	training courses	Marketing Insurance Program	
N	Courses NAME	Training hours	The number of trainees
1	marketing skills in insurance sector	20	8-12
2	Employee Recognition	16	8-12
3	Event Planning in Insurance services	16	8-12
4	Internet Marketing Fundamentals	20	8-12
5	Marketing Basics	18	8-12
6	Media And Public Relations	18	8-12

training courses		Customer service of insurance companies	
N	Courses NAME	Training hours	The number of trainees
1	Managing and collection of insurance premium	20	8-12
2	Excellence and creativity in dealing with the beneficiaries of the insurance services	24	8-12
3	Communication Strategies	16	8-12
4	Handing A Difficult Customer	16	8-12
5	Body Language Basics	20	8-12
6	Motivating Your Sales Team	20	8-12

		sales Insurance services
Courses NAME	*Training hours*	**The number of trainees**
Selling insurance products for individuals	20	8-12
Selling commercial insurance products	16	8-12
Overcoming Sales Objections	16	8-12
Presentation Skills	12	8-12
Motivating Your Sales Team	16	8-12
Sales Fundamentals	16	8-12
Telephone Etiquette	12	8-12
Trade Show Staff Training	16	8-12

N	Courses NAME	Training hours	The number of trainees
1	Conducting Annual Employee Reviews	16	8-12
2	Developing New Managers	18	8-12
3	Employee Motivation	16	8-12
4	Facilitation Skills	16	8-12
5	Knowledge Management	18	8-12
6	Leadership And Influence	18	8-12
7	Lean Process And Six Sigma	20	8-12
8	Manager Management	20	8-12
9	Middle Manager	18	8-12
10	Office Politics For Managers	16	8-12
11	Performance Management	16	8-12
12	Supervising Others	12	8-12

training courses

HUMAN RESOURCES Program		
N	*Courses NAME*	*Training hours*	*The number of trainees*
1	**Business Succession Planning**	*8*	*8-12*
2	**Developing a Lunch and Learn**	*8*	*8-12*
3	**Employee Onboarding**	*12*	*8-12*
4	**Employee Recruitment**	*12*	*8-12*
5	**Generation Gaps**	*16*	*8-12*
6	**Health and Wellness at Work**	*8*	*8-12*
7	**Hiring Strategies**	*8*	*8-12*
8	**Human Resource Management**	*16*	*8-12*
9	**Measuring Results From Training**	*12*	*8-12*
10	**Millennial Onboarding**	*10*	*8-12*
11	**Talent Management**	*12*	*8-12*
12	**Train-The-Trainer**	*16*	*8-12*
13	**Workplace Diversity**	*8*	*8-12*
14	**Workplace Harassment**	*8*	*8-12*
15	**Workplace Violence**	*8*	8-12