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# 2018 Training Schedule

## Courses, Workshops & Accredited Programs

" July – December, 2018 "

The **E**uro-**J**ordanian **A**dvanced **B**usiness **I**nstitute  
**EJABI**



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## I. Courses, Workshops & Accredited Programs



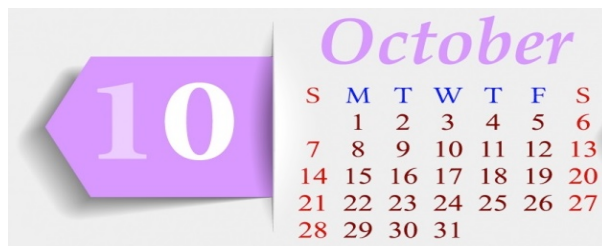
Program Title	Location	Date	Time	Fees	
				Member	Non-Member
Strategies And Policies For Human Resources Development	EJABI	02 – 04 / 07 / 2018	1 PM – 5 PM	100	130
Logistics and Supply Chain Management	EJABI	02 – 04 / 07 / 2018	1 PM – 5 PM	100	130
Social Security Laws, Labor Law and Income Tax	EJABI	02 – 04 / 07 / 2018	1 PM – 5 PM	100	130
<b>Workshop:</b> How to solve financial “tilts” of companies?	EJABI	07 / 07 / 2018	1 PM – 5 PM	25	25
Introduction to Statistical Analysis using SPSS	EJABI	09 – 11 / 07 / 2018	1 PM – 5 PM	100	130
Advanced Customer Relationship Management (CRM)	EJABI	09 – 11 / 07 / 2018	1 PM – 5 PM	100	130
Blue Ocean Strategy	EJABI	09 – 11 / 07 / 2018	1 PM – 5 PM	100	130
ISO 14001 Environmental Management	EJABI	09 – 11 / 07 / 2018	1 PM – 5 PM	100	130
<b>Certified Financial Manager (CFM) ) (Missouri State University)</b>	EJABI	15 / 07 / 2018 – 16 / 08 / 2018	4 PM - 8 PM Sun – Tue - Thu	600	650
<b>Design and Development of Innovative Packaging for Industrial Products</b>	EJABI	16 – 18 / 07 / 2018	1 PM – 5 PM	100	130
Waste Management	EJABI	16 – 18 / 07 / 2018	1 PM – 5 PM	130	150
Six-Sigma Green Belt	EJABI	16 – 18 / 07 / 2018	1 PM – 5 PM	100	130
<b>Workshop:</b> Energy Auditing in Practice	Sahab	21 / 07 / 2018	10 AM – 4 PM	25	25
<b>Business English</b>	EJABI	22 – 26 / 07 / 2018	1 PM - 5 PM Sun to Thu	175	200
Risk Management in HR	EJABI	23 – 25 / 07 / 2018	1 PM – 5 PM	100	130
Transition from Monetary Basis to Maturity	EJABI	23 – 25 / 07 / 2018	1 PM – 5 PM	100	130
Simplification of Work Procedure	EJABI	23 – 25 / 07 / 2018	1 PM – 5 PM	100	130
Quality Management Systems ISO 9001 - New release 2015	Irbid	29 – 31 / 07 / 2018	Irbid	100	130
International Marketing for Exporting to New Markets	Zarqa	29 – 31 / 07 / 2018	Zarqa	100	130



Program Title	Location	Date	Time	Fees	
				Member	Non-Member
<b>Workshop:</b> Socio-Economic Impacts of Renewable Energy	EJABI	02 / 08 / 2018	10 AM - 4 PM	25	25
<b>Certified Risk Manager (CRM) (Missouri State University)</b>	EJABI	02 / 08 / 2018 – 21 / 08 / 2018	3 PM - 8 PM	500	575
<b>Certified Occupational Health &amp; Safety (Ministry of Labor)</b>	Marka	04 / 08 – 22 / 09 / 2018	1 PM - 5 PM Sat – Mon - Wed	450	450
Business Process Re-engineering (BPR) - Handra	EJABI	06 – 08 / 08 / 2018	1 PM - 5 PM	100	130
International Marketing for Exporting to New Markets	Sahab	06 – 08 / 08 / 2018	12 PM - 4 PM	100	130
International Accounting Standards (IAS)	EJABI	06 – 08 / 08 / 2018	1 PM - 5 PM	100	130
Improve Productivity in Factories using Japanese Management Method KAIZEN	EJABI	13 – 15 / 08 / 2018	1 PM - 5 PM	100	130
OHSAS 18001	EJABI	13 – 15 / 08 / 2018	1 PM - 5 PM	100	130
Advanced Excel	EJABI	13 – 15 / 08 / 2018	1 PM - 5 PM	100	130
The Balanced Scorecard: Achieving Performance Excellence	EJABI	19 – 21 / 08 / 2018	1 PM - 5 PM	100	130
Advanced Technical Trends in Warehouse Management and Inventory Control	EJABI	19 – 21 / 08 / 2018	3 PM - 7 PM	100	130
Professional in Business Analysis	EJABI	19 – 21 / 08 / 2018	3 PM - 7 PM	100	130
<b>International Business Driving License (IBDL) - Understanding Business (Missouri State University)</b>	EJABI	26 – 30 / 08 / 2018	3 PM - 8 PM Sun till Thu	450	500
EFQM Excellence Model	EJABI	28 – 30 / 08 / 2018	3 PM - 7 PM	100	100
Excellence in Customer Service	EJABI	28 – 30 / 08 / 2018	3 PM - 7 PM	100	130
Finance for Non-Financial Professionals	EJABI	28 – 30 / 08 / 2018	1 PM - 5 PM	100	130
Maintenance Management	Irbid	28 – 30 / 08 / 2018	12 PM - 4 PM	100	130
Management of Energy-saving Efficiency	Zarqa	28 – 30 / 08 / 2018	12 PM - 4 PM	100	130



Program Title	Location	Date	Time	Fees	
				Member	Non-Member
<b>Mini MBA (Missouri State University)</b>	EJABI	02 / 09 / 2018 – 11 / 10 / 2018	4 PM - 8 PM Sun – Tue - Thu	750	1000
<b>Certified Human Resource Manager (CHRM) (Missouri State University)</b>	EJABI	02 – 23 / 09 / 2018	4 PM - 8 PM Sun – Tue - Thu	500	575
Feasibility Study	EJABI	03 – 05 / 09 / 2018	1 PM - 5 PM	100	130
Total Quality Management (TQM)	EJABI	03 – 05 / 09 / 2018	1 PM - 5 PM	100	130
Project Risk Management	EJABI	03 – 05 / 09 / 2018	1 PM - 5 PM	100	130
Strategic Planning using KPI's	EJABI	03 – 05 / 09 / 2018	1 PM - 5 PM	100	130
The Art of Change Management	EJABI	09 – 11 / 09 / 2018	1 PM - 5 PM	100	130
Financial Reports Using Excel	EJABI	09 – 11 / 09 / 2018	1 PM - 5 PM	100	130
Procurement Planning and Management	EJABI	09 – 11 / 09 / 2018	1 PM - 5 PM	100	130
<b>Certified Business Analysis for Bankers – Missouri State University</b>	EJABI	09 – 30 / 09 / 2018	4 PM - 8 PM Sun – Tue - Thu	500	575
Import & Export and Customs Regulations	EJABI	17 – 19 / 09 / 2018	1 PM - 5 PM	100	130
Lighting Management in the Industrial Sector	EJABI	17 – 19 / 09 / 2018	1 PM - 5 PM	100	130
Training of Trainers (TOT)	EJABI	17 – 19 / 09 / 2018	1 PM - 5 PM	100	130
Six-Sigma Yellow Belt	EJABI	24 – 26 / 09 / 2018	1 PM - 5 PM	100	130
Food Safety Management System ISO 22000	Sahab	24 – 26 / 09 / 2018	12 PM - 4 PM	100	130
Leadership & Strategic Planning in Crises Management	EJABI	24 – 26 / 09 / 2018	1 PM - 5 PM	100	130
Executive Secretarial and Modern Office Management	EJABI	24 – 26 / 09 / 2018	1 PM - 5 PM	100	130
Maintenance Management	MARKA	24 – 26 / 09 / 2018	12 PM - 4 PM	100	130
Hazard Identification, Risk Assessment and Control	EJABI	29 – 30 / 09 / 2018	10 AM - 3 PM	50	65



Program Title	Location	Date	Time	Fees	
				Member	Non-Member
Renewable Energy	EJABI	01 – 03 / 10 / 2018	1 PM - 5 PM	100	130
Cost Accounting using ABC Systrms	EJABI	01 – 03 / 10 / 2018	1 PM - 5 PM	100	130
KAIZEN Tools	EJABI	01 – 03 / 10 / 2018	1 PM - 5 PM	100	130
Certified Marketing Manager (Missouri State University)	EJABI	02 / 10 / 2018 – 23 / 10 / 2018	4 PM - 8 PM Sun – Tue - Thu	500	575
Certified Strategic Planner (CSP) (Missouri State University)	EJABI	02 / 10 / 2018 – 23 / 10 / 2018	4 PM - 8 PM Sun – Tue – Thu	500	575
Preparation for Jordanian Certified Public Accountant (JCPA)	EJABI	02 / 10 – 29 / 11 / 2018	1 PM - 5 PM Sun – Tue – Thu	450	450
<b>Workshop:</b> Packaging Industry Food Safety	Marka	06 / 10 / 2018	10 AM - 4 PM	25	25
<b>Workshop:</b> Waste Management	EJABI	06 / 10 / 2018	10 AM - 4 PM	25	25
Advanced Strategic Planning and Implementing Strategic Plans for Excellence	EJABI	08 – 10 / 10 / 2018	1 PM - 5 PM	100	130
Quality Management Systems ISO 9001 - New release 2015	EJABI	08 – 10 / 10 / 2018	1 PM - 5 PM	100	130
Strategic Financial Planning and Budget Analysis	EJABI	08 – 10 / 10 / 2018	1 PM - 5 PM	100	130
<b>Workshop:</b> Risk Management	EJABI	13 / 10 / 2018	12 PM - 3 PM	Free	
Creativity in Decision-making and Problem Solving	EJABI	15 – 18 / 10 / 2018	1 PM - 5 PM	100	130
Technical Report Writing Skills	EJABI	15 – 18 / 10 / 2018	1 PM - 5 PM	100	130
Financial Analysis for Non-financial Leaders	EJABI	15 – 18 / 10 / 2018	1 PM - 5 PM	100	130
PRINCE2 Project Management	EJABI	15 – 18 / 10 / 2018	1 PM - 5 PM	100	130
Strategic Recruitment, Interviewing and Selection	EJABI	22 – 24 / 10 / 2018	1 PM - 5 PM	100	130
Industrial Logistics Management	Irbid	22 – 24 / 10 / 2018	12 PM - 4 PM	100	130
E-Marketing Skills	EJABI	22 – 24 / 10 / 2018	1 PM - 5 PM	100	130
International Accounting Standards (IAS)	EJABI	29 – 31 / 10 / 2018	1 PM - 5 PM	100	130
Good Manufacturing Practices	EJABI	29 – 31 / 10 / 2018	1 PM - 5 PM	100	130
The Art of Sales & Customer Retention	EJABI	29 – 31 / 10 / 2018	1 PM - 5 PM	100	130



Program Title	Location	Date	Time	Fees	
				Member	Non-Member
<b>Workshop:</b> Introduction to ISO 9001:2015	EJABI	03 / 11 / 2018	10 AM – 4 PM	25	25
<b>International Business Driving License (IBDL) - Management and Planning (Missouri State University)</b>	EJABI	04 – 08 / 11 / 2018	3 PM - 8 PM Sun – Tue - Thu	450	500
Internal ISO Audit	EJABI	05 – 07 / 11 / 2018	1 PM - 5 PM	100	130
Letter of Credits (Application of UCP 600 Article & ISBP 745)	EJABI	05 – 07 / 11 / 2018	1 PM - 5 PM	100	130
Advanced Project Management	EJABI	05 – 07 / 11 / 2018	1 PM - 5 PM	100	130
<b>Workshop:</b> Introduction to ISO 31000	EJABI	10 / 11 / 2018	10 AM – 4 PM	25	25
<b>Certified Occupational Health &amp; Safety (Ministry of Labor)</b>	Sahab	10 / 11 – 22 / 12 / 2018	1 PM - 5 PM Sat – Mon - Wed	450	450
<b>Mini MBA (Missouri State University)</b>	EJABI	10 / 11 / 2018 – 20 / 12 / 2018	4 PM - 8 PM Sun – Tue - Thu	750	1000
Advanced Cost Accounting for Industrial Enterprises	EJABI	12 – 14 / 11 / 2018	1 PM - 5 PM	100	130
Leadership Development & Performance Management	EJABI	12 – 14 / 11 / 2018	1 PM - 5 PM	100	130
Advanced Technical Trends in Warehouse Management and Inventory Control	EJABI	12 – 14 / 11 / 2018	1 PM - 5 PM	100	130
ISO 14001 & 18001	EJABI	18 – 19 / 11 / 2018	10 AM – 4 PM	50	65
Trademark	EJABI	18 – 20 / 11 / 2018	1 PM - 5 PM	100	130
Advanced Customer Relationship Management (CRM)	EJABI	18 – 20 / 11 / 2018	1 PM - 5 PM	100	130
Advanced Strategic Planning and Implementing Strategic Plans for Excellence	EJABI	18 – 20 / 11 / 2018	1 PM - 5 PM	100	130
Evaluate and Measure the Efficiency of Marketing and Sales	EJABI	26 – 28 / 11 / 2018	1 PM - 5 PM	100	130
Advanced Maintenance Management	Marka	26 – 28 / 11 / 2018	12 PM - 4 PM	100	130
Improve Productivity in Factories using Japanese Management Method KAIZEN	Irbid	26 – 28 / 11 / 2018	12 PM - 4 PM	100	130
Simplification of Work Procedure	EJABI	26 – 28 / 11 / 2018	1 PM - 5 PM	100	130



Program Title	Location	Date	Time	Fees	
				Member	Non-Member
<b>Certified Quality Manager (CQM) (Missouri State University)</b>	EJABI	03 – 22 / 12 / 2018	4PM - 8 PM Sun – Tue - Thu	500	575
Digital Marketing by SEO	EJABI	03 – 05 / 12 / 2018	1 PM - 5 PM	100	130
Fixed Assets Management	EJABI	03 – 05 / 12 / 2018	1 PM - 5 PM	100	130
Developing the Skills of Sales & Marketing Managers	EJABI	03 – 05 / 12 / 2018	1 PM - 5 PM	100	130
Business English	EJABI	10 – 12 / 12 / 2018	1 PM - 5 PM Sun till Thu	175	200
Risk Management in HR	EJABI	10 – 12 / 12 / 2018	1 PM - 5 PM	100	130
Leading & Motivating your Team Towards Excellence	EJABI	10 – 12 / 12 / 2018	1 PM - 5 PM	100	100
Internal Audit for Board Members	EJABI	17 – 19 / 12 / 2018	1 PM - 5 PM	100	130
Protocol, Etiquette and Dealing with VIPs	EJABI	17 – 19 / 12 / 2018	1 PM - 5 PM	100	130
Artificial Intelligence in Project Management	EJABI	17 – 19 / 12 / 2018	1 PM - 5 PM	100	130
Training of Trainers (TOT)	EJABI	22 – 24 / 12 / 2018	1 PM - 5 PM	100	130
Business Process Re-engineering (BPR) - Handra	EJABI	22 – 24 / 12 / 2018	1 PM - 5 PM	100	130
Cash Flow Analysis for SMEs	EJABI	22 – 24 / 12 / 2018	1 PM - 5 PM	100	130



## II. General Information (Locations & Duration)

### Locations

• EJABI	Amman Chamber of Industry / Jabal Amman
• MARKA	Eastern Amman Investors Industrial Association
• SAHAB	Jordan Investors Association
• ZARQA	ZARQA Chamber of Industry
• IRBID	IRBID Chamber of Industry

### Total Number of Hours

• Training Courses	12 Hours
• Training Programs - Missouri State University	40 Hours
Except	
1. Certified Financial Manager (CFM)	60 Hours
2. Mini MBA	100 Hours
3. IBDL – Level 1	50 Hours
4. IBDL – Level 2	60 Hours
• One Day Workshops	6 Hours
• Free Workshops	4 - 5 Hours
• Certified Programs - Ministry of Labor	270 Hours



الجامعة الألمانية الأردنية  
German Jordanian University

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### III. Registration Form



EuroJordanian Advanced Business Institute  
المعهد الأوروبي الأردني لتطوير الأعمال

Empowering Human Capital

You are kindly requested to fill the registration form & send it back to EJABI  
(Fax No. 06 4644171 – Email: [info@ejabi.org.jo](mailto:info@ejabi.org.jo))

#### Program Details

Program Name

Date/Period / Location

#### Company Details

Company Name

Address

Tel No.

Fax No.

#### Participant Information

#	Name	Job Description	Mobile No.	E-mail
1				
2				
3				

#### Management Approval

Manager's Name

Job Title

Tel No.

E-mail

Signature

Company Stamp