El MEOUCHY education consultancy &training

2018 Public Workshops' Schedule

Workshop Titles	Number of hours	Date	Time
Interview, CV, Cover Letter	7	August 13	9:00AM - 4:00PM
Public Speaking: Art of Communicating Professionally	7	August 17	9:00AM - 4:00PM
Appraising Counseling, Coaching, & Mentoring Techniques	7	August 24	9:00AM - 4:00PM
Appreciative Inquiry	3	August 28	9:00AM - 12:00PM
Business Analysis with Project Management Techniques	7	September 1	9:00AM - 4:00PM
Essentials to Your Professionalism: Codes to Extraordinary Minds	3	September 4	9:00AM - 12:00PM
Excel Program (Level 1,2,3)	18	September 4,6,11,13,18,25	6:00PM - 9:00PM
Performance Management & Performance Appraisal	7	September 6	9:00AM - 4:00PM
Emotional Intelligence	7	September 11	9:00AM - 4:00PM
Modeling Techniques UML & Use Cases	3	September 12	6:00PM - 9:00PM
Report Writing, Professional Email, Business English	7	September 13	9:00AM - 4:00PM
Business Analysis: Fundamentals	3	September 17	6:00PM - 9:00PM
Business Analysis: Plan the Project	3	September 24	6:00PM - 9:00PM
Leadership Skills for Managers: Influence vs Power	7	September 27	9:00AM - 4:00PM
Banking Security	7	September 29	9:00AM - 4:00PM
Business Analysis: Identify & Define the Problem	3	October 1	6:00PM - 9:00PM
Access Program (Level 1,2)	12	October 2,4,9,11	6:00PM - 9:00PM
Achieving Customer Centricity	7	October 4	9:00AM - 4:00PM

Professionalism & Etiquette in Business	7	October 6	9:00AM - 4:00PM
Women Leaders & Entrepreneurs	3	October 9	9:00AM - 12:00PM
Newest Trend in Motivating Employees (Team Spirit)	7	October 11	9:00AM - 4:00PM
Self-Assertiveness and its Success in the Workplace	3	October 15	6:00PM - 9:00PM
Program: Basic Mastering of Tech Outputs 1-Writing Skills (Word 2016), Part 1,2 2-Analytical Skills (Excel 2016), Part 1,2 3-Presentation Skills (PowerPoint 2016), Part 1,2 4-Communication Skills (Outlook 2016), Part 1,2 5-Social Media Skills, Part 1,2 6-Project Management Skills (MS Project), Part 1,2	36	October 16,18,23,25,30, November 1,6,8,13,15,20,27	6:00PM - 9:00PM
Managing Difficult Behavior in the Workplace	3	October 17	6:00PM - 9:00PM
Building Solid Bonds in the Workplace: Team Spirit vs Familiarity	3	October 22	6:00PM - 9:00PM
Public Speaking: Art of Communicating Professionally	7	October 25	9:00AM - 4:00PM
Excel to Access: Intro to Microsoft Access for Excel Users	7	October 27	9:00AM - 4:00PM
360 Degree Feedback	3	October 30	9:00AM - 12:00PM
Mindset: Critical & Lateral Thinking in the Workplace	7	November 1	9:00AM - 4:00PM
The Added Plus to Presentation Skills	3	November 6	9:00AM - 12:00PM
Train the Trainer: Active Training Techniques	7	November 13	9:00AM - 4:00PM
Appraising Counseling, Coaching, & Mentoring Techniques	7	November 15	9:00AM - 4:00PM
The Parameters of Decision Making	3	November 20	9:00AM - 12:00PM
Entrepreneurship: The Self Starter- Creative Innovation	7	November 29	9:00AM - 4:00PM