



معهد البحرين للتدريب
Bahrain Training Institute

BAHRAIN TRAINING INSTITUTE CORPORATE TRAINING CENTER

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CORPORATE TRAINING CENTER

DECEMBER 2009

No	Course Title	Start Date	End Date	No.Hrs	Timing	Awarding	Language	Programme Mood			Fees (BD)
								w/s	Certificate	Diploma	
1	Basic Health and Safety at work	21-Dec-09	23-Dec-09	18	M	BSC	English		√		250
2	Executive Diploma in Human Resources Management	21-Dec-09	13-Feb-10	66	E	HULL College	English			√	950
3	Executive Diploma in Supervisory Management	21-Dec-09	13-Feb-10	66	E	HULL College	English			√	950
4	Executive Diploma in Sales & Marketing	21-Dec-09	20-Feb-10	66	E	HULL College	English			√	950
5	Executive Diploma in Supply Chain Logistics Management	21-Dec-09	20-Feb-10	66	E	HULL College	English			√	950
6	Executive Diploma in Finance for non Finance Manager	21-Dec-09	20-Feb-10	66	E	HULL College	English			√	950
7	Executive Diploma in Quality Management	21-Dec-09	20-Feb-10	66	E	HULL College	English			√	950
8	Executive Diploma in Secretarial Skills	21-Dec-09	10-Feb-10	66	E	HULL College	English			√	950
9	السكرتارية الإلكترونية وإدارة مكاتب المستقبل	21-Dec-09	28-Dec-09	30	M	CTD	Arabic	√			400
10	المهارات الإدارية والسلوكية والبروتوكول والمراسم والتشريفات للعلاقات العامة ومدراء المكاتب	21-Dec-09	25-Dec-09	30	M	CTD	Arabic	√			400
11	أخلاقيات العمل	28-Dec-09	6-Jan-09	18	E	BTI	Arabic	√			300
12	Work Ethics	28-Dec-09	6-Jan-09	18	E	BTI	English	√			300

LEGENDS:

E	Evening
M	Morning
W/S	Work Shop
BTI	Bahrain Training Institute Certificate
CTD	Central for Training & Development

CRS	Certificate in Recruitment and Selection
CPP	Certificate in Personnel Practice
IOSH	Institution of Occupational Safety & Health
Nebosh	National Examination in Occupational Safety and Health
CIPD	Chartered Institute of Personnel and Development (UK)