

CONTINUOUS PROFESSIONAL DEVELOPMENT

2014



	Course	January	February	March	April	May	June	July	August	September	October	November	December	of Session
1	Finance for Non-Financial Professional Workshop		19,20 16,17	3,4 12,13										4
2	Negotiation and Influencing Skills for Senior Managers			12,13	9,10									2
3	Complete Management and Financial Toolkit for Managers						22,23							1
4	Financial Monitoring and Analysis for Business Professional									8,9				1
5	The Coaching Process for Engaging and Developing Others									15,16				1
6	Healthcare Administration New Trends												10,11	1
7	Certified Mini MBA (Master of Business Administration)		2-6											1
8	Certified Yellow Belt in Lean Six Sigma			23-27 2-6 9-13										3
9	Certified Internal Auditor (CIA) Certification		23,24		20,21									2
10	Certified Public Accountant (CPA)					4,5								1
11	Certified Supply Chain Manager					25,26								1
12	Certified Professional in Healthcare Quality (CPHQ)				27-30	11-15								2
13	Certificate in Career Development			23,24										1
14	Cost Benefit Analysis		19,20											1
15	Health Communications						1,2							1
16	Train the Trainer				1,2	11,12	8,9							3
17	Non Profit Organizational Effectiveness						16,17							1
18	Creating Service Culture						18,19							1
19	Controlling and Monitoring Contractors' Daily Activities								11,12					1
20	Talent Management for Leaders								17,18		26,27	2-3		3
21	Balanced Scorecard				27,28 6,7				27,28 19,20					4
22	Measuring and Monitoring Suppliers' Performance								27,28					1
23	Stock Management, Demand, Planning and Forecasting									1,2				1
24	Preparing Tenders and Evaluation									3,4				1
25	Inventory Management									10,11				1
26	Arabic Minutes of Meeting									17,18				1
27	Procurement Management									21,22				1
28	Strategic Planning for Healthcare Organizations									28,29				1
29	Planning and Designing a Healing Environment										1,2			1
30	Practice Based Research										6,7			1
31	High Performance Teams			19,20	23-24 2,3				20,21					5
32	Leading People and Team										15,16	19-20		2
33	Public Speaking						15-16		31	1	20,21		28,29	4
34	Effective Communication and Presentation Skills				23,24					7,8	26,27	26-27		5
35	Key Managerial and Administrative Skills										29,30		2-3	2
36	Effective Interviewing Skills- Legal and Unbiased		16,17					8-9			19,20 13,14	3,4		5
37	Time Management and Stress Control					11,12 11,12					22,23	9,10	16,17	5
38	Managing Stress for Physicians		16,17								28,29	12,13	17,18	4
39	Organizational Behavior -The Power of Positive Attitude											17,18 2,3	24-25	3
40	Microsoft Powerpoint and Crystal Reports				16,17						15-16	23,24 10,11		4
41	The Power of Leaders											26,27		1
42	Managing Conflict											5-6	1,2 29,30 21,22	4
43	Win-Win Negotiation skills				7,8	25,26				3,4			3,4 1,2	5
44	Performance Management-Setting Objectives and Conducting Appraisals				23,24								30-31 21,22 8,9	4
45	Business Process Reengineering						4-5						14,15	2
46	Leadership Development Program								26,27				10,11 17,18	3
47	KPI workshop & Maximizing Effectiveness				14,15		1,2				8,9	19,20	22,23	5
48	Certified Risk Management			16,17		7,8	15,16		6,7				28,29	5
49	Creative Thinking and Innovation Techniques			2,3			18,19		20,21					3
50	Quality Management		26,27	5,6						3,4	22,23			4
51	Certified Training and Development Professional		9,10	23,24	6,7	18,19				14,15				5
52	Conducting TNA			5,6 12,13										2
53	Change Management - How to identify and implement a Change		26,27		16-17									2
54	The Art of Motivation			16,17										1
55	PMI Certified Project Management Professional					18-22	1-5				16-20	9-14		4
56	Managing People and Group			23,24	2,3		25-26				6,7			4
57	Locks and key Stock Management				29,30									1
58	Customer Services									24,25 28,29 15,16	20-21	16,17		5
59	Health Care Risk Management					7,8	22,23				2-3			3
60	Event Management					28,29	24,25				17-18		3,4	4
61	Quantitative Financial Analysis				1,2									1
62	Cost Management										12,13			1
63	Labour Laws/Govt Compliance/Rules					21-22								1
64	Financial Budgeting											12-13		1
65	Certified Government Auditing Professional			17,18										1
66	HR generalist certificate					25,26	22,23 8,9							3
67	Certificate in Compensation Management						22,23				13,14			2
68	Certified Logistics & Supply Chain Management				27,28									1
69	Certified Facilities Manager					4,5								1
70	Supply Chain Analysis					12,13								1
71	Certified Warehouse Professional					25,26								1
72	Safety Management						1,2							1
73	Advanced Staffing and Development Management Certificate								17,18			16,17		2
74	Managing Cash Cycle					21,22								1
75	Strategic Financial Planning										29,30			1
76	Preventing and Addressing Inappropriate Workplace Behavior								31	1				1
77	Warehouse Management Course		26,27											1
	Total	0	11	17	19	18	19	0	12	16	22	18	20	172

