



FHF

TRAINING , COACHING & BUSINESS CONSULTATION

FOR HUMANITY EGY
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C.R 66615

FOR HUMANITY UK
T.C 11106565

Training

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.

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Training programs

2018

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List of training programs

(A) Administrative Skills

(B) Career Development

(C) Human Resources

(D) Marketing

(E) SALES

(F) Personal Development

(G) Supervisors And Managers

(H) Workplace Essentials

(A) Administrative Skills

COURSES

Contains 10 training courses

1- ADMINISTRATIVE OFFICE PROCEDURES

- 2- Administrative Support
- 3- Basic Bookkeeping Advertorial
- 4- Business Writing
- 5- Collaborative Business Writing
- 6- Executive and Personal Assistants
- 7- Meeting Management
- 8- Organizational Skills
- 9- Social Media in the Workplace
- 10- Supply Chain Management

(B) Career Development

COURSES

Contains 15 training courses

- 1- 10 Soft Skills You Need Advertorial
- 2- Assertiveness and Self Confidence
- 3- Communication Strategies
- 4- Creative Problem Solving
- 5- Developing Creativity
- 6- Digital Citizenship
- 7- Entrepreneurship Advertorial
- 8- Interpersonal Skills Workshop
- 9- MLEARNING ESSENTIALS
- 10- Negotiation Skills
- 11- Personal Branding
- 12- Project Management
- 13- Telework And Telecommuting
- 14- Time Management
- 15- Women in Control

(C) Human Resources program

COURSES

Contains 15 training courses

- 1- Business Succession Planning
- 2- Developing a Lunch and Learn
- 3- Employee Onboarding
- 4- Employee Recruitment
- 5- Generation Gaps
- 6- Health and Wellness at Work
- 7- Hiring Strategies
- 8- Human Resource Management
- 9- Measuring Results From Training
- 10- Millennial Onboarding
- 11- Talent Management
- 12- Train the Trainer
- 13- Workplace Diversity
- 14- Workplace Harassment
- 15- Workplace Violence

(D) Marketing

COURSES

Contains 6 training courses

- 1- Creating a Great Webinar
- 2- Employee Recognition
- 3-EVENT PLANNING
- 4- INTERNET MARKTING FUNDAMENTALS
- 5- Marketing Basics
- 6- Media And Public Relations

(E) Sales

COURSES

Contains 10 training courses

- 1-BODY LANGUAGE BASICS
- 2-Call Center Training
- 3-Motivating Your Sales Team
- 4-Overcoming Sales Objections
- 5 -Presentation Skills
- 6 -Proposal Writing
- 7 -Sales Fundamentals
- 8 -Telephone Etiquette
- 9 -Trade Show Staff Training
- 10- Proposal Writing

(F) Personal Development

COURSES

Contains 17 training courses

- 1- Anger Management Skills
- 2- Attention Management Skills
- 3- Being A likeable Boss
- 4- Critical Thinking Skill
- 5- EMOTIONAL INTELLIGENCE
- 6-GOAL SETTING AND GETTING THINGS DONE
- 7- Improving Mindfulness
- 8- Increasing Self Awareness
- 9- Increasing Your Happiness
- 10- Job Search Skills
- 11- Managing Workplace Anxiety
- 12- Personal Productivity
- 13- Public Speaking
- 14- Social Intelligence
- 15- Social Learning
- 16- Stress Management
- 17- Work-Life Balance

FOR HUMANITY FOUNDATION

FOR HUMANITY OFFICE EGY

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FOR HUMANITY UK

71-75 Shelton Street, Covent
Garden, London, United
Kingdom, WC2H 9JQ

(G) Supervisors And Managers

COURSES

Contains 14 training courses

- 1-Budgets And Financial Reports
- 2-Coaching and Mentoring
- 3-Developing New Managers
- 4-Employee Motivation
- 5-Facilitation Skills
- 6-Knowledge Management
- 7-Leadership & Influence
- 8-Lean Process And Six Sigma
- 9-Manager Management
- 10-Middle Manager
- 11-Office Politics for Managers
- 12-Performance Management
- 13-Supervising Others
- 14-Virtual Team Building and Management

(H) Workplace Essentials program

Contains 16 training courses

- 1- Appreciative Inquiry
- 2- Business Acumen
- 3- Business Ethics Skills
- 4- Business Etiquette
- 5- Change Management
- 6- Civility In The Workplace
- 7- Conflict Resolution
- 8- Customer Service

- 9- Delivering Constructive Criticism
- 10- Developing Corporate Behavior
- 11-Handling a Challenging Customer
- 12-Networking Within the Company
- 13-Risk Assessment and Management
- 14-Safety In The Workplace
- 15-Team Building For Managers
- 16-Teamwork & Team Building