



Corporate Training Brochure



NADIA Global Training Solutions

Our Corporate Training Solutions have been developed for over the last four decades, which help support your employees enhance their work productivity, self-esteem, and professional growth. Our training programs are designed keeping customization in mind, catering to your immediate business needs, and help you to achieve your goals and capture success faster.

Our soft and business skills development programs will assist your employees (both management and staff) to build-on their motivation and accelerate their growth professionally, while developing sound industry knowledge required for achieving new frontiers for your company.

Our conveniently located training institutes established in Dubai downtown and uptown, as well as in Abu Dhabi, provide easy access to face-to-face training for all our clients and customers.

We are training experts in the design, development, and facilitating of structured courses that deliver a 100% success-rate.

We provide Virtual Instructor-Led Training (VILT). Our instructors also travel overseas to facilitate client training upon request.

Corporate Custom-made Training

HUMAN RESOURCES

- Employee On-boarding
- Talent Management
- Employee Recognition
- Train the Trainer
- Workplace Diversity
- Workplace Harassment
- Hiring Strategies
- Interviewing Techniques
- Introduction to UAE Labour Law
- Human Resources Management
- Measuring Results from Training
- HR Analytics + Power BI

SOFT SKILLS

- Assertiveness & Self-Confidence
- Communication Strategies
- Creative Problem Solving
- Intercultural Communication & Cultural Awareness
- Interpersonal & Communication Skills
- Servicing Excellence
- Taking Initiative & Ownership
- Team Building and Time Management Skills
- Training on Essential Business Skills
- Crisis Communication and Listening Skills
- Effective Business Standards
- Business Etiquettes
- Anger Management
- Conflict and Stress Management
- Critical Thinking
- Emotional Intelligence
- Presentation Skills
- Work-Life Balance
- Mental Health at Work
- Debt Collection Excellence
- Employee Motivation Skills

CUSTOMER SERVICE, SALES AND MARKETING

- Customer Service for Banking, Call Center and Retail Professionals
- Customer Care and Successful Selling
- Effective Negotiation Skills & Strategies
- Account Management
- Effective Telephone Communication Skills
- Effective Call Handling Skills
- Essential Business & Sales Skills
- Sales and Merchandising Skills
- Way to Service Excellence

SUPERVISORS, MANAGERS & LEADERS

- Leadership and Management Skills for Board of Directors and Senior Management
- Leadership and Management Skills
- Situational Leadership and Clear Communication Skills
- Supervisory Skills
- Coaching and Mentoring
- Conflict Management
- Employee Motivation
- Facilitation Skills
- Leadership and Influence
- Office Politics for Managers
- Performance Management
- Team Building and Leadership Skills

ADMINISTRATIVE SKILLS

- Business Writing Skills
- Executive and Personal Assistants
- Secretarial Skills
- Social Media in the Workplace
- Meetings Management
- Report Writing Skills

Professional Career Training

ACCOUNTING AND FINANCE

- Fundamentals of Accounting
- Intermediate Accounting
- Audit Management
- Financial Accounting & Reporting
- Finance for Non-Finance Professionals
- Financial Statement Analysis
- Statement of Cash Flows

APPLICATION SOFTWARE

- Microsoft Office Basic
- Microsoft Office Advanced
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Project
- Microsoft Teams
- Microsoft Outlook
- Microsoft Windows
- Microsoft Access
- CompTIA A+
- CompTIA Network+
- CompTIA Security+

CONSTRUCTION AND DESIGN

- AutoCAD 2D
- AutoCAD 3D
- Autodesk 3ds Max
- Primavera P6
- Autodesk Revit Architecture
- Autodesk Revit Architecture Advance
- Autodesk Revit Structure
- Autodesk Revit MEP
- SketchUp
- V-Ray

GRAPHIC DESIGN

- Adobe Graphic Design Masterclass
- Adobe Illustrator
- Adobe InDesign
- Adobe Photoshop

LANGUAGE SKILLS

- English Language
- Arabic Language
- French Language
- IELTS General & Academic

MANAGEMENT AND LEADERSHIP

- Certification in Leadership and Management
- Supervisory Skills
- Value Creation, Project Management and Compliance
- Strategic Business Communication

Professional Career Training

PERSONALITY DEVELOPMENT AND SOFT SKILLS

- Presentation Skills
- Workplace Interpersonal Skills
- Telephone Techniques
- Customer Care
- Effective Negotiation Skills & Strategies
- Time Management
- Personality Development
- The Art of Selling
- Mental Health at Work
- Business Communication Skills
- Business Writing Skills
- Debt Collection Excellence
- Employee Motivation Skills

PROFESSIONAL CAREER CERTIFICATION AND INTERNSHIP

- Professional HR Management
- Logistics & Supply Chain Management
- Talent Acquisition Professional
- Digital Marketing Professional
- Professional Secretary
- Personal Assistant
- Train the Trainer

Get in touch with us!



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