



INSIGNIA SEMINARS & CONFERENCE ORGANIZERS LLC

NON - TECHNICAL TRAINING PLAN

Note: All our courses can be conducted On Site/In-House/or in Dubai, Abu Dhabi, Amman, Istanbul, Kuala Lumpur or as per client's request.

No.	Course Title	Duration	
Management & Performance Development Training Programs			
LEVEL 1 : THE ESSENTIAL MANAGER SKILLS			
MP001	Assertiveness Training with Confidence Building	5 Days	
MP002	Building Teams: Being a Team Player	5 Days	
MP003	Compensation & Salary Packages	5 Days	
MP004	De Bono's Six Thinking Hats	5 Days	
MP005	Delegation & Work Allocation	5 Days	
MP006	Finance for Non-Financial Manager	5 Days	
MP007	Introduction to Management "Your Role As a Manager"	5 Days	
MP008	Key Managerial Skills for New Managers and Supervisors	5 Days	
MP009	Leadership and Communication	5 Days	
MP010	Managing & Embracing Change "The Need for Change"	5 Days	
MP011	Managing Meetings & Handling Interviews	5 Days	
MP012	Presentation & Interpersonal Communication Skills	5 Days	
MP013	Problem Solving & Decision Making	5 Days	
MP014	Self - Management	5 Days	
MP015	The Leadership Edge: Strategies for the New Leader	5 Days	
MP016	Time Management	5 Days	

**LEVEL 2: THE SUCCESSFUL MANAGER SKILLS
THE RECIPE FOR CONTINUED MANAGEMENT SUCCESS**

MP017	Advanced Business Writing Skills	5 Days	
MP018	Balancing Work & Life	5 Days	
MP019	Budget Management & Understanding Accounts	5 Days	
MP020	Certified Team Leader	5 Days	
MP021	Constructive Staff Appraisal	5 Days	
MP022	Developing an Effective Management Style	5 Days	
MP023	Designing a Well Structured Strategic Plan	5 Days	
MP024	Effective Leadership Skills: The Manager As a Leader	5 Days	
MP025	Interpersonal Communication Skills for Managers	5 Days	
MP026	Managerial Decision-Making and Problem-Solving	5 Days	
MP027	Managing People: Handling Difficult People & Situations	5 Days	
MP028	Managing Projects	5 Days	
MP029	Maintaining Staff Performance	5 Days	
MP030	Middle Management Skills	5 Days	
MP031	Monitoring &Controlling	5 Days	
MP032	Motivating Staff to Better Performance: People Motivation	5 Days	
MP033	Negotiating for a Win-Win Result	5 Days	
MP034	Principle of HR	5 Days	
MP035	Results-Based Leadership	5 Days	
MP036	The Mechanics & Dynamics of Management	5 Days	

**LEVEL3: THE EXCELLENT MANAGER SKILLS
MAINTAINING EFFECTIVENESS AND EXCELLENCE**

MP037	Advanced Strategic Management	5 Days	
MP038	Advanced Management Skills for Personal Assistants	5 Days	
MP039	Career Development & Succession Planning	5 Days	
MP040	Change Management for Executives	5 Days	
MP041	Coaching, Mentoring & Counseling	5 Days	
MP042	Cost Effective Maintenance Management	5 Days	
MP043	Developing NLP Skills	5 Days	
MP044	Emotional Intelligence	5 Days	
MP045	EQ & Leadership	5 Days	
MP046	Influencing People	5 Days	
MP047	Leading By Example "Lead So Others Will Follow"	5 Days	
MP048	Leading & Managing Through Strategic Planning & Innovation	5 Days	
MP049	Managing Public Relations	5 Days	
MP050	Negotiation Skills, Styles & Techniques for Senior Management & Executives	5 Days	
MP051	Organizational Leadership	5 Days	
MP052	Results-Based Leadership	5 Days	
MP053	The Leadership Program for GCC Executives	5 Days	
MP054	The Power of Leaders	5 Days	