

No	Session	Track	Competencies	Mode	Languages	Duration	Certificate
1	Project Management (PMI / PRINCE2)						
1	Fundamentals of Project Management According to PMI and PRINCE2 Standards	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
2	Planning and Developing a Comprehensive Project Plan	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
3	Project Scope Management and Strategic Objectives	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
4	Project Time and Schedule Management	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
5	Project Budget and Cost Management	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
6	Human Resource and Team Management in Projects	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
7	Project Risk Assessment and Management	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
8	Quality Management and Ensuring Project Requirements Achievement	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
9	Communication and Reporting in Project Management	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
10	Change Management and Change Control in Projects	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
11	Using PRINCE2 and PMI Tools and Techniques in Projects	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
12	Project Closure and Evaluation of Performance and Deliverables	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
13	Applying Global Best Practices in Project Management	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
14	Project Management Using Agile Methodology	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
15	Project Planning and Scheduling	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
16	Managing Risks in Large-Scale Projects	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
17	Quality Management in Projects	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
18	Managing Small and Medium-Sized Projects	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
19	International and Global Project Management	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
20	Leadership Strategies in Project Management	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
21	Change Management in Organizations and Projects	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
22	Project Contracts and Tender Management	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
23	Using Technology in Project Management	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
24	Institutional Excellence and Total Quality Management	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
14	Project Management and Artificial Intelligence	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving

2	Operation Process management	Track	Competencies	Mode	Languages	Duration	Certificate
1	Fundamentals of Operations Management	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
2	Process Analysis and Operational Efficiency Improvement	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
3	Planning and Organizing Operational Resources	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
4	Production and Quality Management in Operations	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
5	Applying Lean and Six Sigma Methodologies in Process Improvement	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
6	Supply Chain and Inventory Management	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
7	Performance Management and Operational Key Performance Indicators (KPIs)	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
8	Automation of Operational Processes and Use of Technology	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
9	Operational Risk Management and Business Continuity Assurance	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
10	Improving Internal and External Processes and Services	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
11	Communication and Coordination Between Different Operations Teams	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
12	Data Analysis and Effective Operational Decision-Making	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
13	Building an Operations-Driven Culture Based on Efficiency and Organizational Excellence	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
14	Operations Management and Artificial Intelligence	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
3	Time Management and Prioritization	Track	Competencies	Mode	Languages	Duration	Certificate
1	Fundamentals of Personal and Professional Time Management	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
2	Setting Priorities Based on Work Objectives	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
3	Planning and Organizing the Day and Tasks Effectively	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
4	Time Management Techniques and Waste Reduction	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
5	Overcoming Procrastination and Increasing Productivity	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
6	Using Time Management Tools and Techniques	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
7	Time Management in Dynamic Work Environments	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
8	Work-Life Balance	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
9	Rapid Decision-Making Skills and Prioritization	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
10	Developing Productive Habits for Teams and Individuals	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
11	Handling Multiple Tasks and Managing Stress	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving

12	Performance Evaluation and Continuous Time Management Improvement	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
13	Building an Organizational Culture Based on Punctuality and Achieving Goals	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
14	Time Management and Prioritization Using Artificial Intelligence	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
4	Total Quality Management (TQM)	Track	Competencies	Mode	Languages	Duration	Certificate
1	Fundamentals of Total Quality Management (TQM)	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
2	Principles and Pillars of Total Quality Management	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
3	Planning and Implementing Quality Programs in the Organization	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
4	Improving Operational Processes and Procedures	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
5	Developing Performance Indicators to Measure Quality	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
6	Data Analysis and Quality-Based Decision-Making	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
7	Using Lean and Six Sigma for Quality Improvement	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
8	Managing Customer Satisfaction and Ensuring Service Quality	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
9	Training Teams on Total Quality Management Standards	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
10	Internal Auditing and Quality Control	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
11	Problem-Solving and Continuous Performance Improvement	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
12	Building a Culture of Quality and Organizational Excellence	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
13	Quality Governance and Linking It to the Organization's Strategic Performance	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
14	Quality and Artificial Intelligence	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
5	Organizational Excellence (EFQM)	Track	Competencies	Mode	Languages	Duration	Certificate
1	Fundamentals of Organizational Excellence According to the EFQM Model	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
2	Concepts and Criteria of the EFQM Excellence Model	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
3	Applying the EFQM Model in Public and Private Sector Organizations	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
4	Organizational Self-Assessment According to EFQM	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
5	Performance and Results Management According to Excellence Standards	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
6	Leadership and Governance in the Organizational Excellence Model	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
7	Strategy and Innovation Management for Achieving Excellence	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
8	Improving Processes and Services According to the EFQM Methodology	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving

9	Stakeholder Management and Enhancing Customer Satisfaction	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
10	Measuring Institutional Impact and Sustainability in EFQM	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
11	Preparing Excellence Reports and Institutional Improvement Plans	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
12	Linking EFQM with Other Quality and Governance Models	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
13	Building a Culture of Excellence and Continuous Improvement within the Organization	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
14	Organizational Excellence (EFQM) and Artificial Intelligence	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
6	Procurement and Contract Management	Track	Competencies	Mode	Languages	Duration	Certificate
1	Fundamentals of Procurement and Contract Management	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
2	Strategic Planning for Procurement and Supply Chains	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
3	Procurement Policies and Procedures According to Best Practices	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
4	Drafting and Preparing Administrative and Commercial Contracts	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
5	Managing the Contract Lifecycle from Award to Closure	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
6	Managing Tenders, Bids, and Technical and Financial Evaluation	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
7	Effective Negotiation in Procurement and Contracts	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
8	Supplier Management and Contract Performance Evaluation	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
9	Risk Management in Procurement and Contracts	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
10	Compliance and Governance in Procurement and Contracts	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
11	Cost Management and Spending Optimization in Procurement	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
12	Digital Transformation and E-Procurement Systems	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
13	Dispute Resolution and Contract Claims Management	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
14	Linking Procurement and Contracts to Organizational Performance and Excellence	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
15	Procurement and Contract Management and Artificial Intelligence	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
7	Human Resource Management	Track	Competencies	Mode	Languages	Duration	Certificate
1	Fundamentals of Modern Human Resource Management	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
2	Strategic Human Resource Planning	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
3	Human Capital Management and Talent Development	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
4	Recruitment and Selection According to Best Practices	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving

5	Employee Performance Management and Competency Assessment	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
6	Designing Organizational Structures and Job Descriptions	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
7	Training, Development, and Building Institutional Capacity	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
8	Compensation and Benefits Management and Employee Motivation	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
9	Labor Laws and Regulations and Employment Compliance	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
10	Employee Relations Management and a Positive Work Environment	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
11	Digital Transformation in Human Resources and HRIS Systems	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
12	Change Management and Organizational Culture	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
13	Mental Health and Workplace Well-being	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
14	Human Resource Governance and Linking It to Organizational Performance	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
15	Human Resource Management and Artificial Intelligence	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
8	Supply Chain Management	Track	Competencies	Mode	Languages	Duration	Certificate
1	Fundamentals of Modern Supply Chain Management	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
2	Strategic Supply Chain Planning	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
3	Demand Management and Needs Forecasting	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
4	Procurement and Sourcing Management within the Supply Chain	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
5	Inventory Management and Storage Optimization	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
6	Logistics, Transportation, and Distribution	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
7	Supplier Management and Building Strategic Partnerships	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
8	Cost Management and Improving Supply Chain Efficiency	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
9	Risk Management and Business Continuity in the Supply Chain	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
10	Digital Transformation in the Supply Chain and Smart Technologies	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
11	Applying Lean and Six Sigma Methodologies in the Supply Chain	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
12	Supply Chain Performance Measurement and Key Performance Indicators (KPIs)	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
13	Sustainability and Environmental Responsibility in the Supply Chain	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
14	Supply Chain Integration with Organizational Performance and Governance	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
15	Supply Chains and Artificial Intelligence	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving

9	Scientific Research	Track	Competencies	Mode	Languages	Duration	Certificate
1	Principles and Fundamentals of Scientific Research	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
2	Scientific Research Methodology: From Idea to Publication	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
3	Writing a Scientific Research Proposal	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
4	Designing Research Instruments and Data Analysis	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving
5	Skills for Writing Scientific Papers for Publication	Operation Administrators	Operational	In-Person / Remote / Hybrid	Arabic/English	25H	Achieving

Ruyat Al Mustaqbal Training Center

Training Department


