

S.No	Topics	Training Need Description
1	Analytical Skills	Analytical Skills
		Data Analysis
		Effective Data Analyzation
		Improve Analytical Skills
2	Communication Skills	Advance Communication Skills
		Advanced Business Communication Skills
		Business Communication
		Business Communication & Business Letter Drafting Skills
		Mastering the Art of Business Communication
3	Interpersonal Skills	Strategies for Improving Interpersonal Skills
4	Personal effectiveness	Strategic Time Management
		Assertiveness
		Conflict Management
		Creativity & Innovation
		Effective Time Management (Win With Time)
		How to Improve Morale, Motivation & Commitment.
		Maximizing Your Potential
		Multi Tasking
		Needs Goal Setting and Office Work Planning
		Objective Setting & Performance Management
		Peak Performance
Planning and Coordination		
5	Presentation Skills	Effective Presentation Skills
6	Relationship Building	Public Relations
7	Integrated Management Systems	Health & Safety Management for Safety Officer (A Training Course Based on IOSH Managing Safely).
		HSE Management as per new ISO Standards
		Safety Training
8	Stress Management	Stress Management (A physiological, Medical & Islamic Perspective)
9	Work Life Balance	Positivity and its Value
		Work Life Balance
10	Leadership Skills	Decision Making and Leader Ship Skills
		Effective Leadership
		Leading Coaching
		HR Leadership, Planning and Execution
11	Managerial Skills	Analytical Problem Solving Decision Making.
		Data Analysis & Business Decision (For Advance Users)
		Data Analysis Techniques for Effective Decision Making
		Effective Business Forecasting for Future Planning
		Effective Delegation Skills
		Problem Solving and Decision Making Skills

12	Strategic Management	Balanced Score Card
		Strategic Planning
		Strategic Vision and Mission
13	Team Building	Leading Teams
		Team Building Techniques
		Team Leadership Skills
		Team Management
14	Advance Computer Skills	Advance MS Excel and Power Point
		Basic / Advance Excel
		Financial Modeling Using Ms Excel & Mastering Excel Macros & VBA
		Intermediate to Advance Excel
15	Customers relations Management	Customer Relationship Management
		Effective Customer Handling Skills.
16	Financial Management	Activity Based Costing
		Budgeting and Budget Control
		Certification in Internal Auditing
		Corporate Finance
		Effective Financial Planning and Budgeting
		Finance for Non Financial Executives
17	HR Management	Organizational Development and Change management
		Recruitment and Candidate Assessment
		Solving Human & Organization Problems (SHOP)
18	Maintainance Management	Preventive Maintenance
		Total Productive Maintenance Advance Techniques.
19	Marketing management	Advertising and Sales Promotion
		Brand Management
		Digital Marketing
		Effective Advertising & Promotion
		Retail Management
		Emotional Marketing
20	Negotiation Skills	Effective Negotiation Skills
21	Quality Management	Cost Saving Techniques & Six Sigma
		Course on Process Improvement
		FMEA: Failure Mode and Effect Analysis (Preventing Defect)
		Introduction to Total Quality Management
		Quality Control and Six Sigma
		Seven QC Tools
		Six Sigma
22	Sales Management	Effective Selling Skills
		Sales Network Development Management
		Selling Competencies