



SMART MANAGEMENT
Training & Consultancy

Think Smart ... Think Management



Think Smart ... Think Management

TRAINING PORTFOLIO 2017

TABLE OF CONTENTS

About Us	2
Our Trainers	3
Training Delivery	4
Training Solutions	5
In-Company Training	6
Training Standards	8
HR Solutions	9
Individual Coaching	10



ABOUT US

SMART Management Training and Consultancy is a UK based training provider and specialises in providing high-quality training and development opportunities aimed at individuals and corporates across the Gulf and Africa (UAE, GCC and Africa).

OUR MISSION

To ensure maximum value for our clients by offering highly effective training programs. Delivering **persistent excellence** and **innovation** in training.

OUR VISION

To be the most respected training organization in the country known for its customised training solutions and quality services delivered with **integrity** and **humility**.

OUR OBJECTIVE

To create a perceptible difference to our clients' organization by helping them unleash the true potential of their employees.

OUR TRAINERS

We are a tight knit team of Training Professionals. We always put our customers first and never stop until we are completely satisfied that we have done THE VERY BEST JOB possible. We're dynamic, creative and hardworking. Customer care is extremely important to us. Because we focus on the critical aspects of thinking skills, we use trainers who are specialists in this area of work. Our criteria for selecting trainers is very straightforward.

Our trainers are:

- Practitioners and genuine experts in the subjects they are training.
- Exceptional trainers who are able to command the respect and attention of the senior and well-informed people they are training.
- Flexible and responsive to our clients' needs.



TRAINING DELIVERY

SMART Management Training Center understands that business success starts with professional people and that you & your organization are unique, and offer a wide range of training options to suit your training requirements. From Public to In-company and one-2-one learning courses, you can select the best that suits you or your organizations' needs.

Attendees receive high-quality training; designed using proven techniques and expertise, enabling them to immediately implement the knowledge gained beyond the classroom into everyday work situations.



TRAINING SOLUTIONS

We offer high quality business training courses, both Public and In-house, across the Gulf and Africa covering a vast range of topics.

We can offer various courses pertaining to:

- Management & Leadership
- Personal Development
- Sales & Marketing
- Customer Focus
- Human Resources
- Administration Skills
- Writing Skills
- Finance For Non Finance Person
- Management Systems Certified Courses
- Renewable Energy Courses



IN-COMPANY TRAINING

Almost all of our training courses can be delivered In-Company at your company premises. Discover the benefits of letting us bring our courses to you.

What is In-Company Training?

In-Company Training is when we bring our courses to you; you pick the course, location and the date and we run the programme just for your team. Any of our open training courses can be delivered at your premises, you can also create your own by tailoring and incorporating a number of elements from different programmes, or we can start from scratch and work with you to design your own programme.



IN-COMPANY TRAINING

Typically, In-Company training works best where you have a number of people requiring the same training or you have a specific programme in mind that is not covered by our open courses. Topics are focused on identified key areas and the programme is shaped to achieve the desired outcomes and key learning points for those attending.

How Does It Work?

Your SMART account manager will discuss with you the key business issues which need to be addressed and the likely requirements. A specialist trainer is then selected – according to your organizational culture and the subject to be covered – and introduced to you to carry out background research, agree learning objectives, materials and logistical requirements. We seek to establish a development partnership between you, your account manager and our training consultant to evaluate the training and identify future opportunities and needs.



TRAINING STANDARDS

CUSTOMISED, INTERACTIVE & PRACTICAL

Each course involves activities on each day to assist with practical skill development and understanding of concepts. Training is customised according to the requirements of the participants for maximum benefit.

MAKING TRAINING ACCESSIBLE

Considering your needs, SMART Management Training has made training services available at your place, one-2-one, and at various locations across the UAE.

TRAINING BOOSTER PACKAGES

Group Discussions, Group Exercises, Presentations, Role Plays, Self Assessments, Variety of Games and Action plan. The courses are designed to be of short duration and are lively, informal and highly valuable.

HR SOLUTIONS

We offer unparalleled consulting services in Human Resources for our valued clients with our various HR solutions. We work closely with corporates and candidates to identify their needs and to provide them with a tailor made perfect solution. Our services include:

- Quality Assessment Tools
- Organizational Structure / Restructuring (Strategy & Operations)
- Human Resource Capital
- Setting up new / Restructuring HRD
- Job Analyses
- Recruitment



INDIVIDUAL COACHING

SMART provides a helping hand for corporate employees who are highly ambitious to climb the corporate ladder faster. We provide individual coaching on core skills that are mandatory for your career advancement.

Individual coaching provides a one to one relationship that is totally bespoke to the individual, as the coach responds to them as they outline personal and business goals and challenges.





SMART MANAGEMENT

Training & Consultancy

Think Smart ... Think Management

SMART Management Training & Consultancy

Tel: +971 4 255 5915

Mob: +971 50 227 4553

sales@smart-trainingdxb.com

www.smart-trainingdxb.com