

TRAINING BROCHURE



For over 15 years, iCentra Learning has been at the forefront of curating innovative capacity development programs for individuals, professionals, and organizations looking to upskill, stay competitive, and seize new market opportunities.

With a portfolio of 60+ top-rated courses spanning business, professional certifications, and soft skills, we are the trusted partner you need to build the capabilities that drive excellence.

Our approach is simple; we listen, assess, and tailor solutions to meet your unique needs.

What are your capacity development goals?
Partner with us to achieve it.

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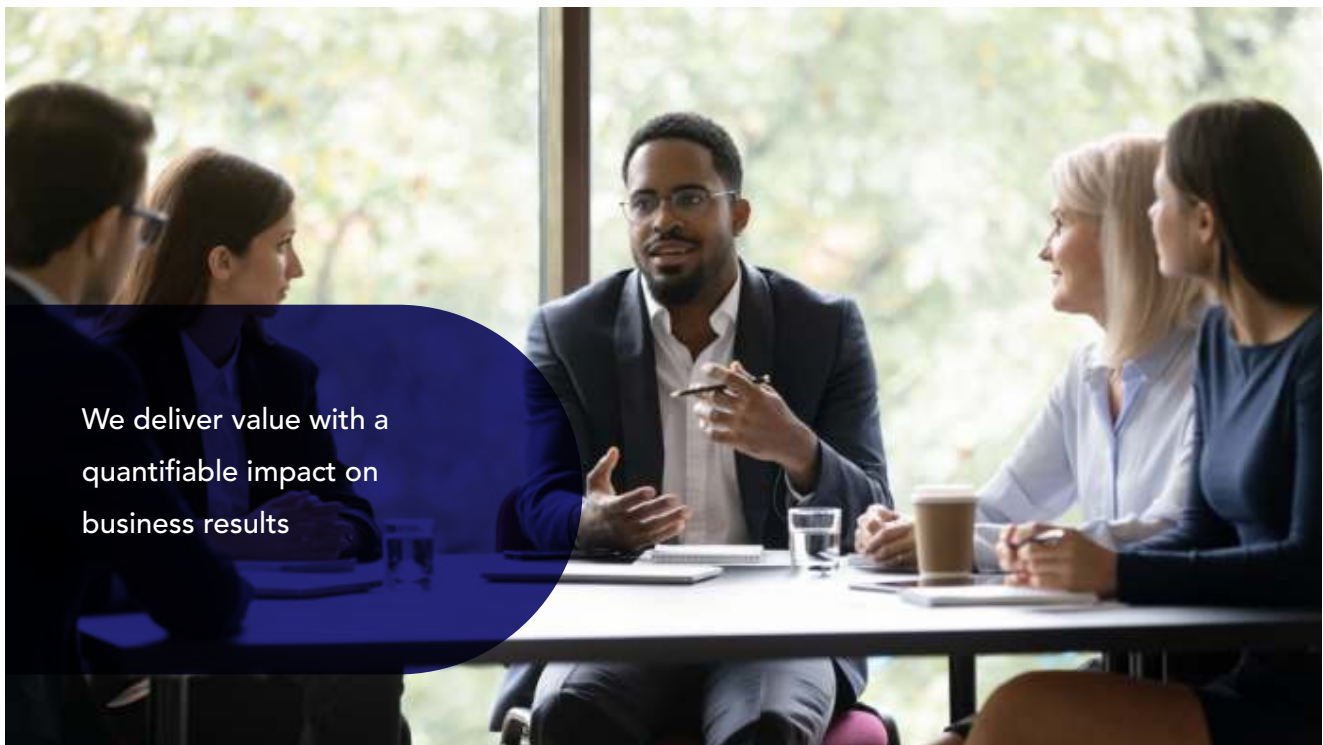
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About iCentra Learning

iCentra Learning is the learning and development arm of iCentra Group committed to people development, empowerment, and growth. We deliver value with a quantifiable impact on business results.

Our team of professionals works closely with clients to guarantee an effective linkage between business objectives and human capacity learning needs. Our specialties include Business, Soft Skills, Professional Certifications, and Professional Certificate Courses.

We deliver value through Corporate Training, Capacity Support, On-Demand Training, and Open Class Services



Our Services



Corporate Training

We offer cost-effective tailor-made training programs to organizations, both locally and internationally, meticulously customized to meet the exact needs of our clients. Our Training & Development Team is dedicated to delivering exceptional value that aligns with the unique goals of any organization.



On-Demand Training

We understand that individuals and organizations often require relevant knowledge on the go in order to achieve personal or corporate development goals. We offer on-demand training programs designed to address the needs of individuals and organizations, in both private and public sectors.



Capacity Support

We provide strategic support to organizations for capacity enhancing events like conferences, workshops, seminars, and retreats. Our approach is seamlessly efficient, leveraging the diverse and intensive knowledge of our team. Our expertise is derived from the successful initiatives that we have assisted organizations in developing and delivering.



Open Class

Our open class offerings are meticulously tailored to cater to business-to-customer needs, ranging from individuals to small groups, all seeking to gain a competitive edge by enhancing their professional and soft skills.



Executive Workshop

Every organisation is as effective as the quality of the executives who steer it. This is why topline capacity development is non-negotiable for executives, and our Executive Workshop deliver top of the range learning solutions that are tailored and suited for top decision makers. Delivered at prime locations locally and internationally, alongside an exquisite experience, we guarantee unrivalled learning experience for executives.

Our Courses

Business

- Business Innovation & Strategy
- Essential Business Skills
- Corporate Leadership
- Organisational Strategy
- Human Resource Management
- Corporate Finance
- Project Finance
- Accounting for Non-Accountant
- Finance for Non-Finance Personnel
- Budgeting and Control
- Book Keeping
- Value for Money (VfM)
- Cost Control

Professional Certification

- Certified Associate in Project Management (CAPM)
- Project Management Professional (PMP)
- Program Management Professional (PgMP)
- Portfolio Management Professional (PfMP)
- Disciplined Agile Foundation (DA Foundation)
- Disciplined Agile Senior Scrum Master (DASSM)
- PMI – Agile Certified Practitioner (PMI-ACP)
- Certified Business Analysis Professional (CBAP)
- Certified Information Systems Security Professional (CISSP)
- Certified Digital Transformation Officer (CDTO)
- PECB Certified Information Security Lead Implementer (ISO/IEC 27001)
- PECB Certified Information Security Lead Auditor (ISO/IEC 27001)
- PECB Certified Cybersecurity Foundation (ISO/IEC 27032)

- PECB Certified Lead Cybersecurity Manager (ISO/IEC 27032)
- PECB Certified Business Continuity Lead Implementer (ISO/IEC 22301)
- PECB Certified Business Continuity Lead Auditor (ISO/IEC 22301)
- PECB Certified Incident Management Foundation (ISO/IEC 227035)
- PECB Certified Lead Incident Manager (ISO/IEC 227035)
- PECB Certified Risk Management Foundation (ISO/IEC 31000)
- PECB Certified Lead Risk Manager (ISO/IEC 31000)
- PECB Artificial Intelligence Foundation (ISO/IEC 42001)
- PECB Artificial Intelligence Lead Implementer (ISO/IEC 42001)
- PECB Artificial Intelligence Lead Auditor (ISO/IEC 42001)
- PECB Quality Management Lead Implementer (ISO/IEC 9001)
- PECB Quality Management Lead Auditor (ISO/IEC 9001)
- Lean Six Sigma Yellow Belt
- Lean Six Sigma Green Belt

Professional Certificate

- Project Management Foundation
- Business Analysis Foundation
- Agile Project Management Foundation
- Cyber Security Foundation
- Risk Management
- Operations Management
- Change Management
- Schedule Management
- Quality Management
- Procurement Management

Our Courses

- Effective Project Management
- Agile Project Management
- Programme Management
- Strategic Alignment of the Project Portfolio
- Project Impact Evaluation and Assessment
- Projects Monitoring and Evaluation
- Project-Based Cost Benefit Analysis and ROI
- Project Performance Management
- Leadership and Communication
- Management for Effective Project Delivery
- Business Analysis for Project Managers

Soft Skills

- Office Management
- Business Writing
- Understanding Marketing
- Sales Technique
- Negotiation Skills
- Communication Skills
- Time (Self) Management
- Team Building
- Microsoft Office



BUSINESS

Business

Individuals and organizations that constantly upskill perform better by default. Improved capacity development breeds improved performance and produces desired business outcomes.

Our Business Courses are designed to equip professionals and organizations to stay on the cutting-edge of the new market/industry trends, prune their processes, reduce operational cost and scale the quality of their overall outputs. Ultimately, positively impacting business performance.

Course Title:**BUSINESS INNOVATION AND STRATEGY****Course Duration:****2 DAYS****Course Description:**

Today's top companies succeed through a deliberate mix of the right leadership, innovation, and strategy. With disruption as the new name of the game, business leaders have to continue to innovate and build strategies that reshape markets and deliver greater value.

In this two-day program, participants will learn how to develop winning strategies that will strengthen their organization's capacity to drive innovation. With hands-on group exercises, participants will have the opportunity to apply new approaches to their organization's unique challenges, and also learn to build business models that stand the test of time.

Learning Outcomes:

At the end of the training, the participants will learn how to:

- Understand how to lead teams for innovation.
- Design innovative, go-to-market strategies that fuel growth.
- Create more value and secure a competitive advantage.
- Identify and exploit new uncontested markets.
- Apply creative strategies to market your business offerings.
- Build innovation into the strategy development process.
- Develop a business model using the BM Canvas.

Course Title: ESSENTIAL BUSINESS SKILLS

Course Duration: 2 DAYS

Course Description: This course is a special blend of practical knowledge in the areas of Marketing, Communication, Team Building, and Negotiation Skills. The course is designed by entrepreneurs with practical case studies that speak to business challenges with hands-on workshops to impact participants with all the skills and techniques needed to lead or work effectively in a winning team for all round business development and targeted performance.

Learning Outcomes:

- At the end of the training, the participants will learn how to:
- Understand marketing, business development, and sales
 - Market brands, products, and services to target audiences.
 - Use effective communications tools to maintain the relationship with clients.
 - Negotiate with potential clients and close deals.
 - Lead and build teams to achieve success.

Course Title: CORPORATE LEADERSHIP

Course Duration: 5 DAYS

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Course Title:**CORPORATE LEADERSHIP****Course Duration:****5 DAYS****Course Description:**

Corporate leadership training offers instruction and practice on topics relevant to leading organizations. This training will help managers develop their capacity to think strategically to enable long-term financial success.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Understand the fundamental aspect of managing and leading corporations.
 - Examine relevant issues in applied management and leadership.
 - Examine the behaviours and traits of managers and leaders.

Course Title:**ORGANISATIONAL STRATEGY****Course Duration:****5 DAYS****Course Description:**

This course is designed to develop core business strategy management skills and competencies, which include business strategy knowledge, planning, control, problem solving, and communication.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Acquire a holistic understanding of the factors necessary to develop a strategic business plan.
 - Evaluate, develop and build strategic capability in an organization as an essential element of organizational improvement.

Course Title:**HUMAN RESOURCE MANAGEMENT****Course Duration:****5 DAYS****Course Description:**

This Course is designed to teach participants the design and implementation of HR information systems. It would provide them with innovative skills, behaviours, and strategies for recruiting employees, reducing employee turnover, promoting employee development, and retaining a talented, flexible, and diverse workforce.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Understand human resources management, its development, organization, and purpose.
 - Understand the approaches to human resource management.
 - Understand the relationship with other organizations and groups.

Course Title: CORPORATE FINANCE

Course Duration: 3 DAYS

Course Description: This intensive training provides a solid introduction for participants to the world of corporate finance. The course covers fundamental issues on how activities within an organization are financed, how organizations

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Explain how the finance functions are organized.
 - Understand the technique used in both short-term and long-term financial decision-making.
 - Make capital investment decisions under different business strategies.
 - Demonstrate the application of investment appraisal techniques.
 - Understand how corporate governance helps to ensure businesses are managed with integrity.

Course Title: PROJECT FINANCE

Course Duration: 5 DAYS

Course Description: This intense program covers the overview of key aspects of project finance. Participants will be learning in detail, the essential topics required to understand project finance from risk valuation to documentation, using all available sources on debt financing and capacity. Program areas include project finance, key issues in evaluating and structuring project finance transactions, and debt financing.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Develop an understanding of the difference between project finance and other corporate debt financing alternatives.
 - Understand better the key motivations for stakeholders in a project.
 - Confidently assess the key risks in a project and analyse the risks, understand the structure of financial statements within project finance and the evaluation of the key drivers of financial performance.
 - Understand how debt and equity providers evaluate the financial performance of projects.
 - Skilfully highlight the key commercial aspects of documentation.

Course Title: ACCOUNTING

Course Duration: 5 DAYS

Course Description: This course will introduce participants to the basic principles of accounting such as revenues, assets, liabilities, expenses, balance sheet, income statements, and interpret financial information.

Learning Outcomes: At the end of this training, the participant will be able to:

- Understand the basic principles involved in accounting
- Record, critically analyse.
- Prepare accurate reports for decision-making and regulatory compliance.
- Understand the risks involved in financial accounting.
- Identify and explain the conceptual underpinnings for financial accounting and reporting issues.

Course Title: FINANCE FOR NON-FINANCIAL PERSONNEL

Course Duration: 3 DAYS

Course Description: This course aims to transform financial and accounting concepts into decision-making tools one can use successfully every day.

The fundamental of finance in improving budget management, increasing potential profits, and assessing the financial viability of projects will be learned by participants.

Learning Outcomes: After the training, the participant will be able to:

- Relate the numbers of finance and accounting to business reality.
- Assess the credibility of financial and accounting reports.
- Know how to “think finance” and translate performance into financial terms.
- Gain greater confidence with a working knowledge of business financials.
- Expand his/her professional expertise and career opportunities.

Course Title: BUDGETING AND CONTROL

Course Duration: 3 DAYS

Course Description: In this course, participants will learn to create, review, and manage budgets. They will understand how to prepare income statements, and company expense reports, and how to develop their plan.

Learning Outcomes: At the end of the training, the participant will be able to:

- Understand budgeting terminology.
- Develop and analyse budgets.
- Interpret income statements and reports.

Course Title: BOOKKEEPING

Course Duration: 3 DAYS

Course Description: This course aims to provide a basic understanding of bookkeeping functions by explaining the principles of handling a company's books of accounts, including Accounts Payable, Accounts Receivable, and Payroll. During the course, participants will practice entering data into journals, posting to ledgers, balancing the ledgers, performing trial balances, and entering adjustments into the records.

Learning Outcomes: At the end of the training, the participant will be able to:

- Read and analyse a balance sheet comfortably.
- Understand internal and external auditing.
- Identify different types of financial statements.
- Recognize and use basic accounting terminology.

Course Title: VALUE FOR MONEY (VFM)

Course Duration: 5 DAYS

Course Description: This unique course is aimed at building the capacity of project managers to address inefficiencies in spending. This program would give tools and knowledge to maximize and embed the value for money (VFM) approaches to projects, programs, and organizations. The participants learn about best practices in economic theory as well as how to practically apply existing and emerging tools to capture and manage VFM.

Learning Outcomes:

- At the end of this training, the participant will be able to:
- Understand the rationale and main features of VfM.
 - Embed VfM with the project cycle.
 - Apply a wide range of VfM tools and techniques to help manage costs, drive efficiency and ensure effectiveness.
 - Effectively communicate VfM and influence management decisions for sustainability.

Course Title:**COST CONTROL****Course Duration:****5 DAYS****Course Description:**

Faced with a competitive market with virtually no price advantage, the only to succeed and survive is by managing costs. Cost management brings with it a trap wherein, the managers fail to identify the costs that can be controlled without harming the bottom line. This training will enable participants to develop an in-depth understanding of the components and behaviour of cost leading, to the introduction of contemporary tools for achieving cost reduction targets. This program covers cost management and strategic decisions, components of cost, cost accumulation and reporting, cost accumulation methods, cost reports, and decision-making.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Understand the tools and techniques in cost control for effective decision-making.
 - Understand the nature and behaviour of costs and be able to link them with budgeting.



PROFESSIONAL CERTIFICATION

Professional Certification

It is proven that professionals with industry-recognized certifications, especially global, accelerate faster in their career and gain access to better opportunities. International and local organizations are constantly looking to employ globally certified professionals to increase their chances of achieving organizational goals and objectives.

Our Professional Certificate course equips individuals and teams to validate their expertise and prove their credibility through alignment with global best practices, thereby outperforming their counterparts seamlessly.

Course Title:**CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM®)****Course Duration:****5 DAYS****Course Description:**

This course is designed to equip you with the knowledge and skill required to begin and excel in your project management career. Becoming a Certified Associate in Project Management will distinguish you in today's evolving business market, giving you leverage to explore global opportunities.

Learning Outcomes:

At the end of the training, the participant will be able to understand:

- The essentials of project management.
- Time and cost management.
- Quality management.
- Project and organization lifecycle.
- Project management processes.
- Project scope management.
- Project integration management.
- How to prepare for and ace the CAPM exam in one sitting.

Course Title: PROJECT MANAGEMENT PROFESSIONAL (PMP®)

Course Duration: 6 DAYS

Course Description: This course is dedicated to PMP Exam candidates and provides you not only with the required "35 contact hours" of project management training but also trains you to pass the certification exam on your first try. This course is designed to maximize your study time and effort on how to develop innovative marketing strategies to drive your company, and your industry forward.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- To define team ground rules, build a shared understanding, engage and support virtual teams, and more.
 - To collaborate with stakeholders, lead a team, manage conflict, and more.
 - To engage stakeholders, manage and plan scope, assess and manage risk, and more.
 - To manage project changes, determine appropriate project methods and practices, establish project governance, and more.
 - To evaluate business and environment changes, support organizational change, improve processes, and more); and
 - To acquire the relevant knowledge and skills required to pass the PMP® Certification exam.

Course Title: PROGRAM MANAGEMENT PROFESSIONAL (PgMP®)

Course Duration: 12 DAYS

Course Description: This course is for mid or senior-level project managers, honing their skills in managing multiple projects and aligning program activities with business goals without compromising on speed, quality, or efficiency. This course helps you to manage programs of varying sizes by using scalable frameworks and enables you to advance your organization's strategic goals.

Learning Outcomes:

- At the end of the training, the participant will be able to understand:
- Develop a strong leadership approach to managing multiple projects and navigating complex activities.
 - Become an efficient program manager with a good understanding of business strategy and program processes.
 - Use effective tools and techniques, including balanced scorecards, program road mapping, and project selection criteria.
 - Acquire the relevant knowledge and skills required to pass the PgMP® Certification exam.

Course Title:**PORTFOLIO MANAGEMENT PROFESSIONAL (PfMP®)****Course Duration:****12 DAYS****Course Description:**

Portfolio Management is the most effective way to implement strategic initiatives, it bridges the gap between strategy and implementation. It is the application of management activities to a collection of programs, projects, and/or operations to achieve strategic business objectives. This course is mainly focused on addressing this major gap in organizational project management and it is commonly viewed as the apex of the project management professional ladder. Portfolio managers align projects, programs, and operations with strategic objectives, investing resources in the right work to deliver the expected value. Organizations with mature project portfolio management practices complete 35 percent more of their programs successfully. Portfolio Management is not just about ensuring profits but cohesively binding projects within the portfolio so that they work in tandem to achieve the global goals of the organization.

Learning Outcomes:

- At the end of the training, the participant will be able to understand:
- Understand the whole process of project portfolio management and how it contributes to organizational success.
 - Learn about the benefits of portfolio management.
 - Understand the strategic planning process, tools, and techniques.
 - Understand how best to identify and apply a selection criterion to project portfolio components.
 - Learn about change and cost management techniques.
 - Understand stakeholder management techniques.
 - Formulate an effective project portfolio report.
 - Effectively manage various aspects such as time, cost, resources, and so on by applying portfolio management best practices.

- Monitor and manage one or more portfolios seamlessly.
- Improve your competence and knowledge in Portfolio management techniques, and establish your ability to handle complex portfolios across sectors and technologies.
- Acquire the relevant knowledge and skills required to pass the PfMP®
- Certification exam.

Course Title:**DISCIPLINED AGILE FOUNDATION (DA FOUNDATION)****Course Duration:****2 DAYS****Course Description:**

The Disciplined Agile Foundation (DA Foundation) certification is a credential offered by the Project Management Institute. This course will help you learn multiple Agile approaches, understand how to use the Disciplined Agile toolkit, and also give you insights on doing projects using an Agile development approach.

Upon completion of this course, you will understand the fundamentals of agile and lean approaches like Scrum, Kanban, SAFe®, among others, along with how to implement the Disciplined Agile toolkit to choose your Way of Working (WoW™) based on each situation at hand per time.

Learning Outcomes:

At the end of the training, the participant will be able to:

- Grasp the fundamentals of agile and lean, and how you can practically use both approaches to produce value for your teams.
- Explore multiple agile and lean techniques from methods such as Scrum, Kanban, SAFe®, and more.
- Understand how to put these techniques into practice and ensure successful agile implementation.
- Appreciate the DA™ mindset and its underlying principles, such as pragmatism, the power of choice, and adapting to context.
- Learn how to apply the Disciplined Agile tool kit to discover the most effective way of working (WoW) for you, and your team in your unique situation.
- Acquire the relevant knowledge and skills required to pass the DASM® Certification exam.

Course Title: DISCIPLINED AGILE SENIOR SCRUM MASTER (DASSM®)

Course Duration: 2 DAYS

Course Description: Do you want to learn how to successfully lead one, or perhaps several agile teams? Are you looking to accelerate your ability to manage high-profile initiatives that are critical to enterprise success? Do you want to take business agility to the next level by applying agile and lean techniques in a wide range of situations, including non-software teams? Disciplined Agile Senior Scrum Master (DASSM) teaches experienced agile practitioners how to use the Disciplined Agile (DA™) tool kit to optimize how teams work, work with allies within their organization, and solve a variety of advanced problems. This 14 PDU course will prepare you to take the DASSM exam and start using Disciplined Agile immediately within your leadership role.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Take a deep dive into the DA tool kit to develop a comprehensive understanding of the hundreds of practices and strategies it contains and the trade-offs of applying them.
 - Learn how to apply the DA tool kit to guide your teams in choosing and evolving your best way of working (WoW) in any situation.
 - Use the DA tool kit to solve complex challenges commonly encountered in both software and operational business teams.
 - Learn how to lead agile teams through key enterprise activities, such as planning, coordinating, and reporting, and be ready to show your improvements in areas where your organization is struggling.
 - Understand how to improve value delivery for your customers by empowering others in your organization, nurturing emotional intelligence, and resolving conflicts.
 - Acquire the relevant knowledge and skills required to pass the DASSM® Certification exam.

Course Title: PMI AGILE CERTIFIED PRACTITIONER (PMI-ACP®)

Course Duration: 5 DAYS

Course Description: PMI Agile Certified Practitioner (PMI-ACP) is a globally accepted credential. Earning a PMI-ACP® certification will epitomize and demonstrate your knowledge of agile business principles, skills, and techniques. And Agile Certified Practitioners are growing in demand around the world as enterprises and corporations are increasingly dealing with unprecedented business challenges and environmental concerns that call for astute business agility to solve.

This course will undoubtedly prepare you to pass the PMI-ACP exam. It will equip you with an understanding of the agile framework, which you can apply to managing/executing any project anywhere in the world.

Learning Outcomes:

At the end of the training, the participant will be able to:

- Understand the tools and techniques to engender better transparency and limit the impact of problems within organizations of all sizes.
- Comprehend the knowledge and skills for managing various scenarios like relationship conflicts, emotional intelligence gaps, team motivation, business delivery, and more.
- Be actively competitive with enhanced problem-solving skills while being able to decode the risks and potential outcomes of business decisions.
- Acquire the relevant knowledge and skills required to pass the DASSM® Certification exam.

Course Title: CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL (CISSP).

Course Duration: 5 DAYS

Course Description: This course is designed for information security professionals with deep technical and managerial knowledge and experience to effectively design, engineer, and manage the overall security posture of an organization. This training seminar provides a comprehensive review of information systems security concepts and industry best practices, covering the eight domains of the CISSP Common Body of Knowledge (CBK®)

Learning Outcomes:

- At the end of the training participants will be able to:
- Understand the domains of the CISSP Common Body of Knowledge (CBK®).
 - Acquire the relevant knowledge and skills required to pass the Certified Information Systems Security Professional (CISSP) certification exam.

Course Title:**CERTIFIED BUSINESS ANALYSIS PROFESSIONAL (CBAP)****Course Duration:****4 DAYS****Course Description:**

This course covers techniques and tools that guide businesses to make better decisions about processes, products, services, and software that improve efficiency and profitability. This course will teach participants how to effectively identify and assess needs to solve problems and take advantage of opportunities. The CBAP course empowers you to gain knowledge and develop skills to be proficient in business analysis and enables you to clear your IIBA–CBAP exam on the first attempt.

Learning Outcomes:

- At the end of the training participants will be able to:
- Comprehend the methodologies, tools, concepts, and techniques that can be applied as a Business Analyst.
 - Define business opportunities and objectives.
 - Precisely capture business requirements.
 - Conduct Feasibilities studies.
 - Analyse business processes and data utilization to yield profitability.
 - Formulate a business analysis plan.
 - Support technical implementation of a solution.
 - Communicate value created by the solution.
 - Conduct post-implementation review and assessment.

Course Title: CERTIFIED DIGITAL TRANSFORMATION OFFICER (CDTO)

Course Duration: 5 DAYS

Course Description: The Certified Digital Transformation Officer training course enables participants to learn how to successfully integrate computer-based technologies into organizations' operate and provide and services. Upon successful completion of the training course and exam, participants can apply for "PECB Certified Digital Transformation Officer" credential.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Explain the fundamental concepts of digital transformation and digital transformation technologies, including artificial intelligence, cloud computing, big data, machine learning, IoT, and blockchain.
 - Adopt the approaches and methodologies used for the implementation of digital transformation strategies in an organization.
 - Support an organization in effectively designing, implementing, monitoring, and measure the outcome of the digital transformation strategy.
 - Monitor and measure the outcomes of the digital transformation strategy.
 - Explain and apply the approaches and techniques used to establish a digital culture and communicate the digital transformation strategy.

Course Title: PECB CERTIFIED INFORMATION SECURITY LEAD AUDITOR (ISO/IEC 27001)

Course Duration: 5 DAYS

Course Description: The PECB ISO/IEC 27001 Lead Auditor training course is designed to prepare you to audit an information security management system (ISMS) based on ISO/IEC 27001. During this training course, you will acquire the knowledge and skills to plan and carry out internal and external audits in compliance with ISO 19011 and ISO/IEC 17021-1 certification process.

The training content is comprised of practical exercises and case studies that bring you real-world expertise that you can apply to your day-to-day operations and activities.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Explain the fundamental concepts and principles of an information security management system (ISMS) based on ISO/IEC 27001.
 - Interpret the ISO/IEC 27001 requirements for an ISMS from the perspective of an author.
 - Evaluate the ISMS conformity to ISO/IEC 27001 requirements, per the fundamental audit concepts and principles.
 - Plan, conduct, and close an ISO/IEC 27001 compliance audit, per ISO/IEC 17021-1 requirement, ISO 19011 guidelines, and other best practices of auditing.
 - Manage an ISO/IEC 27001 audit program.
 - Acquire the relevant knowledge and skills required to pass the ISO/IEC 27001 Lead Auditor certification exam.

Course Title:

PECB CERTIFIED INFORMATION SECURITY LEAD IMPLEMENTER (ISO/IEC 27001)

Course Duration:

5 DAYS

Course Description:

This training course is designed to prepare you to implement an information security management system (ISMS) based on the requirements of ISO/IEC 27001. It aims to provide a comprehensive understanding of the best practices of an ISMS and a framework for its continual management and improvement.

The training content is packed with practical exercises and case studies which will help you get equipped with real-world expertise that you can apply to your day-to-day operations and activities. Our training courses are all-inclusive, meaning that they cover everything you need to get the certificate.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Explain the fundamental concepts and principles of an information security management system (ISMS) based on ISO/IEC 27001.
 - Interpret the ISO/IEC 27001 requirements for an ISMS from the perspective of an implementer.
 - Initiate and plan the implementation of an ISMS based on ISO/IEC 27001, by utilizing PECB's IMS2 Methodology and other best practices.
 - Support an organization in operating, maintaining, and continually improving an ISMS based on ISO/IEC 27001.
 - Prepare an organization to undergo a third-party certification audit.
 - Acquire the relevant knowledge and skills required to pass the ISO/IEC 27001 Lead Implementer certification exam.

Course Title: **PECB CERTIFIED RISK MANAGEMENT FOUNDATION (ISO/IEC 31000)**

Course Duration: **2 DAYS**

Course Description: The ISO 31000 Foundation training course presents the basic principles and approaches to managing risks and opportunities based on the guidelines of ISO 31000. This training course focuses on the main components of ISO 31000: basic terms and definitions, principles of risk management, risk management framework, and risk management process. In addition, each step of the risk management process is analysed and elaborated individually.

Upon completion of the training course, you can sit for the exam and apply to obtain the "PECB Certificate Holder in ISO 31000 Foundation" designation. The certificate demonstrates that you understand the fundamental concepts of risk and methodologies for risk management based on the guidelines of ISO 31000.

Learning Outcomes:

At the end of the training, the participant will be able to:

- Summarize the main concepts and principles of risk management as articulated in ISO 31000.
- Explain the ISO 31000 guidelines for establishing the risk management framework.
- Describe the application of the risk management process per ISO 31000 guidelines.
- Acquire the relevant knowledge and skills required to pass the ISO 31000 Foundation certification exam.

Course Title: **PECB CERTIFIED RISK MANAGER (ISO/IEC 31000)**

Course Duration: **3 DAYS**

Course Description: The ISO 31000 Risk Manager training course helps participants acquire the knowledge necessary and the ability to integrate the risk management guidelines of ISO 31000 in an organization. It provides information concerning the risk management principles and their application, as well as the core elements of the risk management framework and steps for a risk management process. In addition, it provides the basic approaches, methods, and practices for assessing risk in a wide range of situations.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Demonstrate understanding of risk management principles, as formulated in ISO 31000.
 - Establish, maintain, and continually improve a risk management framework, per ISO 31000 guidelines.
 - Apply the risk management process, per ISO 31000 guidelines.
 - Acquire the relevant knowledge and skills required to pass the ISO 31000 Risk Manager certification exam.

Course Title:

PECB CERTIFIED LEAD RISK MANAGER (ISO/IEC 31000)

Course Duration:

3 DAYS

Course Description:

The ISO 31000 Lead Risk Manager training course helps participants develop the competence to support an organization, and create and protect its value by managing risks, making decisions, and improving performance using the ISO 31000 guidelines. It provides information regarding the core elements and the effective implementation of a risk management framework, the application of the risk management process, and the actions necessary for the successful integration of these elements to meet organizational objectives. Furthermore, it guides the selection and application of techniques for assessing risks in a wide range of situations.

Upon completion of the training course, participants can sit for the exam and apply to obtain the "PECB Certified ISO 31000 Lead Risk Manager" credential. The credential demonstrates that the participant possesses the theoretical and practical knowledge and professional capabilities to support and lead risk management processes based on ISO 31000 guidelines and best practices in this field.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Demonstrate understanding of risk management principles, as formulated in ISO 31000.
 - Establish, maintain, and continually improve a risk management framework, per ISO 31000 guidelines.
 - Apply the risk management process, per ISO 31000 guidelines.
 - Plan risk recording and reporting processes, as well as risk communication activities.

- Monitor, review, and improve the risk management framework and process based on the outcomes of risk management activities.
- Acquire the relevant knowledge and skills required to pass the ISO 31000 Lead Risk Manager certification exam.

Course Title: PECB CERTIFIED CYBERSECURITY FOUNDATION (ISO/IEC 27032)

Course Duration: 2 DAYS

Course Description: The rise of cyberspace during the digital revolution consequentially gave birth to cyber threats and cybersecurity. The ISO/IEC 27032 Foundation training course introduces the main concepts and requirements of a cybersecurity program, including stakeholders in cyberspace, attack mechanisms, and information sharing and coordination. The training course is followed by the certification exam. If you pass, you can apply for the "PECB Certified ISO/IEC 27032 Foundation" credential, which demonstrates your knowledge of the fundamental concepts, principles, and techniques of cybersecurity

Learning Outcomes:

At the end of the training, the participant will be able to:

- Acknowledge the correlation between ISO/IEC 27032, NIST cybersecurity framework, and other standards and frameworks.
- Understand the approaches, methods, and techniques used in cybersecurity.
- Acquire the relevant knowledge and skills required to pass the ISO/IEC 27032 Foundation certification exam.

Course Title: PECB CERTIFIED LEAD CYBERSECURITY MANAGER (ISO/IEC 27032)

Course Duration: 5 DAYS

Course Description: The ISO/IEC 27032 Lead Cybersecurity Manager training course enables you to acquire the expertise and competence needed to support an organization in implementing and managing a cybersecurity program based on ISO/IEC 27032 and NIST Cybersecurity Framework. During this training course, you will gain a comprehensive knowledge of cybersecurity, the relationship between cybersecurity and other types of IT security, and the different stakeholders' roles in cybersecurity.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Acquire a comprehensive understanding of the elements and operations of a Cybersecurity Program in conformance with ISO/IEC 27032 and NIST Cybersecurity Framework.
 - Acknowledge the correlation between ISO/IEC 27032, NIST Cybersecurity Framework, and other standards and operating frameworks.
 - Master the concepts, approaches, standards, methods, and techniques used to effectively set up, implement, and manage a cybersecurity program within an organization.
 - Learn how to interpret the guidelines of ISO/IEC 27032 in the specific context of an organization.
 - Master the necessary expertise to plan, implement, manage, control, and maintain a cybersecurity program as specified in ISO/IEC 27032 and NIST Cybersecurity Framework.
 - Acquire the necessary expertise to advise an organization on the best practices for managing cybersecurity.
 - Acquire the relevant knowledge and skills required to pass the ISO/IEC 27032 Lead Cybersecurity Manager certification exam.

Course Title:

PECB CERTIFIED INCIDENT MANAGEMENT FOUNDATION (ISO/IEC 27035)

Course Duration:

2 DAYS

Course Description:

ISO/IEC 27035 Foundation training enables you to learn the basic elements to implement an Incident Management Plan and manage Information Security Incidents. During this training course, you will be able to understand Information Security Incident Management processes.

After completing this course, you can sit for the exam and apply for the "PECB Certified ISO/IEC 27035 Foundation" credential. A PECB Foundation Certificate shows that you have understood the fundamental methodologies, requirements, and management approach.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Understand the basic concepts of Information Security Incident Management.
 - Acknowledge the correlation between ISO/IEC 27035 and other standards and regulatory frameworks.
 - Understand the process approaches used to effectively manage Information Security Incidents.
 - Acquire the relevant knowledge and skills required to pass the ISO/IEC 27035 Foundation certification exam.

Course Title:

PECB CERTIFIED LEAD INCIDENT MANAGER (ISO/IEC 27035)

Course Duration:

5 DAYS

Course Description:

ISO/IEC 27035 Lead Incident Manager training enables you to acquire the necessary expertise to support an organization in implementing an Information Security Incident Management plan based on ISO/IEC 27035. During this training course, you will gain a comprehensive knowledge of a process model for designing and developing an organizational incident management plan. The compatibility of this training course with ISO/IEC 27035 also supports the ISO/IEC 27001 by guiding Information Security Incident Management.

After mastering all the necessary concepts of Information Security Incident Management, you can sit for the exam and apply for a "PECB Certified ISO/IEC 27035 Lead Incident Manager" credential. By holding a PECB Lead Incident Manager Certificate, you will be able to demonstrate that you have the practical knowledge and professional capabilities to support and lead a team in managing Information Security Incidents.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Master the concepts, approaches, methods, tools, and techniques that enable effective Information Security Incident Management according to ISO/IEC 27035.
 - Acknowledge the correlation between ISO/IEC 27035 and other standards and regulatory frameworks.
 - Acquire the expertise to support an organization to effectively implement, manage and maintain an Information Security Incident Response Plan.

- Acquire the competence to effectively advise organizations on the best practices of Information Security Incident Management.
- Understand the importance of establishing well-structured procedures and policies for Incident Management processes.
- Develop the expertise to manage an effective Incident Response Team.
- Acquire the relevant knowledge and skills required to pass the ISO/IEC 27035 Lead Incident Manager certification exam.

Course Title: **PECB CERTIFIED BUSINESS CONTINUITY LEAD AUDITOR (ISO/IEC 22301)**

Course Duration: **5 DAYS**

Course Description: Attending this training course allows you to obtain the knowledge and skills to plan and carry out audits in compliance with ISO 19011 and the certification process according to ISO/IEC 17021-1.

Through interactive sessions, explanatory information, exercises, and questions for discussion, you will be able to acquire knowledge on the business continuity management system as well as audit techniques and become competent to perform a BCMS audit by applying widely recognized audit principles, procedures, and techniques, and to manage an audit program and an audit team.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Explain the fundamental concepts and principles of a business continuity management system (BCMS) based on ISO 22301.
 - Interpret the ISO 22301 requirements for a BCMS from the perspective of an auditor.
 - Evaluate the BCMS conformity to ISO 22301 requirements, per the fundamental audit concepts and principles.
 - Interpret the requirements of ISO 22301 in the context of a BCMS audit.
- Plan, conduct, and close an ISO 22301 compliance audit, per ISO/IEC 17021-1 requirement, ISO 19011 guidelines, and other best practices of auditing.
- Manage an ISO 22301 audit program.
 - Acquire the relevant knowledge and skills required to pass the ISO/IEC 22301 Lead Auditor certification exam.

Course Title: PECB CERTIFIED BUSINESS CONTINUITY LEAD IMPLEMENTER (ISO/IEC 22301)

Course Duration: 5 DAYS

Course Description: This training course is designed to prepare its participants to implement a business continuity management system (BCMS) in compliance with the requirements of ISO 22301. Attending this training course allows you to gain a comprehensive understanding of the best practices of the business continuity management system and to be able to establish a framework that allows the organization to continue operating efficiently during disruptive events

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Project managers and consultants involved in business continuity.
 - Expert advisors seeking to master the implementation of the business continuity management system.
 - Individuals responsible to maintain conformity with BCMS requirements within an organization;
 - Members of the BCMS team.
 - Acquire the relevant knowledge and skills required to pass the ISO 22301 Lead Implementer certification exam.

Course Title: PECB ARTIFICIAL INTELLIGENCE FOUNDATION (ISO/IEC 42001)

Course Duration: 2 DAYS

Course Description: The PECB Artificial Intelligence Foundation (ISO/IEC 42001) course provides an introduction to the fundamental concepts and principles of an Artificial Intelligence Management System (AIMS) based on ISO/IEC 42001. It covers essential aspects such as understanding the organizational context, establishing AI policies, planning for risk management, and the importance of internal audits, management reviews, and continual improvement.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Understand the fundamental concepts of artificial intelligence and the structure of an AIMS.
 - Comprehend the requirements of ISO/IEC 42001 and how they apply to organizations.
 - Recognize the importance of internal audits, management reviews, and continual improvement in an AIMS.

Course Title: PECB ARTIFICIAL INTELLIGENCE LEAD IMPLEMENTER (ISO/IEC 42001)

Course Duration: 5 DAYS

Course Description: The PECB Artificial Intelligence Lead Implementer (ISO/IEC 42001) training course is designed to prepare participants to implement an Artificial Intelligence Management System (AIMS) in accordance with ISO/IEC 42001. It provides the necessary competencies to effectively translate AI strategies into actionable solutions, covering best practices and frameworks for successful integration within organizations.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Develop a comprehensive understanding of ISO/IEC 42001 requirements for an AIMS.
 - Gain the skills to establish, implement, operate, maintain, and continually improve an AIMS.
 - Learn to effectively manage AI projects and ensure responsible AI management within an organization.

Course Title: PECB ARTIFICIAL INTELLIGENCE LEAD AUDITOR (ISO/IEC 42001)

Course Duration: 5 DAYS

Course Description: The PECB Artificial Intelligence Lead Auditor (ISO/IEC 42001) course enables participants to gain the necessary expertise to audit Artificial Intelligence Management Systems (AIMS) by applying widely recognized audit principles, procedures, and techniques. It prepares individuals to plan and conduct ISO/IEC 42001 audits based on best audit practices.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Understand the fundamental concepts and principles of an AIMS based on ISO/IEC 42001.
 - Interpret ISO/IEC 42001 requirements from the perspective of an auditor.
 - Plan, conduct, and close an ISO/IEC 42001 compliance audit in accordance with international standards and best practices.

Course Title: PECB QUALITY MANAGEMENT LEAD IMPLEMENTER (ISO 9001)

Course Duration: 5 DAYS

Course Description: The PECB Quality Management Lead Implementer (ISO 9001) training course aims to help participants develop the competence necessary to establish, implement, operate, maintain, and continually improve a Quality Management System (QMS) based on ISO 9001. It provides in-depth knowledge of ISO 9001 requirements and best practices for QMS implementation.

Learning Outcomes:

At the end of the training, the participant will be able to:

- Explain the fundamental concepts and principles of a QMS based on ISO 9001.
- Interpret ISO 9001 requirements from the perspective of an implementer.
- Initiate and plan the implementation of a QMS using best practices.
- Support an organization in operating, maintaining, and continually improving a QMS.
- Prepare an organization for a third-party certification audit.

Course Title: PECB QUALITY MANAGEMENT LEAD AUDITOR (ISO 9001)

Course Duration: 5 DAYS

Course Description: The PECB Quality Management Lead Auditor (ISO 9001) course enables participants to develop the necessary competence to perform Quality Management System (QMS) audits by applying widely recognized audit principles, procedures, and techniques. It combines the requirements of ISO/IEC 17021-1, the recommendations of ISO 19011, and other good practices of auditing into a comprehensive methodology.

Learning Outcomes:

At the end of the training, the participant will be able to:

- Explain the fundamental concepts and principles of a QMS based on ISO 9001.
- Interpret ISO 9001 requirements from the perspective of an auditor.
- Evaluate QMS conformity to ISO 9001 requirements in accordance with fundamental audit concepts and principles.
- Plan, conduct, and close an ISO 9001 compliance audit in accordance with international standards and best practices.

Course Title: LEAN SIX SIGMA YELLOW BELT

Course Duration: 2 DAYS

Course Description: In this training course you will follow the DMAIC methodology (Define, Measure, Analyze, Improve, and Control) while learning the tools necessary to perform at a Yellow Belt level on a project team. This course is suited to those just entering the Lean Six Sigma arena as well as those preparing for Yellow Belt certification. This course covers the entire Yellow Belt Body of Knowledge to the level of the certification exam.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Understand the Lean Six Sigma tools a Yellow Belt would be expected to use when on a project team.
 - Acquire the relevant knowledge and skills required to pass the Lean Six Sigma Yellow Belt certification exam.

Course Title: LEAN SIX SIGMA GREEN BELT

Course Duration: 2 WEEKS

Course Description: This course teaches you the DMAIC (define-measure-analyze-improve-control) methodology using examples from across industries. You will learn to define improvement projects, serve on Black Belt teams or lead Green Belt teams in process improvement projects to satisfy the voice of the customer and reduce variation.

This Green Belt training teaches and prepares individuals to implement the principles, practices, and techniques of Lean Six Sigma in a support capacity on a Black Belt project team. Green Belts are traditionally Lead process stakeholders and may also be assigned specific process-level improvement projects to conduct on their own—projects that normally do not require the statistical rigor demonstrated by a Black Belt.

**Learning
Outcomes:**

At the end of the training, the participant will be able to:

- Function as a 'tools application' member of a six sigma project team.
- Lead and execute process-level improvement projects.
- Collect process data and develop process maps.
- Develop statistical hypotheses using simple statistical tools.
- Design simple experiments and/or implementation plans that help validate improvement options.
- Apply problem-solving and quantifiable tools to an improvement project brought to class on the first day.
- Eliminate waste and defects by applying lean and six sigma.
- Collect, analyze, and quantify data that enable process improvements.
- Learn how to execute the six sigma methodology.
Work with process owners to ensure process gains are held.
- Acquire the relevant knowledge and skills required to pass the Lean Six Sigma Green Belt certification exam.



PROFESSIONAL CERTIFICATE

Professional Certificate

Course Title: PROJECT MANAGEMENT FOUNDATION

Course Duration: 3 DAYS

Course Description: This course is designed to impart practical knowledge of project management. It teaches and equips participants with the required skills, tools, and techniques needed to "projectise" their work and how to relate project management to their daily activity. This course uses practical case studies and hands-on experiences to help even non-project and functional managers achieve exceptional business results.

Learning Outcomes:

At the end of the training, the participant will be able to:

- Confidently manage a project from beginning to end.
- Identify the different stages involved in project planning.
- Define the scope of a project and identify means of controlling changes to the scope.
- Describe the sources of project risks and a management approach to the control of these risks.
- Describe project objectives and identify appropriate controls to ensure project outcomes are achieved.

Course Title: BUSINESS ANALYSIS FOUNDATION

Course Duration: 3 DAYS

Course Description: Our Business Analysis Foundation course provides you with an in-depth insight into the fundamentals of business analysis processes, ranging from needs assessment and identifying stakeholders to testing, validation, and release. Every module demonstrates how business analysis functions. This introductory course teaches the fundamental knowledge of business analysis and also helps participants gain the basic skills required to build a successful career in business analysis.

Learning Outcomes:

At the end of the training, the participant will be able to:

- Elicit requirements.
- Conduct needs assessment.
- Identify stakeholders.
- Conduct testing, validation, and release of products.

Course Title: AGILE PROJECT MANAGEMENT FOUNDATION

Course Duration: 3 DAYS

Course Description: This course will take participants through the processes of managing a project end-to-end: from initiation to effective planning, actual implementation, monitoring & control, and closing. The course is hands-on and will expose participants to the skills, knowledge, tools, and techniques needed to manage projects. The course is ideal for both practicing and inexperienced project managers who seek to increase their technological know-how of project management.

Learning Outcomes:

At the end of the training, the participant will be able to:

- Define a project and show how the projects within it connect to the strategic goals of the company.
- Understand the processes involved in managing an effective project from initiation to closing.
- Develop an effective project management plan to drive project success.
- Define the role of team members to attain effective results.

Course Title: CYBER SECURITY FOUNDATION

Course Duration: 3 DAYS

Course Description: This training will help individuals and organizations to develop their capacity to protect or mitigate common information threats like phishing, unpatched software, hijacking of files, hacking attacks, viruses and backdoors, email hoaxes, loss of confidential information, and social engineering. It will cover different frameworks for dealing with both attempted and successful cyber-attacks.

Learning Outcomes:

At the end of the training participants will be able to:

- Implement effective cybersecurity measures.
- Identify different kinds of attacks.
- Manage cybersecurity incidents.
- Effectively implement security recovery plans.
- Communicate and document security incidents.

Course Title: RISK MANAGEMENT

Course Duration: 5 DAYS

Course Description: The course will focus on techniques for identifying, prioritizing, and performing qualitative and quantitative risk analysis. Project risk management provides delegates with an organized approach to managing the uncertainties that can lead to undesirable project outcomes.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Develop a broad knowledge of Risk management procedures and the methods used during projects.
 - Understand how risk management affects decision-making.
 - Identify risks/uncertainties to achieving a set of objectives and expected results.

Course Title: OPERATIONS MANAGEMENT

Course Duration: 5 DAYS

Course Description: This course is designed to widen and deepen the skills of managers in building and managing organizational productivity and processes.

Learning Outcomes:

- At the end of this training, the participant will be able to:
- Understand and apply concepts and applications of quantitative and qualitative models in Operations Management.
 - Develop essential skills in modeling, managing, and optimizing operations decisions in manufacturing and service organizations.
 - Utilize a variety of quantitative and qualitative methods and tools used in managing and improving operations decisions.

Course Title: CHANGE MANAGEMENT

Course Duration: 5 DAYS

Course Description: This course will take participants through how to deal with change, both from the perspective of an organization and on the individual level. It will focus on how to select an approach, and change management model and design a strategic plan that minimizes the impact of change.

Learning Outcomes: At the end of the training, the participant will be able to:

- Understand the concept of change and how it relates to project management.
- Identify levels of change.
- Understand basic change management strategies.
- Understand risk analysis and change implementation.

Course Title: SCHEDULE MANAGEMENT

Course Duration: 3 DAYS

Course Description: In this course, participants will focus on managing the constraints typical of many projects such as; limits on time, human resources, materials, budget, and specifications. Learn to master techniques such as estimating, forecasting, budgeting, monitoring, controlling, analyzing, and reporting costs and interpreting the meaning of earned value data.

Learning Outcomes: At the end of the training, the participant will be able to:

- Validate a project schedule.
Understand and demonstrate schedule compression techniques.
- Analyze project performance and recommend corrective action.
Organize and schedule work to accomplish project scope.
- Evaluate and construct network diagrams.
Review key concepts involved in project estimating.

Course Title: QUALITY MANAGEMENT

Course Duration: 5 DAYS

Course Description: This course will take participants how to put in place quality policies to help them manage risk, improve the way they operate at all levels, and control activities. Learn how to define business quality standards, determine performance measures, and continuously improve processes and procedures.

Learning Outcomes: At the end of this training, the participant will be able to:

- Know the principles of total quality management and the peculiarities of their implementation.
- Know how to use quality management methods to analyse and solve problems of the organization.
- Know the prerequisites of the evolution of quality management and its significance to the management of modern organizations.

Course Title: PROCUREMENT MANAGEMENT

Course Duration: 5 DAYS

Course Description: This course examines the processes and techniques through which goods and services are acquired and sold in the project management environment.

Learning Outcomes: At the end of this training, the participant will be able to:

- Understand the roles of procurement management within organizations.
- Understand the benefits of an effective procurement management plan.
- Understand the main components of the procurement management plan.

Course Title: EFFECTIVE PROJECT MANAGEMENT

Course Duration: 5 DAYS

Course Description: Participants will be equipped with advanced knowledge of project management with a focus on project leadership and different methodologies. Participants will acquire the necessary skills for managing a project end-to-end, and gain practical hands-on knowledge of project and program management. This course would thoroughly ground the participants with the Industry's Best practices and requisite skills, tools, and techniques of project management.

Learning Outcomes:

- At the end of the training participants will be able to:
- Get a good understanding of project management and leadership.
 - Understand the impact of stakeholders' management on project success.
 - Link project goals and objectives to clear, compelling stakeholder needs.
 - Set realistic, measurable objectives and ensure positive results.
 - Build a solid project plan within your unique organizational constraints.
 - Understand Industry best practices in project management.
 - Learn how to drive project successfully from Initiation till closing.

Course Title: AGILE PROJECT MANAGEMENT

Course Duration: 5 DAYS

Course Description: The agile project management course provides an understanding of the agile methodology. Participants will learn the skills, techniques, and mindset needed to manage projects using an Agile approach. The course will teach participants how to collaborate with stakeholders and support self-organizing teams in continuously adjusting and refining their efforts to increase efficiency and effectiveness.

Learning Outcomes:

- At the end of the training participants will be able to:
- Understand the principles and Methodologies of Agile.
 - Adopt an Agile Approach to Project Management.
 - Apply an agile framework as a Project Manager.
 - Manage stakeholder engagement in Agile Project Management.
 - Use Agile techniques to plan, track and monitor agile projects.
 - Discern the difference between a traditional project management approach and an agile approach.
 - Utilize agile tools and techniques to provide guidance and a decision-making framework for self-organizing agile teams to ensure their continued alignment with organizational goals.

Course Title:**PROGRAMME MANAGEMENT****Course Duration:****5 DAYS****Course Description:**

The course is designed to equip participants with the skills to successfully manage large projects and programs in line with the organizational portfolio. Our Program Management course exemplifies global standards and best practices for program management professionals.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Increase the effectiveness of an organization's approach to program management.
 - Initiate and organize a large-scale program to implement business strategy.
 - Manage stakeholder relationships effectively.
 - Manage, execute and control a successful program consisting of multiple, related projects.
 - Establish and implement program governance to ensure consistent alignment with organizational strategy.
 - Ensure the realization of program benefits.

Course Title: STRATEGIC ALIGNMENT OF THE PROJECT PORTFOLIO

Course Duration: 5 DAYS

Course Description: This course approaches the management of projects and programs from a strategic viewpoint. Because organizations lack a common understanding of their project portfolios, this impedes progress toward achieving the organization's goals. This course is designed to equip the project manager with the tools and understanding necessary to keep his or her project in line with organizational

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Understand how to deliver measurable business results, through strategically aligned projects.
 - Understand how to evaluate project portfolio in strategic terms.
 - Understand effective models of business strategy.
 - Understand the implementation strategies with projects.
 - Know effective tools and techniques to achieve correct selection and alignment.

Course Title: PROJECT IMPACT EVALUATION AND ASSESSMENT

Course Duration: 5 DAYS

Course Description: This course explores the numerous approaches to evaluate and assess the impact of projects and considers when and where their use is appropriate. It also demonstrates that evaluation is most effective when planned at the outset. The practical sessions ensure that participants have tangible skills in a range of quantitative and qualitative methods and techniques as well as an appreciation of how results can be used to learn from past successes and failures.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Appreciate the advantages and disadvantages of various evaluation methods.
 - Select and use the most relevant evaluation techniques for a particular program or project.
 - Critically analyze the results of impact assessments and recommend appropriate actions.
 - Use the results of monitoring and evaluation activities to improve outcomes for future projects and programs.

Course Title: PROJECT-BASED COST-BENEFIT ANALYSIS AND ROI

Course Duration: 5 DAYS

Course Description: In this course, participants will learn how to justify the project expenses to the value it creates for the organization. Participants will come to understand the different elements of a sound business case by evaluating a project's return on investment based on quantitative measures. A variety of financial techniques necessary to quantify costs and benefits are explained, including present value, Return On Investment (ROI), and break-even.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Understand the structure and content of a business case.
 - Quantify financial and non-financial benefits and costs.
 - Calculate estimates through forecasting.
 - Take into account the time value of money through present-value ROI analysis.
 - Take decisions under uncertainty and risk using decision tables and decision trees.
 - Differentiate between project, phases, lifecycles program, and sub-project.
 - Apply project management methods in the workplace.
 - Differentiate the relationships between project management, program management, and portfolio management.

Course Title: PROJECT PERFORMANCE MANAGEMENT

Course Duration: 5 DAYS

Course Description: This course introduces you to several powerful performance metrics and analytical tools that can help you determine whether project goals and objectives are being met. Participants will learn how to use Earned Value Management to ensure that things are on track.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Have a clear understanding of business goals, project justification, and measurable objectives.
 - Know project output, outcome, and benefit measurement.
 - Understand earned value management.
 - Determine Critical Path Analysis.
 - Perform Variance and trend analysis.

Course Title: LEADERSHIP AND COMMUNICATION MANAGEMENT FOR EFFECTIVE PROJECT DELIVERY.

Course Duration: 5 DAYS

Course Description: Leadership and effective communication are key to the successful delivery of projects. This workshop seeks to teach leadership and communications to project managers, and the role they play in projects and organizations. The organizational culture and communication needs of a project are examined and the impact they have. A variety of current leadership models and tools relevant to project managers will be learned.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Understand the leadership and communications needs of projects.
 - Analyze the culture and how it impacts projects, and what can be done.
 - Possess an awareness of leadership communication styles, impacts, and preferences on projects teams.
 - Have a deeper understanding of some current leadership models.
 - Know about individual personal leadership styles and how to make them work on projects.
 - Highlight the importance of project sponsors and their communication needs.

Course Title: BUSINESS ANALYSIS FOR PROJECT MANAGERS

Course Duration: 5 DAYS

Course Description: To ensure the success of a project, it is very important, at the project's earliest stages to define the requirements, as well as plan, define and validate the project scope. These functions are performed by business analysts. This course provides participants with a basic understanding of the benefits, functions, and impact of this critical role.

The course discusses the business analysis process as it is applied throughout a project, including the pre-project activities that comprise enterprise analysis.

Learning Outcomes:

- At the end of the training, the participants will be able to:
- Know why and when to involve the business analysis function.
 - Understand how a business analyst supports the project.
 - Understand how the life cycle of solution development.
 - Understand how to establish the solution vision and scope in the analysis phase.
 - Understand how to validate that requirements have been met in the testing phase.



SOFT SKILLS

Soft Skills

Course Title: OFFICE MANAGEMENT

Course Duration: 3 DAYS

Course Description: This course will concentrate on providing participants with all the skills and techniques needed to run an office system effectively, while also equipping them with the ability to manage themselves and others. It will give comprehensive know-how for creating a dynamic and stimulating office environment where systems and people work effectively together to achieve the desired results.

Learning Outcomes: At the end of the training, the participant will be able to:

- Support management in office administration.
- Utilize appropriate office techniques.
- Demonstrate effective office communication skills.

Course Title: BUSINESS WRITING

Course Duration: 3 DAYS

Course Description: This Course will teach participants how to set quality writing that would increase productivity, resolve issues, avoid errors, and heighten credibility. They would will learn how to write faster with more clarity, and gain skills for revising and fine-tuning every kind of document. The Course will cover everything from basic grammar to advanced principles of persuasion, influence, and motivation

Learning Outcomes: At the end of the training, the participant will be able to:

- Gain a better understanding of common spelling & grammar issues in business writing.
- Understand the key elements of a great written proposal.
- Master techniques for improved proofreading skills.
- Review basic concepts in sentence & paragraph construction.

Course Title: UNDERSTANDING MARKETING

Course Duration: 3 DAYS

Course Description: This program shall cover core strategic marketing areas such as segmentation branding, pricing, and product mix and also show how to develop innovative marketing strategies to drive their company and their industry forward.

Learning Outcomes: At the end of the training, the participant will be able to:

- Apply knowledge of business concepts and functions in an integrated manner.
- Communicate effectively and use necessary business tools.
- Analyse marketing decisions in a dynamic business environment.

Course Title: SALES TECHNIQUE

Course Duration: 3 DAYS

Course Description: This Course aims to teach the mechanics of sales. It gives participants access to the skills, processes, tools and personal insight to proactively and consistently sell themselves or products effectively, ethically, and confidently in any situation.

Learning Outcomes: At the end of the training, the participant will be able to:

- Use the latest proven closing techniques to win more sales.
- Conduct a competitive market analysis and learn how to use it to gain a competitive advantage.

Course Title: NEGOTIATION SKILLS

Course Duration: 3 DAYS

Course Description: This course is designed to teach participants much more than just selling a product or service, but also the art of reaching mutually acceptable compromises in the workplace. Not only do you negotiate agreements with vendors and contractors, but also with stakeholders, customers, and team members throughout the project life cycle. Highly interactive, this training course covers the dynamics, processes, and techniques of internal and external negotiation.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Develop the communication skills required to negotiate effectively.
 - Identify various sales negotiating tactics and how to effectively deal with them.
 - Understand clearly the similarities and differences between selling and negotiating.

Course Title:**COMMUNICATION SKILLS****Course Duration:****3 DAYS****Course Description:**

One of the most important skills in the workplace is effective communication. This course will teach delegates how to identify stakeholders, manage their expectations, plan communication and properly report performance including techniques for creating high-impact and meaningful communication with colleagues, clients, and stakeholders.

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Listen and respond more effectively.
 - Use appropriate communication methods.
 - Minimize communication barriers.
 - Relate and network better with colleagues, clients, and stakeholders.

Course Title:**TIME (SELF) MANAGEMENT****Course Duration:****3 DAYS****Course Description:**

This course is designed to help participants explore ways of setting priorities, planning for maximum productivity, and estimating activity resources and durations using different tools. It will also help participants improve delegation and be more productive

Learning Outcomes:

- At the end of the training, the participant will be able to:
- Achieve better results through effective planning and clarifying of objectives.
 - Set goals and prioritize them to determine if activities are goal-directed.
 - Manage resources more efficiently.
 - Apply a range of Time Management techniques and methodologies.

Course Title: TEAM BUILDING.

Course Duration: 3 DAYS

Course Description: This course is designed to teach improved coordination within a team or a work environment for increased efficiency and productivity.

Learning Outcomes: At the end of the training, the participant will be able to:

- Identify the problems associated with organizing and managing teams.
- Meet required needs necessary through team effort.
- Learn and internalize corporate values.
- Develop an enthusiastic attitude towards achieving performance excellence.

Course Title: MICROSOFT OFFICE

Course Duration: 5 DAYS

Course Description: Become a computer-power-user. Get trained in Microsoft Office and gain the skills needed to express your ideas, solve problems, and connect with people. This course covers beginner to advanced modules in all Microsoft Suite.

Learning Outcomes: At the end of the training, the participant will be able to:

- Find online and program resources for learning how to use the program and its features.
- Accomplish creating basic documents, worksheets, presentations, and databases.
- Be familiar with software applications.



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