Ehikaam Training Center

With Us..Precede Your Steps

EHIKAAM TRAINING PLAN 2019

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Who we are ?

An organization which provides a training environment with high efficiency in the field of developing scientific and professional expertise for human resources in a manner consistent with the needs of organizations that adopt modern technologies. Ehikaam center is certified by Technical and Vocational Training Corporation. The Board of Directors is composed of a team of high-level academic and professional experts from the University's professors and leaders.

Ehikaam promise to make differences in the skills of its clients and push them and their organizations to better performance and work to release their potential and create a healthy working environment based on high-value professional.

Ehikaam for Training

Our Goal

To be your best choice in training

Our objectives

Dissemination of culture and administrative awareness to ensure providing the highest levels of performance.

Preparing and qualifying distinguished administrative cadres to meet the challenges of the future.

Working in a team spirit, striving to serve the client beyond his expectations.

Invest the latest technology to deliver high-quality programs.

Using qualified experts with high levels of competence in the training field.

Meet the needs of individuals and organizations from specialized programs and workshops in a distinctive manner.

Develop constructive partnerships in the training field.

Our values

Training will be according to the latest and best approaches and means

That our center has a valuable name in the training field

Our training for positive change in the work environment and society

To sharpen the trainees for excellence in their work

Training Plan 2019

Leadership and Management Programs

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Leadership and Management Programs

Program Title	Date		Duration per/day	Location
	From	To		
Performance evaluation strategies using Balanced Scorecards	06Jan	08Jan	3	Al-Riyadh
Qualifying the middle managers and developing their administrative and executive capacities	13Jan	17Jan	5	Al-Riyadh
Organizing and managing of meetings and committees	13Jan	15Jan	3	Al-Riyadh
Development of work systems in administrative affairs	20Jan	24Jan	5	Al-Riyadh
Project Management Skills	03Feb	07Feb	5	Al-Riyadh
Prepare work plans and transform ideas into action programs and performance appraisal	10Feb	12Feb	3	Jeddah
Problem solving and decision-making using (mind map formulation)	17Feb	21Feb	5	Jeddah
Effective supervision skills and team building	24Feb	28Feb	5	Dammam
Performance management: goal setting and evaluation	03Mar	05Mar	3	Al-Riyadh
Skills of simplifying procedures and eliminating the routines under electronic management	10Mar	14Mar	5	Al-Riyadh
Skills and strategies for practical leadership, planning and crisis management	17Mar	21Mar	5	Al-Riyadh
Skills of preparing and drafting administrative and official correspondence	24Mar	26Mar	3	Abha
Manage key customer accounts	07Apr	11Apr	5	Al-Riyadh
Strategic management of human resources	14Apr	18Apr	5	Al-Riyadh
Effective negotiation strategies	21Apr	23Apr	3	Al-Riyadh
Authorization and empowerment skills	28Apr	01May	5	Al-Khobar
Effective selling skills: tools and techniques	05May	09May	5	Al-Riyadh
Meeting management skills and effective interviews	12May	16May	5	Al-Riyadh
Management planning for new managers and formulation of objectives	19May	23May	5	Al-Riyadh
Public relations and media skills	26May	30May	5	Al-Khobar
Development of administrative and supervisory frameworks and continuous development skills	09Jun	13Jun	5	Al-Riyadhl
Call center management skills	09Jun	13Jun	5	Tabuk
The art of developing organizational structures and restructuring	16Jun	20Jun	5	Al-Riyadh

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Program Title	Date		Duration per/day	Location
	From	To		
E-management and the skills of dealing with decision support systems	23Jun	27Jun	5	Al-Riyadh
Modern methods in the management of compensation	07Jul	11Jul	5	Tabuk
Excellence in administrative inspection and supervision and follow-up	14Jul	16Jul	3	Al-Riyadh
Advanced leadership, effective management and supervisory performance development	21Jul	25Jul	5	Al-Riyadh
Preparing the leadership to assume the tasks of senior management	28Jul	02Aug	5	Al-Riyadh
Polarization, interviewing and selection strategies	18Aug	22Aug	5	Al-Riyadh
Performance Management of subordinates	18Aug	22Aug	5	Tabuk
Develop public relations campaigns	18Aug	22Aug	5	Al-Riyadh
Time Management and Stress Control	25Aug	27Aug	3	Al-Riyadh
Decision making and solving managerial problems	01Sep	05Sep	5	Al-Riyadh
Preparation, analysis and evaluation of feasibility studies	08Sep	12Sep	5	Al-Riyadh
Advanced Digital Marketing	15Sep	19Sep	5	Al-Riyadh
Performance management: Identification of key performance indicators and progress	22Sep	24Sep	3	Al-Riyadh
Professional development and succession planning	06Oct	08Oct	3	Jeddah
Finance for non-financial	13Oct	17Oct	5	Al-Riyadh
Manage materials and negotiate with suppliers	20Oct	24Oct	5	Al-Riyadh
Creative secretarial skills	27Oct	31Oct	5	Al-Riyadh
Electronic archive	03Nov	07Nov	5	Al-Riyadh
Events & Conferences Management	10Nov	14Nov	5	Al-Riyadh
Marketing Communication and Media Planning	17Nov	21Nov	5	Al-Khobar
Human Resource Management	24Nov	28Nov	5	Al-Riyadh
Planning strategies and follow-up work	01Dec	05Dec	5	Al-Riyadh
Transforming and activating strategic plans into reality	08Dec	12Dec	5	Al-Riyadh
Preparation of call center staff	15Dec	19Dec	5	Al-Riyadh

Social Programs and Self-development

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Social Programs and Self-development

Program Title	Date		Duration per/day	Location
	From	To		
Etiquette Basics and Business Protocol	06Jan	10Jan	5	Al-Riyadh
Leading personality of the social worker	13Jan	14Jan	2	Al-Riyadh
Self-management and leadership of others	10Feb	14Feb	5	Al-Riyadh
Building family laws and rules of application	17Feb	18Feb	2	Al-Riyadh
Manage multiple tasks, prioritize, and meet deadlines	10Mar	12Mar	3	Al-Riyadh
Freedom from fear and shame and courageous progress	10Mar	11Mar	2	Al-Riyadh
Identify priorities, manage time and work pressure	17Mar	19Mar	3	Al-Khobar
Methods of solving marital problems (prevention and treatment)	07Apr	09Apr	3	Al-Riyadh
Creativity in problem solving and decision-making	14Apr	18Apr	5	Al-Riyadh
Methods and strategies to modify the educational behavior of children	05May	07May	3	Al-Riyadh
Negotiating and concluding successful transactions, and settling disputes	05May	09May	5	Al-Riyadh
Educational bases in dealing with the structural process of children	09Jun	11Jun	3	Abha
Creative thinking and innovation techniques	16Jun	20Jun	5	Al-Riyadh
The psychological and social bases of the child and the methods of dealing with him	21Jul	23Jul	3	Al-Riyadh
Excellence in performance using emotional intelligence	07Jul	11Jul	5	Al-Riyadh
The psychological environment and its impact in the decision-making process	18Aug	19Aug	2	Al-Khobar
Work-life balance: enhancing productivity and quality of life	01Sep	03Sep	3	Al-Riyadh
Negotiation and delegation in marital relations	08Sep	09Sep	2	Al-Riyadh
Flexibility in leadership	06Oct	10Oct	5	Al-Riyadh
Golden Rules for Safe Teenage	13Oct	14Oct	2	Al-Khobar
Effective team building strategies	24Nov	26Nov	3	Al-Riyadh
Methods and strategies for modifying marital behavior	08Dec	09Dec	2	Tabuk

Tourism Programs

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Tourism Programs

Program Title	Date		Duration per/day	Location
	From	To		
How to convert heritage buildings into museums (open) within the provinces	06Jan	08Jan	3	Al-Riyadh
International standards in the establishment of new museums to be applied throughout the Kingdom	20Jan	22Jan	3	Al-Riyadh
How to manage information and research on archeology and heritage	03Feb	07Feb	5	Al-Riyadh
Establish partnerships within and outside the Kingdom to support joint ventures	17Feb	19Feb	3	Al-Riyadh
How to create private and specialized museums	03Mar	06Mar	4	Jeddah
How to Publish and Market Massive Archaeological Findings	17Mar	21Mar	5	Al-Riyadh
How to be repaired according to the best techniques and global standards	07Apr	09Apr	3	Dammam
Mechanisms to promote positive attitudes towards internal tourism and protection of cultural heritage	21Apr	25Apr	5	Al-Riyadh
How to finance tourism projects and operation of tourist investment services centers, and the establishment of additional centers	05May	08May	4	Al-Riyadh
How to protect archaeological sites	19May	21May	3	Abha
Innovation and marketing of small tourism projects	09Jun	12Jun	4	Al-Riyadh
Financial and Technical Studies Establish private and independent museums through the private sector	09Jun	13Jun	5	Al-Khobar
How to create archaeological and heritage sites (existing) and open them to visitors	16Jun	20Jun	5	Al-Riyadh
How to market investment opportunities for impact and tourism	07Jul	11Jul	5	Tabuk
Public Relations and Protocol (Protocol) in the tourism sector	14Jul	16Jul	3	Al-Riyadh
Developing the skills of workers in furnished housing units	21Jul	23Jul	3	Tabuk
Security and safety in the tourism sector	18Aug	20Aug	3	Al-Riyadh
Developing supervisory and leadership skills in the tourism sector	18Aug	21Aug	4	Al-Riyadh

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Program Title	Date		Duration per/day	Location
	From	To		
The concept and importance of quality in tourism services	25Aug	26Aug	2	Dammam
Developing the skills and skills of tour operators	01Sep	05Sep	5	Jazan
Identifying job opportunities in the tourism sector "Men"	08Sep	09Sep	2	Al-Riyadh
Identifying employment opportunities in the tourism sector "Women"	22Sep	23Sep	2	Tabuk
Skills of preparing CV and interview	06Oct	10Oct	5	Al-Riyadh
Developing the skills of tourism product salesmen	13Oct	15Oct	3	Al-Riyadh
Tools to increase public awareness of heritage programs and conservation	27Oct	28Oct	2	Al-Riyadh
How to measure change in concepts and community acceptance of tourism and activities of the Commission	03Nov	05Nov	3	Jeddah
How to find and offer new tourist products to attract tourists	10Nov	12Nov	3	Al-Riyadh
Develop the patterns of tourism sports and adventures	01Dec	03Dec	3	Dammam
Designing and managing innovative marketing campaigns, based on technical developments	08Dec	12Dec	5	Al-Riyadh
Identify best practices for conservation and use of monuments and heritage in development	15Dec	19Dec	5	Al-Riyadh

Security and Safety Programs

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Security and Safety Programs

Program Title	Date		Duration per/day	Location
	From	To		
Occupational safety and health management	13Jan	17Jan	5	Al-Riyadh
Preventing and investigating security and safety incidents	27Jan	31Jan	5	Al-Riyadh
The basics of preparing security and safety personnel	10Feb	14Feb	5	Al-Riyadh
Crisis Management	24Feb	28Feb	5	Al-Riyadh
Hazardous Waste Management	10Mar	14Mar	5	Jeddah
Strategic planning in emergency situations	24Mar	28Mar	5	Al-Riyadh
Rehabilitation of the head of security and safety facilities	14Apr	18Apr	5	Dammam
Foundations of the establishment, management and functions of checkpoints	28Apr	30Apr	3	Al-Riyadh
Foundations of investigation organization and management	12May	16May	5	Al-Riyadh
Foundations of control organization and management	26May	30May	5	Abha
Anti-terrorism	09Jun	13Jun	5	Al-Riyadh
Combat psychological warfare	23Jun	27Jun	5	Al-Khobar
VIP security	14Jul	25Jul	10	Al-Riyadh
Hospital safety and security	21Jul	25Jul	5	Tabuk
Planning and managing the security and safety of installations	18Aug	22Aug	5	Al-Riyadh
Release a bus or building hostages	18Aug	29Aug	10	Tabuk
Prevention and fire control	25Aug	29Aug	5	Al-Riyadh
Handling explosive and hazardous materials	08Sep	12Sep	5	Al-Riyadh
Awareness and security sense	15Sep	19Sep	5	Dammam
Effective communication and public approach to the security man	22Sep	26Sep	5	Jazan
Foundations of Security Audit and Inspection	06Oct	10Oct	5	Al-Riyadh
Methods of detecting forgery and counterfeiting	10Nov	14Nov	5	Al-Riyadh
Rehabilitation of elements of security and safety of installations	15Dec	19Dec	5	Al-Riyadh

Media Programs

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Media Programs

Program Title	Date		Duration per/day	Location
	From	To		
Digital Media Skills	20Jan	24Jan	5	Al-Riyadh
Planning for press interviews	27Jan	31Jan	5	Al-Riyadh
Effective e-attendance	17Feb	21Feb	5	Al-Riyadh
Write content for social media	24Feb	28Feb	5	Al-Riyadh
Population Media	17Mar	21Mar	5	Jeddah
TV interviews	24Mar	28Mar	5	Al-Riyadh
Body language for Media	21Apr	25Apr	5	Dammam
Developing the media skills of the administrators	28Apr	02May	5	Al-Riyadh
Risk management and media crises	19May	23May	5	Al-Riyadh
Media management and organization skills	26May	30May	5	Abha
Writing media and press reports	16Jun	20Jun	5	Al-Riyadh
Journalism Arts (Interview - Inquiry - Report)	23Jun	27Jun	5	Al-Khobar
Legal rules governing media work	21Jul	23Jul	3	Al-Riyadh
Advanced skills in print and electronic journalism	28Jul	30Jul	3	Tabuk
Developing the capacity of the official spokesman	18Aug	22Aug	5	Al-Riyadh
Writing and editing economic news	25Aug	29Aug	5	Tabuk
Preparation of the broadcaster and reporter	15Sep	19Sep	5	Al-Riyadh
Media department management in major companies	22Sep	26Sep	5	Al-Riyadh
Environmental media	20Oct	24Oct	5	Dammam
Creative thinking and turning ideas into a media action plan	27Oct	31Oct	5	Jazan

Legal Programs

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Legal Programs

Program Title	Date		Duration per/day	Location
	From	To		
Arbitration (rules - procedures - documents) and dispute settlement	20Jan	24Jan	5	Al-Riyadh
Mergers and acquisitions	27Jan	31Jan	5	Al-Riyadh
Preparation, drafting and revision of FIDIC contracts	17Feb	21Feb	5	Al-Riyadh
Preparation, drafting and review of B.O.T contracts	24Feb	28Feb	5	Al-Riyadh
Preparation of tender procedures and documents and business practices	17Mar	21Mar	5	Jeddah
Preparation of tender RFP and specifications	24Mar	28Mar	5	Al-Riyadh
Principles of draft laws / regulations and decisions	21Apr	25Apr	5	Dammam
Procedures and records of judicial seizure	28Apr	02May	5	Al-Riyadh
Investigation (preliminary security / administrative / criminal / military) and security records and reports	19May	27May	7	Al-Riyadh
Preparation of legal and judicial memoranda and case law	26May	30May	5	Abha
The art of pleading before the judiciary	23Jun	27Jun	5	Al-Khobar
Developing the skills of the members of the advice council (parliament) and its employees	21Jul	25Jul	5	Al-Riyadh
Principles of understanding and application of laws and regulations	28Jul	01Aug	5	Tabuk
The assets of providing legal advice and fatwas	18Aug	22Aug	5	Al-Riyadh
Legal aspects of non-legal	25Aug	29Aug	5	Tabuk
Developing the skills of the heads and members of the legal departments	15Sep	19Sep	5	Al-Riyadh
Applications to Civil Service Law	20Oct	24Oct	5	Dammam
Applications to labor law and workers	24Nov	28Nov	5	Al-Riyadh
The origins of administrative litigation	15Dec	19Dec	5	Al-Riyadh

Financial and Banking Programs

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Financial and Banking Programs

Program Title	Date		Duration per/day	Location
	From	To		
Diagnosis of the macroeconomic situation	06Jan	10Jan	5	Al-Riyadh
Analysis of sustainability of debt sustainability	27Jan	31Jan	5	Al-Riyadh
Debt management in the GCC	03Feb	07Feb	5	Al-Riyadh
Restructuring and settling banks	24Feb	28Feb	5	Al-Riyadh
Banking Risk Control	03Mar	06Mar	4	Jeddah
Systemic financial risk analysis	24Mar	28Mar	5	Al-Riyadh
Providing preventive guarantees at central banks	07Apr	11Apr	5	Dammam
Infrastructure for financial markets and financial technology	21Apr	25Apr	5	Al-Riyadh
Key elements of banking supervision	05May	09May	4	Al-Riyadh
Repair of fuel support	12May	15May	4	Abha
Exchange rate policy	09Jun	12Jun	4	Al-Riyadh
Analysis of monetary policy and forecasting of its variables on the basis of models	23Jun	27Jun	5	Al-Khobar
Analysis of monetary policy and fiscal policy using general dynamic random Balance models	07Jul	11Jul	5	Al-Riyadh
Diagnosis of vulnerability	28Jul	01Aug	5	Al-Riyadh
Capital flows management: Macroeconomic analysis and policies	18Aug	22Aug	5	Al-Riyadh
Overall growth	25Aug	29Aug	5	Tabuk
Macroeconomic management in countries rich in natural resources	01Sep	05Sep	5	Al-Riyadh
Total stress testing	22Sep	25Sep	4	Al-Riyadh
Forecasting and analysis using macro econometric tools	06Oct	10Oct	5	Dammam
Analysis of financial markets	27Oct	31Oct	5	Jazan
Analysis of fiscal policy	03Nov	07Nov	5	Al-Riyadh
Macroeconomic policies and programming	17Nov	21Nov	5	Al-Riyadh
Calculations and analysis of macroeconomics	15Dec	19Dec	5	Al-Riyadh

(We also offer financial and banking programs for branches staff based on customer needs)

Why Us?

- We act as success partners with our clients
- Our team has a long history of experience in education and development, which enables our clients to achieve their goals
- We use the best practices to manage the training process
- We use the best national and Arab talents of trainers and experts
- We use the best methodologies for preparing training package
- We use the latest methodologies to implement the training
- Ensuring our customers get the best value for their investments

Success Partners

Thank you for your interest

مركز إحكام للتدريب

معنا .. تسبق خطواتك