

## MANAGEMENT/ADMINISTRATION

Certified International Professional Trainer(CIPT)

Comprehensive curriculum covers theory, methodology, technology, and best practices related to facility management. Examines the philosophy, definitions, history and functions of contemporary facility management. Briefly examines all facility management functions.

Certification Issued By

**Leadership & Management Global Organization (LMGO - Switzerland)** The Leadership and Management Global Organization (LMGO®) is a global provider of leadership development and management research and certifications. Ranked among the world's top providers of executive accreditation and standardization, LMGO helps clients leverage leadership and management to drive results that matter.

Program Objectives

- ✓ Write appropriate training objectives according to individual & business needs
- ✓ Identify appropriate training materials & structure content to meet the objectives of the group
- ✓ Select and utilize effective visual aids to support their training sessions
- ✓ Understand the difference between training and presenting information
- ✓ Promote trainee participation and involvement and build greater confidence in their ability to interact with and motivate trainees
- ✓ Personalize the work by example and using individual personality as a tool
- ✓ Overcome difficult situations or problems which can occur during training sessions such as cynicism, fear and resistance
- ✓ Confidently deliver effective training sessions to the highest standards
- ✓ Evaluate the effectiveness of their training against pre-determined objectives
- ✓ Evaluate personal training strengths and areas to work on
- ✓ Gain an understanding of group dynamics and create energy in the training room
- ✓ Practicing several training methods that helps

Who Should Attend?

Candidates who wish to become certified must meet any of the following requirements:

- ✓ Associate Diploma OR more than three years of experience as a trainer or training manager.
- ✓ For New trainers at different levels & Individuals who seek developing their role as a trainer
- ✓ Trainers who would like to refresh their information about training to polish their skills as expertise

Membership BenefitsHigh Authority Council for Arab Managers HACAM

believes that this certificate will be a valuable resource for professionals within the Arab world in order to understand how these and other processes for organizational improvement are interrelated. HACAM provides training program in the Middle East and targets Managers of quality-focused organizations/industries, professionals aiming to increase their effectiveness/productivity and anyone interested in the field of quality.

Eligibility

You are qualified to take this certification if you have any of the below requirements:

- ✓ Must have at least one year experience in related field
- ✓ Bachelors or Masters Degree

Course Parts

- ✓ Characteristics of Exceptional Trainers
- ✓ Understanding Adult Learning Principles
- ✓ What a Solid Training Program Looks Like
- ✓ The Trainers' Tool - Kit: Icebreakers, Energizers, and Activities
- ✓ Trainers' Couch: Answers to the Toughest Questions
- ✓ The Trainer as a Technical Expert
- ✓ The Trainer and His/Her Training Environment
- ✓ The Trainer as an Organizational Change Agent

How To Register?

- ✓ [Register Online](#) or
- ✓ Fill-up the [registration form](#) and visit the Institute, with the following requirements then pay the necessary fees.
  - passport copy
  - 1 copy of passport size photo
  - eligible certificate copy

Contact Us

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