The following courses are available to be modified and taught to meet customer requirements.
The 'Brief Course Description' details are for our most popular courses with local clients in Saudi and the region.

Our most popular writing courses:

1. Technical Report Writing
2. Basic Business Writing
3. Advanced Business & Proposal Writing
4. Professional Email

Our most popular non-writing courses:

5. Time & Stress Management
6. Presentation Skills (includes Public Speaking)
7. Business Ethics
8. Train-the-Trainer (for all Managers & HR staff)
9. Teamwork and Team Building
10. Supervising Others
11. Leadership and Influence
12. Project Management
13. Budgets and Financial Reports (for non-Finance staff)

Other requested non-writing courses:

14. Anger Management
15. Assertiveness and Self Confidence
16. Change Management
17. Coaching and Mentoring
18. Conflict Resolution
19. Emotional Intelligence
20. Employee Motivation
21. Facilitation Skills
22. Interpersonal Skills
23. Negotiation Skills

Brief Course Descriptions

All courses are taught interactively. Classes include short presentations, exercises that review topics covered, followed by trainer and peer feedback. Students work individually and in groups to plan, compose and revise the exercises to make sure that they have mastered the content. They spend time preparing for situations encountered in their business & industrial world.

Basic Business Writing

Basic Business Writing is designed to give trainees the ability to write with effectiveness in all business related correspondence. The trainees will learn a process, how to organize and format, use correct style and tone, and other issues regarding company communication. After observing correct principles, they will then put them into practice. The course is designed so that they can leave the class and use these skills immediately. A significant portion of this course is now devoted to the effective use of email.

Technical Report Writing

This is one of our most popular courses designed for engineers, technicians and foremen. This is not a writing course in the traditional sense but we will spend time showing students how to compact sentences tightly, how to structure different kinds of paragraphs and sentences for different purposes, and more. The specialized writing is what we will work on, so students should have at least a low intermediate level of writing for maximum benefit.

Advanced Business & Proposal Report Writing

Here students will learn step by step how to prepare a clear and complete proposal that will be effective in the business world. Writing reports or proposals can be confusing, but with guidance the process and presentation can be made simpler, more focused and efficient. This will give a better result to present to your audience. Oral and written proposals are practiced with feedback from the trainer.
- Identify the best kind of proposal for the desired purpose.
- Use a specific process to prepare the proposal.
- Write in the specific style required in these contexts.
- Use the correct formatting for a proposal.
- Report sources accurately and correctly.
- Understand the ways of presenting information.
- Write effective proposals that get results.

Professional Email

Most business professionals never learned how to efficiently use email. Starting with when not to send an email, this course focuses on improving the email communication process.
- How to implement the various features of e-mail programs and secure their e-mail by using encryption, digital signatures, and passwords.
- How to use headers effectively in an e-mail message and structure the body of an e-mail message.
- How to write e-mail with recipients in mind and manage their e-mail volume.
- Use proper netiquette styles and know when to use emoticons and electronic abbreviations.
- Communicate online, use language and punctuation, and develop efficient writing habits.

Time & Stress Management

This course teaches the participants on various aspects of time management, productivity and planning to get the most from everything they do. The course covers proven systems and processes. These can boost productivity immediately. Participants will learn:
- How to correctly use digital calendar systems
- How to delegate for their benefit and their employees
- How to plan effectively
- How to quickly prioritize tasks to maximize mental productivity.

Positive and negative stress is a constant influence on all of our lives. The trick is to maximize the positive stress and to minimize the negative stress. This workshop will give participants a three-option method for addressing any stressful situation, as well as a toolbox of personal skills, including using routines and relaxation techniques.

Presentation & Public Speaking Skills

Many people learn how to present from watching others and are not taught on the art of presenting. The result is the common death-by-power-point which we see in many business or sales presentations. This course contains guidelines with many examples of good and bad slide designs. In addition to slides, a presenter needs to know how to focus an audience through humor, stories, pause, questions, etc. The course contains many exercises for participants to learn the art of public speaking.

Employee Motivation

Some managers say they would rather have a motivated employee with fewer skills than a de-motivated employee with more skills. Here we learn techniques and tools for:

- Motivating individuals and teams
- Dealing with de-motivation through finding and dealing with sources
- Methods of rewarding
- Planning a system for rewarding
- Leading during change plus good and bad times
- Avoiding demoralization

Business Ethics

A company's ethics will determine its reputation. Good business ethics are essential for the long-term success of an organization. Implementing an ethical program will foster a successful company culture and increase profitability. Developing a business ethics program takes time and effort, but doing so will do more than improve business, it will change lives.

Conflict Management

In this course, participants learn how to perform conflict resolution, prevent discussions from escalating into conflicts, understand psychological tactics used on them and the best way to respond, negotiate and manage their emotions. Full of examples, exercises, activities and bite sized content; this course helps the participants to master the art of conflict management.

Leadership Skills

This intensive course prepares the participants for demanding leadership roles necessary in today's competitive world. The course emphasizes the many emotional skills required for a leader. Among other things, he must have vision, know how to manage stakeholders, boost the team's morale, manage risk, and exploit opportunities. He needs to spot trends and create a creative and motivating environment for the team to work in. This course contains many group exercises that encourage participants to practice leadership skills and learn how to handle a variety of common situations found while managing others.

Emotional Intelligence

The course on Emotional Intelligence (EI) teaches the participants a set of core skills to become better at managing themselves and others. Emotional skills can easily come to distinguish individuals from the rest and lead them to a much more rewarding and successful life. This course covers all the fundamental competencies within EI. By using extensive and elaborate exercises, it prepares the participants to face the real life issues armed with the new emotional and practical skills.

Lead Trainer:

Dennis Cox has 38 years experience working in International Business and Industrial companies. His experience in Engineering & Management in companies such as McDermott International and Chevron-Texaco gave him rich experience in multi-national companies. His experience with local firms in the paint, water & food industry gives him a deep understanding of how local companies operate in the region.

Mr. Cox holds a B.S. in Electrical Engineering; he also has a CELTA certificate.