



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

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

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-



**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 introduced 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



BUSINESS COACHING

COACHING
SERVICES

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FOR HUMANITY FOUNDATION IS OFFERING YOU THE MOST POWERFULL ARABIC COACHING SERVICES TO ENHANCE YOUR EMPLOYEES BUSINESS PERFORMANCE BY TECHNIQUE OF ONE TO ONE COACHING SESSION .

COACHING

SERVICES

The model of coaching that will be applied is a mix of applications of three models (reform oriented coaching model -subject specific coaching model -program specific coaching model) (working on making differences and change (person whole life circle and wheel of development and concentrate on company target goal for each client to make a specific coaching program for each client to get ride of his mistakes and obstacles and enhance his performance and reach the company target)).

At first we should build rapport and trust with the client then analyze his existed state of performance then facilitating client change (long process of making real change on values and beliefs which are main core of business behavior) then follow up him then evaluate his progress to make sure that we reached the desired state.

BY - FHF -



COACHING ROI IS HIGHER
FIVE TIMES MORE THAN
TRAINING ROI.

NOW
70% OF USA MAJOR COM-
PANIES HIRE COACHING
SERVICES PROVIDERS TO
WORK ON THEIR EMPLOY-
EES PERFORMANCE.

WE ARE ONE OF THE BEST
COACHING SERVICES PRO-
VIDERS IN THE MIDDLE
EAST.



COACHING ROLE

**COACHING RESULT IS ENHANCE-
MENT OF PERFORMANCE OF
YOUR CLIENTS AND ELIMINATE
THE GAP BETWEEN THE EXISTED
STATE "CURRENT STATE" AND
THE DESIRED STATE.**

coaches and the sector of
highly Education Process
will meet together once
a week to follow up the
coaching process and make
sure that the process is
making a real change and
help to solve any problems
– Coach will introduce full
information needed –
sector of education will
make the same.

coach will follow up the
client to make sure that the
client is working on pro-
gram and tactics and
promises that he wanted to
achieve.

coaching feedback process
elements are (client feed-
back-coach feedback-tar-
get feedback) which will be
noticed and discussed day
by day and week by week.

100%
SATISFACTION

YOUR COACHING OFFER

some details about our coaching
services technique .

Pre-assessments The pre-assessments will be sent by FHF to the participants prior to coaching delivery where they will be assessing themselves to find out where they lie in term of that skill/ competency. The participants will receive the scores of this pre-assessment inside the coaching sessions and they will be able to identify their development areas while they are inside the sessions learning the skill .

Action Plans After attending the sessions, the participants will be required to put a detailed action plan(additional plan) (to put them on motivation track) where FHF will provide them with a template to fill in (there will be a different template for each client according to his job) The participants will be required to fill in the action plan with their deliverables and the timelines and send it back to FHF by email.

Progress Reports Certain sessions –may- will require progress reports to be sent FHF by the participants after they have decided on their action plan, to ensure that the participants are following their desired plan. In these sessions there will be two (if needed) progress reports that are required by the participants. FHF will send participants a reminder with the template of the progress report to be filled in and sent back to FHF .

Post-assessments The post-assessments will be sent by FHF to the participants 3 months after attending the coaching sessions where will reassess themselves to find out their improvement within these 3 months after attending their sessions and where they still need to develop.

On-the-job Assignments Six weeks after coaching sessions, FHF will be sending participants a certain task (if required & approved) where they will need to apply the learn skill on-the-job and to ensure that they practice the new desires state .

Manager's Observation In certain sessions the participants' direct managers will be required to evaluate them prior to the sessions, and six months after the sessions. FHF will send the participants' managers both the pre- and post-assessments by email. Participants will receive their manager's pre-observation inside the sessions and then will receive, by email, their manager's post-observation.

FHF will recommend that the manager and participant sit together to discuss the participant's development areas and put action steps in improving them after both evaluations.

- CNA process for this assignment will be delivered free of charge. - Post total sessions reports, including sessions evaluations, analysis and recommendations will be submitted upon full payment.
- Our coaches are ready to conduct the sessions as soon as the agreement is signed by both parties.
- A detailed post-sessions report is provided to management, 5 days after each program is completed .



CONSULTING

SERVICES





we could provide you with professional and effective business solutions to get rid of your business problems and help you to enhance your business performance gaps to reach your desires and needs .