






Course Name	Duration	Description
General English		
Pearsons JETSET English	100 hours per level	 <p>Approved Centre from Pearson</p> <p>This qualification give participants a solid grounding with a UK qualification</p>
LCCI English for Business (Levels 1-3)	70 hours per level	 <p>Approved Centre from Pearson</p> <p>This qualification give participants a solid grounding with a UK qualification.</p>
TOEFL, TOEIC and IELTS English preparation	30 hours per level	<p>These courses prepares students for internationally accepted academic English tests.</p>  <p>English for International Opportunity</p>  
English for Professions (Levels 1-5)	Per level	
English for the Oil, Gas or Chemicals profession	40 hours	<p>English for the Oil, Gas and Chemicals Profession is a specialised training course that will provide you with the language and terminology you need for your work.</p> <p>English for the Oil , Gas and Chemicals Profession will help you to develop fluency, accuracy and specific</p>

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

		<p>communication skills and terminology you need to advance confidently within the Oil and Gas sector.</p> <p>Personnel will be equipped with the profound knowledge of English they need when communicating in their area of expertise.</p>
English for IT	40 hours	<p>The course is designed for the IT professionals and software engineers who need to have a good command of English to be able to collaborate with colleagues and help their customers.</p> <p>The course combines a strong grammar syllabus with the specialist vocabulary students need to succeed in this area. It contains topics that reflect the latest developments in the field making it immediately relevant to students' need</p>
English for the Medical Profession	40 hours	<p>English for the Medical Profession is a specialised training course that will provide you with the language and terminology of medicine you need for your work.</p> <p>English for the Medical Profession will help you to develop fluency, accuracy and specific communication skills and terminology you need to advance confidently within the Medical sector.</p> <p>Medical Personnel will be equipped with the profound knowledge of English they need when communicating in their area of expertise.</p>
English for Work (Part 1)	40 hours	<p>This course is designed to give participants already working in or aspiring to work the language and terminology of the workplace that they need professionally. Professionals will be equipped with the profound knowledge of English they need when</p>

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

		communicating in their area of expertise.
English for Insurance	40 hours	<p>Our courses focus on active speaking, listening and writing skills, special communication strategies and techniques which enable you to speak confidently and effectively in meetings, negotiations, presentations and networking events. The topic areas include:</p> <ul style="list-style-type: none"> ▪ TYPES OF INSURANCE ▪ BASIC INSURANCE COVER ▪ INSURANCE PROCESSES AND PROCEDURES ▪ DOCUMENTATION ▪ LIABILITY
English for Banking and Finance	40 hours	<p>English for Banking and Finance course - this is a specialised course designed for those who want to succeed in today`s global workplace.</p> <p>English for the Banking and Finance Sector combines a strong grammar syllabus with the specialist vocabulary students need to succeed in this area. It contains topics that reflect the latest developments in the field making it immediately relevant to students' needs.</p> <p>English for Banking and Finance course will help you to develop fluency, accuracy and specific communication skills and terminology you need to advance confidently within the Banking and Finance sector.</p> <p>Banking and Finance Personnel will be equipped with the profound knowledge of English they need when</p>

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

		communicating in their area of expertise.
English for the Legal Profession	40 hours	The course is designed to give participants already working in or aspiring to work the language and terminology of the workplace that they need professionally. Employees will be equipped with the profound knowledge of English they need when communicating in their area of expertise.
Professional soft skills		
Difficult Conversations in the Workplace	2 days	Exploring what is required in terms of behaviours and practice in order to engage in “Breakthrough Conversations” and achieve helpful outcomes within a research context – by using a sensitive, respectful and if need be an assertive approach
Activity –based team development	1 Day	Oasis Training Center has initiated a series of industry specific “Escape Room” scenarios that place teams into a pressurised situation, in order to see how they would perform as a team. Teams are observed whilst using sets of logic-based puzzles in order to complete certain tasks. Everyone learns from the experience and areas for development are highlighted for participants and their managers. How do mixed teams or potential young leaders and managers perform under stress? Do they withdraw or do they take the lead in the situation? Do they communicate and delegate or try to do it all themselves? Our scenarios identify areas where people can improve.

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

Assertiveness	1 day	Being assertive means knowing where the fine line is between assertion and aggression and balancing on it. It means having a strong sense of yourself and acknowledging that you deserve to get what you want. And it means standing up for yourself even in the most difficult situations.
Leadership for Women- English or Arabic	2 days	This program explores the differences women face in the workplace and how to overcome them.
Running a Business- English or Arabic	4 days	This comprehensive program will take participants through the various knowledge and skills required in order to run a business, covering the concept of operating on a commercial basis in order to achieve success and a greater level of efficiency.
Communication Skills for the Workplace - English or Arabic	2 days	This course will provide students with a well-rounded approach to Communication in the business world, enabling them to comfortably fit into the Corporate world and ensure they are professionally presented. Students will understand the appropriate forms of communications within both email, face to face and interactions. To prepare people for dealing with others at work.
Ethics in the Workplace - English or Arabic	2 days	Ethics can be managed and trained; however, any organisation needs to specifically communicate its expectations and standards of behaviour. Being ethical is not simply about “doing what’s right”, because “what’s right” is in the eye of the beholder. Two people can be faced with the same situation and make two

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

		different decisions about how to behave and both claim they are doing “what’s right.” Being ethical is not the same as following the law. In most cases, the law is derived from ethical standards. However, behaving ethically may require doing MORE than the law demands.
<i>Professional Soft Skills</i>		
Personal Power - English or Arabic	3 days	This program is about finding the power and courage to realize participants’ true potential and live life according to their standards.
Personal Leadership - English or Arabic	3 days	This seminar inspires and empowers people to craft for themselves a personal vision of the future and teaches proven strategies to bridge the gap between the desired vision and the current reality. This intense and fun program is going to help you discover the forces that control virtually every decision you make.
Assertiveness for females - English or Arabic	1 day	Research shows that women's biggest issue at work is a lack of self - confidence and less-developed assertiveness skills than their male counterparts. This program re-addresses the balance.
Professional etiquette for females - English or Arabic	1 day	Working in a male-dominated environment necessitates that women behave in a professional manner at all times. This course enables that professionalism to be polished.
Women's empowerment - English or Arabic	1 day	How do women prove themselves? What can women do to get on in the workplace? How can they take control of their own careers?

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

Positive Power and Influence (Chartwell Learning and Development)	2 days	<p>To get things done in today's organisations, we must all positively influence others - direct reports, colleagues, managers, clients and suppliers - both inside and outside the organisation.</p> <p>Strong influencers fulfil their personal objectives at the same time as protecting and nurturing important work relationships. That sounds simple, but in practice it can be extremely challenging. Many people achieve their influence objectives only at the expense of important relationships. Others habitually avoid challenging influence situations, at the expense of fulfilling their work goals.</p> <p>Participants in Positive Power and Influence develop influence style flexibility. They learn to diagnose each influence situation they encounter, then apply the influence style that will be most effective.</p>
Leadership & Management - English or Arabic		
ILM (Obtain an Award, certificate or Diploma from the Institute of Leadership and Management)		Available in English and Arabic
Writing for Business	1 day	To be able to write for business as required by a practising or potential first line manager
Solving Problems and Making Decisions	2 days	To be able to solve problems and make decisions as required by a practising or potential first line manager

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

Planning and Allocating Work	2 days	To develop knowledge and understanding of how to plan and allocate work, as required by a practising or potential first line manager.
Giving Briefings and Making Presentations	1 day	To be able to give a briefing and make a presentation in the workplace as required by a practising or potential first line manager.
Understanding the Communication in the Workplace	1 day	The purpose of this unit is to develop knowledge and understanding of the communication process in the workplace. By understanding the process and methods used you can improve your own effectiveness in achieving results.
Leading & Motivating a Team Effectively	1 day	This unit aims to enable learners to understand the need for teams to have a sense of vision and purpose that reflects the organization's, the role that effective communication, motivation and individual and team development play in enabling this to happen.
Understanding How to Lead Effective Meetings	1/2 day	This unit aims to develop knowledge and understanding of meetings as required by a practicing or potential first line manager
Understanding Leadership	1 day	This unit aims to develop knowledge and understanding of leadership as required by practising or potential first line manager.
Understanding Innovation and Change in an Organisation	1 day	The purpose of this unit is to develop knowledge and understanding of innovation and change as required by a practising or potential first line manager.

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

Planning Change in the Workplace	1 day	Examine factors that may require your organisation to change, and identify a change required in the workplace that will benefit the organisation.
Contributing to Innovation and Creativity in the Workplace	1 day	The purpose of this unit is to enable you to understand how a manager can contribute to innovation and creativity in the workplace.
Understanding Customer Service Standards and Requirements	1 day	The purpose of this unit is to develop knowledge and understanding of the importance of customer service standards to both the customer and the organisation in defining what customers can expect from the organisation and the organisation's obligations to its customers. Success in achieving these standards will not only lead to increased customer satisfaction and fewer complaints but also to improvements motivation and morale within the team.
Understand How to Establish an Effective Team	1 day	The purpose of this unit is to develop knowledge and understanding of how to establish an effective team In order for a team to perform effectively the members need to work together in a positive and constructive manner. Many things such as listening to others, treating each other with respect, empathy and acceptance of differences can all contribute to achieving effective working relationships within the team.
Understanding How to Motivate to Improve Performance	1 day	The purpose of this unit is to develop knowledge of why motivation is important, what motivates people and how understanding this can be used to increase motivation in the workplace

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

		with resulting improvements in performance.
Developing Yourself and Others	1 day	The purpose of this unit is to develop knowledge and skill in identifying and development needs and planning for their achievement.
Understanding Conflict Management in the Workplace	1 day	To demonstrate your knowledge of managing conflict, how to minimise and resolve conflict and also to identify what some of the causes and effects of conflict might be
Understanding Stress Management in the Workplace	1 day	To demonstrate your knowledge of stress in the workplace, how to manage stress and support others to minimise stress.
Understanding Discipline in the Workplace	1 day	The purpose of this unit is to develop knowledge and understanding disciplinary processes in an organisation.
Understanding Recruitment and Selection of New Staff in the Workplace	1 day	Recruiting and selecting new staff in the workplace.
Understanding the Induction of New Staff in the Workplace	1 day	The purpose of this unit is to develop knowledge and understanding of the induction process for new staff in an organisation as required by a practising or potential manager.
Understanding Training and Coaching in the Workplace	1 day	The purpose of this unit is to develop knowledge and understanding of coaching and training in the workplace.
Understanding Quality Management in the Workplace	1 day	The purpose of this unit is to develop knowledge and understanding of quality management in the workplace.
Understanding Organising and Delegating in the Workplace	1 day	The purpose of this unit is to develop knowledge and understanding of how to organise and delegate.

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

		The process of organising involves the allocation of responsibilities so that everyone knows what their task is, what resources they have to complete the task and the time frame for completion. Delegation and empowerment are ways in which efficiency and effectiveness can be improved with the additional benefits of increasing employee involvement and motivation.
Managing Workplace Projects	1 day	The purpose of this unit is to develop knowledge and understanding of managing workplace projects. The task requires you to manage a simple workplace project and to understand the costs and benefits resulting from the project.
Understanding Health and Safety in the Workplace	1 day	The purpose of this unit is to develop knowledge and understanding of the basic principles of health and safety policy as they apply in the workplace and the responsibilities of the manager in implementing policy.
Understand the Organisation and its Context	1 day	The purpose of this unit is to develop knowledge and understanding of organisations in their context.
Understanding Performance Management	1 day	The purpose of this unit is to enable you to understand the value of performance management techniques and how to apply them in a fair and objective manner.
Understanding Costs and Budgets in an Organisation	1 day	The purpose of this unit is to develop knowledge and understanding of costs and budgets in an organisation as required by a practising or potential manager.

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

Understanding How to Manage the Efficient Use of Materials and Equipment	1 day	The purpose of this unit is to develop knowledge and understanding of managing the efficient use of materials and equipment as required by a practising or potential manager.
Understanding Negotiation and Networking in the Workplace	1 day	The purpose of this unit is to develop knowledge and understanding of the techniques of negotiation and of the value of networking.
Understanding Workplace Information Systems	1 day	The purpose of this unit is to develop knowledge and understanding of the nature of workplace information systems and some of the IT applications that can be used to support the organisation's information systems, as required by a manager who is not an IT specialist.
Understanding Marketing for Managers	1 day	The purpose of this unit is to give a basic understanding of the marketing context for the manager who needs awareness, but not detailed knowledge, of the principles and techniques used.
Understanding Support Services Operations in an Organisation	1 day	The purpose of this unit is to develop your understanding of support services operations within the context of your own organisation.
Understanding Sustainability and Environmental Issues in an Organisation	1 day	The purpose of this unit is to develop knowledge and understanding of managing sustainability and environmental issues within the context of your own organisation.
Understanding Procurement and Supplier Management in the Workplace	1 day	The purpose of this unit is to develop knowledge and understanding of procurement and supplier management. The task requires you to analyse existing procurement and supply chain

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

		management processes and examine ways in which efficiency gains and improvements might be brought about within the context of your own organisation.
Understanding and Developing Relationships in the Workplace	1 day	The purpose of this unit is to develop knowledge and understanding of developing relationships in the workplace. The task requires you to show your awareness of the main concepts that apply to effective communication and understand the essential skills required to develop and maintain relationships at work.
Understand How to Manage Contracts and Contractors in the Workplace	1 day	The purpose of this unit is to develop knowledge and understanding of managing contracts and contractors in the workplace. The task requires you to demonstrate your awareness of the key aspects of contract and health and safety law and that you know how to ensure contractors working on your premises do not pose a risk to the organisation.
Understanding Incident Management and Disaster Recovery in the Workplace	1 day	The purpose of this unit is to develop knowledge and understanding of incident management and disaster recovery and how it might be applied within the context of your own organisation. The task requires you to show your awareness of the main concepts and management processes that apply to mitigating the consequences of an incident that leads to business interruption.
Understanding Security Measures in the Workplace	1 day	The purpose of this unit is to develop knowledge and understanding of

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

		<p>effective security measures within the context of your own workplace.</p> <p>The task requires you to review the nature and scope of security measures in your workplace, reflect upon their effectiveness and make recommendations for improvement.</p>
Understanding How to Manage Remote Workers	1 day	<p>The purpose of this unit is to develop the knowledge and skills required to manage a workforce that is working, for at least part of the time, from more flexible locations, with more flexible hours of work, greater autonomy over planning and managing their own workload and using information technology to support those methods of working.</p>
Understanding Good Practice in Workplace Coaching	1 day	<p>Consider your knowledge and understanding of the context and environment for effective coaching within the workplace.</p>
Understanding Good Practice in Workplace Mentoring	1 day	<p>Consider your knowledge and understanding of the context and environment for effective mentoring within the workplace.</p>
Developing Own Leadership Capability Using Action Learning (Diploma only)	4 days	<p>The purpose of this unit is to enable you to understand the principles of action learning and to participate actively in an action learning set to help develop your leadership capability.</p>
Developing Yourself as a Team Leader	1 day	<p>The purpose of the unit is to enable you to develop yourself as a team leader. Effective Team Leaders understand their roles, functions and responsibilities; and the limits of their authority and accountability. They also know how to seek, accept and respond</p>

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

		positively to feedback on personal performance to improve their workplace performance.
Improving Performance of the Work Team	1 day	To develop an understanding of the organisational goals of the team and how to motivate team members to achieve these
Planning and Monitoring Work	1 day	The purpose of the unit is to enable you to develop an understanding of the effective planning and monitoring of work as required by a practising or potential team or cell leader
Developing the Work Team	1 day	Develop an understanding of how you could develop your team as required by a practising or potential team leader.
Induction and Coaching in the Workplace	1 day	New employees need to be properly inducted into the organisation if they are to be able to work safely and effectively, as soon as possible after they start. What's more, existing employees as well as new ones will benefit from coaching in the workplace to improve their skills and learn how to perform new tasks.
Meeting Customer Needs	1 day	To enable you to develop an understanding of customer needs and how to effectively meet them as required by a practising or potential team or cell leader.
Working Within Organisational and Legal Guidelines	1 day	To enable you to develop an understanding of leading the team lawfully as required by a practising or potential team or cell leader
Providing Quality to Customers	1 day	One of the key roles for effective Team Leaders is to support the delivery of quality products and services to customers.

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

Using Information to Solve Problems	1 day	The purpose of the unit is to enable you to develop skills in using information to solve problems as required by a practising or potential team or cell leader.
Understanding Change in the Workplace	1 day	The purpose of the unit is to enable you to develop an understanding of dealing effectively with change as required by a practising or potential team or cell leader.
Maintaining a Healthy and Safe Working Environment	1 day	The purpose of the unit is to enable you to develop an understanding of helping to maintain a healthy and safe work environment as required by a practising or potential team or cell leader.
Diversity in the Workplace	1 day	To enable you to develop an understanding of managing diversity and acting ethically in the workplace as required by a practising or potential team leader.
Using Resources Effectively and Efficiently in the Workplace	1 day	The purpose of the unit is to enable you to develop an understanding of the efficient and effective use of resources as required by a practising or potential team or cell leader.
Communicating with People Outside the Work Team	1 day	To develop an understanding of communicating with people outside the team as required by a practising or potential team or cell leader.
Briefing the Work Team	1 day	The purpose of this unit is to enable you to develop your skills in giving team briefing.
Workplace Communication	1 day	The purpose of the unit is to enable you to develop an understanding of communication as required by a

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

		<p>practising or potential team or cell leader.</p> <p>This task requires you to consider the methods you use to communicate with your team and to explain how to choose the correct method in order to be an effective communicator</p>
Workplace Records and Information Systems	1 day	The purpose of this task is for you to develop an understanding of information systems as required by a practising or potential team or cell leader.
Leading Your Work Team	1 day	The purpose of this unit is for you to develop an understanding of how you should lead your team from adopting accepted theories and models in order to achieve good leadership performance.
Managing Yourself	1 day	The purpose of this unit is for you to develop an understanding of best ways to managing yourself as a practising or potential team or cell leader.
Enterprise Awareness	3 days	The purpose of this unit is for you to provide the opportunity to demonstrate your awareness of the world of business / enterprise
Working With Customers Legally	1 day	The purpose of this unit is for you to demonstrate your understanding of the need for your actions to be lawful and that you are able to convey these needs to members of your team.
Setting Team Objectives in the Workplace	1 day	This unit is for you to develop an understanding of how clear, precise and unambiguous requests or instructions enable team members or colleagues to effectively respond as required by a practising or potential team leader.

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

		For this unit you will need to apply SMART objectives to a time management issue and to identify an appropriate technique that enables you to become more effective in your role.
Gathering, Interpreting and Utilising Data in the Workplace	1 day	The purpose of this unit is for you to develop an understanding of gathering, selecting and using information for an identified requirement.
Methods of Communicating in the Workplace	1/2 day	This unit requires you to identify a product (or component), service or process that you or your team provide and to track the information and/or data that is required from instigation (such as a customer order) through to delivery (acceptance by the customer).
Satisfying Customer Requirements	1 day	Outline the difference between internal and external customers and to explain how the particular needs of each are identified
Understanding Effective Team Working	1/2 day	The purpose of the unit is to enable you to develop an understanding of effective teams.
Building an Awareness of Waste Management	1 day	Outline your organisation's policy and procedures for waste management and to undertake an audit of current waste management practice.
Effectively Selling to Customers	1 day	The tutor will divide the group into pairs to carry out a role-play. Each learner will then prepare for a sales visit to a customer outlining why the customer would be interested in their solution by identifying why previous sales were successful and by identifying and prioritising customer responses. This could be either a business to

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

		business or business to consumer environment. This outline must be handed to the tutor on completion of the role-play.
Understanding Sales in the Workplace	1 day	For this unit you will need to demonstrate your understanding of sales in the workplace. You also need to demonstrate your understanding of the sales process and the role of the sales team in achieving sales objectives.
Developing Yourself as an Effective Team Member	1 day	This unit is all about showing you have the knowledge and understanding to develop yourself as an effective team member.
Understanding the Management Role to Improve Management Performance	2 days	The purpose of this unit is to demonstrate understanding of the middle management role and to be able to plan your own development.
Planning and Leading a Complex Team Activity	1 day	The purpose of this unit is to enable candidates to plan and lead a complex team activity which demonstrates their leadership skills
Managing Equality and Diversity in Own Area	2 days	The purpose of this unit is to enable candidates to evaluate and influence the management of equality and diversity law, legislation and internal policies within own area of responsibility.
Delegating Authority in the Workplace	1/2 day	The purpose of this unit is to enable learners to delegate work effectively and empower others.
Developing People in the Workplace	3 days	The purpose of this unit is to be able to plan the personal development of individuals in the workplace.
Developing Your Leadership Styles	1 day	The purpose of this unit is to be able to develop own leadership style to

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

		improve own and organisational performance.
Understanding Financial Management	2 days	The purpose of this unit is to develop understanding of finance within the context of an organisation, as required by a practising or potential middle manager.
Management Communication	3 days	The purpose of this unit is to develop understanding and ability to communicate effectively, as required by a practising or potential middle manager.
<i>For the C- Suite and Managers</i>		
Manager as Business Coach	5 days	Ensuring all employees, no matter at what level of seniority, are aware of where they stand is a key aim of this program. Participants are encouraged to take their responsibility for people seriously, ensuring they are committed to maintaining positive rapport and committing time to develop and engage with their direct reports. For leaders, managers and key employees who are responsible for other staff, this program will instil best-practice business coaching processes which will address anxiety and fear in the enterprise and give employees freedom in the frame to deliver their best for the company. The program will explore the difference between life-coaching and business-coaching, keeping the relationship on a professional footing focusing on delivery for the enterprise
Successful TNA and Objective Performance Evaluations	5 days	The aim of this program is to provide the best possible training for leaders, managers and employees so they can

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

		<p>have an immediate impact on the services to customers, their attitude and outlook, and the enterprise can prepare fully for whatever the future may hold.</p> <p>Recognizing training will not fill all performance gaps, this program helps key people within the enterprise create a TNA approach which will aid identifying gaps which can be filled by training and development.</p> <p>The purpose of this program is to ensure the enterprise is maximizing its key resource; people.</p>
Transformational Leadership in Management	5 days	<p>Aim of this program is to ensure participants are aware of the elements of leadership and how beneficial these are for owners, the boards, C-Suite, leaders, managers and key employees in the enterprise, linked with the key roles of effective management.</p> <p>The purpose of this program is to enable a full understanding of the differences between management and leadership and also understand how they fit together.</p> <p>Deconstructing terms such as 'manager', 'management', 'managing', 'leader', 'leadership' and 'leading' will drive greater understanding, more effective performance and an improvement in handling key resources in the enterprise, positively affecting profitable revenue and a healthy bottom-line.</p>
Effective Consultative Sales and Customer Service through Solution Oriented and Customer Experience Management	5 days	<p>Ensuring effective sales processes, positive sales experiences for current customers and development of new customers, so the market is delighted</p>

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

		<p>and excited by delivery, are the key aims of this program. Leaders, managers and key employees will become more proficient at sales, will be capable of training junior employees and the enterprise will benefit from a more effective sales operation, maximizing revenue opportunities and adding to the bottom line given the focus on profitable sales.</p> <p>Internally, there are also customers who need to be delighted and excited so effective sales techniques can also be shared with non-sales departments.</p>
Strategic Planning and Strategy Execution	5 days	<p>Owners, the board, C-Suite, leaders, managers and key employees are invariably exceptionally busy with fulfilling immediate needs of the business; those tasks which are very urgent but often much less important than the vital job of understanding where the enterprise is today and where it should be in the future.</p> <p>This program stresses the need to create time for long range planning, developing 3 or 5 year plans against which current activity can be directed. Articulating strategy (journey from today to tomorrow) gives direction for employees once it has been communicated, and paves the groundwork for today's activity which is anchored in tomorrow's successes. Bad execution will destroy a great plan whereas great execution will make a bad plan work; action and execution is what makes things happen.</p> <p>The purpose of this program is to enable strategic planning, execution</p>

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

		and sustaining success; ensuring continued delivery to the delight and excitement of all stakeholders, through the creation of an effective strategic performance management system.
Alignment and Synergy	5 days	<p>The purpose of this program is to execute an intensive awareness program for owners, board members, the C-Suite, leaders, managers and key employees, creating the awareness of the need for alignment and synergy. The aim of this program is to ensure the enterprise's key people are focused on the need to draw all elements of the enterprise into their most effective positioning, or state of adjustment, in relation to each other to enable achievement of maximum results; placing people, strategy and processes in harmony.</p> <p>The aim is to create awareness of the need to improve team-working, encouraging the board, C-Suite, leaders, managers and key employees to become aligned with the company's purpose, vision, values, mission, goals and objectives, beginning to positively influence behaviours in communication and proposing ways to manage more effective growth through best-practice operations and achieving broad goals and specific objectives.</p>
Finance		
Diploma in Accounting and Business of the ACCA		If you decide to complete the ACCA Qualification, you will be awarded the Diploma in Accounting and Business on your way to completing the ACCA Qualification.

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

Advanced Diploma in Accounting and Business of the ACCA		You will need to register for the ACCA Qualification. When you have completed the Fundamentals level exams (F1-F9) and also the Professional Ethics module, you will be awarded the Advanced Diploma in Accounting and Business. You can progress to the Professional level to continue your ACCA Qualification.
Professional Level of the ACCA		The Professional level is divided into two modules; Essentials and Options. Both of the modules at Professional level have been set at the same ability level as a Masters degree. This level builds on the technical knowledge you will already have. It will also explore more advanced professional skills, techniques and values. These are required at a senior level by accountants working in an advisory or consultancy role.
ICAAP	4 days	This comprehensive program will take participants through the various knowledge and skills required for ICAAP in order to achieve success and a greater level of efficiency. Participants will learn how best to execute the ICAAP and what outcomes the regulator is looking for (i.e. demonstrating integration with governance, decision making process, stress testing, risk management as well as preparation and retention of documentation).
Running a Business	4 days	Whether you want to start your own business, have already started or are




Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com

		running a departed, this workshop will help you to make money!
VAT Implementation	2 days	A hands on program wiith practical experience to help you get VAT ready in the GCC.
Coaching		
An Introduction to NLP - Skills to Influence and Motivate People	1 day	NLP can help you to understand how people think, feel and react and can be simply explained as follows
 Insurance		
Award in General Insurance English and Arabic	3 days	Introductory qualification from CII- general insurance
Award in Financial Planning English and Arabic	3 days	Introductory qualification from CII- life assurance
Award in Bancassurance	3 days	Introductory qualification from CII- bancassurance
Award in Customer Service	3 days	Introductory qualification from CII- customer service in insurance
Certificate of the CII	On demand 	
Diploma of the CII		
Advanced Diploma of the CII		
LOMA Associate, Life Management Institute (ALMI)		
LOMA Fellow, Life Management Institute (FLMI)		
Risk management and Business Continuity		
Fundamentals of Risk Management English and Arabic	2 days	IRM basic course on Risk Management 
Certificate of the Business Continuity Institute English and Arabic	5 days	Certificate in BC

Oasis Training Center, P O Box 75719, Manama, Kingdom of Bahrain

T: +973 17330823

F: +97317552173

E: info@oasistrainingbh.com

www.oasistrainingbh.com