

PROFESSIONAL TRAINING SOLUTION FROM DDMTC



Deepening Management for Total Consultancy





Deepening Management for Total Consultancy

Professional Training Solution From Dmtc



Soft Skills Training and Courses

Our Soft Skills Training and Courses are designed to enhance the interpersonal and communication abilities of your team. These courses cover essential skills such as effective communication, emotional intelligence, teamwork, conflict resolution, and time management. By improving these soft skills, employees can interact more harmoniously and efficiently, leading to a more collaborative and productive work environment. Our training helps individuals build stronger relationships, increase their adaptability, and contribute positively to the organizational culture.

Soft Skills Training And Courses

▶ **Advanced Organizational Communication Program**

Master advanced communication strategies to enhance clarity and efficiency throughout your organization.

▶ **Competent Manager**

Equip yourself with essential skills to manage teams successfully and meet organizational goals.

▶ **Customer Satisfaction Training**

Learn strategies to enhance customer service and boost satisfaction levels.

▶ **Effective Leadership Skills**

Cultivate key leadership qualities that inspire and motivate teams to achieve excellence.

▶ **Development of Good Communication Skills**

Learn to convey information clearly and effectively in various professional settings.

▶ **Creative Problem Solving**

Develop innovative solutions to complex challenges through creative thinking.

▶ **Developing Competencies Framework Workshop**

Create a structured competencies framework aligned with your organizational goals

▶ **Effective Sales Coaching**

Enhance sales strategies and techniques to improve performance and revenue.

SOFT SKILLS TRAINING AND COURSES



Organizational Ethics & Values

Foster a strong ethical culture by aligning company values with daily operations.



Effective Facilitation Skills

Gain skills to lead discussions and workshops that produce meaningful outcomes.



Leading Leaders Training

Empower senior leaders to innovate and drive success at the highest levels



Organizational Development & Change Management:

Navigate and lead change with strategic approaches and best practices.



Problem Solving & Decision Making

Enhance your ability to analyze issues and make timely and effective decisions.



Professionalism in the Workplace

Promote a professional work environment with standards that reflect respect and responsibility.



Strategic Sales Planning

Develop strategic plans that effectively target and capture your desired market segment.



Effective Supervisory Skills

Build essential skills to supervise and lead teams towards productivity and success.

SOFT SKILLS TRAINING AND COURSES

1

Talent Management

Implement strategies to attract, develop, and retain top talent.

2

Team Building

Strengthen team dynamics and improve performance through effective team-building activities.

3

Technical Report Writing

Learn to convey complex information clearly and concisely.

4

Time Management

Improve your productivity and efficiency by mastering time management techniques.

5

Train the Trainer:

Equip potential trainers with the skills necessary to deliver engaging and effective training sessions.

6

Professional Coaching

Develop coaching skills to enhance the performance and potential of others.

7

Working Effectively with Your Manager

Strengthen your relationship with management through effective communication and strategy alignment.

8

Uplifting Organizational Performance by Enhancing Skills and Competencies

Drive organizational success by elevating the skills and competencies of your workforce.

▶ **Executive Retreat and Team Building (Outdoor)**

Combine leadership development and team-building in a refreshing outdoor setting.

▶ **Setting Smart Objectives with Balance Scored**

Learn to set and achieve balanced SMART objectives that align with business strategy.

▶ **Professional Negotiators Training**

Advanced training for professionals to enhance negotiation skills in high-stakes environments.

▶ **Sales Academy Course**

Comprehensive sales training covering everything from fundamentals to advanced sales techniques.



Soft Skills Training And Courses

▶ **Integrated Performance Management System to Excellence**

Implement and maintain a performance management system that drives business excellence.

▶ **Negotiation Skills Course**

Master negotiation techniques to secure favorable outcomes in various business scenarios.

▶ **The Skill Development of Employees in Training Departments**

Enhance the effectiveness of your training department with targeted skill development.

▶ **Crisis Management Training**

Prepare for and effectively manage crises to minimize impact on your organization.

SOFT SKILLS TRAINING AND COURSES

▶ **Human Resources Academy**

Comprehensive training covering all aspects of HR from recruitment to retirement.

▶ **Conflict Management Course**

Learn strategies to manage and resolve conflicts constructively

▶ **Blue Ocean Strategy (English and Arabic):**

Explore strategic moves to create uncontested market space and make the competition irrelevant.

▶ **Business Etiquette Course**

Master the protocols of business etiquette to enhance professional interactions.

▶ **Comprehensive Leadership Program**

An extensive course designed to develop transformative leadership skills across all levels

▶ **Delegation & Empowerment:**

Empower your team through effective delegation techniques that foster trust and improve efficiency.

▶ **Employee Motivation**

Techniques and strategies to motivate your workforce effectively and sustain high performance.

▶ **Effective Blended Learning**

Design and deliver blended learning programs that combine digital and traditional learning methods.

▶ **Effective Creative Thinking**

Cultivate a mindset that encourages innovation and creative problem-solving across all areas of your business.

▶ **Emotional Intelligence (EI)**

Developing the ability to understand and manage personal emotions and relationships effectively.

▶ **Cultural Competence**

Training on working effectively in diverse cultural contexts.

▶ **Mindfulness and Stress Reduction**

Techniques for managing stress and maintaining well-being in the workplace.

▶ **Assertiveness Training**

Help individuals communicate confidently and assert their points of view without aggression.

▶ **Influencing Skills**

The art of influencing others and gaining support for one's ideas.

▶ **Active Listening**

Enhance your ability to fully concentrate, understand, respond, and remember what is being said in conversations.

▶ **Resilience Training**

Build the capacity to recover quickly from difficulties and adapt to change.



Soft Skills Training And Courses

SOFT SKILLS TRAINING AND COURSES



SOFT SKILLS TRAINING AND COURSES



Public Speaking and Presentation Skills

Delivering compelling presentations and speaking confidently in public.



Work-Life Balance

Managing personal and professional responsibilities for a balanced life.



Creativity and Innovation Workshops

Fostering creative thinking and innovative problem-solving.



Facilitation Skills for Productive Meetings

Leading meetings that are effective, inclusive, and outcome-oriented.

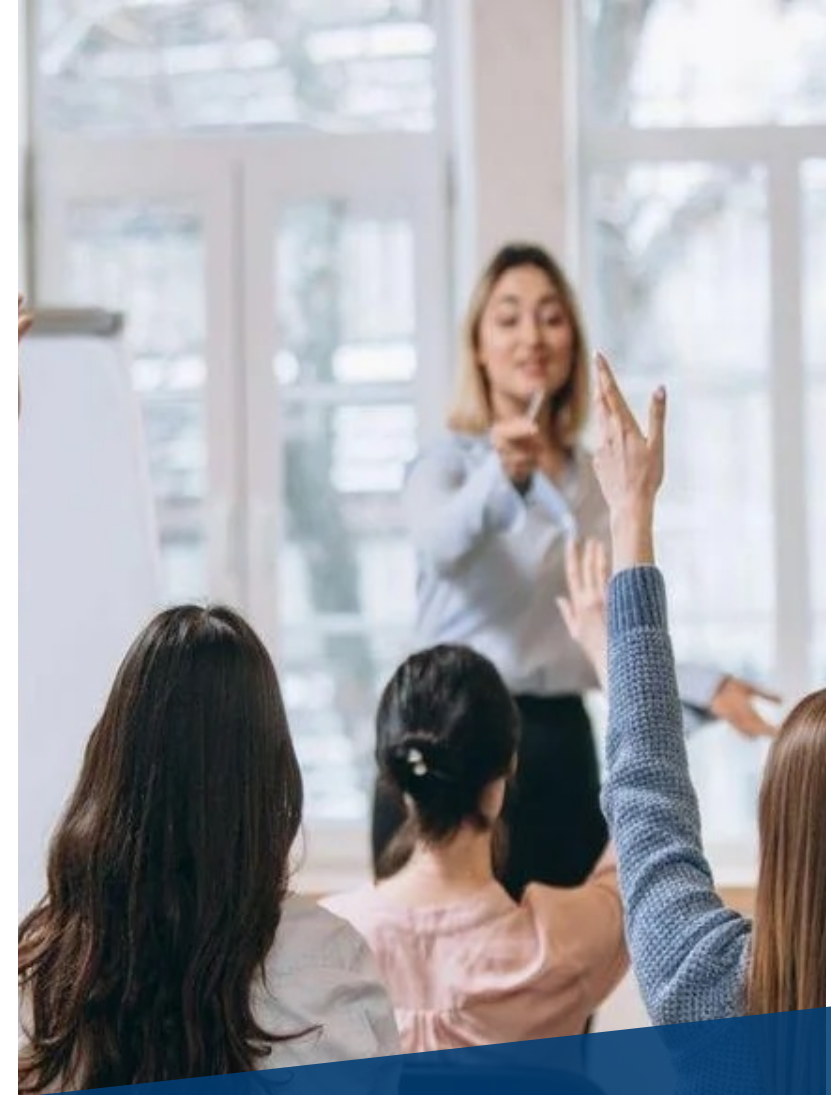


Managing Upwards

Building a productive relationship with one's superiors.

Business and Management Training Courses

Our Business and Management Training Courses aim to equip leaders and managers with the strategic thinking, decision-making, and leadership skills needed to drive organizational success. These courses cover topics such as strategic planning, financial management, project management, and leadership development. By participating in these programs, managers and aspiring leaders can gain the tools and knowledge necessary to navigate complex business environments, foster innovation, and lead their teams effectively towards achieving business goals.





BUSINESS AND MANAGEMENT TRAINING COURSES

▶ **Strategy, Solution, Goal, and Success**

Explore the interconnection between strategic planning, goal setting, solution finding, and achieving success in business operations.

▶ **Organizational Development and Change Management**

Gain insights on how to effectively manage and implement change within an organization to optimize performance and adapt to new challenges

▶ **Setting Goals and Objectives**

Learn the techniques for setting measurable, achievable, relevant, and time-bound (SMART) goals that align with organizational strategy.

▶ **Strategic Planning**

Master the art of developing long-term strategies that synchronize market opportunities with organizational capabilities and goals.

▶ **Organizational Behavior**

Understand the dynamics of behavior within organizations and learn how to positively influence corporate culture and employee relations.

▶ **Business Ethics, Laws, and Practice**

Delve into the ethical considerations and legal frameworks that govern business conduct, fostering a responsible and compliant corporate environment.

BUSINESS AND MANAGEMENT TRAINING COURSES

► **Project Management Principles**

Develop foundational skills in project management, including planning, executing, monitoring, and closing projects efficiently.

► **Purchasing Management**

Focus on the acquisition of goods and services, including strategies for effective buying, supplier management, and cost control.

► **Financial Management**

Understand financial strategies and accounting principles to optimize profitability and ensure compliance.

► **Risk Management**

Identify, analyze, and mitigate risks in business operations to safeguard assets and maximize opportunities.

► **Operations Management**

Explore the fundamentals of operations planning, productivity improvement, and quality assurance.

► **Human Resources Management**

Cover all aspects of managing an organization's most valuable assets—its people, from recruitment to retirement.

► **Marketing Management**

Strategies for effective marketing and brand management to enhance market presence and customer engagement.



BUSINESS AND MANAGEMENT TRAINING COURSES

▶ **Supply Chain Management**

Optimize the flow of goods and services from procurement to distribution to maximize customer value and gain a competitive advantage.

▶ **Corporate Social Responsibility (CSR)**

Integrate CSR into business operations to enhance corporate reputation and contribute to sustainable development.

▶ **Business Intelligence and Analytics**

Utilize data analytics tools and techniques to make informed business decisions and improve operational efficiency.

▶ **Digital Transformation and Innovation**

Understand the impact of digital technology on business processes and learn how to innovate in a digitally evolving landscape.

▶ **Leadership and Corporate Governance**

Enhance leadership skills and understand the frameworks that govern the conduct of an organization's board of directors and executives.

▶ **Customer Relationship Management (CRM)**

Techniques to manage a company's interactions with current and potential customers, optimize relationships, and increase sales.

▶ **International Business and Trade**

Understand the dynamics of global markets and learn strategies for managing international operations.

Business Series Training Courses

The Business Series Training Courses focus on providing comprehensive knowledge and practical skills across various business functions. These courses include training on business analysis, operations management, customer service excellence, and business continuity planning.

Designed for professionals at all levels, these courses help participants understand key business concepts, improve operational efficiency, and develop strategies that enhance overall business performance and resilience.



► **Business Planning**

Learn to develop robust business plans that outline your organization's strategic direction, resource allocation, and pathways for growth.

► **Business Network**

Master networking techniques that can expand your professional connections and open up new business opportunities.

► **Business HRM (Human Resource Management):**

Explore strategies for managing an organization's workforce effectively to maximize employee performance and ensure compliance.

► **Business Writing**

Enhance your professional writing skills to create clear, persuasive, and effective business documents, from emails to reports.

► **Business Strategy**

Gain insights into strategic management processes to formulate, implement, and evaluate cross-functional decisions that enable an organization to achieve its objectives.

► **Business Teams**

Develop skills to build, manage, and lead high-performing teams that can effectively collaborate to achieve business goals.

Business Series Training Courses

▶ **Business Presentations**

Learn to design and deliver impactful presentations that can persuade and inform audiences effectively in business settings.

▶ **Business Ethics**

Explore ethical issues in business, understand regulatory requirements, and learn how to maintain integrity and trust in all business dealings.

▶ **Business Decisions**

Understand decision-making processes in a business context, including tools and techniques to make informed strategic choices.

▶ **Business Innovation:**

Encourage a culture of innovation within your organization by learning about innovation management frameworks and practices that foster new ideas.

▶ **Analyze Business Cases**

Acquire skills to analyze business cases critically, deriving insights and practical solutions from real-world business scenarios.

▶ **Customer Service Excellence**

Focus on enhancing customer service skills to improve client satisfaction, loyalty, and business performance.



Business Series Training Courses

Business Series Training Courses



Financial Literacy for Business Leaders

Provide business leaders with fundamental financial knowledge necessary to understand the fiscal aspects of running a business.



Sustainability in Business

Learn how to integrate sustainable practices into business operations to meet current needs without compromising future resources.



Digital Marketing for Business

Understand the dynamics of digital marketing, including social media, content marketing, and online advertising to boost visibility and engagement.

Human Resources Training Courses

Our Human Resources Training Courses are tailored to meet the needs of HR professionals looking to enhance their skills in managing and developing an organization's most valuable asset – its people. These courses cover areas such as talent acquisition, performance management, employee relations, compliance, and HR analytics. Through these programs, HR practitioners can stay updated with the latest trends and best practices in the field, ensuring they can effectively support and contribute to their organization's strategic objectives.



HUMAN RESOURCES TRAINING COURSES

▶ **Employee Relations**

Learn strategies to foster a positive work environment through effective employee relations practices that mitigate conflicts and enhance worker satisfaction.

▶ **HR Skills**

Develop core competencies in human resources, including recruitment, workforce planning, and employee management.

▶ **HR Management Best Practices**

Explore industry-standard best practices in HR to optimize your HR operations and ensure compliance with legal and ethical standards.

▶ **HR Strategy**

Craft strategic HR plans that align with organizational goals, enhancing workforce capabilities and driving organizational success.

▶ **Succession Planning and Career Development**

Gain insights into creating systematic processes to identify and develop future leaders within your organization while ensuring critical roles remain filled with competent talent.

▶ **Employee Engagement**

Learn methods to increase employee engagement, which can lead to higher job satisfaction, productivity, and retention rates.

▶ **Recruitment, Selection, and Retention Program**

Master the techniques for attracting, hiring, and retaining the right talent to create a stable and motivated workforce.

► **Compensation & Reward Management**

Understand how to develop and manage a compensation system that attracts and retains employees while aligning with budgetary constraints and organizational goals.

► **Effective Manpower Planning**

Equip yourself with the tools to forecast and plan your workforce requirements to efficiently meet your business needs.

► **Diversity and Inclusion**

Address strategies for creating and nurturing an inclusive workplace where diversity is seen as a valuable asset.

► **Performance Management Systems**

Design and implement effective performance management systems that motivate employees and drive business results.

► **HR Compliance and Risk Management**

Understand the legal aspects of HR management, focusing on compliance with employment laws and regulations to mitigate risks.

► **Change Management**

Equip HR professionals with the skills to manage and facilitate change within organizations effectively.

► **Workforce Analytics**

Utilize HR data to make informed decisions about talent management, workforce planning, and improving HR policies.

► **Health and Wellness Programs**

Learn to design and manage employee wellness programs that promote health and well-being in the workplace, reducing healthcare costs and improving employee productivity.



HUMAN RESOURCES TRAINING COURSES

ISO Training Courses

Our Business and Management Training Courses aim to equip leaders and managers with the strategic thinking, decision-making, and leadership skills needed to drive organizational success. These courses cover topics such as strategic planning, financial management, project management, and leadership development. By participating in these programs, managers and aspiring leaders can gain the tools and knowledge necessary to navigate complex business environments, foster innovation, and lead their teams effectively towards achieving business goals.

▶ **ISO 9001 2008 QMS Auditor Lead Auditor Training Course**

Gain comprehensive knowledge and skills to perform first, second, and third-party audits of Quality Management Systems (QMS) against ISO 9001:2008, in accordance with ISO 19011 and ISO/IEC 17021.

▶ **ISO 14001 EMS Auditor Lead Auditor Training Course**

Training Course: Develop expertise in performing environmental management system (EMS) audits, learning to assess compliance with ISO 14001 standards and understanding the principles of effective environmental management.

▶ **ISO 22000 FSMS Auditor Lead Auditor Training Course**

Learn to conduct food safety management audits by understanding the requirements of ISO 22000, and acquiring the skills to assess an organization's ability to manage food safety hazards and risks.

▶ **ISO 9001 Certified-Lead Auditor Four-Page Brochure**

This brochure provides an overview of the ISO 9001 Lead Auditor course, outlining key learning outcomes, course structure, and the certification process for prospective auditors.

▶ **ISO 14001 Certified-Lead Implementer Four-Page Brochure**

Detailed insights into the role of a Lead Implementer for ISO 14001, focusing on the practical aspects of implementing an effective environmental management system within an organization.



ISO TRAINING COURSES

▶ **ISO 22000 Certified-ISO-Lead Implementer Four-Page Brochure**

An informative guide on becoming a lead implementer of ISO 22000, emphasizing the steps and strategies involved in setting up a compliant and effective Food Safety Management System (FSMS).

▶ **ISO 45001: Occupational Health and Safety Management Systems Training**

Understand the elements of ISO 45001 and learn how to implement and audit an effective occupational health and safety management system.

▶ **ISO 27001: Information Security Management Systems Auditor/Lead Auditor Training**

Master the techniques for auditing information security management systems (ISMS) to ensure data privacy, IT security, and compliance with ISO 27001 standards.

▶ **ISO 13485: Medical Devices Quality Management Systems Training**

Dive into the specifics of ISO 13485, focusing on quality management systems for the design and manufacture of medical devices, enhancing compliance and product quality.

▶ **ISO 31000: Risk Management Training**

Gain insights into risk management frameworks and practices, learning how to use ISO 31000 standards to enhance risk assessment and mitigation strategies in various organizational contexts.

▶ **ISO 50001: Energy Management Systems Implementation and Auditing**

Explore the fundamentals of designing and implementing energy management systems that improve energy efficiency, reduce costs, and ensure compliance with ISO 50001.



ISO TRAINING COURSES

Management Skills Training Courses

Our Management Skills Training Courses focus on developing the core competencies required for effective management. These courses include training on critical skills such as delegation, performance coaching, team building, and problem-solving. By enhancing these management skills, participants can become more effective leaders who inspire their teams, manage resources efficiently, and drive continuous improvement within their departments and organizations.



MANAGEMENT SKILLS TRAINING COURSE



► **Negotiation Skills**

Develop key strategies and tactics to negotiate effectively, ensuring win-win outcomes while maintaining positive relationships with all parties.

► **Effective Delegation**

Master the art of delegating tasks efficiently to empower team members, enhance productivity, and focus on critical management responsibilities.

► **Leadership Skills**

Explore fundamental leadership principles and practices to inspire and influence your team effectively.

► **Effective Leadership Program**

A comprehensive course designed to cultivate advanced leadership capabilities, focusing on strategic thinking, innovation, and organizational change.

► **Team Building**

Learn techniques to foster a collaborative environment that enhances team cohesion and drives collective success.

► **Presentation Skills:**

Enhance your ability to deliver compelling and persuasive presentations that captivate and engage audiences.

► **Communication Skills**

Develop effective verbal and non-verbal communication techniques to improve clarity and prevent misunderstandings.

► **Advanced Organizational Communication Program**

Dive deeper into organizational communication strategies to improve internal communication structures and external corporate communications.

► **Problem Solving & Decision Making Skills**

Equip yourself with critical thinking and analytical skills to identify solutions and make informed decisions swiftly and effectively.

► **Creative & Innovative Thinking**

Foster creativity and innovation within your team or organization to solve complex problems and generate new ideas.

A large graphic on the left side of the page. It features a central circle with the text 'MANAGEMENT SKILLS TRAINING COURSE' inside. The circle is surrounded by several concentric white lines. A vertical line extends from the top and bottom of the circle, passing through the center of the page.

MANAGEMENT SKILLS TRAINING COURSE

▶ **Building High-Performance Team**

Learn how to assemble and manage high-performing teams that exceed organizational expectations and achieve ambitious goals.

▶ **Basic Supervisory Skills**

Introduce new supervisors to the essential skills needed to manage teams, including task delegation, performance management, and effective communication.

▶ **Intermediate Supervisory Skills**

Build on basic supervisory skills with intermediate strategies for managing complex team dynamics and improving team performance.

▶ **Advanced Supervisory Skills**

For experienced supervisors, this course focuses on strategic leadership and advanced management techniques.

▶ **Managing Work Stress**

Develop strategies to identify stressors and implement effective coping mechanisms to maintain well-being and productivity in the workplace.

▶ **Managing Conflict**

Acquire skills to handle and resolve conflicts constructively without compromising professional relationships.

▶ **Time Management Skills**

Learn to prioritize tasks, manage time effectively, and boost personal and team productivity.



MANAGEMENT SKILLS TRAINING COURSE

► **Technical Writing**

Focus on the skills required to create clear, concise, and effective technical documents for various professional settings.

► **Change Management**

Understand the processes involved in preparing for, managing, and reinforcing change to ensure smooth transitions and successful outcomes.

► **Emotional Intelligence for Managers**

Harness emotional intelligence to enhance personal insights, understand team emotions, and improve leadership effectiveness.

► **Coaching Skills for Managers**

Equip managers with coaching techniques that foster talent development and encourage a continuous learning culture.

► **Strategic Thinking and Execution**

Develop the ability to think strategically, plan effectively, and execute plans to drive successful business outcomes.

► **Performance Management**

Learn how to design and implement effective performance management systems that motivate employees and support organizational goals.

Marketing Courses

The Marketing Courses offer comprehensive training on modern marketing strategies and techniques. These courses cover digital marketing, brand management, market research, and customer relationship management. Designed for marketing professionals and business owners, these programs equip participants with the skills needed to create compelling marketing campaigns, understand consumer behavior, and utilize data-driven insights to make strategic marketing decisions that enhance brand visibility and drive business growth.



MARKETING-RELATED TRAINING COURSES



▶ **Marketing Matrix**

Learn to apply various marketing matrices and models to analyze product positioning, market growth strategies, and competitive landscapes.

▶ **Customer Relationship Management (CRM)**

Master techniques to manage your interactions with current and potential customers, enhance business relationships, and increase retention and sales.

▶ **Advanced Marketing & Brand Management**

Delve into advanced strategies for building and sustaining strong brands, including brand positioning, equity, and lifecycle management.

▶ **Sales Techniques**

Explore effective sales methodologies and techniques to boost sales performance, including consultative selling and solution-oriented approaches.

▶ **Public Relation Management**

Understand the principles and practices of public relations, including strategies to enhance public perception and manage media relations.

▶ **Customer Satisfaction**

Gain insights into measuring and enhancing customer satisfaction levels to foster loyalty and repeat business.

▶ **Consumer Behavior**

Study the psychological, social, and cultural aspects of consumer behavior to better predict and influence purchasing decisions.

▶ **Marketing for Service Organizations**

Specialized marketing strategies tailored for service-based industries, focusing on service marketing triangles, relationship marketing, and service quality.

▶ **Managing Campaigns:**

Learn the essentials of planning, executing, and monitoring marketing campaigns that effectively use various channels and tactics.

▶ **Advertising & Media Planning**

Understand the fundamentals of creating effective advertising strategies and planning media buys to optimize reach and engagement.

MARKETING-RELATED TRAINING COURSES



▶ **Analyzing Business Market & Business Buying Behavior**

Explore the complexities of the business-to-business market environment, including organizational buying behavior, procurement processes, and contract management.

▶ **Dealing with Competition**

Learn strategies to analyze competitors and develop competitive advantages in various market scenarios.

▶ **Developing Market Strategies**

Craft comprehensive market strategies based on market analysis, segmentation, targeting, and positioning for products and services.

▶ **Digital Marketing**

Covers all aspects of digital marketing, including search engine optimization, social media, email marketing, and digital advertising.

▶ **Content Marketing**

Learn how to strategize, create, distribute, and analyze content that attracts and retains a clearly-defined audience.

▶ **Mobile Marketing**

Explore mobile marketing strategies and technologies to engage with consumers on their mobile devices.

▶ **E-commerce Marketing**

Strategies for driving sales through online platforms, focusing on optimizing user experience, conversion rates, and leveraging analytics.

▶ **Global Marketing**

Learn how to expand and manage marketing strategies in a global marketplace, including considerations for cultural differences and global branding.

▶ **Sustainable Marketing**

Integrating sustainability into marketing practices to appeal to environmentally conscious consumers and comply with regulations.

▶ **Influencer Marketing**

Understanding how to effectively engage with and leverage influencers to amplify brand messaging and reach.

A woman with long dark hair is standing at the front of a room, gesturing with her hands as if presenting. She is in front of a whiteboard. The background shows large windows with a view of trees.

Professional Series Training Courses

A group of people are seated around a table in a meeting room. They are looking towards the center of the table, suggesting a collaborative discussion or meeting.

Our Professional Series Training Courses are designed to provide specialized knowledge and skills across various professional domains. These courses include training on project management, IT and cybersecurity, finance and accounting, and legal compliance. Tailored for professionals seeking to advance their careers, these programs offer practical insights and best practices that can be directly applied to their respective fields, ensuring they stay competitive and proficient in their professional roles.



PROFESSIONAL SERIES TRAINING COURSES

▶ **Professionalism in the Workplace**

Learn the key elements of professional behavior, including etiquette, integrity, and communication skills that enhance workplace interactions and reputation.

▶ **Professional Negotiator:**

Master negotiation strategies and tactics to achieve optimal outcomes while maintaining strong professional relationships.

▶ **Professional Leader**

Develop leadership qualities that inspire and motivate teams, driving performance and fostering a positive organizational culture.

▶ **Professional Manager**

Equip managers with the skills necessary to effectively manage people, projects, and processes to meet organizational goals.

▶ **Professional Coach and Mentor**

Learn coaching and mentoring techniques to support and develop others, enhancing their skills and career progression.

▶ **Professional Sales Person**

Focus on advanced sales techniques and customer service skills to consistently meet and exceed sales targets.

▶ **Professional Interviewer**

Gain insights into conducting effective interviews, assessing candidates accurately, and making informed hiring decisions.

PROFESSIONAL SERIES TRAINING COURSES

► **Professional Communication Skills**

Enhance communication skills that are essential for success in professional settings, including listening, speaking, writing, and presenting.

► **Professional Conflict Resolution**

Learn methods to handle workplace conflicts professionally, ensuring they are resolved in a way that maintains relationships and productivity.

► **Professional Ethics and Compliance**

Understand the ethical considerations and compliance requirements relevant to various professional fields to ensure integrity and lawful conduct.

► **Professional Project Management**

Cover the essentials of project management from planning to execution, focusing on delivering projects on time, within budget, and according to specifications.

► **Professional Customer Service**

Develop skills to deliver exceptional customer service that enhances client satisfaction and loyalty.

► **Professional Business Writing**

Learn how to craft clear, concise, and effective business documents that meet professional standards and communicate effectively.

► **Professional Time Management**

Master techniques for managing time effectively to increase productivity and reduce stress in professional environments.

► **Professional Change Management**

Equip professionals with the skills to manage and adapt to change within an organization, ensuring they can lead teams through transitions smoothly.

Contact Information

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THANK YOU

