

February 2018

| Course Name | Course Description | Target Audience | Days | Date |
|--|---|--|------|-----------|
| Effective Leadership Skills | <ul style="list-style-type: none"> Improved delegation skills Maintaining a motivated workforce Effective coaching and counseling | Middle /Senior Management | 2 | 2/11/2018 |
| Balance Score Card | <ul style="list-style-type: none"> Design a Balanced Scorecard for strategic advantage or daily operations at the division or unit level Link financial performance and key mission criteria to your organizational, divisional, program or unit strategy Improve value-added performance over time by recognizing core measures of customer-preferred outcomes Enhance employee approaches that support the best use of human capital in organizations | Middle /Senior Management | 3 | 2/13/2018 |
| Rules of Cheques | <ul style="list-style-type: none"> Learn types of cheques Explain the provisions of the check General provisions for securities business as trade law. | All Levels | 2 | 2/17/2018 |
| SME Banking Masterclass | <p>Lending to SME customers presents one of the greatest opportunities for commercial banks to pursue growth and profitability; at the same time it ties up a large amount of economic capital and represents substantial credit risk.</p> <p>Taught by an internationally experienced banking executive, the SME Banking Masterclass is designed to give delegates a comprehensive overview of how to build a successful SME banking strategy and how to raise the performance of their institution. This course draws on the knowledge and practical experience of an internationally experienced executive who has worked for some of the largest institutions in the world.</p> | <ul style="list-style-type: none"> Heads of regional businesses and branches Managers in branches responsible for SME banking Experts responsible for sales and distribution Managers from credit departments and risk management Experts responsible for corporate strategy and planning Banking and strategy consultants Human resources and training | 3 | 2/18/2018 |
| Financing Small and Medium Enterprises – SME's | <p>In this course, participants get introduced to the role of small and medium enterprises in economic development and bank financing for these enterprises. They will also get trained on how to recognize the risks associated with lending such enterprises, assess and mitigate them</p> | <p>This course is directed to all staff working in retail banking or officials responsible for dealing with loans of small and medium enterprises, in banks or institutions.</p> | 5 | 2/25/2018 |

March

2018

| Course Name | Course Description | Target Audience | Days | Date |
|--|--|---|------|-----------|
| Compliance Functions | <ul style="list-style-type: none">• Basic concepts of compliance functions• Bank's compliance policy | All Employees | 1 | 3/4/2018 |
| Professional Business Etiquette Skills | <ul style="list-style-type: none">• Enhance employees image and reputation through presenting themselves properly.• Build confidence to get the needed results.• Build Professional, stronger and longer lasting business relationships.• Being Comfortable around others and making others comfortable around them.• Knowledge of the etiquette in areas such as Business meetings and greetings, dining, gift giving, exchanging business cards. | All Levels | 2 | 3/11/2018 |
| The Art of Improving People Behavior | <ul style="list-style-type: none">• Have a better understanding of your own management style• Learn how to identify the different people behavioral styles• Practice how to adapt and influence people behavior | All Managers who are responsible to achieve results through people | 2 | 3/14/2018 |
| Strategic Planning for SME Banking | This course will explain the compelling importance for entering (or further developing) SME banking for banks ; teach the key techniques and success factors (at international best practices) which are needed to make profits in SME banking; and map out an implementation plan, including change management techniques, for moving forward on SME banking. | Bankers working in SME, retail, corporate and credit departments who have, or will have, SME Responsibilities | 3 | 3/18/2018 |
| SME Portfolio Management & Monitoring | Proper monitoring systems as well as efficient loan work-out schemes are an important element of effective SME Finance for financial institutions. Key approaches will be laid out and effective instruments will be presented. | SME Banking departments | 3 | 3/25/2018 |

April

2018

| Course Name | Course Description | Target Audience | Days | Date |
|---|---|---|------|-----------|
| Effective Communication Skills | <ul style="list-style-type: none">• A better understanding of the individuals' role in communication• Identify your own improvement opportunities• Learn how to communicate more effectively | All employees responsible for dealing mainly with people | 2 | 4/4/2018 |
| Professional HR Skills | <ul style="list-style-type: none">• A better understanding of HR role in any organization.• Learn the main cornerstones of HR Department.• Learn how to construct a successful HR strategy• Practice the needed key HR skills | Bankers working in SME, retail, corporate and credit departments who have, or will have, SME responsibilities. | 3 | 4/15/2018 |
| Banking Risk & Regulation Program Value At Risk - VaR | <p>This program delivers a deep, qualitative understanding of risk management methodologies, governance structures for the management of risk in banks, and the regulatory principles outlined by the Basel Committee on Banking Supervision. Successful candidates will be better prepared to recognize potential problems associated with risk assessment, mitigation and management.</p> | <ul style="list-style-type: none">• Professionals in banking, financial services, banking regulatory agencies, consulting firms, government organizations and agencies, central banks and academic institutions• Professionals in non-risk groups: accounting, audit, compliance, IT, legal, operations, portfolio management, research, sales and trading• Bankers, traders, portfolio managers, risk managers | 5 | 4/22/2018 |

May

2018

| Course Name | Course Description | Target Audience | Days | Date |
|---|---|--|------|-----------|
| Essential Training and Development Skills | <ul style="list-style-type: none">• Have a better understanding of competency systems.• Learn how to identify learning goals from business drivers• Practice how to build a training plan | All Persons working in the training and development department | 2 | 5/2/2018 |
| Contract Finance | Participants will learn the general objectives in contract finance analysis with an emphasis on the difficulty in measuring and valuing risk, contract finance terminology, the structure of contract finance debt and contracts. | <ul style="list-style-type: none">• Course is intended for employees working in the following areas:• All financiers involved in Contract finance, investment analysis and syndicated lending• Government and executives involved in sponsoring/assessing contract finance deals• Commercial and Investment Bankers• Corporate Officers in Development Banks | 3 | 5/6/2018 |
| Forgery & Falsification | Provide participants with the knowledge and skills essential for various types of banking documents examinations , banks' cheques , signatures , ID's , passports in addition to documents fraud detection | All Levels | 2 | 5/13/2018 |

| Course Name | Course Description | Target Audience | Days | Date |
|--|--|--|------|-----------|
| Finance for Non-Financial Managers | <p>This course provides a rigorous introduction to the fundamentals of modern financial analysis and applications to business challenges in corporate investment decisions. It is designed for the top management, second line managers, and non-financial managers in every functional area of responsibility in all industries.</p> <p>The course will provide participants with a brief introduction to financial statements and will give participants an idea about the basic decision making tools in business finance. It will also demonstrate why and how good practices can be cost-effective and can improve companies' efficiency.</p> | <ul style="list-style-type: none"> Managers/top managers who are supposed to contribute towards/take financial decisions Professionals including lawyers, architects, doctors and engineers Small business owners/Entrepreneurs Junior Managers Employees responsible for analyzing financial information | 3 | 7/15/2018 |
| Coaching and Counseling Skills | <ul style="list-style-type: none"> At the end of the program participants will acquire the following: A better understanding of the Coaching And Counseling Skills Identify your strengths and what needs to be improved Learn how to coach and counsel effectively | Middle /Senior Management | 2 | 7/18/2018 |
| Credit Applications and Report Writing | <ul style="list-style-type: none"> To identify the importance of credit reports as a last phase of credit process To prepare comprehensive and clear, concise and effective reports to convince the decision takers. To explain the contents that should be included in the credit reports. | Bank staff of credit | 3 | 7/22/2018 |

September 2018

| Course Name | Course Description | Target Audience | Days | Date |
|--|--|---|------|-----------|
| Training Of the Trainers (TOT) | <ul style="list-style-type: none"> • At the end of the program participants will acquire the following: • A better understanding of the Coaching And Counseling Skills • Identify your strengths and what needs to be improved • Learn how to coach and counsel effectively | All Persons responsible to conduct trainings | 5 | 9/9/2018 |
| Auditing Corporate Credit | <p>This course aims to introduce the systems of risk management and internal audit according to the international principles and agreements. It also introduces the important role of internal audit in risk management. The course will also demonstrate the practical steps to perform an internal audit assignment and prepare the various reports.</p> <p>During this course, participants will be provided with general understanding of typical roles and objectives of Bank Corporate Credit process, which includes (Commercial Banking, Investigation Department, Corporate Credit Risk, Executive Credit Committee, Corporate Credit Administration and Corporate Credit Control/Monitoring.</p> | Course targets candidates who work in internal control and internal audit departments | 4 | 9/16/2018 |
| Assessing Blockage to Effective Teamwork | <ul style="list-style-type: none"> • A better understanding of the team blockages • Identify the main reasons that block effective teamwork • Learn how to overcome team blockages | Team leaders and members | 2 | 9/30/2018 |

| Course Name | Course Description | Target Audience | Days | Date |
|--|---|--|------|------------|
| Six Sigma Green Belt | Six Sigma seeks to improve the quality of process outputs by identifying and removing the causes of defects (errors) and minimizing variability in manufacturing and business processes | Middle /Senior Management | 5 | 10/7/2018 |
| Risk Management for Derivatives | As part of its on-going efforts to address international bank supervisory issues, the Basel Committee on Banking Supervision has been engaged in several activities to strengthen the prudential supervision of banks' derivatives operations. One of these activities has been a reassessment of the key elements of sound management of the risks involved in derivatives. | Financial services supervisors, managers and staff involved in risk management, particularly those who employ derivatives. | 3 | 10/14/2018 |
| The International Framework for Basel II and III | The banking industry has long been attached to the pillars of Basel Committee of banking control. This committee aims at defining a set of determinants for banking control, which guarantees achieving the safety of the international banking system. There are a lot of international variables, which mandate the application of this committee's tiers as one of the important international standards that supports the banking systems in different countries; especially with regards to globalization. Globalization has rendered the banking industry and its various systems more attached and more effective of each other. For the sake of understanding this, this program has been designed to cover all the requirements of the banking system in order to apply these international pillars. | Program targets those who work in the departments of: risks, credit, treasury, audit, internal control, finance and compliance, in addition to those who work in feasibility studies and project management. | 3 | 10/21/2018 |
| Asset and Liability Management | In this course, participants will learn the basic elements of bank financial statement analysis and the role and impact of asset/liability management in executing bank strategies and enhancing bank profitability. This course will also cover the time value of money, the risk-return trade-off, liquidity risk, and interest rate risk, as well as the regulatory framework with regard to capital adequacy and Basel II. | <ul style="list-style-type: none"> Bank staff in the following departments: credit analysis, marketing, risk management, internal audit and compliance, treasury and back office, financial control, and information technology and management information systems. Bank examiners | 3 | 10/28/2018 |

November 2018

| Course Name | Course Description | Target Audience | Days | Date |
|---|--|--|------|------------|
| Information Analysis and Decision-Making | <p>This course Information Analysis and Decision-Making describe as a Quantitative Practical Methods is designed for the staff to help them to develop quantitative analysis skills in taking a correct business decisions at work.</p> <p>Mastering the course content will help the participants to evaluate management situations you the employee might face it during business which might require a high stranded of accurate decisions as manager. This will help the manager to become a more effective at work.</p> <p>The course will help the participants to improve their ability to formulate, analyze, and take an effective managerial situations.</p> | All Levels | 3 | 11/4/2018 |
| Essential Management Skills | <ul style="list-style-type: none"> • A better understanding of your own management style • Identify the essential skills needed to achieve results through others • Learn how to use these skills effectively, namely: goals setting, action planning, delegation and motivation. | All personnel responsible for achieving results | 2 | 11/7/2018 |
| Marketing and Delivery Channels for SME Banking | <p>This course has a fourfold purpose, which is to identify SME clients' different needs. More emphasis will be given to determine how to market SME products and services. All participants will get acquainted with the procedures of delivering SME banking products. It identifies the success factors and international best practices needed for effective SME banking</p> | Bankers working in SME, retail, corporate and credit departments who have, or will have, SME responsibilities | 3 | 11/18/2018 |
| Non-performing Loans and Methods of Problem Loan Resolution | <p>During this course, participants will acquire the necessary skills to manage problem loans. These skills include identifying the signs of problem loans, rescheduling and monitoring problem loans, and using various methods to resolve problem loans.</p> | Course is intended for employees in project finance, lending and credit administration in banks and other financial institutions and internal audit staff. | 5 | 11/25/2018 |

December 2018

| Course Name | Course Description | Target Audience | Days | Date |
|------------------------------------|--|--|------|------------|
| Effective Business Writing | <ul style="list-style-type: none"> Identify the "bottom line" in a writing task. Understand the connection between audience awareness and a writer's style Develop more effective writing techniques and skills appropriate in the business environment. Be able to use logical, concise and coherent sentences and paragraphs. Eliminate the passive voice, wordiness, and redundancy. Minimize word, sentence, and paragraph length without sacrificing clarity or substance & Quickly proofread and edit a piece of writing. | People who needs to write professional | 3 | 12/2/2018 |
| Tools of Credit Analysis | In this course, participants will learn how to spread financial statements, analyze the asset conversion cycle, describe asset-based lending, develop cash flow projections and historical cash flow statements, and explain the key components of loan agreements. | course is intended for officers in lending, loan monitoring and risk departments in banks and employees in investment and economic departments in financial and economic institutions. | 5 | 12/9/2018 |
| SME & Commercial Credit Assessment | The course is designed to provide lending and credit risk management professionals with a thorough understanding of the essential principles of commercial and SME credit analysis and to strengthen and expand the professional skills and knowledge of experienced Corporate, SME or Retail lenders. The course provides the delegates with a comprehensive understanding of the credit process, including gathering relevant information from customers, evaluating loan requests, assessing a company's ability to service debt, and structuring loans and how such concepts/tools as industry sector and economic analysis, non-financial analysis of management, strategy and financial planning, business and operating models, competitive risks and market positioning, and also financial statement and ratio analysis and interpretation. | The course is designed for corporate and SME lending and credit risk managers, responsible for diverse customer portfolios. Also it includes credit professionals responsible for such functions as Credit Risk Management, Credit Policies and Procedures, Risk Assessment, Credit Approval, Loan Administration/Monitoring, and Collections and Workouts in relation to SME or commercial lending. | 3 | 12/16/2018 |