



# FHF CORPORATES SERVICES



Training



Coaching



Consulting

*we are so happy to introduce hints  
about our corporate services to you*

Call: 002-01028819901-02-03

[www.fhf.co.com](http://www.fhf.co.com)

[business@fhf.co.com](mailto:business@fhf.co.com)

## TRAINING SERVICES

Training Gap Analysis.  
As Requested Training.  
107 HD & HR Courses.  
Post - Assessment tools.

## COACHING SERVICES

Coaching Needs Assessment.  
Performance Gap Analysis.  
Professional Sessions.  
Qualified Coaches.

## CONSULTING SERVICES

Enhance business Performance.  
Job Description Enhancement.  
Business Professional Experts.  
Assessment Tools.





PERSONAL  
GROWTH

GOALS

INVESTMENT

FHF TRAINING SERVICES  
BEST SERVICES

GOO

KNOW MORE ABOUT US  
[WWW.FHF.CO.COM](http://WWW.FHF.CO.COM)



# TRAINING SERVICES

## **FHF**

*, We offer a variety of programs tailored to meet every level of training requirements. We hope that we will be able to have the opportunity to work closely with your organization to develop comprehensive training programs that meet your current needs.*

*For Humanity Training Center is an Arab company specialized in business administration training, workshops, and human resource development for the Arab market.*

-FHF-

A man and a woman are in a meeting room. The man, on the left, is wearing a grey suit and is looking towards the whiteboard. The woman, on the right, is wearing a blue top and is pointing at a diagram on the whiteboard with a pen. The whiteboard has several architectural or organizational diagrams on it. In the background, there are shelves with many binders and a globe.

**FOR  
HUMANITY  
FOUNDATION**

TRAINING SERVICES



performance



## MORE ABOUT OUR TRAINING SERVICES

### **Our commitment to quality:**

- Our management team members are highly qualified, with a blend of theoretical and practical experience in business and management.
- Our training leaders / trainers are highly qualified consultant and specialists, with a blend of academic and practical experience and a high level of training ability and communication skills .

### **Why training with us ?**

With us, you can always advance  
We understand that offering one size fits all solution doesn't suit today's constantly changing business world. We work with each client individually to ensure they receive the best possible training for their personal and professional success.

**Since inception,** our aim was to acquire the most up-to-date **training materials knowledge** in different management functions and utilize this knowledge to maximize the value provided to our clients.

Working relentlessly toward continuous improvement, and stretching our patented methodologies, models and tools that best serve to identify our clients specific requirements and cater to addressing them in the most effective and efficient manner. We believe that this represents to constantly upgrade and fine-tune these methodologies to remain in line with local and regional business environments.

We excel in developing people and providing world class management solutions tailored to create tangible, positive results on our client's business.

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### **our goal was clear:**

to bridge the gap between the developing management society in the Middle East and its counterpart in the west.

**so** we have the up to date training knowledge and materials you and your employees need .

## SPECIAL ORDER :-

WE COULD PROVIDE YOU WITH YOUR REQUESTED TRAINING COURSES AS :-

MEDICAL COURSES.  
ENGINEERING COURSES.  
DESIGN AND GRAPHIC COURSES.  
BANKING COURSES.  
AND ANY OTHER REQUESTED ADVANCED SPECIAL TRAINING COURSES AND PROGRAMS.

*also we could design your program according our ( TNA ) Training Needs Assessment wich will take place before starting our training project.*

# FHF TRAINING

SPECIAL ORDER  
HUMAN RESOURCES COURSES

## HUMAN DEVELOPMENT COURSES

*We have more than 107 training courses , made especially for FHF by international training experts from USA and UK , Canada and Egypt....etc . Each course was made to be introduces and trained as an active workshop training to increase gain of skills for you and your employees.*

FOR HUMANITY FOUNDATION  
**FHF**  
— TRAIN







# TRAINING COURSES

WE HAVE MORE THAN 107 TRAINING COURSES MADE FOR YOU AND YOUR COMPANY.  
EVERY COURSE WAS MADE FOR 1 , 2 AND 3 DAYS WORKSHOP .  
EVERY COURSE WAS MADE TO BE A SORT OF EFFECTIVE NEW TRAINING METHODS.

## FHF HUMAN DEVELOPMENT TRAINING COURSES

### Supervisors And Managers

- ▣ Budgets And Financial Reports
- ▣ Coaching And Mentoring
- ▣ Developing New Managers
- ▣ Employee Motivation
- ▣ Facilitation Skills
- ▣ Knowledge Management
- ▣ Leadership And Influence

### Sales And Marketing

- ▣ Body Language Basics
- ▣ Call Center Training
- ▣ Creating a Great Webinar
- ▣ Employee Recognition
- ▣ Event Planning
- ▣ Internet Marketing Fundamentals
- ▣ Marketing Basics
- ▣ Media And Public Relations
- ▣ Motivating Your Sales Team
- ▣ Overcoming Sales Objections
- ▣ Presentation Skills
- ▣ Proposal Writing
- ▣ Prospecting and Lead Generation
- ▣ Sales Fundamentals
- ▣ Telephone Etiquette
- ▣ Trade Show Staff Training

### HUMAN RESOURCES

- ▣ Business Succession Planning
- ▣ Developing a Lunch and Learn
- ▣ Employee Onboarding
- ▣ Employee Recruitment
- ▣ Generation Gaps
- ▣ Health and Wellness at Work
- ▣ Hiring Strategies
- ▣ Human Resource Management
- ▣ Measuring Results From Training
- ▣ Millennial Onboarding
- ▣ Talent Management
- ▣ Train--The--Trainer
- ▣ Workplace Diversity
- ▣ Workplace Harassment
- ▣ Workplace Violence

### Career Development

- ▣ 10 Soft Skills You Need
- ▣ Assertiveness And Self--Confidence
- ▣ Communication Strategies
- ▣ Creative Problem Solving
- ▣ Developing Creativity
- ▣ Digital Citizenship
- ▣ Entrepreneurship
- ▣ Interpersonal Skills
- ▣ mLearning Essentials
- ▣ Negotiation Skills
- ▣ Personal Branding
- ▣ Project Management
- ▣ Telework And Telecommuting
- ▣ Time Management
- ▣ Women in Leadership

### PERSONAL DEVELOPMENT

- ▣ Anger Management
- ▣ Attention Management
- ▣ Being A Likeable Boss
- ▣ Critical Thinking
- ▣ Emotional Intelligence
- ▣ Goal Setting and Getting Things Done
- ▣ Improving Mindfulness
- ▣ Improving Self--Awareness
- ▣ Increasing Your Happiness
- ▣ Job Search Skills
- ▣ Managing Workplace Anxiety
- ▣ Personal Productivity
- ▣ Public Speaking
- ▣ Social Intelligence
- ▣ Social Learning
- ▣ Stress Management
- ▣ Work--Life Balance

### Administrative Skills

- ▣ Administrative Office Procedure
- ▣ Administrative Support
- ▣ Basic Bookkeeping
- ▣ Business Writing
- ▣ Collaborative Business Writing
- ▣ Executive and Personal Assistants
- ▣ Meeting Management
- ▣ Organizational Skills
- ▣ Social Media In The Workplace
- ▣ Supply Chain Management

### Workplace Essentials

- ▣ Appreciative Inquiry
- ▣ Business Acumen
- ▣ Business Ethics
- ▣ Business Etiquette
- ▣ Change Management
- ▣ Civility In The Workplace
- ▣ Conflict Resolution
- ▣ Customer Service
- ▣ Delivering Constructive Criticism
- ▣ Developing Corporate Behavior
- ▣ Handling a Difficult Customer
- ▣ Networking Within the Company
- ▣ Risk Assessment and Management
- ▣ Safety In The Workplace
- ▣ Team Building For Managers
- ▣ Teamwork And Team Building