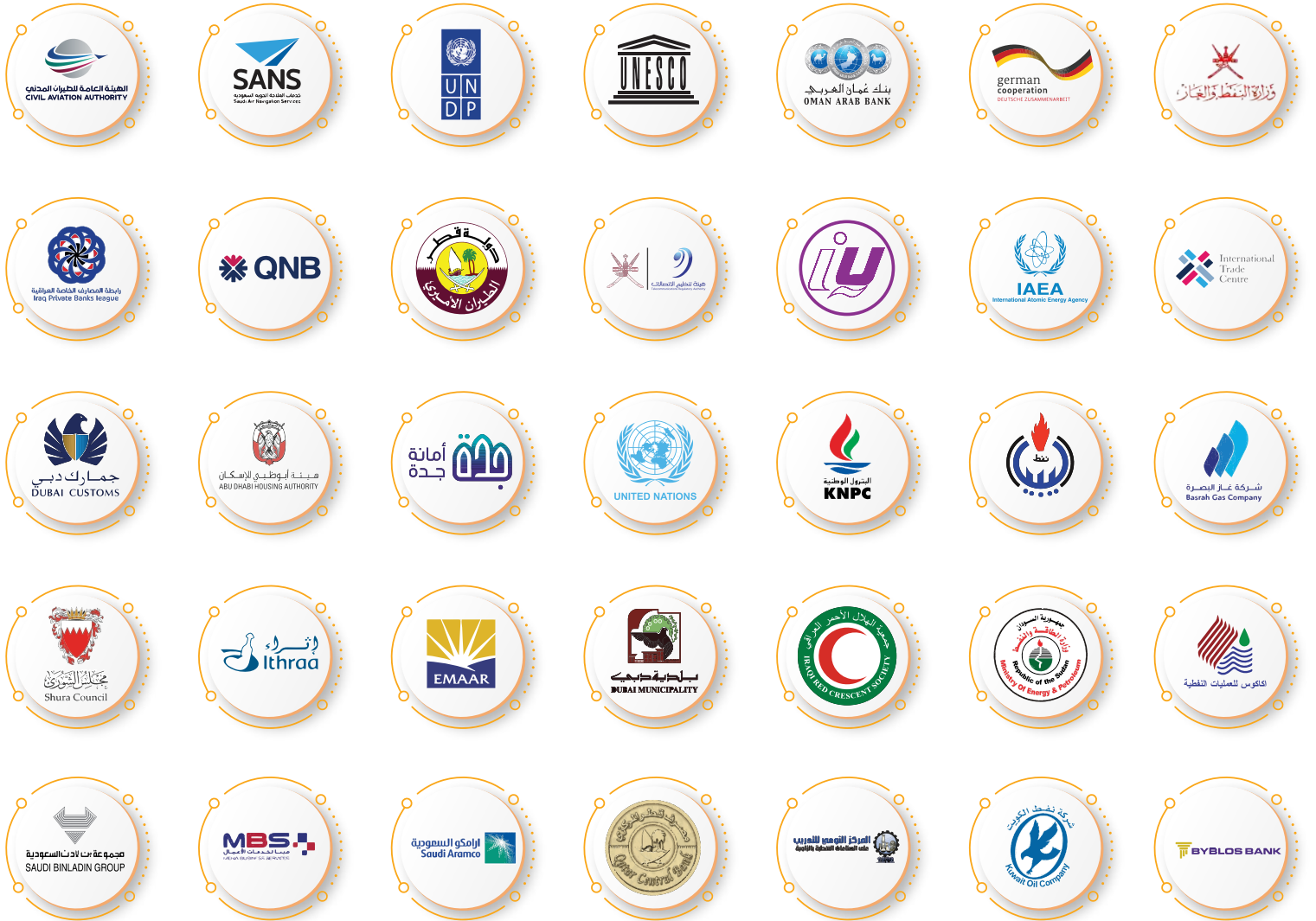
Our competitive advantage lurks in the excellence of our training services, focusing on industry engagement and collaboration to develop training solutions so as to meet the needs of individuals and the organization. We offer flexible delivery strategies designed to meet the vast and varied learner styles to enhance learner engagement, add credibility and relativity to our programs in order to actively drive the productivity and competitiveness of organizations/industries, as well as contribute to the social and economic development of our local communities.



# IBC PREMISES



# OUR CLIENTS



# OUR PARTNERS



# TRAINING DOMAINS



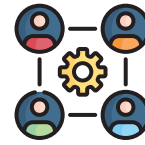
BANKING AND INSURANCE



LAW & CONTRACTS



ENGINEERING PROGRAMS



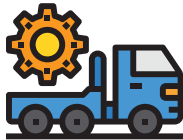
HUMAN RESOURCE MANAGEMENT



CHARITIES



PLANNING AND STRATEGY MANAGEMENT



SUPPLY CHAIN AND LOGISTICS MANAGEMENT



PROJECT MANAGEMENT



PUBLIC RELATIONS MEDIA



AVIATION PROGRAMS



QUALITY MANAGEMENT



SAFETY AND HSE



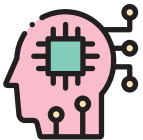
ACCOUNTING & FINANCE



SECRETARIAT AND OFFICE MANAGEMENT



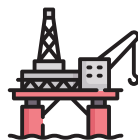
SECURITY AND POLICE



ARTIFICIAL INTELLIGENCE



EDUCATION



OIL AND GAS



SALES AND MARKETING



MEDICAL AND HEALTHCARE MANAGEMENT



ICT



SOLAR ENERGY RENEWABLE ENERGY



PUBLIC RELATIONS AND MEDIA



PHARMACEUTICAL SCIENCES PROGRAMS



CRISIS AND DISASTER MANAGEMENT

Continued growth and expansion resulted from our ability to provide solutions across a diverse range of industries continually addressing current and emerging skill shortages and skill gaps. We have increased flexibility around the provision of training so that skill gaps can be addressed through a set of competencies with a focus on the individual needs of clients and the industry as a whole.

# WHY CHOOSE IBC?



AN EXPERIENCE LIKE NO OTHER,  
AND ONE THAT TRULY AIMS TO  
EDUCATE, INSPIRE AND MOTIVATE



WE HAVE A CULTURE OF HIGH  
EXPECTATIONS FOR BOTH TRAIN-  
ERS AND TRAINEES



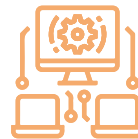
WE ARE DRIVEN TO PRODUCE  
RESULTS THROUGH PEOPLE



WE DELIVER OUTSTANDING QUALI-  
TY STANDARDS, IN TRAINING AND  
EDUCATION



STATE-OF-THE-ART, BEAUTIFUL,  
MODERN, WELL-MAINTAINED AND  
WELL-EQUIPPED LEARNING FACILI-  
TY



MODERN IT FACILITIES IN YOUR  
CLASSROOM, COMPUTER LABORA-  
TORIES AND WIFI THROUGHOUT THE  
CENTER



REGULAR ASSESSMENTS TO HELP  
YOU MONITOR YOUR PROGRESS



SUPPORTIVE TEAM FOCUSED ON HELP-  
ING YOU ACHIEVE YOUR PROFESSIONAL  
TRAINING AND EDUCATIONAL GOALS  
AND OBJECTIVES



QUALITY LEARNING RESOURCES TO  
SUPPORT YOU DURING CLASS TIME AND  
DURING YOUR SELF-STUDY TIME IN OUR  
INDEPENDENT LEARNING AREAS



COMMITTED & EXPERIENCED TRAINERS  
THAT WILL GENUINELY CARE ABOUT  
YOUR PROFESSIONAL AND ACADEMIC  
SUCCESS AND ABOUT YOU AS A PERSON

## OUR SERVICES:



Visit Visa



Airport Transport



Materials & Stationery



An assessment exam



Hotel accommodation



Help & Support



Flash Memory



Logistic & secretarial



Training supervision



Coffee Break & Lunch



Recreational trips



International certificate

## TRAINING METHDOLGY



Lectures



Role Playing



Active Learning



Case study



Brainstorming



Workshops



In-depth Discussions



Data Show



Projects



Simulation



Quizzes & Practice Exams



Virual Labs



Hands On



Accountability Coaching

# PUBLIC COURSES



HERE IS A LOOK AT THE  
ADVANTAGES OF PUBLIC  
COURSES.

## ADVANTAGES OF PUBLIC COURSES



### LESS IN-HOUSE ADMINISTRATION

Sending people to a public course involves less work than with an in-house custom training. The training company is the one that builds up an agenda, provides the trainer and chooses the location. Coffee breaks, lunch, and refreshments are also handled by the training company



### FEWER DISTRACTIONS FOR YOUR COLLEAGUES

Once you have sent your colleagues to a public course, they are essentially free from any responsibilities of their usual daily activities. Therefore, all participants will be able to fully engage their attention on the topics discussed during the training



### EXTERNAL NETWORKING

Public courses allow your colleagues to talk to people from other companies and different backgrounds. This way they will most likely gain different points of view and discuss different approaches to common issues



### ACADEMIC OPPORTUNITIES

Public Courses often have the resources to offer more academic opportunities like advanced classes and courses in specialized subjects like technology and the Management



### EXTRACURRICULAR OPPORTUNITIES

In addition to the choices in the Training room, students in public Courses often have more options in activities for the day. From Training games and activities, most Training Center offer a variety of extracurricular activities to keep students learning and excelling in the areas they are most interested in



### SERVICES

By law, Training Center are also required to provide certain services to students. Some, such as transportation to and from Center, are offered to all the students. Others, such as lunches and information assistance, are provided to students who qualify. Because the services are required, Training Center have a staff of special education teachers and learning specialists at the students' disposal



### TRAINER QUALIFICATIONS

Trainers in Training Centers are required to be certified by the International accredited organizations. Certification also requires ongoing education and periodic renewal of credentials



# IN-HOUSE TRAINING

## COURSES DEFINITION

SO WHAT EXACTLY DO WE MEAN WHEN WE REFER TO IN-HOUSE TRAINING FOR COMPANIES AND BUSINESSES? IN PRACTICAL TERMS, 'IN HOUSE' REFERS TO THE INTERNAL OPERATION OF AN ORGANISATION, AND ACTIVITIES WHICH ARE CARRIED OUT BY INTERNAL STAFF AND EMPLOYEES.

THE ACTIVITY OF 'TRAINING' REFERS TO THE PROCESS OF TEACHING WORK-RELATED SKILLS, OR KNOWLEDGE, TO EMPLOYEES WITH THE AIM OF INCREASING THE QUALITY AND EFFICIENCY OF THEIR POSITION AND THE ORGANISATION AS A WHOLE.



Therefore, when we talk about 'in house training' we are referring to learning for employees led by the company itself. Frequently, an in-house training program features the development of training materials, courses, assessment and supervision. Significantly, inhouse training does not have to take place within the physical premises of the organisation and can, for example, take place at a training centre or conference room.

# BENEFITS OF IN-HOUSE TRAINING

Thankfully, there are many advantages of In-House Training whatever the scope or size of your organisation, these include:



## EFFECTIVE COST

Offers better value for money than outsourcing training



## EFFECTIVE

Communication : Improves internal communication within the organisation



## CUSTOMISE TRAINING

Ability to customise training to the exact company needs. For instance, design and deliver a management training program



## TEAM BUILDING

Fosters team building and better working relationships



## FLEXIBLE

In House Training is more flexible in terms of scheduling



## CUSTOMER SERVICE

Increased competition in today's global marketplace makes it critical that employees understand and meet the needs of customers



## COST SAVINGS

Travel and subsidiary cost savings for employees



## ETHICS

Today's society has increasing expectations about corporate social responsibility. Also, today's diverse workforce brings a wide variety of values and morals to the workplace



## ABILITY TO ADAPT

Ability to adapt training during delivery if needed



## SAFETY

Safety training is critical where working with heavy equipment , hazardous chemicals, repetitive activities, etc., but can also be useful with practical advice for avoiding assaults, etc



## OWN TOOLS

Company will develop its own tools which can also be commercialised



## SEXUAL HARASSMENT

Sexual harassment training usually includes careful description of the organization's policies about sexual harassment, especially about what are inappropriate behaviors

# BENEFITS OF TRAINING LIVE STREAMING



## LIVE INTERACTIVE EXPERIENCE

The biggest advantage of live streaming is the ability for students to have a live interactive experience. For example, ibclearn.com offers opportunities to both teachers and students to be part of a larger community



## BETTER LEARNING EXPERIENCE

Learning from live streams is an entirely different experience compared to traditional classes. Traditional classes are not always the best environment as the teacher cannot really focus on every student. Livestreams or recorded video offer students an opportunity to revisit the lessons at their own convenience. Clearly, that's an advantage to the students to reinforce concepts



## REAL-TIME AND ON-DEMAND LIVE STREAMING

With the improvement in almost all sectors, there is a huge demand for new topics that need to be covered. Live streaming enables educational institutes and platforms to provide real-time on-demand content to the audience. This enables anyone to get access to cutting-edge learning material and help them grow



## ACCESSIBILITY

Accessibility has been one of the biggest benefits of live streaming. Anyone who has proper connection can connect and become a part of the community. There are no hard rules to adhere to when watching the livestreams. Remote areas also get the benefit of livestreaming



## EDUCATORS CAN EARN MORE MONEY

Educators can use livestreaming to help other students, and offer an opportunity for teachers to earn extra cash



## REACHING A DIVERSE LEARNER BASE

: With livestreaming, any institute can reach a diverse audience. Anyone with the urge to learn can go and take the courses offered by them. Even though most of the courses are not strictly livestreamed, but they do provide the same purpose, i.e., Training



## LEARNING ABOUT VIEWERS

Online learning and live streaming has been made possible due to the advancement in technology. The same technology also helps educators understand the students and their learning patterns. Educators can also study students learning habits. This way, they can build courses and cater to each student's learning habits



## PLATFORMS CAN USE LIVE STREAMING AS A MARKETING TOOL

In the current market, educational institutes are competing among themselves to grab the best talent. By livestreaming their courses, they are not only helping their current student base but also indirectly marketing their educational institute to the aspiring students



## LIVE STREAMING ENABLES EDUCATORS TO RECORD THEIR LECTURES

Lectures don't need to be always repeated. Livestreaming provides educators with an opportunity to record their session and use it later. Doing so enables them to earn more money or get acknowledgment about their work



## COMMUNITY-DRIVEN LEARNING

Community driven learning has always been there on the internet

# COACHING

## TO IMPROVE PERFORMANCE & PROVIDE SUPPORT



### COACHING

AS A LEADER, PEOPLE LOOK TO YOU FOR INSPIRATION

But in these times of unprecedented uncertainty right now, you're likely being pulled in many different directions. Not only are you required to make strategic decisions that may change the course of your organization, but you're also tasked with providing tactical guidance. Working long hours and fielding questions from every direction, it's only natural that you might neglect your own well-being. But remember that not taking care of yourself right now will diminish your ability to support the people you lead.

In times of crisis, you need support, too. Why is Leadership Coaching Important?

### WHY IS LEADERSHIP COACHING IMPORTANT? THE 5 KEY BENEFITS:



#### 1 EMPOWERMENT

Coaching empowers leaders to do exceptional work. Coaches establish an advantageous relationship that uncovers hidden strengths and weaknesses within the leader. Goals will be created to enable leaders to pinpoint their weaknesses and track their progress. Reflective sessions with a coach empower a leader to fully recognize their improvements and appreciate the work they have done to meet those goals.

#### 2 NEW INSIGHT

Leaders gain new perspective on everyday responsibilities from their coach. The coach pushes them to step back and reflect when a leader is having a bad day or week, often uncovering a deeper problem. Together, they discover new insights into the leader's reaction by analyzing the problem and creating a plan for similar situations in the future.

#### 3 FREE THINKING

Coaching reduces narrow-minded thinking in leaders. Coaches encourage the leader to open their thought patterns and consider other points of view by asking questions. This benefits the leader by provoking free thoughts and encouraging flexible leadership. The Center for Management and Organization Effectiveness calls flexible leadership a "business necessity" as it allows for quick, creative, and precise decision making under pressure.

#### 4 ENHANCED PERFORMANCE

Targeting coaching to a leader's problem area makes a huge difference in attitude and abilities. Coaching allows the leader to learn and implement new leadership techniques tailored to the leader's weaknesses. Techniques include the leader avoiding the terms "but," "no," or "however" as they accidentally discourage ideas or answering questions with questions as they tend to supply all the ideas for their team. Individuals that were difficult to reach before will respond better to their leader's new approaches.

#### 5 IMPROVED COMMUNICATION

Coaching enables leaders to realize that their communication isn't always as clear as they think. Coaches will highlight areas of communication that need improvement and practice those areas with the leader.

It is known that leaders are at the core of organizations. However, shocking leadership development statistics show that 71% of companies do not feel their current leaders are able to carry their organization into the future. In order to combat these statistics, organizations are implementing a coaching program to increase leader effectiveness.

This led to higher engagement and productivity, improving their effectiveness in leadership roles. Coaching also provides the outlet leaders need to motivate and inspire their team.

Coaches can also teach leaders how to communicate with individuals of different personality types, cultures, or ages using their past experiences as examples. Good communication skills allow people to connect with one another. A coach who can guide an individual to communicate effectively will improve their credibility and overall leadership abilities.



#### **COACH**

An executive coach can be a sounding board during times of crisis and can provide you with a structured approach to leading your organization through unforeseen circumstances. The key is to be clear on desired outcomes and work with a coach in a way that emphasizes improved performance

#### **SENIOR EXECUTIVES**

Senior executives and high potentials may benefit from coaching that helps them develop strategies for leading in new or complex situations, build on existing strengths, and push their goals forward. One leader may work with a coach to go from "good to great." Another may use coaching to shorten her ramp-up time in a new role or to help navigate a significant increase in responsibilities

#### **MIDDLE MANAGERS**

For middle managers, coaching can reinvigorate a job or even a career. A coach can help a leader identify skills to be developed, key strengths, and strategies for improvement. Coaching can focus on achieving goals within a leader's current job or move in new directions

#### **DERAILING EXECUTIVES**

Derailing executives can benefit from coaching to improve performance, too. It can help these previously successful leaders, who for any number of reasons might have jeopardized their prospects, to identify problem areas and make tangible performance improvements that serve the needs of the organization and the individual



**SUPPLY CHAIN & LOGISTICS MANAGEMENT**

### Dynamic Supply Chain & Logistics Management

Istanbul	Jakarta	Tunisia
26 Feb - 01 Mar 2024	08-12 Jul 2024	02-06 Dec 2024

### Integrated Purchasing, Logistics, Materials & Supply Chain Management

Bangkok	Brussels	Singapore
01-05 Jan 2024	13-17 May 2024	16-20 Sep 2024

### Integrated Logistics, Transportation, Inventory & Materials Management

Casablanca	Dubai	Jeddah
05-09 Feb 2024	10-14 Jun 2024	14-18 Oct 2024

### Successful Logistics, Fleet & Transportation Management

Arusha	Frankfurt	Nairobi
15-19 Jan 2024	06-10 May 2024	07-11 Oct 2024

### Modern Practice in Procurement, Channel Management, Supply Chain and Inventory

Paris	Madrid	Istanbul
08-12 Apr 2024	26-30 Aug 2024	11-15 Nov 2024

### Cost Effective Purchasing & Procurement Skills

Cairo	Amsterdam	Bangkok
18-22 Mar 2024	01-05 Jul 2024	28 Oct - 01 Nov 2024

### Effective Purchasing and Negotiation Strategies

Tbilisi	Baku	Casablanca
01-05 Apr 2024	05-09 Aug 2024	18-22 Nov 2024

### Supplier Performance Management

Beirut	London	Cairo
12-16 Feb 2024	22-26 Jul 2024	09-13 Dec 2024

### Business Operations Professional

Rome	Kuala Lumpur	Paris
15-19 Jan 2024	27-31 May 2024	23-27 Sep 2024

### Production and Inventory Management

Dar es Salaam	Zanzibar	Arusha
04-08 Mar 2024	03-07 Jun 2024	09-13 Sep 2024

### Supplier Relationship Management Practitioner

Barcelona	New York	Tbilisi
26 Feb - 01 Mar 2024	24-28 Jun 2024	23-27 Dec 2024

### Supply Chain Risk Management

Prague	Addis Ababa	Dar es Salaam
11-15 Mar 2024	24-28 Jun 2024	04-08 Nov 2024



“

Very good training I wish it could last longer.  
Keep it up

**CHARLES AYARI**

”



**BANKING AND INSURANCE**





### Islamic Finance Qualification

Rome	Kuala Lumpur	Paris
15-19 Jan 2024	13-17 May 2024	09-13 Sep 2024

### CISI Risk In Financial Services

Beirut	London	Cairo
29 Jan - 02 Feb 2024	15-19 Jul 2024	23-27 Dec 2024

### Insurance Risk and Capital Management

Barcelona	New York	Tbilisi
05-09 Feb 2024	20-24 May 2024	16-20 Sep 2024

### Performance Measurement and Attribution Analysis

Prague	Addis Ababa	Dar es Salaam
12-16 Feb 2024	29 Apr - 03 May 2024	19-23 Aug 2024

### Credit Risk Professional

Jakarta	Tunisia	Rome
25-29 Mar 2024	24-28 Jun 2024	21-25 Oct 2024

### Bank Performance Specialist

Brussels	Singapore	Beirut
19-23 Feb 2024	22-26 Jul 2024	02-06 Dec 2024

### Commercial Real Estate Analysis & Investments

Dubai	Jeddah	Barcelona
22-26 Apr 2024	12-16 Aug 2024	18-22 Nov 2024

### Anti Money Laundering

Frankfurt	Nairobi	Prague
15-19 Jan 2024	06-10 May 2024	30 Sep - 04 Oct 2024

### FinTech and Blockchain Professional

Madrid	Istanbul	Jakarta
01-05 Apr 2024	01-05 Jul 2024	04-08 Nov 2024

### Banking Treasury Management

Amsterdam	Bangkok	Brussels
01-05 Jan 2024	27-31 May 2024	02-06 Sep 2024

### IFRS Specialist

Baku	Casablanca	Dubai
04-08 Mar 2024	24-28 Jun 2024	14-18 Oct 2024

### Finance for Non-Finance

Zanzibar	Arusha	Frankfurt
12-16 Feb 2024	03-07 Jun 2024	07-11 Oct 2024



“

Thank you for the training I really gained a lot of knowledge and I am going to put in to practice at my work place

**KHADIJA MOHAA**

”



**SECURITY AND SAFETY**

### Security Management: Safety and Protection of Corporate Facilities

Madrid	Istanbul	Jakarta
12-16 Feb 2024	15-19 Jul 2024	16-20 Dec 2024

### Safety Engineering and Hazard Control

Baku	Casablanca	Dubai
04-08 Mar 2024	29 Jul - 02 Aug 2024	11-15 Nov 2024

### Security, Fire and Loss Prevention and Emergency Management

Kuala Lumpur	Paris	Madrid
01-05 Jan 2024	29 Apr - 03 May 2024	02-06 Sep 2024

### OSHA Occupational Safety and Health Administration Standards

New York	Tbilisi	Baku
15-19 Apr 2024	19-23 Aug 2024	09-13 Dec 2024

### Personal safety of social responsibility

Tunisia	Rome	Kuala Lumpur
25-29 Mar 2024	22-26 Jul 2024	25-29 Nov 2024

### Personal survival technics at sea

Jeddah	Barcelona	New York
22-26 Jan 2024	20-24 May 2024	16-20 Sep 2024

### Oil & Gas Operational Safety

Amsterdam	Bangkok	Brussels
19-23 Feb 2024	17-21 Jun 2024	07-11 Oct 2024

### Safety Management Systems (SMS)

Zanzibar	Arusha	Frankfurt
15-19 Apr 2024	19-23 Aug 2024	25-29 Nov 2024

### Facility Security: Planning and Management

London	Cairo	Amsterdam
05-09 Feb 2024	03-07 Jun 2024	21-25 Oct 2024

### Health Safety and Environment Management

Addis Ababa	Dar es Salaam	Zanzibar
29 Jan - 02 Feb 2024	20-24 May 2024	02-06 Sep 2024

### Fire Fighting of Prevention Training

Singapore	Beirut	London
18-22 Mar 2024	08-12 Jul 2024	16-20 Dec 2024

### Survival craft and rescue boots

Nairobi	Prague	Addis Ababa
11-15 Mar 2024	17-21 Jun 2024	30 Sep - 04 Oct 2024



“

The training was excellent and very educative thank you so much will come again for sure

**HON. SHAKILA ABDALLA**

”



**HUMAN RESOURCE MANAGEMENT**

Human Resources Development and Personnel Management		
Tunisia	Rome	Kuala Lumpur
25-29 Mar 2024	01-05 Jul 2024	30 Sep - 04 Oct 2024

Recruiting, Interviewing and Selecting Employees		
Singapore	Beirut	London
11-15 Mar 2024	10-14 Jun 2024	16-20 Sep 2024

Career Path Planning		
Jeddah	Barcelona	New York
29 Jan - 02 Feb 2024	27-31 May 2024	09-13 Sep 2024

HR Metrics & Analytics		
Nairobi	Prague	Addis Ababa
08-12 Apr 2024	23-27 Sep 2024	09-13 Dec 2024

Leading Strategic HR Transformation		
Istanbul	Jakarta	Tunisia
01-05 Jan 2024	22-26 Apr 2024	02-06 Sep 2024

HR Administration Skills		
Bangkok	Brussels	Singapore
08-12 Jan 2024	20-24 May 2024	19-23 Aug 2024

Managing Employee Performance, Behavior & Attitudes		
Casablanca	Dubai	Jeddah
25-29 Mar 2024	24-28 Jun 2024	25-29 Nov 2024

Competency Based Recruitment, Selection and Staff Development		
Arusha	Frankfurt	Nairobi
11-15 Mar 2024	10-14 Jun 2024	14-18 Oct 2024

Human Resources KPIs		
Paris	Madrid	Istanbul
26 Feb - 01 Mar 2024	13-17 May 2024	26-30 Aug 2024

Managing Human Resources in the Digital World		
Cairo	Amsterdam	Bangkok
15-19 Apr 2024	29 Jul - 02 Aug 2024	16-20 Dec 2024

Payroll Preparation Analysis and Management		
Tbilisi	Baku	Casablanca
29 Apr - 03 May 2024	15-19 Jul 2024	04-08 Nov 2024

Measuring ROI of Training		
Dar es Salaam	Zanzibar	Arusha
12-16 Feb 2024	27-31 May 2024	07-11 Oct 2024



“

Thank you, the training was superb, the Malaysia was great and the Malay are friendly. I am looking forward to have another such wonderful encounter.

TURA RURU

”



**PUBLIC RELATIONS & MEDIA**

### Public Relations & Communications Skills

Paris	Madrid	Istanbul
29 Jan - 02 Feb 2024	06-10 May 2024	09-13 Sep 2024

### Strategic Public Relations, Protocol, Travel and Event Management

Cairo	Amsterdam	Bangkok
22-26 Jan 2024	27-31 May 2024	02-06 Sep 2024

### Public Relations, Media Handling & Corporate Communication

Tbilisi	Baku	Casablanca
12-16 Feb 2024	24-28 Jun 2024	18-22 Nov 2024

### Social Media & Digital Marketing

Dar es Salaam	Zanzibar	Arusha
01-05 Apr 2024	29 Jul - 02 Aug 2024	11-15 Nov 2024

### Public Relations Management

Rome	Kuala Lumpur	Paris
04-08 Mar 2024	08-12 Jul 2024	02-06 Dec 2024

### Public Relations and Media Skills

Beirut	London	Cairo
25-29 Mar 2024	26-30 Aug 2024	23-27 Dec 2024

### Crisis Communication Management

Barcelona	New York	Tbilisi
08-12 Jan 2024	01-05 Apr 2024	14-18 Oct 2024

### Corporate Social Responsibility CSR

Prague	Addis Ababa	Dar es Salaam
18-22 Mar 2024	15-19 Jul 2024	21-25 Oct 2024

### Events and Conferences Management

Jakarta	Tunisia	Rome
29 Apr - 03 May 2024	12-16 Aug 2024	09-13 Dec 2024

### Public Relations Campaigns From Planning to Execution

Brussels	Singapore	Beirut
26 Feb - 01 Mar 2024	10-14 Jun 2024	04-08 Nov 2024

### Business Etiquette and Protocol

Dubai	Jeddah	Barcelona
19-23 Feb 2024	27-31 May 2024	16-20 Sep 2024

### Winning Social Media Strategies for Public Relations

Frankfurt	Nairobi	Prague
18-22 Mar 2024	17-21 Jun 2024	30 Sep - 04 Oct 2024



“

Wonderful training that we had. we will wish to be there again next time. This is a good company to tell others about

**DANIELA LENATIYAMA**

”



**PROJECT MANAGEMENT**



**Modern Project Management: PRINCE vs. Agile vs. Waterfall vs. Scrum**

Jakarta	Tunisia	Rome
11-15 Mar 2024	22-26 Jul 2024	16-20 Dec 2024

**Financial Management and disbursement procedure for Projects**

Brussels	Singapore	Beirut
12-16 Feb 2024	03-07 Jun 2024	21-25 Oct 2024

**Mastering Modern Project & Risk Management (MCPM)**

Dubai	Jeddah	Barcelona
25-29 Mar 2024	29 Jul - 02 Aug 2024	25-29 Nov 2024

**Project & Construction Management Life Cycle**

Frankfurt	Nairobi	Prague
04-08 Mar 2024	01-05 Jul 2024	28 Oct - 01 Nov 2024

**Primavera Project Planner**

Madrid	Istanbul	Jakarta
15-19 Jan 2024	13-17 May 2024	23-27 Sep 2024

**Effective Project Coordination and Management**

Amsterdam	Bangkok	Brussels
08-12 Jan 2024	10-14 Jun 2024	04-08 Nov 2024

**Project Risk Management**

Baku	Casablanca	Dubai
08-12 Apr 2024	05-09 Aug 2024	11-15 Nov 2024

**Project Management Using PRINCE2 Approach**

Zanzibar	Arusha	Frankfurt
05-09 Feb 2024	17-21 Jun 2024	07-11 Oct 2024

**Mastering Project Metrics KPIs and Dashboards**

Kuala Lumpur	Paris	Madrid
01-05 Jan 2024	15-19 Apr 2024	30 Sep - 04 Oct 2024

**Managing Projects Using Microsoft Project**

London	Cairo	Amsterdam
29 Jan - 02 Feb 2024	20-24 May 2024	19-23 Aug 2024

**Managing Project Stakeholders**

New York	Tbilisi	Baku
26 Feb - 01 Mar 2024	24-28 Jun 2024	25-29 Nov 2024

**Managing IT Projects Effectively**

Addis Ababa	Dar es Salaam	Zanzibar
22-26 Jan 2024	22-26 Apr 2024	05-09 Aug 2024



“

We had one week training in Kuala Lumpur in Malaysia. It was a fantastic experience and I really enjoyed it.

GOBU GUFU

”



**PLANNING AND STRATEGY MANAGEMENT**

### Strategic Planning, Management Control & Effective Budgeting

Kuala Lumpur	Paris	Madrid
12-16 Feb 2024	27-31 May 2024	07-11 Oct 2024

### Effective Utilization of Time, Tasks, Priorities & Work Planning

London	Cairo	Amsterdam
19-23 Feb 2024	15-19 Jul 2024	11-15 Nov 2024

### Enterprise Resource Planning (ERP)

New York	Tbilisi	Baku
15-19 Jan 2024	29 Apr - 03 May 2024	16-20 Sep 2024

### Goal Setting, Planning & Decision Making

Addis Ababa	Dar es Salaam	Zanzibar
22-26 Apr 2024	09-13 Sep 2024	23-27 Dec 2024

### Change Management: Strategy, People and Processes

Tunisia	Rome	Kuala Lumpur
01-05 Jan 2024	08-12 Apr 2024	02-06 Sep 2024

### Development of Planning Skills

Singapore	Beirut	London
18-22 Mar 2024	01-05 Jul 2024	14-18 Oct 2024

### Administration and Office Management Best Practices and Technologies

Jeddah	Barcelona	New York
29 Jan - 02 Feb 2024	13-17 May 2024	26-30 Aug 2024

### Business Process Analysis & Modeling

Nairobi	Prague	Addis Ababa
15-19 Apr 2024	29 Jul - 02 Aug 2024	18-22 Nov 2024

### The Highly Productive and Effective Administrator

Istanbul	Jakarta	Tunisia
06-10 May 2024	02-06 Sep 2024	09-13 Dec 2024

### Advanced Business Writing

Bangkok	Brussels	Singapore
25-29 Mar 2024	08-12 Jul 2024	28 Oct - 01 Nov 2024

### Efficient Administration Skills

Casablanca	Dubai	Jeddah
11-15 Mar 2024	24-28 Jun 2024	30 Sep - 04 Oct 2024

### Document Control and Records Management

Arusha	Frankfurt	Nairobi
01-05 Apr 2024	12-16 Aug 2024	16-20 Dec 2024



“

Great training experience, we had so much fun and learnt valuable lessons on leadership and management.

EBISE GOLICHA

”



**OIL & GAS**

## Oil & Gas Operational Safety

Istanbul	Jakarta	Tunisia
29 Apr - 03 May 2024	22-26 Jul 2024	11-15 Nov 2024

## Carbonate Geology for Oil & Gas Exploration & Development

Bangkok	Brussels	Singapore
26 Feb - 01 Mar 2024	24-28 Jun 2024	07-11 Oct 2024

## Instrumentation and Control Systems in Oil and Gas Industry

Casablanca	Dubai	Jeddah
04-08 Mar 2024	12-16 Aug 2024	09-13 Dec 2024

## Flow Assurance for Oil and Gas Production System

Arusha	Frankfurt	Nairobi
22-26 Jan 2024	22-26 Jul 2024	23-27 Dec 2024

## Cathodic Protection System in Oil & Gas Exploration Industry

Paris	Madrid	Istanbul
01-05 Apr 2024	05-09 Aug 2024	18-22 Nov 2024

## Oil & Gas Project Management

Cairo	Amsterdam	Bangkok
08-12 Jan 2024	13-17 May 2024	02-06 Sep 2024

## Gas Turbines Operation Technology and Troubleshooting

Tbilisi	Baku	Casablanca
12-16 Feb 2024	17-21 Jun 2024	16-20 Sep 2024

## Pumps and Compressors Operation Maintenance and Troubleshooting

Dar es Salaam	Zanzibar	Arusha
26 Feb - 01 Mar 2024	17-21 Jun 2024	14-18 Oct 2024

## Reservoir Modeling of Heavy Oil Resources

Rome	Kuala Lumpur	Paris
04-08 Mar 2024	03-07 Jun 2024	30 Sep - 04 Oct 2024

## Seismic Positioning Data Management

Beirut	London	Cairo
06-10 May 2024	19-23 Aug 2024	02-06 Dec 2024

## Petroleum Decision and Risk Analysis

Barcelona	New York	Tbilisi
05-09 Feb 2024	27-31 May 2024	28 Oct - 01 Nov 2024

## Strategic Procurement and Supply Management in the Oil and Gas Industry

Prague	Addis Ababa	Dar es Salaam
22-26 Jan 2024	20-24 May 2024	23-27 Sep 2024



“

International business trainers are really good. Enjoyed every bit of their presentations

LUCY KHADIJA

”



**LAW & CONTRACTS**

### Contracts Preparation & Management

Rome	Kuala Lumpur	Paris
01-05 Jan 2024	06-10 May 2024	12-16 Aug 2024

### FIDIC Conditions of Contract

Beirut	London	Cairo
12-16 Feb 2024	10-14 Jun 2024	14-18 Oct 2024

### Engineering Contract Administration

Barcelona	New York	Tbilisi
08-12 Apr 2024	26-30 Aug 2024	11-15 Nov 2024

### CCMP Contract and Commercial Management Practitioner

Prague	Addis Ababa	Dar es Salaam
05-09 Feb 2024	24-28 Jun 2024	09-13 Dec 2024

### Arbitration and Dispute Resolution

Jakarta	Tunisia	Rome
29 Jan - 02 Feb 2024	13-17 May 2024	09-13 Sep 2024

### Business and Commercial Law

Brussels	Singapore	Beirut
04-08 Mar 2024	22-26 Jul 2024	18-22 Nov 2024

### Mergers and Acquisitions

Dubai	Jeddah	Barcelona
15-19 Jan 2024	29 Apr - 03 May 2024	23-27 Sep 2024

### Contract Manager

Frankfurt	Nairobi	Prague
25-29 Mar 2024	17-21 Jun 2024	28 Oct - 01 Nov 2024

### Contract Administration An Intensive Workshop

Madrid	Istanbul	Jakarta
15-19 Apr 2024	02-06 Sep 2024	23-27 Dec 2024

### Drafting Contracts and Writing Scope of Work

Amsterdam	Bangkok	Brussels
26 Feb - 01 Mar 2024	05-09 Aug 2024	25-29 Nov 2024

### Project Management for Contract Professionals

Baku	Casablanca	Dubai
11-15 Mar 2024	15-19 Jul 2024	02-06 Dec 2024

### Tendering Procedures and Bid Evaluation

Zanzibar	Arusha	Frankfurt
05-09 Feb 2024	27-31 May 2024	16-20 Sep 2024



“

Thanks a lot for the training, I was wonderful indeed. very good people.

JOSEPH LERUK

”



**MAINTENANCE**



### TA & Shutdown Maintenance Planning & Management

Madrid	Istanbul	Jakarta
15-19 Jan 2024	08-12 Apr 2024	09-13 Sep 2024

### Servicing & Maintenance of Portable Fire Extinguishers

Amsterdam	Bangkok	Brussels
15-19 Apr 2024	26-30 Aug 2024	25-29 Nov 2024

### Total Productive Maintenance (TPM)

Baku	Casablanca	Dubai
18-22 Mar 2024	08-12 Jul 2024	21-25 Oct 2024

### Optimizing Equipment Maintenance & Replacement

Zanzibar	Arusha	Frankfurt
25-29 Mar 2024	01-05 Jul 2024	02-06 Dec 2024

### Mechanical Maintenance Fundamentals

Kuala Lumpur	Paris	Madrid
29 Jan - 02 Feb 2024	10-14 Jun 2024	23-27 Sep 2024

### Maintenance Planning, Budgeting and Management

London	Cairo	Amsterdam
01-05 Jan 2024	20-24 May 2024	07-11 Oct 2024

### BPMR Best Practices in Maintenance & Reliability

New York	Tbilisi	Baku
22-26 Apr 2024	08-12 Jul 2024	21-25 Oct 2024

### Maintenance Planning and Scheduling

Addis Ababa	Dar es Salaam	Zanzibar
01-05 Apr 2024	19-23 Aug 2024	16-20 Dec 2024

### Physical Asset Management

Tunisia	Rome	Kuala Lumpur
22-26 Apr 2024	29 Jul - 02 Aug 2024	16-20 Dec 2024

### Asset Management Assessor

Singapore	Beirut	London
08-12 Jan 2024	20-24 May 2024	30 Sep - 04 Oct 2024

### Reliability Centered Maintenance

Jeddah	Barcelona	New York
11-15 Mar 2024	15-19 Jul 2024	04-08 Nov 2024

### ISO 55000 and Asset Management

Nairobi	Prague	Addis Ababa
19-23 Feb 2024	03-07 Jun 2024	04-08 Nov 2024



“

It has been the greatest experience of my life and I must thank Mr. Fadi for the great job

HINDIA SALAD

”



**ELECTRICAL ENGINEERING**

### Electrical Distribution Systems Design and Installation

Tunisia	Rome	Kuala Lumpur
18-22 Mar 2024	29 Jul - 02 Aug 2024	11-15 Nov 2024

### Electrical Grounding, Bonding and Lightning Protection

Singapore	Beirut	London
29 Apr - 03 May 2024	26-30 Aug 2024	25-29 Nov 2024

### Electrical Motors and Drives

Jeddah	Barcelona	New York
18-22 Mar 2024	15-19 Jul 2024	28 Oct - 01 Nov 2024

### Electrical Submersible Pumps (ESP) Technology Design and Sizing

Nairobi	Prague	Addis Ababa
22-26 Jan 2024	06-10 May 2024	30 Sep - 04 Oct 2024

### Electrical Faults and Troubleshooting

Istanbul	Jakarta	Tunisia
08-12 Apr 2024	16-20 Sep 2024	23-27 Dec 2024

### Electrical Circuits and Wiring Systems

Bangkok	Brussels	Singapore
22-26 Jan 2024	15-19 Apr 2024	02-06 Sep 2024

### Electrical Equipment and Safety

Casablanca	Dubai	Jeddah
08-12 Jan 2024	03-07 Jun 2024	07-11 Oct 2024

### Fluid Power Systems Hydraulics and Pneumatics

Arusha	Frankfurt	Nairobi
04-08 Mar 2024	08-12 Jul 2024	18-22 Nov 2024

### Reliability Engineering Excellence

Paris	Madrid	Istanbul
26 Feb - 01 Mar 2024	17-21 Jun 2024	16-20 Dec 2024

### Electrical Safety Hazards and Protective Measures

Cairo	Amsterdam	Bangkok
15-19 Apr 2024	05-09 Aug 2024	02-06 Dec 2024

### Process Control Instrumentation Troubleshooting and Problem Solving

Tbilisi	Baku	Casablanca
01-05 Apr 2024	12-16 Aug 2024	04-08 Nov 2024

### Managing Shutdowns Turnarounds and Outages

Dar es Salaam	Zanzibar	Arusha
19-23 Feb 2024	22-26 Jul 2024	21-25 Oct 2024



“

Excellent, powerful and informative training by these great team. Thank you

CHARE MATO

”



**QUALITY MANAGEMENT**

### Quality Control, Quality Assurance and TQM

Paris	Madrid	Istanbul
19-23 Feb 2024	20-24 May 2024	26-30 Aug 2024

### ISO 9001 Quality Management System (QMS)

Cairo	Amsterdam	Bangkok
22-26 Apr 2024	22-26 Jul 2024	23-27 Dec 2024

### ISO 9001 QMS Lead Auditor

Tbilisi	Baku	Casablanca
08-12 Apr 2024	19-23 Aug 2024	25-29 Nov 2024

### Internal Auditing & Integrated Quality Management System

Dar es Salaam	Zanzibar	Arusha
11-15 Mar 2024	08-12 Jul 2024	09-13 Dec 2024

### ISO 13485 Management System for Medical Devices

Rome	Kuala Lumpur	Paris
15-19 Jan 2024	13-17 May 2024	16-20 Sep 2024

### Business Process Reengineering & Total Quality Management (TQM)

Beirut	London	Cairo
15-19 Apr 2024	15-19 Jul 2024	14-18 Oct 2024

### Business Process Improvement, Cost of Quality & RCA

Barcelona	New York	Tbilisi
01-05 Jan 2024	29 Apr - 03 May 2024	12-16 Aug 2024

### Professional in Healthcare Quality

Prague	Addis Ababa	Dar es Salaam
26 Feb - 01 Mar 2024	01-05 Jul 2024	28 Oct - 01 Nov 2024

### Six Sigma Green Belt – Healthcare

Jakarta	Tunisia	Rome
29 Apr - 03 May 2024	09-13 Sep 2024	16-20 Dec 2024

### Root Cause Analysis and Corrective and Preventive Action

Brussels	Singapore	Beirut
22-26 Jan 2024	03-07 Jun 2024	21-25 Oct 2024

### Reliability Engineer

Dubai	Jeddah	Barcelona
06-10 May 2024	05-09 Aug 2024	18-22 Nov 2024

### Manager of Quality Organizational Excellence

Frankfurt	Nairobi	Prague
05-09 Feb 2024	10-14 Jun 2024	23-27 Sep 2024



“

Great training and great facilitation.  
Appreciated the hospitality.

KB

”



**INFORMATION TECHNOLOGY**

### Advanced Digital Communication Techniques

Jakarta	Tunisia	Rome
15-19 Jan 2024	13-17 May 2024	12-16 Aug 2024

### Radio Access Networks For UMTS (Principles and Practice )

Brussels	Singapore	Beirut
22-26 Jan 2024	06-10 May 2024	21-25 Oct 2024

### LTE Implementation & EPS System Technical Overview

Dubai	Jeddah	Barcelona
19-23 Feb 2024	03-07 Jun 2024	23-27 Sep 2024

### IT Security & Networking

Frankfurt	Nairobi	Prague
18-22 Mar 2024	22-26 Jul 2024	02-06 Dec 2024

### Advanced Analytics with Microsoft Tools

Madrid	Istanbul	Jakarta
08-12 Apr 2024	19-23 Aug 2024	09-13 Dec 2024

### Cloud Security Architecture

Amsterdam	Bangkok	Brussels
22-26 Apr 2024	29 Jul - 02 Aug 2024	18-22 Nov 2024

### Big Data and Data Analytics

Baku	Casablanca	Dubai
05-09 Feb 2024	17-21 Jun 2024	09-13 Sep 2024

### Information Technology Risk Management

Zanzibar	Arusha	Frankfurt
04-08 Mar 2024	08-12 Jul 2024	28 Oct - 01 Nov 2024

### Microsoft Power BI

Kuala Lumpur	Paris	Madrid
18-22 Mar 2024	01-05 Jul 2024	11-15 Nov 2024

### Information Security Management (Cyber Security)

London	Cairo	Amsterdam
08-12 Jan 2024	20-24 May 2024	19-23 Aug 2024

### Cloud Management and Security Principles and Best Practice

New York	Tbilisi	Baku
19-23 Feb 2024	03-07 Jun 2024	14-18 Oct 2024

### Business Intelligence Data Analysis and Reporting Techniques

Addis Ababa	Dar es Salaam	Zanzibar
01-05 Apr 2024	05-09 Aug 2024	23-27 Dec 2024



“

It has been one of the most enjoyable and educative experience in my life

**BURCHA DANIEL**

”



**ARTIFICIAL INTELLIGENCE**



### Tableau

Kuala Lumpur	Paris	Madrid
11-15 Mar 2024	01-05 Jul 2024	11-15 Nov 2024

### Power BI A-Z

London	Cairo	Amsterdam
01-05 Jan 2024	06-10 May 2024	26-30 Aug 2024

### Tableau for Business Analytics and Marketing

New York	Tbilisi	Baku
22-26 Jan 2024	10-14 Jun 2024	09-13 Dec 2024

### Data Science A-Z

Addis Ababa	Dar es Salaam	Zanzibar
26 Feb - 01 Mar 2024	08-12 Jul 2024	23-27 Sep 2024

### Statistics for Business Analytics and Marketing

Tunisia	Rome	Kuala Lumpur
29 Jan - 02 Feb 2024	17-21 Jun 2024	16-20 Dec 2024

### Python A-Z

Singapore	Beirut	London
15-19 Apr 2024	29 Jul - 02 Aug 2024	25-29 Nov 2024

### Artificial Intelligence for Business

Jeddah	Barcelona	New York
26 Feb - 01 Mar 2024	19-23 Aug 2024	02-06 Dec 2024

### Artificial Intelligence Masterclass

Nairobi	Prague	Addis Ababa
08-12 Jan 2024	29 Apr - 03 May 2024	09-13 Sep 2024

### Computer Vision

Istanbul	Jakarta	Tunisia
01-05 Apr 2024	05-09 Aug 2024	28 Oct - 01 Nov 2024

### Careers in Data Science

Bangkok	Brussels	Singapore
05-09 Feb 2024	10-14 Jun 2024	07-11 Oct 2024

### Business Process Modeling A-Z

Casablanca	Dubai	Jeddah
11-15 Mar 2024	01-05 Jul 2024	11-15 Nov 2024

### Advance Microsoft Power BI

Arusha	Frankfurt	Nairobi
12-16 Feb 2024	17-21 Jun 2024	14-18 Oct 2024



“

The training given by Intelligent business centre was superb. Thanks a lot

**KORIE JAMES HAILE**

”



**ACCOUNTING AND FINANCE**

### Financial Management

Istanbul	Jakarta	Tunisia
08-12 Apr 2024	12-16 Aug 2024	09-13 Dec 2024

### Financial Modeling

Bangkok	Brussels	Singapore
19-23 Feb 2024	22-26 Jul 2024	18-22 Nov 2024

### Fixed Assets Accounting and Management

Casablanca	Dubai	Jeddah
08-12 Jan 2024	13-17 May 2024	30 Sep - 04 Oct 2024

### International Financial Reporting Standards

Arusha	Frankfurt	Nairobi
18-22 Mar 2024	05-09 Aug 2024	04-08 Nov 2024

### Anti Money Laundering

Paris	Madrid	Istanbul
22-26 Apr 2024	21-25 Oct 2024	23-27 Dec 2024

### Accounting for Non-Accountants

Cairo	Amsterdam	Bangkok
01-05 Jan 2024	03-07 Jun 2024	23-27 Sep 2024

### Professional Skills for Finance and Accounting

Tbilisi	Baku	Casablanca
05-09 Feb 2024	15-19 Jul 2024	16-20 Dec 2024

### Report Writing for the Internal Auditor

Dar es Salaam	Zanzibar	Arusha
15-19 Jan 2024	27-31 May 2024	16-20 Sep 2024

### Dashboards and Business Reports Using Excel

Rome	Kuala Lumpur	Paris
25-29 Mar 2024	08-12 Jul 2024	28 Oct - 01 Nov 2024

### Effective Budgeting and Cost Control

Beirut	London	Cairo
22-26 Jan 2024	29 Jul - 02 Aug 2024	25-29 Nov 2024

### Enterprise Risk Management

Barcelona	New York	Tbilisi
29 Jan - 02 Feb 2024	20-24 May 2024	02-06 Sep 2024

### Essentials of Internal Audit

Prague	Addis Ababa	Dar es Salaam
04-08 Mar 2024	24-28 Jun 2024	26-30 Aug 2024



“

The best training and experience hospitality are superb

JACOB GODANA

”



**Sales and Marketing**

### Digital Advertising and Marketing

Rome	Kuala Lumpur	Paris
25-29 Mar 2024	05-09 Aug 2024	02-06 Dec 2024

### Customer Profiling Techniques & Procedures

Beirut	London	Cairo
29 Jan - 02 Feb 2024	24-28 Jun 2024	23-27 Sep 2024

### Strategic Brand Positioning and Marketing

Barcelona	New York	Tbilisi
22-26 Apr 2024	12-16 Aug 2024	23-27 Dec 2024

### Foundations of Sales Operations

Prague	Addis Ababa	Dar es Salaam
12-16 Feb 2024	01-05 Jul 2024	04-08 Nov 2024

### Artificial Intelligence In Digital Marketing

Jakarta	Tunisia	Rome
01-05 Jan 2024	27-31 May 2024	07-11 Oct 2024

### Social Media and Digital Marketing

Brussels	Singapore	Beirut
08-12 Jan 2024	06-10 May 2024	30 Sep - 04 Oct 2024

### Strategic Brand Management

Dubai	Jeddah	Barcelona
19-23 Feb 2024	10-14 Jun 2024	14-18 Oct 2024

### The Sales & Marketing Management MBA

Frankfurt	Nairobi	Prague
08-12 Jan 2024	13-17 May 2024	28 Oct - 01 Nov 2024

### Sales & Marketing Strategies

Madrid	Istanbul	Jakarta
15-19 Jan 2024	01-05 Apr 2024	09-13 Sep 2024

### Market Research and Intelligence

Amsterdam	Bangkok	Brussels
11-15 Mar 2024	29 Jul - 02 Aug 2024	02-06 Dec 2024

### Sales Manager Training

Baku	Casablanca	Dubai
04-08 Mar 2024	15-19 Jul 2024	04-08 Nov 2024

### Marketing Communication

Zanzibar	Arusha	Frankfurt
08-12 Apr 2024	26-30 Aug 2024	18-22 Nov 2024



“

Excellent training and competitive experience.

MOHAMMAD ZAAL

”



**Intelligent Business Center**  
*high availability training*

# CONTACTUS

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