

## Marketing Courses

- Marketing and Sales Programs
- Specialization Course in Marketing and Sales
- Digital Marketing & Social Networks
- Digital Marketing
- Business Marketing

## IT and Security Programs

- Database Training Course
- Compute Security and Networks
- Cyber Security Introduction
- Microsoft Office Masterclass
- Microsoft Project Masterclass
- Graphic Design
- Excel Level 1 to 3
- PowerPoint Level 1 to 3

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Sultante of Oman ,Muscat,Boshar ,Gala

## Management & Soft Skills Courses

- Business Communication Skills
- Coaching Skills for Managers, Supervisors
- Creative Problem Solving & Decision making.
- Critical thinking
- Effective Thinking
- Leadership Development
- Management Masterclass
- Time Management
- Work Ethics
- Leadership Theory and Practice
- Leadership Skills Training
- Project Management Professional (PMP)
- APM Project Management Qualification (PMQ)
- HR Skills for Non-HR Managers
- Introduction to HR
- Minute Taking Training
- Team Leading Training
- First Line Management Training Course
- Leadership and Management Course
- Business Process Mapping
- Reception Skills
- Office Manager Masterclass
- Perfect Executive Personal Assistant
- Presentation Skills
- Assertiveness Skills
- Public Speaking
- TOT (Train of Trainer)
- Conflict Resolution and Negotiation for Change
- Management Training for New Managers
- Introduction to Management
- Stress Management
- Senior Management Training
- Introduction to Supplier Management
- Email Writing Skills 1 & 2
- Grammar Skills for Business Writing

- Report Writing Skills
- Writing Skills for Managers, Coordinator, Supervisors, Line Managers etc.
- SME's
- Real Estate Brokerage

## HSE Courses

- OPAL HSE Induction
- OPAL H2S Awareness & Escape
- Basic HSE Induction (In-house training)
- SCBA and Confined Space
- Initial Fire Response
- Fire Warden
- Basic First Aid CPR & AED
- First Aid (AHA)
- Gas Testing
- Dealing with Hazard & Risk
- Job Hazard Analysis
- Environmental Awareness
- Office Safety
- Incident Investigation
- NORM Awareness
- NORM Supervisors
- Chemical Hazard Awareness
- Chemical Handling for Supervisors
- HSE Tools & Skills
- Coaching, Mentoring & Performance
- Safety Leadership
- Noise awareness
- Manual Handling
- Safety for Supervisors
- Risk Assessment
- Health Risk Assessment
- PTW Holder
- PTW Signatories
- Emergency Evacuation
- Electrical Safety Awareness
- Working at Heights
- Food Safety & Hygiene Level 1
- Lock Out Tag Out (Isolation)

## Oil & Gas Course Programs

- Advanced Contracts Auditing for the Oil & Gas Industry
- Environmental and Finance Oil & Gas Industry
- International Oil & Gas Management
- Introduction to Process Safety in Oil & Gas Industry
- Oil & gas Business Development and M&A activities
- Oil & Gas Contract Management
- Understanding, Negotiating and Drafting Oil & Gas Companies
- Upstream Oil & Gas Fundamentals

## English Course Program

- English Level A1-A2 (Beginner to Elementary)
- English Level B1 -B2 (Lower and Higher Intermediate)
- English Level C1-C2 (Advanced)
- English for Business Level 1
- English for Business Level 2
- Business English Intermediate
- English Grammar Course
- IELTS preparation and Examination
- IELTS Examination

## Financial and Accountancy Courses

- Financial for non-financial
- Accounting Administration & Management
- Cash Cycle Management Training Course
- Accounting Masterclass Training Course