



شركة التميز العالمي للتدريب  
UNIVERSAL EXCELLENCE TRAINING COMPANY

## List of training courses for the year 2025

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# Management, Leadership, Planning, and Strategy

Course Name	Course Code	Language
<b>Certified Strategic Manager</b>	ML1	Arabic ,English
<b>Certified Professional Supervisor (CPS)</b>	ML2	Arabic ,English
<b>Certified KPI Professional</b>	ML3	Arabic ,English
<b>Certified Strategy and Business Planning Professional</b>	ML4	Arabic ,English
<b>Certified Agile Strategy Execution Professional</b>	ML5	Arabic ,English
<b>Certified Balanced Scorecard Management System Professional</b>	ML6	Arabic ,English
<b>Certified Performance Management Professional</b>	ML7	Arabic ,English
<b>Certified Performance Management Systems Audit Professional</b>	ML8	Arabic ,English
<b>Certified OKRs Professional</b>	ML9	Arabic ,English
<b>Certified Innovation Professional</b>	ML10	Arabic ,English
<b>Certified Benchmarking Professional</b>	ML11	Arabic ,English
Strategic Business Planning	ML12	Arabic ,English
Business Strategy and Leadership	ML13	Arabic ,English
Effective Administrative Leadership and Agile Leadership	ML14	Arabic ,English
5Day Innovation Mini MBA	ML15	Arabic ,English
The Art of Risk and Crisis Management	ML16	Arabic ,English
Change Management and Strategic Transformation	ML17	Arabic ,English
Smart Leadership Skills: Analysis, Planning, Execution	ML18	Arabic ,English
Integrated Leadership Program for Senior Executives (10 Days)	ML19	Arabic ,English
Advanced administrative approach to develop work systems and simplify procedures	ML20	Arabic ,English
Strategies for Administrative Planning, Organization, Direction, and Crisis Management	ML21	Arabic ,English
Skills in Delegation, Empowerment, and Effective Administrative Guidance	ML22	Arabic ,English
Certificate in Executive Preparation	ML23	Arabic ,English

Administrative Engineering (Reengineering) and Eliminating Negative Work Habits	ML24	Arabic ,English
Results-Based Leadership	ML25	Arabic ,English
Advanced Supervisory Skills	ML26	Arabic ,English
Creativity in Work and Institutional Excellence	ML27	Arabic ,English
Developing Leadership Skills for Executives	ML28	Arabic ,English
Leadership Communication and Effective Strategic Communication	ML29	Arabic ,English
Managing Institutional Change and Achieving Positive Transformation	ML30	Arabic ,English
Managing High-Performance Teams	ML31	Arabic ,English
Administrative Excellence in Prioritizing and Making Decisions Under Pressure	ML32	Arabic ,English
Strategic Planning and Future Forecasting	ML33	Arabic ,English
Skills for Preparing and Implementing Well-Designed Strategic Plans	ML34	Arabic ,English
Effective Motivation Skills and Achieving Outstanding Performance	ML35	Arabic ,English
Professionalism in Motivating Employees and Increasing Job Loyalty	ML36	Arabic ,English
Delegation and Empowerment Skills	ML37	Arabic ,English
Root Cause Analysis of Problems	ML38	Arabic ,English
The Art of Professional Negotiation and Persuasion Skills	ML39	Arabic ,English
Organizing, Planning, and Leading Operational Processes	ML40	Arabic ,English

## Human Resource Management

Course Name	Course Code	Language
<b>Professional Human Resources Specialist</b>	HR1	Arabic ,English
<b>Certified Professional in Employee Performance Management</b>	HR2	Arabic ,English
<b>Training of Trainers (TOT)</b>	HR3	Arabic ,English
<b>Measuring and Evaluating Return on Investment in Training</b>	HR5	Arabic ,English
<b>Return on Investment in Human Resources</b>	HR6	Arabic ,English
<b>Return on Investment in Employee Retention</b>	HR7	Arabic ,English

Analyzing and Identifying Training Needs	HR8	Arabic ,English
Managing the Training Process and Analyzing and Evaluating Training	HR9	Arabic ,English
Modern Skills in Linking Career Paths with Training Paths	HR10	Arabic ,English
Modern Trends in Career Path Planning and Job Design and Placement	HR11	Arabic ,English
Advanced Management and Modern Trends in Employee Affairs and Career Development	HR12	Arabic ,English
Excellence and Total Quality Management in Human Resources and Administrative Development	HR13	Arabic ,English
Job Analysis and Design and Measuring Human Resource Performance Efficiency	HR14	Arabic ,English
Legal Aspects in Human Resources	HR15	Arabic ,English
Technical and Legal Techniques for Administrative Investigations	HR16	Arabic ,English
Designing and Establishing Compensation and Benefits Policies and Systems	HR17	Arabic ,English
Advanced Onboarding Methods for Integrating New Employees	HR18	Arabic ,English
Common Mistakes in Applying Certain Provisions of the Saudi Labor Law	HR19	Arabic ,English
Succession Planning and Succession Programs	HR20	Arabic ,English
Preparing and Drafting Human Resources Policies and Procedures	HR21	Arabic ,English
Organizing and Planning the Workforce and Preparing Training Plans	HR22	Arabic ,English
Skills for Compensation and Benefits Managers	HR23	Arabic ,English
Building Skills and Competencies Matrices and Human Resource Authorities Matrix	HR24	Arabic ,English
Skills in Drafting Employment Contracts and Their Appendices	HR25	Arabic ,English
Recruitment Skills and Techniques for Conducting Effective Interviews	HR26	Arabic ,English
Employee Affairs: Roles and Responsibilities	HR27	Arabic ,English
Saudi Labor Law and Executive Regulations	HR28	Arabic ,English
Advanced Professional Standards in Performance Evaluation Systems and Employee Development	HR29	Arabic ,English
Professional Skills for Human Resources Management Staff	HR30	Arabic ,English
Skills for Preparing and Planning Workforce Budgets	HR31	Arabic ,English
Excellence in Building Monthly and Annual Human Resources Reports	HR32	Arabic ,English

Talent and Skills Management	HR33	Arabic ,English
Human Resources Planning Systems	HR34	Arabic ,English
Building, Managing, and Measuring Key Performance Indicators (KPIs) and Auditing Human Resource Processes	HR35	Arabic ,English
Advanced Systems for Job Analysis and Description and Organizational Structure Preparation	HR36	Arabic ,English
Excellence and Efficiency in Conducting Interviews, Attracting, and Selecting Talent	HR37	Arabic ,English
Advanced Employee Relations Management	HR38	Arabic ,English
Creativity and Excellence in Employee Satisfaction, Retention Programs, and Measuring Job Satisfaction	HR39	Arabic ,English
Advanced Strategies for Human Resources Managers	HR40	Arabic ,English
Certificate in Motivation and Performance Management	HR41	Arabic ,English
Performance Management in Difficult Times	HR42	Arabic ,English
Human Resources for Non-Human Resources Professionals	HR43	Arabic ,English
Work-Life Balance	HR44	Arabic ,English

## Personal Development and Soft Skills

Course Name	Course Code	Language
Effective Communication Skills	ISSD1	Arabic ,English
Analytical Thinking, Critical Thinking, and Creative Sensitivity	ISSD2	Arabic ,English
Stress Management and Prioritization	ISSD3	Arabic ,English
Personality Types and Their Impact on Human Relationships	ISSD4	Arabic ,English
Achieving Creative Leadership Excellence and Reaching the Pinnacle of Achievement	ISSD5	Arabic ,English
Planning and Organizational Skills	ISSD6	Arabic ,English
Strategies for Personal and Organizational Excellence and Success	ISSD7	Arabic ,English
Teamwork Skills and Effective Collaboration	ISSD8	Arabic ,English
Certification in Structured Analysis and Inferential Decision-Making	ISSD9	Arabic ,English
Emotion Management and Stress Relief	ISSD10	Arabic ,English
The Art of Report Writing and Data Analysis	ISSD11	Arabic ,English



Excellence in Performance and Interpersonal Skills	ISSD12	Arabic ,English
Mind Mapping and Brainstorming	ISSD13	Arabic ,English
Conflict Management Techniques and Adaptability	ISSD14	Arabic ,English
Defining and Formulating SMART Goals and Implementation Follow-Up	ISSD15	Arabic ,English
Emotional Intelligence	ISSD16	Arabic ,English
Dynamics of Effective Communication and Body Language Psychology	ISSD17	Arabic ,English
Advanced Professional Writing Skills	ISSD18	Arabic ,English
Public Speaking, Presentation Skills, and the Art of Impactful Appearance	ISSD19	Arabic ,English
Psychology of Effective Communication, Influence, Persuasion, and Negotiation Strategy Execution	ISSD20	Arabic ,English
Competence in Dealing with Issues, Problems, Crises, and Building Trust in the Workplace	ISSD21	Arabic ,English
Root Causes analysis and Decision Making	ISSD22	Arabic ,English
Positive Thinking and Self-Confidence Skills	ISSD23	Arabic ,English
Self-Management Skills	ISSD24	Arabic ,English
Speed Reading Skills	ISSD25	Arabic ,English
Time Management Skills	ISSD26	Arabic ,English
The Six Thinking Hats and Problem Solving	ISSD27	Arabic ,English
Skills for Working in a Multicultural Environment	ISSD28	Arabic ,English
Harassment, Violence, and Safety in the Workplace	ISSD29	Arabic ,English
Work Ethics	ISSD30	Arabic ,English

## Project Management

Course Name	Course Code	Language
Introduction to Project Management	PM1	Arabic ,English
PMP: Preparatory Program for Project Management Professional	PM2	Arabic ,English
Project Management and Control Systems	PM3	Arabic ,English
Certificate of Excellence in Project Management	PM4	Arabic ,English

Certificate in Managing and Leading Multiple Projects	PM5	Arabic ,English
Certificate in Project Portfolio Management	PM6	Arabic ,English
Risk Analysis and Management in Projects	PM7	Arabic ,English
Professional Project Management According to PMI Standards	PM8	Arabic ,English
Strategic Analysis and Performance Management in Projects	PM9	Arabic ,English
Project Resource Planning	PM10	Arabic ,English
Project Management Office PMO	PM11	Arabic ,English
Project Management and Supervision of Consultants and Contractors	PM12	Arabic ,English
Project Management Skills for Non-Project Managers	PM13	Arabic ,English

## Quality Assurance and Continuous Improvement

Course Name	Course Code	Language
<b>(LSSYB) Yellow Belt (Lean Six Sigma)</b>	QP1	Arabic ,English
<b>(LSSGB) Green Belt (Lean Six Sigma)</b>	QP2	Arabic ,English
<b>(LSSBB) Black Belt (Lean Six Sigma)</b>	QP3	Arabic ,English
<b>ISO 9001:2015 Quality Management System</b>	QP4	Arabic ,English
<b>(Certified Quality Auditor - CQA) Certified Quality Auditor</b>	QP5	Arabic ,English
<b>Certified Manager of Quality/Organizational Excellence (CMQ/OE)</b>	QP6	Arabic ,English
Total Quality Management and Continuous Improvement	QP7	Arabic ,English
Quality Control and Assurance in Projects	QP8	Arabic ,English
Quality and Internal Auditing	QP9	Arabic ,English
Streamlining Procedures and Improving Performance under Total Quality Methodology	QP10	Arabic ,English
Kaizen Concepts and Rules for Continuous Improvement	QP11	Arabic ,English
Developing Skills of the Quality Auditor	QP12	Arabic ,English

## Purchasing, Warehousing, and Supply Chains

Course Name	Course Code	Language
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<b>Certified Supply Chain Professional (CSCP)</b>	<b>PIL1</b>	<b>Arabic ,English</b>
<b>Certified Professional in Supply Management (CPSM)</b>	PIL2	Arabic ,English
<b>Certified Professional in Supplier Performance</b>	PIL3	Arabic ,English
Modern Trends in Electronic Purchasing Management E-Purchasing	PIL4	Arabic ,English
Government Procurement and Contract Management	PIL5	Arabic ,English
Managing supplier qualification, monitoring their performance and compliance with contracts	PIL6	Arabic ,English
Effective Negotiation Skills in Contracts and Purchasing	PIL7	Arabic ,English
Enhancing Local Content in Supply Chains	PIL8	Arabic ,English
Modern Warehouse Management Systems and Inventory Control Systems	PIL9	Arabic ,English
Best Practices and Strategic Processes in Sustainable Supply Chain Management	PIL10	Arabic ,English
Advanced Supply Chain and Logistics Management	PIL11	Arabic ,English
Advanced Trends in Distribution and Warehouse Operations Management	PIL12	Arabic ,English
Modern Techniques in Planning, Accounting, and Inventory Control	PIL13	Arabic ,English
Strategic Planning for Supply Chains	PIL14	Arabic ,English
Managing Logistics Support Operations, Transport, Storage, and Contracts	PIL15	Arabic ,English
Innovation and Creativity in Warehouse Management, Materials, and Obsolete Inventory	PIL16	Arabic ,English
Inventory Control	PIL17	Arabic ,English
E-Commerce and Digital Supply Chains	PIL18	Arabic ,English
Risk Management in Supply Chains and Logistics	PIL19	Arabic ,English
Effective Management in Transport and Road Shipping	PIL20	Arabic ,English
Financial Analysis of Supply Chains and Logistics	PIL21	Arabic ,English
Developing Skills of Warehouse and Inventory Coordinators	PIL22	Arabic ,English
Automation of Logistics Processes Using Supply Chain Management Systems	PIL23	Arabic ,English
Effective Electronic Management of Warehouses	PIL24	Arabic ,English
Managing Government Tenders and Competitions: Best Practices and Strategies	PIL25	Arabic ,English

Advanced Management of Logistics, Transport, and Supply Operations	PIL26	Arabic ,English
Certificate in Supply Chain and Logistics Management	PIL27	Arabic ,English
Ethics and Sustainability in the Supply Chain	PIL28	Arabic ,English

## Facility Management

Course Name	Course Code	Language
Fundamentals of Facility Management	FM1	Arabic ,English
Health and Safety in Facility Management	FM2	Arabic ,English
Facility Operations and Maintenance Management	FM3	Arabic ,English
Facility Project Management	FM4	Arabic ,English
Certificate in Professional Facility Management	FM5	Arabic ,English
Certificate in Facility Sustainability	FM6	Arabic ,English
Skills in Facility Planning, Maintenance, and Risk Management	FM7	Arabic ,English
Facility Management Specialist	FM8	Arabic ,English
Leading and Managing Technical Teams	FM9	Arabic ,English

## Customer Services and Relations

Course Name	Course Code	Language
ACCS (Advanced Customer Service Certification)	CRS1	Arabic ,English
Certified Professional in Customer Service Performance	CRS2	Arabic ,English
Customer Service Specialist	CRS3	Arabic ,English
Customer Relationship Management (CRM)	CRS4	Arabic ,English
Excellence in Customer Service	CRS5	Arabic ,English
Customer Complaint Handling and Service Development System	CRS6	Arabic ,English
Challenges and pressures facing quality assurance in customer service	CRS7	Arabic ,English
Management of Customer Satisfaction Metrics and Indicators	CRS8	Arabic ,English
Certificate in Customer Service Innovation Strategies	CRS9	Arabic ,English

(CX Specialist) Certification in Digital Customer Experience Management	CRS10	Arabic ,English
Excellence in Service Management and Customer Experience	CRS11	Arabic ,English
Customer Satisfaction Index Management (CSI)	CRS12	Arabic ,English
Innovation Strategies in Customer Service	CRS13	Arabic ,English

## Marketing and Sales

Course Name	Course Code	Language
<b>(ROI) Return on Investment in Sales</b>	MS1	Arabic ,English
<b>(ROI) Return on Investment in Marketing</b>	MS2	Arabic ,English
<b>Certified Brand Manager</b>	MS3	Arabic ,English
<b>Certified Sales Manager</b>	MS4	Arabic ,English
<b>Certified Marketing Specialist (CMS)</b>	MS5	Arabic ,English
<b>Innovation in Marketing Methods</b>	MS6	Arabic ,English
<b>Certified Sales Professional (CSP)</b>	MS7	Arabic ,English
Certification in Digital Marketing and E-Commerce	MS8	Arabic ,English
Fundamentals of Marketing Management	MS9	Arabic ,English
Marketing and Sales Strategies	MS10	Arabic ,English
Advanced Course in Digital Marketing	MS11	Arabic ,English
Marketing Communication and Media Planning	MS12	Arabic ,English
Marketing Skills Using Social Media	MS13	Arabic ,English
Strategic Marketing Plan	MS14	Arabic ,English
Management of Sales and E-Marketing	MS15	Arabic ,English
Sales Enablement	MS16	Arabic ,English
Mastering the Sales Process	MS17	Arabic ,English

## Finance and Accounting

Course Name	Course Code	Language
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Return on Investment in Accounting and Finance	FA1	Arabic ,English
Advanced Financial Analysis and Decision Making	FA2	Arabic ,English
Financial Risk Management: Modern Strategies and Techniques	FA3	Arabic ,English
Strategic Financial Planning and Budget Preparation	FA4	Arabic ,English
Treasury Management	FA5	Arabic ,Englishv
Cost Accounting and Profit Analysis	FA6	Arabic ,English
Strategic Financial Planning and Budget Preparation (duplicate)	FA7	Arabic ,English
Cash Flow Statements and Financial Liquidity Planning	FA8	Arabic ,English
Financial Statement Analysis and Interpretation of Accounting Data	FA9	Arabic ,English
Finance and Investment Management: Strategies and Tools	FA10	Arabic ,English
(IFRS) International Financial Reporting Standards	FA11	Arabic ,English
Tax Planning and Financial Compliance Management	FA12	Arabic ,English
Modern Techniques for Planning, Accounting, and Inventory Control	FA13	Arabic ,English
Budget Preparation on an Accrual Basis	FA14	Arabic ,English
Preparing Financial Budgets and Financial Audits	FA15	Arabic ,English
Financial Forecasting and Preparing Professional Financial Models	FA16	Arabic ,English
Financial Evaluation of Companies and Growth Strategies	FA17	Arabic ,English
Measuring Financial Performance and Assessing Financial Efficiency	FA18	Arabic ,English
Management and Accounting of Fixed Assets	FA19	Arabic ,English
Financial Management and Financial Analysis	FA20	Arabic ,English
Preparing Reconciliations and Accounting Entries	FA21	Arabic ,English
Skills in Accounting Treatment of Contracts According to Accounting Standards	FA22	Arabic ,English
Finance for Non-Finance Professionals	FA23	Arabic ,English
Modern Standards for Investment Disclosure	FA24	Arabic ,English
Skills in Financial Analysis and Budget Preparation	FA25	Arabic ,English

Preparing Government Budgets and Final Accounts	FA26	Arabic ,English
Managing Financial Crises and Ensuring Advance Planning	FA27	Arabic ,English
<b>Banking Services</b>		
Course Name	Course Code	Language
Management of Key Customer Accounts	BA1	Arabic ,English
Portfolio Management	BA2	Arabic ,English
Investment Fund Management and Operations	BA3	Arabic ,English
Management and Processing of Non-Performing Loans	BA4	Arabic ,English
Fundamentals of Investment	BA5	Arabic ,English
Fundamentals of Credit	BA6	Arabic ,English
Principles of Financial Investigation and Fraud Detection	BA7	Arabic ,English
Basics of Banking	BA8	Arabic ,English
Certificate in Financial Technology (FinTech)	BA9	Arabic ,English
Contract Financing	BA10	Arabic ,English
Comprehensive Training Program for Bankers	BA11	Arabic ,English
Legal Aspects of Banking and Regulations of the Saudi Central Bank	BA12	Arabic ,English
Fundamentals of Islamic Banking	BA13	Arabic ,English
Management of Internal Controls in Banks	BA14	Arabic ,English
Arbitration in Banking Operations	BA15	Arabic ,English
Financial Aspects of Bank Checks	BA16	Arabic ,English
Management of Banking Risks	BA17	Arabic ,English
Certification in Anti-Money Laundering	BA218	Arabic ,English
Management of Equity Portfolios	BA19	Arabic ,English
Excellence in Customer Service in the Banking Sector	BA20	Arabic ,English

## Law and Contract Management

Course Name	Course Code	Language
Legal Drafting of Memos and Correspondence	LE1	Arabic ,English
Preparing and writing legal reports	LE2	Arabic ,English
Certificate in Contract Drafting and Legal Memos	LE3	Arabic ,English
Best Practices in Electronic Legal Management (E-Legal)	LE4	Arabic ,English
Certificate in Commercial Law and Business	LE5	Arabic ,English
Legal Writing and Translation for Contracts and Legislative Drafting Techniques	LE6	Arabic ,English
Preparing and managing contracts and reducing financial and legal risks	LE7	Arabic ,English
Advanced Techniques for Investigations and Administrative Disputes	LE8	Arabic ,English
Drafting Commercial Contracts and Their Legal Provisions	LE9	Arabic ,English
Excellence and Achieving Professional Competence in Studying and Addressing Legal Violations	LE10	Arabic ,English
Managing Contractual Risks and Preparing Legal Structures for Dispute Resolution	LE11	Arabic ,English
Cyber Crimes and Electronic Forensic Evidence	LE12	Arabic ,English
Legal Skills for Non-Lawyers	LE13	Arabic ,English

## Insurance and Reinsurance

Course Name	Course Code	Language
Insurance Investigation Strategies: Fraud Detection and Prevention	IM1	Arabic ,English
Integrated Skills in Reinsurance	IM2	Arabic ,English
Management and Collection of Insurance Premiums	IM3	Arabic ,English
Fire and General Accident Insurance	IM4	Arabic ,English
Insurance Risk Management	IM5	Arabic ,English
Fundamentals of Insurance and Reinsurance	IM6	Arabic ,English
Modern Applications in Takaful Insurance and Commercial Insurance	IM7	Arabic ,English
Insurance Incidents and Loss Adjustment and Management	IM8	Arabic ,English
Basic Principles of Insurance	IM9	Arabic ,English



Supervision and Regulation Systems in the Insurance Sector	IM10	Arabic ,English
Excellence and Innovation in Dealing with Insurance Service Beneficiaries	IM11	Arabic ,English
Modern Methods in Managing Insurance Claims	IM12	Arabic ,English

## Public Relations and Media

Course Name	Course Code	Language
<b>Certified Professional in Public Relations (CPRP)</b>	PR1	Arabic ,English
Comprehensive Program in Public Relations and Media Management	PR2	Arabic ,English
Media Communication Skills for Public Relations and Media Officials	PR3	Arabic ,English
Engaging with the Media	PR4	Arabic ,English
Psychological Operations Against the Media	PR5	Arabic ,English
Collecting, Analyzing, and Producing Media Content	PR6	Arabic ,English
Preparing and Managing Media Campaigns	PR7	Arabic ,English
Managing Media Crises	PR8	Arabic ,English
Arts of Ceremonies, Protocols, and Public Relations	PR9	Arabic ,English
Official Media Spokesperson Skills	PR10	Arabic ,English
Digital Media Specialist	PR11	Arabic ,English
Corporate Identity and Media Relations	PR12	Arabic ,English
Investor Relations Management in Joint-Stock Companies	PR13	Arabic ,English
Forms of Journalistic Writing	PR14	Arabic ,English

## Secretarial and Office Management

Course Name	Course Code	Language
Excellence and Innovation in Secretarial Work and Office Management	SOM1	Arabic ,English
Writing Effective Administrative Letters and Reports	SOM2	Arabic ,English
Advanced Executive Secretarial Skills and Modern Office Management	SOM3	Arabic ,English
Electronic Secretarial Skills	SOM4	Arabic ,English

Work Ethics in Office Management	SOM5	Arabic ,English
Skills of Professional Office Managers	SOM6	Arabic ,English
Etiquette and Protocol Skills with VIPs	SOM7	Arabic ,English
Streamlining Procedures and Organizing Office Work	SOM8	Arabic ,English
Managing In-Person and Electronic Meetings	SOM9	Arabic ,English

## Audit and Internal Audit

Course Name	Course Code	Language
Fundamentals of Internal Auditing	AIA1	Arabic ,English
Self-Assessment of Internal Control Systems According to the COSO Framework	AIA2	Arabic ,English
International Internal Auditing Standards (IIA)	AIA3	Arabic ,English
Certificate in Advanced Risk-Based Internal Auditing	AIA4	Arabic ,English
Preparing Audit Reports	AIA5	Arabic ,English
The Role of Audit Committees in Companies: Their Mechanisms and Importance	AIA6	Arabic ,English
Training Auditors and Internal Auditors on Work Systems and Procedures	AIA7	Arabic ,English
Fraud and Misrepresentation in Financial Data and the Auditor's Responsibility	AIA8	Arabic ,English

## Governance, Risk Management, and Compliance

Course Name	Course Code	Language
<b>Risk Management Professional (PMI-RMP)</b>	GRC1	Arabic ,English
<b>Certificate in Risk Management ISO 31000</b>	GRC2	Arabic ,English
Certificate in Governance, Risk Management, and Compliance	GRC3	Arabic ,English
Governance, Risk Management, and Compliance Specialist	GRC4	Arabic ,English
Corporate Governance	GRC5	Arabic ,English
Best Practices in Corporate Governance	GRC6	Arabic ,English
Governance and Sustainability of Family Businesses	GRC7	Arabic ,English
Auditing and Control According to Governance Frameworks	GRC8	Arabic ,English

Board Governance	GRC9	Arabic ,English
Digital Governance	GRC10	Arabic ,English
Enterprise Risk Management	GRC11	Arabic ,English
Risk-Based Internal Auditing	GRC12	Arabic ,English
Cybersecurity Risk Management	GRC13	Arabic ,English
Financial Risk Management	GRC14	Arabic ,English
Business Continuity Planning and Crisis Management	GRC15	Arabic ,English
Operational Risk Analysis	GRC16	Arabic ,English
Compliance and Obligation Management	GRC17	Arabic ,English
Compliance Management According to International Standards	GRC18	Arabic ,English
Internal Auditing and Regulatory Compliance	GRC19	Arabic ,English

## Hospitality and Tourism Services

Course Name	Course Code	Language
Food Safety and Professional Hygiene	HTS1	Arabic ,English
Management of Food and Beverage Department	HTS2	Arabic ,English
Arts of Exceptional Customer Service at Reception	HTS3	Arabic ,English
Training Hospitality Staff in Professional Ethics and Global Protocols	HTS4	Arabic ,English
The Art of Effective Communication in Hospitality	HTS5	Arabic ,English
The Art of Dealing with Tourists	HTS6	Arabic ,English
Enhancing Visitor Experience through Entertainment, Cultural Programs, and Service Quality Development	HTS7	Arabic ,English
Etiquette and Protocol in the Tourism Sector	HTS8	Arabic ,English
Tour and Cultural Guiding	HTS9	Arabic ,English
Preservation and Management of Cultural Heritage	HTS10	Arabic ,English
Management of Local and International Strategic Partnerships	HTS11	Arabic ,English
Crowd Management and Security at Events	HTS12	Arabic ,English

Management and Organization of Cultural Events	HTS13	Arabic ,English
Management and Investment of Archaeological Sites	HTS14	Arabic ,English
Negotiating with Sponsors and Partners	HTS15	Arabic ,English
Methods and Skills for Enhancing the Sustainability of Cultural Projects	HTS16	Arabic ,English

## Occupational Health and Safety

Course Name	Course Code	Language
<b>Occupational Health and Safety (NEBOSH)</b>	HSE1	Arabic ,English
<b>Occupational Safety and Health (OSHA)</b>	HSE2	Arabic ,English
<b>Occupational Safety and Health (IOSH)</b>	HSE3	Arabic ,English
<b>ISO 45001 Certification</b>	HSE4	Arabic ,English
<b>Certified Safety Professional (CSP)</b>	HSE5	Arabic ,English
Certification in Occupational Safety and Health Management According to International Standards	HSE6	Arabic ,English
Office Safety	HSE7	Arabic ,English
Introduction to ISO 45001: The New Standard	HSE8	Arabic ,English
Risk Analysis and Management	HSE9	Arabic ,English
Building an Automated Safety and Total Quality Management System	HSE10	Arabic ,English
Safety in Forklifts	HSE11	Arabic ,English
Fire Protection and Prevention Protocols	HSE12	Arabic ,English
Safety Procedures and Regulations in Electrical Work	HSE13	Arabic ,English
Accident Investigation Methods and Techniques	HSE14	Arabic ,English
Analysis of Human Errors and Prevention Methods	HSE15	Arabic ,English
Methods and Arts of Developing and Promoting a Safety Culture	HSE16	Arabic ,English
Preventive Security Protocols and Protection of Sensitive Facilities	HSE17	Arabic ,English
Performance Evaluation Standards in Safety	HSE18	Arabic ,English
Safety in the Health Sector	HSE19	Arabic ,English

Introduction to Occupational Health and Safety Management	HSE20	Arabic ,English
Fire Protection Requirements: Code 801 of the Saudi Building Code	HSE21	Arabic ,English
Safety in High-Rise Buildings, Warehouses, and Elevators	HSE22	Arabic ,English
Crowd Management and Safety of Event Gatherings and Safe Evacuation Methods	HSE23	Arabic ,English
Crisis and Disaster Management Strategies	HSE24	Arabic ,English
Introduction to First Aid and Cardiopulmonary Resuscitation (CPR)	HSE25	Arabic ,English
Inspection and Evaluation of Occupational Safety and Health Systems and Report Preparation	HSE26	Arabic ,English
Management of Security and Safety Systems in Industrial Facilities	HSE27	Arabic ,English
Advanced Security Operations for Facility Safety	HSE28	Arabic ,English

## Data Analysis and Digital Transformation

Course Name	Course Code	Language
<b>Certified Data Analyst</b>	DADT1	Arabic ,English
<b>Certified Data Visualization Professional</b>	DADT2	Arabic ,English
Data Analysis Using Power BI According to Microsoft Methodology	DADT3	Arabic ,English
Data Analysis Using Excel	DADT4	Arabic ,English
Big Data Analytics	DADT5	Arabic ,English
Introduction to Digital Transformation	DADT6	Arabic ,English
Digital Transformation Strategies	DADT7	Arabic ,English
Digital Leadership	DADT8	Arabic ,English
Internet of Things (IoT) in Digital Transformation	DADT9	Arabic ,English
Cloud Computing in Digital Transformation	DADT10	Arabic ,English
Cybersecurity and Digital Transformation	DADT11	Arabic ,English
Artificial Intelligence (AI)	DADT12	Arabic ,English



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