



TOWARDS PROFESSIONAL DEVELOPMENT
TRAINING PLAN

ALBADEEL

مركز البديل للتدريب والتطوير
Al - Badeel For Training & Development

AL BADEEL FOR TRAINING AND DEVELOPMENT

Overview

Al Badeel is a specialized institution in training and human resource development as an authorized institution according to Kingdom of Bahrain rules and regulations.

Al Badeel for Training & Development is an ISO 9001:2008 Certified Company and has pass achieved two subsequent reviews which were done by National Authority for Qualifications & Quality Assurance of Education & Training. (NAQQAET).

Our Motto

Toward Professional Development

Our Vision

To be one of the most preferred training provider in the Kingdom of Bahrain, especially the partnership with world-class training organizations.

Our Mission

Excellence in providing high quality training at all levels in conformity with local needs and international qualification to contribute Bahraains' development & build minds of learners to lead the organization.

Our Philosophy

Local services based on international standards.

Our Values

Change and Development: Achieving comprehensive development and change which is based on quality of the educational, training and consultancy processes.

Quality and Continuous Improvement: Providing superior service excellence to keep our clients and acheive their needs.

Creativity: Providing all new in education, training and coaching in creative and distinctive manner.

Confidentiality & Respectful: Achieving our clients needs and expectations according to their education & experiences, through conducting the best level to fulfill their training needs and expectations.

Applicability: Training services, counselling and business consultations which actually touch our clients needs and expectations according to their practical life.

Our Partners

International Partners:

- Guardian Independent Certification (GIC) – UK
- Institute of Certified Cost and Management Accountants (ICCA) – USA
- Chartered Institute of Health and Environmental (CIEH) – UK
- OSHAcademy (Occupational Safety & Health Training) – USA

Regional Partners

- Luminus Group – Jordan, including:
 - **Al Quads University**
 - **SAE Institute**
 - **Bell Educational Trust**
 - **Language Solution International**
 - **International Youth Foundation**
- SAC Center for Consulting and Training - Saudia Arabia
- Harvest Center for Training and Consultancy – Egypt



Management and Supervisor Courses

Code	Programme Title	Date	No. of Hours	Fees
B-1	Business Writing Skills	January	18	BD 360
B-2	Decision-Making Skills (Ways & Methods)	January	18	BD 360
B-3	Modern Office and Secretarial Skills	February	18	BD 360
B-4	Business English Skills	February	18	BD 360
B-5	Effective Planning, Monitoring, Evaluating & Improving Work Results Skills	March	18	BD 360
B-6	Outstanding Team Work	March	18	BD 360
B-7	Institutional Loyalty & Work Ethic	April	18	BD 360
B-8	Managers Styles and How to deal with them	April	18	BD 360
B-9	Skills of Dealing with Work Conflicts & Work Differences	April	18	BD 360
B-10	Middle Management Skills & Strategic Planning	May	18	BD 360
B-11	English Speaking Skills	May	18	BD 360
B-12	Effective Time & Stress Skills	May	12	BD 210
B-13	Body Language Communication Skills	June	18	BD 360
B-14	Skills of Front Office Managers & Receptionists	June	18	BD 360
B-15	Effective Business Skills	June	18	BD 360



Management and Supervisor Courses

Code	Programme Title	Date	No. of Hours	Fees
B-16	Employee Relationships	July	24	BD 480
B-17	Art of Dealing with Others	July	18	BD 360
B-18	Successful Leadership Skills for Successful Managers	August	18	BD 360
B-19	Presentation Skills	August	24	BD 480
B-20	Management & Re-engineering	September	18	BD 360
B-21	Effective Supervisor Management (Hitting goals, Allocate directions and Using resources)	September	18	BD 360
B-22	Effective Skills to Avoid Administration Mistakes	September	12	BD 240
B-23	Accept Work Criticism	October	9	BD 198
B-24	Effective Contracting Skills	October	18	BD 360
B-25	How to Motivate your Employee and Rise their Loyalty	October	18	BD 360
B-26	Effective Managerial Skills	November	18	BD 360
B-27	To Move from Paper to e-paper Institution	November	18	BD 360
B-28	“Morning Coffee” / Session at the Working Day Plan	December	9	BD 198
B-29	Managing Suggestions and Complaints Box (Staff and Clients)	December	12	BD 240



Quality Programmes

Code	Programme Title	Date	No. of Hours	Fees
Q-1	Six Sigma & its Applications	July	18	BD 396
Q-2	Better Quality, Lower Cost	September	18	BD 396
Q-3	Kaizan for Continuous Improvement	October	18	BD 396
Q-4	Process Map Drawing Skills	November	18	BD 396



Human Resource Management

Code	Programme Title	Date	No. of Hours	Fees
H-1	Modern HR Management Applications	May	24	BD 360
H-2	Key Performance Indicators (KPI)	September	18	BD 360
H-3	Job Description, Evaluation and Analysis	November	18	BD 360



Financial Programmes

Code	Programme Title	Date	No. of Hours	Fees
F-1	Preparation of Financial Budgets	March	18	BD 360
F-2	Computational Accounting	June	18	BD 360
F-3	Finance for Non-Financials	August	18	BD 360

Self Development Programmes

Code	Programme Title	Date	No. of Hours	Fees
D-1	Modification & Development Culture	February	18	BD 360
D-2	Ten Habits to be Successful	March	9	BD 198
D-3	NLP (Nero-Linguistic Programme)	April	18	BD 360
D-4	Positive Thinking	April	10	BD 220
D-5	Goals & Prioritization Setting	May	10	BD 220
D-6	Personal Skills & Self-Management	May	18	BD 360
D-7	Discover Your Hidden Power & Abilities	June	10	BD 220
D-8	Industry Success for Thinking & Behaviors	July	10	BD 220
D-9	Social Intelligence & Charisma	August	10	BD 220
D-10	Achieve More In Less Time	September	10	BD 220
D-11	Self e-Development	October	10	BD 220
D-12	Energize Self Motivation	November	10	BD 220

Security Programmes

Code	Programme Title	Date	No. of Hours	Fees
S-1	Behavioral Skills for Security Officers	March	18	BD 360
S-2	Costumer Service Security Management	June	18	BD 360
S-3	Information Security Systems	August	18	BD 360





Marketing Programmes

Code	Programme Title	Date	No. of Hours	Fees
M-1	Professional Seller	February	18	BD 360
M-2	Selling Skills Development to Marketing Managers	March	18	BD 360
M-3	Customer Service Skills	April	18	BD 360
M-4	Competitive Marketing & Service Excellence Skills	May	18	BD 360
M-5	After Selling Service Skills	June	10	BD 220
M-6	Creative Marketing Teams	October	18	BD 360
M-7	Intelligence Marketing and Selling Skills	October	18	BD 360
M-8	Advanced Customer Service	November	18	BD 360
M-9	Marketing of Banking Services	December	18	BD 360
M-10	Tele and e-Marketing	December	10	BD 210

Public Relation & Event Management Programmes

Code	Programme Title	Date	No. of Hours	Fees
P-1	Art of Protocol and Etiquette	May	18	BD 360
P-2	Modern Event Management Skills	October	18	BD 360
P-3	Public Relations Influential and Media	November	18	BD 360
P-4	Art of Dealing with VIPs	December	12	BD 240

Health & Safety Programmes

Code	Programme Title	Date	No. of Hours	Fees
H & S-1	Health and Safety at Workplace	July	24	BD 400
H & S-2	Safety Skills and Risk Management	September	12	BD 240

Warehouse Management Programmes

Code	Programme Title	Date	No. of Hours	Fees
W-1	Modern Management of Stores	January	18	BD 360
W-2	Modern Management of Procurement	August	18	BD 360
W-3	Addressing the Problems of Storage and Procurement	December	18	BD 360





AL BADEEL ACCREDITED PROGRAMMES





International Programmes

The Chartered Institute- UK (CIEH) International Recognition

CIEH is the professional voice for environmental health. It sets standards, accredits courses and qualifications for the education of members and other environmental health practitioners. It is based in the UK - London, Northern Ireland and Wales.

Programme Merits

It provides information, evidence & policy advice to local & national government. Environmental & public health practitioners in the public and private sectors. As an awarding body, the CIEH provides qualifications, events, and support materials on topics relevant to health, wellbeing and safety to develop workplace skills and best practice.

Code	Programme Title	No. of Hours	Fees
CIEH-1	Training Skills and Practice (TSP)	24	BD 430
CIEH-2	Health and Safety Level 1	18	BD 360
CIEH-3	Health and Safety Level 2	18	BD 360
CIEH-4	Certificate in Stress Awareness	18	BD 360
CIEH-5	Health and Social Care	18	BD 360
CIEH-6	Principles of Manual Handling	12	BD 240
CIEH-7	Principles of Risk Assessment	18	BD 360
CIEH-8	Principles of COSHH	18	BD 360



OSHAcademy – USA

International Recognition

Professional Certificated Programs, which will help learning to design, develop, and deploy a safety management skill to support effective health and safety work places This Professional Certificate Programs are recognized worldwide. Endorsed by the National Safety Management Society and recognized by the Institute for Safety and Health Management.

Programme Merits

Gain the knowledge you need to be an effective safety professional the knowledge you need to be an effective safety professional

Targeted Groups

Everyone entering the workplace either as part of a work experience programme or at the start of employment.

Code	Programme Title	No. of Hours	Fees
OSHA-1	OSH Manager	48	BD 800
OSHA-2	OSH Specialist	44	BD 800
OSHA-3	OSH Supervisor	36	BD 720
OSHA-4	OSH Trainer (Train-the-Trainer)	36	BD 720

Note: OSHAcademy has customized courses with short period which were customized according to the learners / employers needs.

PMP- Project Management Professional

International Recognition

One of the most powerful methodologies and global certificates adopted in project management are those of the Project Management Institute-PMI. The Project Management Handbook issued by the General Assembly, which is known by the name (PMBOK Guide) is characterized as approved for implementation within the United States and is supported as well as from the American National Standards Institute (ANSI). this program also holds the international quality certificate ISO 9001 & Q9001 levels.

Targeted Groups

This program is of concern to all companies and consultancy offices and project managers whose work include supervision and implementation of projects. It also attracts the attention of all companies and individuals interested in projects in all fields:

- Structures, Buildings, Electricity and Communications,
- Mechanics, Maintenance and Industrial Projects,
- Investment and Information Technology.

A PMP certificate is known to show and confirm the merits and competence of institutions and the efficiency of its employees whose work include supervision and implementation of projects.

Programme Merits

- This certificate is the most famous and respected certification in that field.
- It is classified as the fourth most requested
- Certificate around the world in 2006.
- It is widely requested in the Gulf Region nowadays.
- It is a prerequisite for some Jobs in many fields.
- It is a requirement for the upgrade in some companies.

Code	Programme Title	No. of Hours	Fees
PMP-1	Project Management Professional	40	BD 800





ICCA- Institute of Certified Cost & Management Accountants / USA

International Recognition

Institute of Certified Cost & Management Accountants (ICCA) is Chartered under the Laws of the State of Delaware, Delaware, USA. The Institute is a professional body of Certified Cost & Management Accountants . Employed in all sectors of the economy, this large strata of individuals makes a significant contribution to the efficiency of any business.

Their mission is to lead the Accounting and Finance profession globally by setting the highest standards of ethics, education, and professional excellence.

Targeted Groups

- This program is of concern to all companies and consultancy offices and managers whose work includes financial projects.
- Cost and Budgeting Accountant

Program Merits

In addition to representing member's interest through advocacy, ICCA helps individual develop their skills and provides tools and resources to facilitate career development. ICCA also seeks to assist employers improve the productivity and cost effectiveness of Certified Cost & Management Accounting employees, and contribute to enhancing the efficiency of the broader economic environment.

Code	Programme Title	No. of Hours	Fees
ACCI-1	Certified Cost Accountant (CCA)	40	BD 900
ACCI-2	Certified Business Valuer (CBV)	40	BD 900
ACCI-3	Certified Feasibility Studies Consultant (CFSC)	40	BD 900
ACCI-4	Certified Budgeting Professional (CBP)	40	BD 900
ACCI-5	Certified Financial Manager (CFM)	40	BD 900
ACCI-6	Certified Financial & Administrative System Consultant (CFAC)	40	BD 900

ISO Lead Internal Auditor /IRCA –GIC/ UK

International Recognition

IRCA promotes best practice in global auditor training. They set high standards so the leader can be assured of the very best in training and subject matter expertise when you choose IRCA certified training from one of approved training organisations.

Targeted Groups

IRCA certified training can help you to demonstrate your competence as an auditor and go on to achieve professional recognition as an IRCA certified lead auditor.

Program Merits

Foundation courses

An essential pre-requisite to internal auditor and lead auditor training. This course will give delegates an underpinning knowledge of management systems and the requirements of the management system standard. This course is recommended for delegates who require a general understanding of the requirements of a standard.

Internal auditor courses

These courses provide leaders with skills-based training that will enable them to perform an internal audit of part of a management system and report on its effective implementation and maintenance.

Lead auditor courses

These courses are for delegates who want to develop the knowledge and skills to carry out first-, second- and third-party audits of complete management systems and assess conformity with the applicable management system standard.

Code	Programme Title	No. of Hours	Fees
ISO-1	ISO 9001 : 2008-QMS LEAD AUDITOR	40	BD 1100
ISO-2	ISO 14001 : 2004-EMS LEAD AUDITOR	40	BD 1100
ISO-3	OHSAS18001 : 2007 – OH & S LEAD AUDITOR	40	BD 1100
ISO-4	ISO 9001 : 2008- QMS QMF – IA 1025 INTERNAL AUDITOR	40	BD 880
ISO-5	ISO 14001 : 2004- EMS QMF – IA 1026 INTERNAL AUDITOR	40	BD 880
ISO-6	OHSAS18001 : 2007 – OH & S QMF – IA 1027 INTERNAL AUDITOR	40	BD 880