

AMIDEAST Course Listing

Course	Accredited Y or N*	Hours / Days
PROJECT MANAGEMENT COURSE RANGE		
Advanced Project Management	n	14 hrs / 2 days
CAPM Exam Preparation	y	23 hrs / 3 days
Introduction to PM using MS Project	n	35 hrs / 5 days
Introduction to Project Management	n	21 hrs / 3 days
PgMP® Exam preparation	y	21 hrs / 3 days
PMP® Exam Preparation	Y	35 hrs / 5 days
PMI-RMP® Exam Preparation	Y	30 hrs / 4 days
BUSINESS PROCESS COURSE RANGE		
Business Process Analysis	n	21 hrs / 3 days
Business Process Reengineering	n	21 hrs / 3 days
Contract management	n	21 hrs / 3 days
Introduction to Procurement	n	14 hrs / 2 days
Mastering Technical Writing	n	21 hrs / 3 days
Modeling Business Processes & Systems using UML	n	21 hrs / 3 days
Project Auditing	n	14 hrs / 2 days
Technical Writing for IT Professional	n	21 hrs / 3 days
Total Quality Management	n	21 hrs / 3 days
FIRST AID COURSE RANGE		
Heartsaver® First Aid-CPR-AED	y	7 hrs / 1 day
GREEN BUILDING COURSE RANGE		
LEED® AP Building Design + Construction Exam Preparation	y	14 hrs / 2 days
LEED® Green Associate Exam Preparation	y	14 hrs / 2 days
LEED® AP Operations + Maintenance Exam Preparation	y	10.5 hrs / 1.5 days
BUSINESS/SOFT SKILLS COURSE RANGE		
Advanced Presentation & Public Speaking	n	21 hrs / 3 days
Advanced Selling Skills	n	21 hrs / 3 days

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Basic Presentation Skills	n	7 hrs / 1 day
Building a Customer Service Culture	n	21 hrs / 3 days
Buisness Networking Skills	n	21 hrs / 3 days
Coaching Counselling & Peak Performance	n	21 hrs / 3 days
Change Management	n	21 hrs / 3 days
Communication Skills + Phone Skills	n	14 hrs / 2 days
Communication Skills + Email Skills	n	14 hrs / 2 days
Communication, Interpersonal & Selling Skills	n	21 hrs / 3 days
Creative Problem Solving & Decision Making Skills	n	21 hrs / 3 days
Cross Cultural Training	n	14 hrs / 2 days
Culture Awareness	n	7 hrs / 1 day
Customer Facing Skills	n	14 hrs / 2 days
Customer Service	n	14 hrs / 2 days
Data Analysis for Decision Makers	n	35 hrs / 5 days
Developing People	n	21 hrs / 3 days
Diversity Training	n	14 hrs / 2 days
Emotional Intelligence	n	14 hrs / 2 days
Finance for Non Finance Managers	n	14 hrs / 2 days
G.A.I.N Getting an Advantage in Negotiation	n	21 hrs / 3 days
How to Analyze, Design & Specify Software Applications	n	35 hrs / 5 days
HR Management Basics	n	14 hrs / 2 days
Image Management	n	14 hrs / 2 days
Innovation & Creativity	n	14 hrs / 2 days
Inspiring People Management	n	14 hrs / 2 days
Interviewing Skills	n	7 hrs / 1 day
IT Switching & Networks	n	35 hrs / 5 days
Leadership Skills	n	14 hrs / 2 days
Management Essentials	n	21 hrs / 3 days
Managing Conflict	n	21 hrs / 3 days
Managing Difficult People	n	21 hrs / 3 days
Managing Meetings for Managers	n	21 hrs / 3 days
Managing Multiple Priorities	n	21 hrs / 3 days
Meeting Skills	n	21 hrs / 3 days
Merchandising Skills	n	21 hrs / 3 days

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MS Project	n	14 hrs / 2 days
Negotiation & Influencing Skills	n	21 hrs / 3 days
Performance Management	n	21 hrs / 3 days
Planning & Organizing	n	21 hrs / 3 days
Presentation Skills	n	21 hrs / 3 days
Problem Solving & Decision Making	n	14 hrs / 2 days
Recruitment & Selection	n	21 hrs / 3 days
Report Writing Skills	n	21 hrs / 3 days
Retailing & Merchandising	n	21 hrs / 3 days
Sales Skills	n	21 hrs / 3 days
Software Testing & Quality Management	n	21 hrs / 3 days
Stakeholder Management-Negotiating & Influencing Skills	n	21 hrs / 3 days
Strategic Management Planning & Critical Thinking	n	21 hrs / 3 days
Stress Management	n	14 hrs / 2 days
Supervisory Skills	n	7 hrs / 1 day
Tactical Planning	n	14 hrs / 2 days
Team Building	n	14 hrs / 2 days
Telephone Skills	n	7 hrs / 1 day
Time Management	n	14 hrs / 2 days

***AMIDEAST attendance certificates are issued for all courses where participants' attendance is recorded on the daily register**

**** Other Business/SoftSkills courses may be delivered should clients request these- in this instance,we work with our bank of freelance trainers to compile a suitable course with an appropriate trainer**

NOTE:

AMIDEAST, can design courses to suit your organization and your specific needs. We can tailor the courses to your environment and the specific audience.

Course duration can also be tailored to the needs following discussion and evaluation to ensure the course content does not lose effectiveness.