

Banking Operations Programs

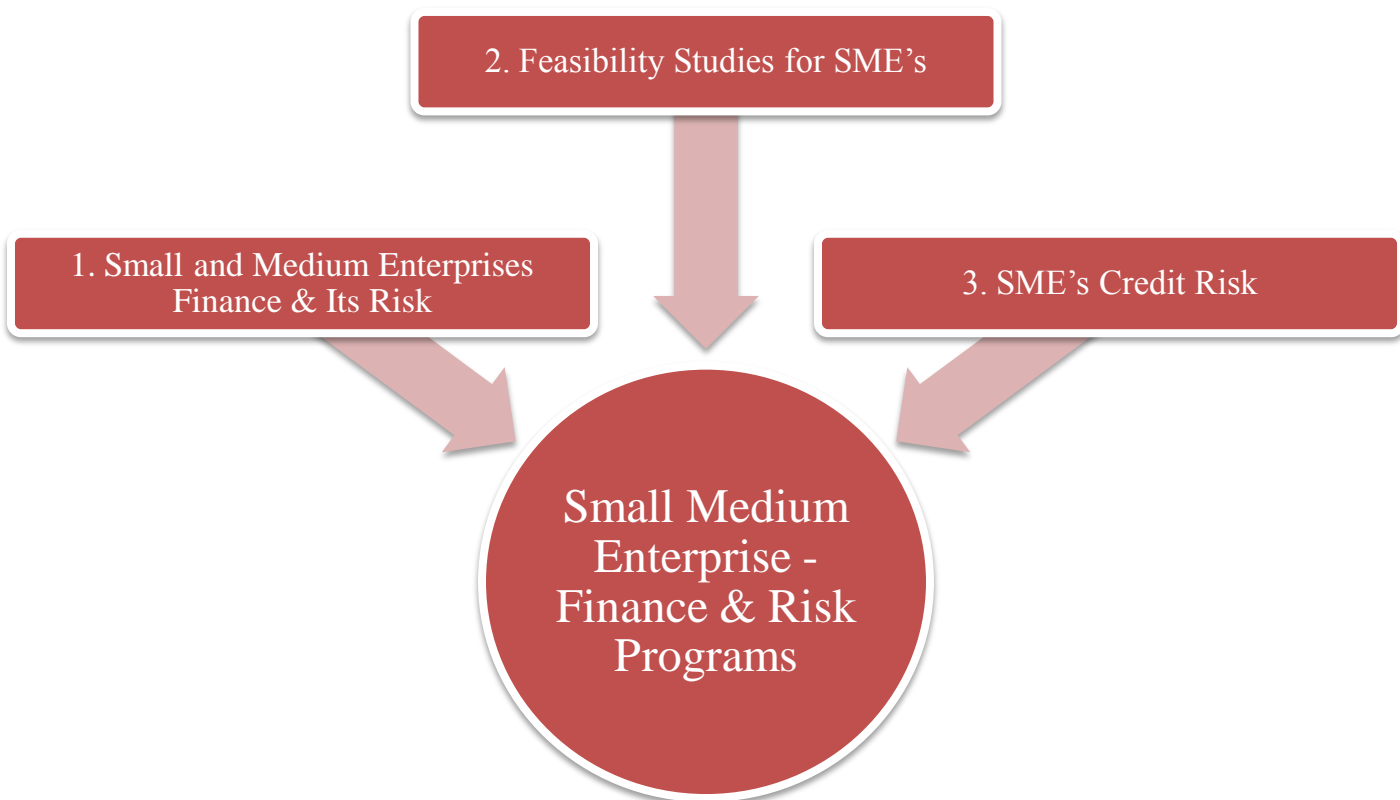
1. Principles of Banking Operations
2. Tellers Skills –Technical Development
3. Foreign Exchange
4. Forgery and Falsification Detection – Introduction
5. Documentary Credit and Letter of Grantee
6. UCP 600
7. Electronic Payment System
8. Latest Development in Anti Money Laundering and Combating Terrorism
9. Compliance Functions
10. International Trade I
11. International Trade II
12. Forgery and Falsification Detection – Advanced
13. CBE Role
14. Rules of Cheques
15. Labor Law

Credit and Finance Programs

1. Introduction to Credit
2. Early Warning of Non- Performing Loans
3. Portfolio Investment Management Strategies
4. Risk Management according to Basel III
5. Credit Administration
6. Personal Loans Management
7. Credit for Branch Managers
8. Management of NPL for Profit Maximization
9. Mortgage Finance
10. Evaluating Investments Projects (Feasibility Studies)
11. Banking Investigation
12. Practical Applications for Risk Management in Light of Basel III
13. Basel III
14. Credit Certificate

Accounting and Audit Programs

1. Financial Statement Analysis
2. An Approach for Performance Evaluation & Estimating Financial Needs
3. Accounting Standards for Preparing Financial Statements
4. Accounting of Financial Derivatives
5. The Impact of Global Financial Crisis on Auditors Report
6. Financial Statements for Detection
7. Audit and Internal Control – Introduction
8. Internal Audit of Portfolio Management
9. Role of Audit Committee in Risk Management
10. Financial Modeling
11. Information Technology Audit & Control
12. Risk Based Audit
13. Financial Restructures



Corporate Governance Programs

1. Corporate Governance Role as a Tool to Evaluate Credit Risk for Banks 'Customers
2. Corporate Governance Reports
3. Role of Internal Audit in Light of Corporate Governance
4. Board of Directors Effective Role in Corporate Governance
5. Bassel II impact on Banks' Governance
6. Board of Directors & Audit Committee Role in Corporate Governance
7. Corporate Governance Role in Maximizing the Effectiveness of the Compliance Functions in Banks

Islamic Banking Programs

1. Principles of Banking Operations According to Shariaa
2. Islamic Finance
3. Regulations and Accounting Standards for Islamic Banking Operations
4. Principles of Islamic Finance
5. Morahaba & Mosharka Applications
6. Development of Managerial Skills in Islamic Banking
7. Marketing of Islamic Products
8. Risk Management In Islamic Bank
9. Accounting in Islamic Bank
10. Financial Services in Islamic Banks
11. Islamic Credit Cards
12. Applications of Bassel II in Islamic Banking
13. Islamic Banking Facing Global Financial Crisis
14. Certified Islamic Banker Certificate

Information Technology & Cyber Crimes

1. Information Technology & Internet Crime
2. Strategic Planning for Information Technology Governance
3. Electronic Signature Evidence in E-Commerce Transactions
4. Maximizing Investment in Electronic Terrorism & Legal Protection
5. Media Skills & Communication Art Development in the Era of Using Networks
6. Electronic Crimes in Financial Institutions
7. Electronic Disputes
8. Electronic Signatures & Electronic Transactions System
9. Electronic Contracts in the Banking Information System
10. Information Technology Role in Banking Performance
11. Legal Aspects for E-Commerce & Digital Transactions
12. Cyber Crimes
13. Legal Frame for VISA Cards Crimes
14. Electronic Terrorism (Legal Frame –Economic –Technical)



Personal Skills Program

1. Effective Communication Skills & Building Human Rapport
2. Negotiation Skills
3. Excellent Customer Services
4. Effective Presentation Skills
5. Emotional Intelligence
6. Time & Stress Management
7. The Art of Etiquette in the Work Place
8. Effective Executive Secretary
9. Electronic Archive
10. Effective Business Writing



Managerial Programs

1. Supervisory Skills
2. Problem Solving & Decision Making
3. Culture Change
4. Excellent Customer Service
5. Innovation & Creativity
6. Team Building
7. Call Center
8. Effective Management Skills



Leadership Programs

1. **Leadership Programs**
2. Leading with Objectives
3. Effective Leadership Skills
4. From Management Excellence to Leadership
5. Motivation and Building Loyalty
6. Coaching and Counseling Skills
7. The Art of Improving People Behavior

Human Resources Programs

1. Interviewing Skills
2. Performance & Appraisal Management
3. Principles of Human Resources
4. Talents Management & Succession Planning
5. Return on Investment
6. Train the Trainer
7. How to Be a Professional Recruiter

Marketing & Sales Programs

1. Modern Techniques in Developing Marketing Skills
2. Crisis Management
3. Advanced Selling Skills
4. Cross Selling through Phones
5. A Better Understanding of the Market Place
6. Analyzing Industries and Competition
7. Designing Communication Strategies
8. Effective Sales Management Skills
9. Managing Marketing Channels
10. The Sales Presentation
11. Product Differentiation and Positioning
12. Measuring and Evaluating Marketing
13. The New Essential Rules of Modern Marketing
14. Executive View of The Marketing Performance
15. Improving Selling Behavior