	Human Resources Development		
	Course Name (English)	**Course Name (Arabic)**	**Course Description**
MA01	**Effective communication skills**	مهارات الاتصال الفعال	**This diverse and powerful management development program explores divergent viewpoints and provides forums to debate and discuss complex issues while still being able to run your firm smoothly. In this course attendees will come up with deeper comprehension about relationships between themselves and others.**
MA02	**TOT - Training of Trainers**	تدريب المدربين TOT	**TOT course provides the participants with the most effective way of transforming information into practical skills and applications furthermore to support them on sharing ideas and experiences. TOT course is designed to develop the capabilities of the participants and develop their skills in implementing training plans.**
MA03	**Neuro-Linguistic Programming Training**	تربية الابناء باستخدام ال NLP (البرمجة اللغوية العصبية)	**Neuro Linguistic Programming (NLP) enables participants to understand human brain, the way of its (neuro) processes the words we use (linguistic) and how that can impact on our past, present and future (programming). In this program the participants will learn to practice NLP knowledge, skills, and technique in their professional and personal life.**
MA04	**Psychological Disorders in Kids**	الاضطرابات النفسية عند الاطفال	**This course is designed for parents, teachers & trainers who deal with children every day, this course will focus on the child development process, understanding psychiatric disorders and associated behaviours, risk factors and triggers, the identification of behaviours and symptoms, family relationships, and intervention/prevention strategies.**

MA05	Decision Making & Creative Thinking	مهارات اتخاذ القرارات وحل المشكلات والتفكير الابتكاري	This course is designed to equip the participants with a 'tool-box', introducing them to a selection of behaviours and techniques that will augment their innate creativity.
MA06	Neuro-Linguistic Programming (NLP) Trainers	إعداد مدرب في البرمجة اللغوية العصبية NLP	Certified Trainer for Conduction Neuro-Linguistic Programming (NLP)
MA07	The art of negotiation in personal and professional life	فن التفاوض في الحياة الشخصية والعملية	The course is designed to deliver participants the communication skills and how to build strong relationships, control verbal and non-verbal signals and how to reject offers elegantly and hold the key to getting ahead in the workplace, resolving conflicts, and creating value in contracts.
MA08	Psychological Convincing	الأبعاد النفسية للإقناع ومستويات التأثير	Learning how to Influence is possible, this course help participants to be skilled influencer and learn how change others' minds, shift the direction of conversations and get their point across and have impact in situations.
MA09	Leadership & Management Skills	مهارات القيادة والإدارة	Successful leadership is about acting and thinking like a leader, activating your best self and unlocking potential in others. So to define purpose, build credibility and exercise influence, start by asking hard questions about who you are and what you stand for.
MA10	Team Management	مهارات العمل الجماعي وتشكيل فريق العمل الناجح	This course focus on the essential skills for building and maintaining motivated, productive, and successful teams.

MA11	Work Stress	مواجهة ضغوط العمل	This course will provide the participants with a range of strategies and tools that can be used proactively to reduce the impact of stress, as well as reactively when someone is faced with a particularly.
MA12	Etiquette & Protocol	البروتوكول والاتيكيت	Learn international protocol and etiquette approaches and standards to manage high-level meetings and events with dignitaries and other valued stakeholders.
MA13	Juniors and Workspaces	إعداد الشباب لسوق العمل	Learn the needs of workspace and guide the participants to the tools and skills that should be gained to get a suitable job opportunity.
MA14	Adolescence and childhood Behaviour improvement	تعديل السلوك والمهارات الإبداعية للأطفال والمراهقين	Uncover the creativity of all ages with arts and crafts courses. Learn Skills like drawing, painting, soap making, and procreate. this course will guide children & adults to use their energy instead of dissipating it in unusual websites that may harm them.
Management & Marketing			
	Course Name (English)	**Course Name (Arabic)**	**Course Description**
MA15	Time Management	إدارة الوقت والأولويات	The participants will learn how to management time, organizing and planning how to divide their time between different activities, they will learn how to end up working smarter, not harder, to get more done in less time.

MA16	Enterprise Risk Management (ERM) & Modern Quality Systems (MQS)	إدارة المخاطر المؤسسية (ERM) وأنظمة الجودة الحديثة (MQS)	Learn how is the important of (ERM) and QMS in managing organizational risks and meeting statutory regulations and protect organizations from financial fraud.
MA17	Human Resources Management	إدارة الموارد البشرية	HRM course focuses on workforce staffing, training, and maintenance strategies and practices. This course supports recruiters to set the criteria on hiring new staff and what the added value of them.
MA18	Public Relations Management	إدارة العلاقات العامة	This course is designed to equip the participants with the communication and promotional skills needed to manage client reputation and influence media opinion, how to disseminate the right information and identify the proper communication channels.
MA19	Marketing Essentials	أساسيات التسويق	This is an introductory course that develops participants understanding and skills in such areas as business law, communication skills, customer relations, economics, emotional intelligence, financial analysis, human resources management, information management, marketing, operations, etc.

MA20	Strategic Management	الإدارة الاستراتيجية	This course is designed to equip the participants with right strategic planning that achieves its goals and objectives. During this course the participants will learn the processes of strategic management that include formulating strategy, planning organizational structure and resource allocation, leading change initiatives, and controlling processes and resources
MA21	Sales & Marketing skills	مهارات التسويق والبيع	Deliver the Participants of required skills and tools to Build their marketing plan based on customer needs & customer journey. Study of marketing needs and current competitors play a vital role in achieving marking & sales plans.
MA22	Contracts & Project Management	إدارة العقود والمشاريع	This course is focusing on contract & project management where the participants will learn how to manage the legal and financial aspects of contractual agreements between parties is as well as the activities required to complete a project successfully.
MA23	Business Administration Essentials	مبادئ إدارة الأعمال	The course focuses on core business skills such as management processes, marketing, accounting, finance, personnel, and management issues.

MA24	Procurement and Supply Chain Management	إدارة المشتريات وسلسلة التوريد	During this course the participants will learn the difference between Procurement & Supply Chain Management and how to acquire goods and services efficiently, and optimizing the flow of goods, information, and funds across the entire supply chain.
MA25	Performance Rate & Report	إدارة الأداء وتقييمه	This course is designed to support candidate for understanding how to establish KPIs, or key performance indicators, that can help a company reach important business objectives. KPIs can help you monitor a variety of metrics, from marketing and account management to health and safety. Also Understanding what safety KPIs are, can help candidates differentiate them from other KPIs and learn which ones are important to measure.
MA26	Organizational Structure	الهيكل التنظيمي وتحليل وتوصيف الوظائف	An organizational structure course provides the concepts and tools for decision makers to establish a well-defined organizational structure that enables workers at all levels to reach their goals and accomplish their tasks.
MA27	Financial Analysis, Planning & Control	التحليل المالي والتخطيط والرقابة	This course brings together essential financial management, planning, and control areas and helps participants understand the different aspects of an organization.

MA28	ISO 13485	متطلبات التوعية الطبية	This course covers the entire scope of the standard, including its structure, key definitions, and requirements for documentation, risk management, and process controls
MA29	ISO 14001- 2015	متطلبات التوعية نظم الإدارة البيئية المراجعة الداخلية	This course is structured to give participants an understanding of how to design and implement an EMS within their own organisation
MA30	ISO 17025	متطلبات التوعية الفحص والمعايرة للمختبرات	This course is designed to give participants a comprehensive understanding of the requirements and how to apply the Standard ISO/IEC 17025, international standard for testing and calibration laboratories.
MA31	ISO 23000- 2018	متطلبات التوعية نظم المراجعة الداخلية ـ إدارة سلامة الغذاء	This training course is designed to provides delegates with the knowledge and skills required to perform first, second and third-party audits of food safety management systems

MA32	ISO 45001- 2018	متطلبات التوعية نظم إدارة والسلامة والصحة المهنية	This course is designed to deliver the participants the awareness of ISO 4500, international standard that specifies requirements for an occupational health and safety (OH&S) management system. This standard provides a framework for organizations to manage risks and improve OH&S performance.
MA33	ISO 50001	متطلبات التوعية نظم المراجعة الداخلية وإدارة الطاقة	This course provides organisations and individuals with a framework for developing effective policies and making informed decisions as they seek to continually improve their energy management and usage
MA34	ISO 9001- 2015	متطلبات التوعية نظم إدارة الجودة "المراجعة الداخلية "	This course is designed to deliver the participants the awareness of ISO 9001- 2015, a worldwide standard that sets requirements for a strong Quality Management System. It details specific processes, procedures and activities that organizations must create, implement, maintain and improve in order to successfully manage making products or delivering services

HSE & Security Courses			
	Course Name (English)	**Course Name (Arabic)**	**Course Description**
MA35	**Management of Security Operations in administrative and industrial facilities**	إدارة العمليات الأمنيـة في المنشآت الادارية والصناعية	This course is designed to deliver participants full awareness of the Industrial Security Operations and the measures taken to protect industrial installations, facilities, and assets from a wide range of threats, including theft, vandalism, sabotage, terrorism, and other criminal activities.

MA36	Behaviour Based Safety (BBS) / Changing Safety Behaviour	إدارة السلوك البشري والحد من الأعمال غير الآمنة	The BBS training Course focuses on reducing hazards, risks, and incidents by observing the behaviour of a person and determining what follows when this behaviour occurs.
MA37	Crisis and Emergency Management	إدارة الأزمات والكوارث	This course is designed to deliver the participants with effective strategic tools to manage crisis and emergency effectively, during this course participants will be awarded regarding emergency management preparedness, mitigation, response, and recovery from incidents with a focus on saving lives and preserving property.
MA38	Emergency & Contingency Planning	كيفية إعداد خطط الطوارئ والازمات	This course is designed to support participants with required tools to be able to develop emergency & contingency plan at their sites, during this course participants will be exercised on many scenarios and brainstorm a list of potential risks the organisation faces and conduct risk analysis on each one. Participants discuss possible risks, analyse the risk impact of each one and propose courses of action to increase their overall preparedness.
MA39	Incident Command System (ICS)	نظام إدارة الحوادث	The Incident Command System course is designed to deliver the participants a full awareness of the standardised system to manage incident as the ICS is the model tool for command, control, and coordination of a response and provides a means to coordinate the efforts of individual agencies as they work toward the common goal of stabilizing the incident and protecting life, property, and the environment. Participants may select different ICS courses (ICS 100, ICS 200, ICS 300 & ICS 400)

MA40	**Incident Investigation & Reporting**	التحقيق في الحوادث وإعداد التقارير	**Incident investigation is a structured process used to report, track, and find the cause of incidents, involving a formal strategy to investigate the incident, document the investigation, track progress, and analyse investigation data to identify and control for repeat incidents.**
MA41	**Hazard Analysis and Critical Control Points - HACCP**	تحليل المخاطر ونقاط التحكم الحرجة	**The training course "Hazard Analysis Critical Control Points (HACCP)" is designed to provide the framework for monitoring the total food system, from harvesting to consumption, to reduce the risk of foodborne illness**
MA42	**Hazard Communication and GHS**	التصنيف العالمي الموحد لتصنيف وترميز المواد الكيميائية	**Training Course "Global Harmonised System, GHS is an international approach to hazard communication which provides standardized requirements for container labelling and Safety Data Sheets (SDS).**
MA43	**HAZID Study Awareness**	تحديد الأخطار	**Hazard Identification course delivers the participants with a repetitive and proactive learning behaviour on risky situations in the workplace and how to handle them properly. Generally, it revolves around hazard communication, worker involvement, personal protective equipment, and emergency response.**
MA44	**HAZOP Study Awareness**	دراسة المخاطر وقابلية التشغيل	**This training course provides participants with the awareness of HAZOP Study which provides qualitative estimates to understand risk exposure to people, Assets and environment.**

MA45	Quantitative & Qualitative Risk Assessment	تقييم المخاطر الكمية والكيفية	The goal of this course is to deliver the participants awareness on the process of conducting both qualitative and quantitative risk assessments in the process industry. There are times in a process industry when more sophisticated risk assessment methods are required. Regulations occasionally require the preparation of reports with extremely thorough risk assessments, far more than what can be accomplished with a five-step method.
MA46	Root Cause Analysis - RCA	تحليل السبب الجذري	Participants in the Root Cause Analysis (RCA) Training course will learn about the technique of for determining and assessing the root causes of issues in order to determine potential solutions or avoid these issues.
MA47	Risk Assessment in Healthcare	تقييم المخاطر في الرعاية الصحية	During this course participants will learn how to carry out a risk assessment in order to identify the risks and hazards at workplace especially in clinics, and hospitals that might cause harm to patient/clients, visitors and staff.
MA48	Occupational Health and Safety Training Program in Healthcare	برنامج التدريب على الصحة والسلامة المهنية في الرعاية الصحية	This safety training program encompasses a wide range of safety measures to address potential hazards and promote a healthy, hazard-free work environment, furthermore, provides employees with training on Health & Safety protocols in order to establish a secure environment and minimize the occurrence of accidents, injuries, and fatalities within the workplace.

MA49	Human Factors in Patient Safety Course	دورة العوامل البشرية في سلامة المرضى	This course is designed to deliver participants the necessary skills to reduce risk and avoid unfavourable outcomes, the Human Factors in Patient Safety course raises awareness of risk and error in the workplace.
MA50	Port Environmental Management and Sustainability	إدارة البيئة والاستدامة في الموانئ	This course focuses on energy transition, environmental protection, sustainable portfolio management, and sustainable development policy. It also demonstrates how to lead the way in sustainable solutions and efficiently lessen environmental impact through focused efforts
MA51	Hazardous Material Management	إدارة المواد الخطرة	The Hazardous Material Management course gives participants the know-how and abilities needed to handle chemicals and hazardous materials safely. Participants will obtain a thorough understanding of important concepts like chemical identification, safe handling procedures, transportation and storage strategies, total quality management, chemical safety regulations, and emergency management through a combination of theoretical learning and hands-on applications.
MA52	Hazardous waste Management in Chemical Industries	إدارة المخلفات الخطرة في الصناعات الكيماوية	Participants in this course will gain knowledge about the different kinds of contaminants and the latest approaches to reducing or eliminating them, as well as how to use safe, non-hazardous products in their business and dispose of hazardous and non-hazardous waste in an environmentally responsible manner. The goal of this training program is to enable participants to take charge of their environmental health and safety by teaching them

			how to manage pollution and hazardous waste in safe manner
MA53	Naturally Occurring Radioactive Materials (NORM)	المواد المُشعة الطبيعية الناتجة عن صناعة النفط والغاز	The purpose of the Naturally Occurring Radioactive Material (NORM) training course is to teach participants on the hazards to their health, the locations of NORM, applied radiation, and other related topics. Upon completion of this course, participants will possess the ability to appropriately identify and utilize appropriate personal protective equipment in order to avert and lessen potential risks and hazards.
MA54	Environmental Impact Assessment	تقييم الأثر البيئي	The Environmental Impact Assessment training course provides the necessary knowledge, concepts, and good practices about managing environmental and social impacts resulting from development projects. This is a process of evaluating the likely environmental and social impacts of a proposed project or development, considering inter-related socio-economic, cultural, and human-health impacts, both beneficial and adverse.

MA55	Life cycle Assessment (LCA)	تقييم دورة حياة المنتج LCA	The training course gives participants comprehensive awareness of life cycle assessment (LCA). The LCA is a tool to measure the environmental impacts of a product, service, or system from cradle to grave. It can help you identify opportunities to reduce your environmental footprint, improve your resources efficiency, and communicate your sustainability performance.

Specialized Courses

	Course Name (English)	Course Name (Arabic)	Course Description
MA56	Artificial Intelligence and its applications	الذكاء الصناعي وتطبيقاته	The course aims to cultivate a critical mindset towards AI applications, an awareness of ethical and practical obstacles, a method for staying updated on AI advancements, and the skill to apply knowledge across different fields, such as disaster preparedness, sustainable growth, and human well-being
MA57	Carbon Footprint Calculation and Reporting	حساب البصمة الكربونية وإعداد التقارير	Participants will gain the necessary knowledge to calculate their organization's carbon footprint through this course. This Course emphasizes practical emission reduction in an evolving environment, delving into detailed carbon footprint analysis, identification and adjustments for Scope 3 emissions, and more. This course emphasizes methods for reporting carbon footprint within the broader business context, prioritizing employee and stakeholder engagement while achieving tangible results.

MA58	Sustainable Development Goals & Sustainability Reports	أهداف التنمية المستدامة وإعداد تقارير الاستدامة	This training program delves into the worldwide sustainability issues addressed by the Global Goals while outlining the benefits for businesses that engage with the SDGs. It describes the significance of sustainability reporting and its contribution to sustainable development and the attainment of the SDGs. Furthermore, it interprets the ongoing trends, difficulties, and opportunities encountered by organizations regarding reporting on the SDGs.
MA59	Rationalization and Energy Efficiency in the industrial sector	ترشيد وكفاءة الطاقة في القطاع الصناعي	This course has been designed to highlight the large amount of energy that is being used by Industry. By the end of this course candidate will learn how Industrial energy consumption can be reduced by 10–20% through better energy management practices and by adoption of suitable energy efficient technologies.
MA60	Electronic Waste Management	إدارة المخلفات الالكترونية	The training course for E-Waste Collection and Management System imparts essential concepts, information, and best practices for ensuring the safe handling and disposal of electronic waste. The course aims to assist individuals responsible for the management, procurement, and supervision of electronic waste in enhancing sustainable development practices within their electronic operations and waste management processes.
MA61	Organic Waste Recycling through PSF	إعادة تدوير المخلفات العضوية من خلال دودة PSF	The training course has been designed to deliver candidates the tools & techniques that will support them in recycling organic waste using PSF

MA62	Organic Waste Recycling through Red Wegglier	إعادة تدوير المخلفات العضوية من خلال دودة Red Wegglier	The training course has been designed to deliver candidates the tools & techniques that will support them in recycling organic waste using Red Wegglier
MA63	Algae Recycling for Organic Farming	إعادة تدوير الطحالب البحرية للزراعة العضوية	This Training course has been designed to deliver candidates the best practice of Algae Recycling for Organic Farming