



4 QUARTERS CONSULTANTS LTD TRAINING LIST 2023

CATEGORIES / COURSES	DAYS
LEADERSHIP & EXECUTIVE MANAGEMENT	
Developing Leadership Competencies	1
Building and Developing Productive Executives	1
Critical Thinking Skills: Tools for Problem Solving and Decision Making	1
Emotional Intelligence for Managers and Team Leads	1
Executive Coaching	1
Stakeholder Engagement	1
Corporate Leadership	1
Executive Development	1
Corporate Affairs	1
International & Global Marketing	1
Change Management	1
Board dynamics	1
Understanding the director's role	1
Corporate ethics: Ethics and social responsibility for directors	1
Communicating with stakeholders	1
Business Optimization	1
Corporate Governance	1

CATEGORIES / COURSES	DAYS
CORPORATE STRATEGY	
Business Process Mapping and Improvement	1
Strategic Management	1
Building and Sustaining Strategy for Competitive Advantage	1
Corporate Performance Management (CPM)	1
Strategic Thinking & Goal-Setting	1
Business Plan Development in Small and Medium Business	1

CATEGORIES / COURSES	DAYS
GENERAL MANAGEMENT / ADMIN	
Supply Chain Management: Initial	1
Supply Chain Management: Advanced	2
Quantitative Methods in Business	1
Research Methods in Business	1
Conflict Resolution & Crisis Management	2
WorkPlace & Goal Setting	1
Time Management	1
Effective Business Writing Skills	2
Personal Effectiveness & Mastery	1
Effective Administration for P. A's and Secretaries	2
Creative Facilitation Techniques	1
Effective Presentation Skills	1

Problem Solving & Decision Making	1
Emotional Intelligence	1
QUALITY PROPOSAL & REPORT WRITING AND CRUCIAL COMMUNICATIONS	2

CATEGORIES / COURSES	DAYS
OPERATIONS MANAGEMENT	
Strategic Supply Chain Management	2
<i>PROJECT Management Basics (refer to Project Management Section)</i>	-
PERFORMANCE Management	1
Advanced Supervisory Skills	1
Waste Management Techniques	1
Front Desk Management	1
Administrative Functions & Office Management	2
Advanced Office Management & Administrative Skills	2
Cost Control	1
Strategic Procurement Management	1
New Approach To Documents Control & Records Management	2
CONTRACT & PROCUREMENT MANAGEMENT & PROCEDURES	2
INVENTORY MANAGEMENT & STOCK CONTROL	2
WAREHOUSE OPERATIONS PLANNING & MANAGEMENT	2
PROFITABLE BRANCH MANAGEMENT	2

CATEGORIES / COURSES	DAYS
RISK MANAGEMENT & BUSINESS ANALYSIS	
ENTERPRISE RISK MANAGEMENT	2
FUNDAMENTALS OF BUSINESS ANALYSIS	2
Developing Enterprise Wide Incident Management	2
Enhancing Business Value through a Risk Based Approach to Internal Audit	2
Risks: Prevention, Detection and Response	2
Healthcare Risk Management	2
BID AND TENDER MANAGEMENT	2

CATEGORIES / COURSES	DAYS
HUMAN RESOURCE MANAGEMENT & DEVELOPMENT	
Human Resources: Using Metrics to Drive HR Strategy	1
Human Resources: Creating an Employee Handbook	1
Human Resources: Building a Performance Management System	2
Human Resources: Understanding HR Systems Features and Benefits	2
Human Resources: Leadership and Strategic Impact	2
Human Resources: Compensation and Benefits	1
HR as a Business Partner	1
Human Resources: Managing Employee Problems	1
Conflict Resolution Foundations	1
Coaching and Developing Employees	1
HR Policy Development and Auditing	1
Performance Management: A Practical Approach	1
Career Planning and Talent Management	1
Business Etiquette: Mastering Manners & Behaviors at Work	1
Team building	1
How can I motivate my employees	1
How can we stop Demotivation	1
Human Resource Management: New Models	1
Human Resource Management: Employee Compensation Issues	1
Policy & Procedure Implementation	1
Designing & implementing institutional development strategies in coordination with conformity assessment policies	1

Training & Development Techniques	1
Assertiveness & Self Confidence	1
Continuous Improvement on Personal & Corporate Level	1
Human Resources Performance Metrics	1
Strategic Human Resources Management	1
Effective Management of Time, Priority and Work Pressure	1
Develop a training strategy	1

CATEGORIES / COURSES	DAYS
SALES & MARKETING	
Data fundamentals for retail, sales, and marketing	1
Sales Coaching	1
Sales Management Foundations	1
B2B & B2C	1
CMO Foundations: Creating a Marketing Culture	1
Building an Integrated Online Marketing Plan	1
Analyzing Sales Competitors	1
CMO Foundations: Working with Leadership and Board-of-Directors	1
Strategies for Emerging Markets	1
Marketing Analytics: Presenting Digital Marketing Data	1
Marketing Foundations: International Marketing	1
Creating a Marketing Growth System	1
Marketing Your Professional Service	1
B2B Marketing Foundations	1
Content Marketing Foundations	1
Marketing to Millennials	1
Sales Secrets for Small Business	1
Writing a Marketing Plan	1
Marketing Foundations: Integrated Marketing Strategies	1
Marketing Foundations: Influencer Marketing	1
Affiliate Marketing: Advertising	1
Introduction to Marketing	1
Marketing Research & Consumer Behavior	1
Marketing Analysis & Marketing Strategy	1
The Strategy of Content Marketing	1
Branding & Product Management	1
Marketing Plan & Pricing Strategies	1
Integrated Marketing Communications: Advertising, Public Relations, Digital Marketing	1
Positioning: What you need for a successful Marketing Strategy	1
Planning and Executing Sales and Marketing Strategies	1
Strategic Account Management	1
Executive Negotiation & Bargaining for Advantage	1
Delivering Superior Customer Service & Customer Satisfaction	1
Customer Relationship Management CRM	1
Social Media: From Engagement to Business Value & Profit	1
Sales & Marketing: The Six Sigma Way	1
Marketing and Business Development for SMEs'	1
Customer Care Essentials	1
Customer Experience Management	1
AGGRESSIVE MARKET PENETRATION	1

CATEGORIES / COURSES	DAYS
SUPPLY CHAIN	
Warehouse Management: Principles, Trends and Processes	1
Supply Chain management & Capacity Planning	1

The 5S Systems – Lean methodology on workplace optimization & Supply Chain	1
Understanding Supply Chain and Risk Management	1
Mastering Operations & Supply Chain management	1
Transportation and warehouse Modelling in the Supply Chain Network	1

CATEGORIES / COURSES	DAYS
HEALTH CARE ADMINISTRATION	
JCI ACCREDITATION PROCESS FOR HEALTH CARE ORAGIZATIONS I	2
JCI ACCREDITATION PROCESS FOR HEALTH CARE ORAGIZATIONS II	2
ISO 13485 MEDICAL DEVICES MANAGEMENT SYSTEMS	2
HEALTH CARE MANAGEMENT & STRATEGY	2
MEDICAL INFORMATION & DECISION MANAGEMENT	2
HEALTH CARE FINANCIAL MANAGEMENT	2
COMMUNITY & PUBLIC HEALTH	2
HEALTH ECONOMICS & QUANTITATIVE METHODS	2
QUALITY & PERFORMANCE IMPROVEMENT	2
SYSTEMS THINKING & HEALTH LEADERSHIP	2
BUILDING A MULTIDISCIPLINARY APPROACH TO HEALTH	2
COMMUNICATIONS, MARKETING & PUBLIC RELATIONS FOR HEALTH CARE ADMIN LEADERS	2
GLOBAL HEALTH & ISSUES IN DISEASE PREVENTION	2
PROJECT & RESOURCE MANAGEMENT IN INTEGRATED SYSTEMS	2
ADVANCED APPLICATION OF PRACTICE-BASED RESEARCH IN HEALTH	2
HEALTHCARE QUALITY MANAGEMENT	2
DATA-DRIVEN DECISION MAKING	2
MICRO-ECONOMICS IN PUBLIC HEALTH	2
INTRODUCTION TO US HEALTHCARE SYSTEM	2
CURRENT TOPICS IN PUBLIC HEALTH	2
MANAGED CARE & HEALTH INSURANCE	2
STRATEGIC PLANNING IN INITIATING HEALTH CARE ORGANIZATION	2
ORGANIZATIONAL LEADERSHIP IN PUBLIC HEALTH	2
HUMAN RESOURCES IN HEALTH ORGANIZATIONS	2
HEATHCARE QUALITY & PATIENT SAFETY: MANAGEMENT PERSPECTIVE	2
INTRODUCTION TO HEALTH POLICY	2

CATEGORIES / COURSES	DAYS
CONSTRUCTION	
Construction Management Foundations	2
AutoCAD Civil 3D Essential Training	3
Construction Management: Reading Drawings & Specifications	3
Construction Management: Safety & Health	2
Construction Management: Project Delivery Methods	3
Construction Project Management	4
Site Managers Safety Training Scheme	3
Supervisor & Management at construction sites	3
Contractor Safety Management	2

CATEGORIES / COURSES	DAYS
PHARMACEUTICALS	
Lean to Pharmaceutical Manufacturing	2
Charting Process Behavior (SPC)	2
Continual Improvement Assessment (CIA)	2
Lean Kaizen: A Simplified Approach to Process Improvements	2
Process Capability Analysis	2
Risk Management for Medical Device	2
Process Auditing Techniques	2

ISO 13485:2016 The Path Forward	2
Auditor Training for ISO 13485	2
Lead Auditor Training for ISO 13485	3
Customer-Supplier Partnerships	2
Design for Six Sigma (DFSS)	2
Introduction to Quality Engineering	2
Lean Enterprise	2
Lean Kaizen: A Simplified Approach to Process Improvements	2
Good Manufacturing Practice Training	3
Good Pharmacovigilance Practice Training	2
Good Distribution Practice Training	2
Good Clinical Practice Training	2
International Good Clinical Practice Training	2
Process-Based Auditing	2
Systematic Problem Solving for Sustained Improvements with Quality Tools	2
Measuring Process And Organizational Performance	2
Certified Supplier Quality Professional Certification	5
Pharmaceutical and Medical Device Innovations	2
Pharmaceutical Supply Management for Developing Countries	2
Warehousing and distribution logistics	3
How to forecast/quantify medicines and health products	2
The Global Pharmaceutical Market Size	2
Manufacturers versus Wholesalers in the Pharmaceutical Industry	2
Inventory Control in the Pharmaceutical Industry	2
Pharmaceutical Supply Management	3
Importance of proper product specification	2
Auditing and Qualifying Suppliers and Vendors	2
Best Practices for an Effective Cleaning Validation Program	2
Effective Internal and External Quality Assurance Auditing for FDA Regulated Industries	2
GCP Audits - Best Practices for Ensuring Compliance & Detecting Fraud and Misconduct in Clinical Trials	2
Pharmaceutical Production Batch Record Review Training	2
Pharmaceutical Root Cause Analysis of Failures & Deviations - Developing an Effective CAPA Strategy	2
Pharmaceutical Product shelf life	2
Pharmaceutical Quality assurance and quality control	2
Norms, standards and guidance for pharmaceuticals: INITIAL	2
Norms, standards and guidance for pharmaceuticals: SENIOR	2
FDA Drugs Guidance	2
Approaches to drug GMP Inspection: FDA	2
Quality Metrics for Drug Manufacturing	2

CATEGORIES / COURSES	DAYS
PROJECT MANAGEMENT	
PROJECT MANAGEMENT I	2
PROJECT MANAGEMENT II	2
MS PROJECT: Initial Level	2
MS PROJECT: Intermediate Level	2
MS PROJECT: Professional Level	2

CATEGORIES / COURSES	DAYS
FINANCE & ACCOUNTING & TAXATION	
Introduction to Financial Accounting	2
Finance for non-Finance Managers	2
Analyzing Financial Statements	2
Basic Accounting Principles & Book Keeping	2
Credit & Risk Management	2

Effective Budgeting & Cost Control	2
Fixed Assets Management	2
Credit Control & Debt Recovery	2
Cost Reduction Methods	2
Banking: Credit Analysis	2
Accounting For Decision Making	2
Managerial Accounting	2
Accounting Crash	2
Payroll Accounting	2
Advanced Spreadsheet Applications	2
Corporate Finance	2
Taxation System	2
Mergers & Acquisitions	2
Professional Senior Accountants applications	2
VAT & Income Tax Returns	2

CATEGORIES / COURSES	DAYS
WTO: WORLD TRADE ORGANIZATION	
Introduction to WTO	1
WTO: General Agreement on Trade in Services (GATS)	2
WTO Agreement on Sanitary and Phytosanitary Measures (SPS)	2
WTO: SPS Handbook: How to apply the transparency provisions of the SPS Agreement	2
WTO dispute settlement system	2
Accession to the WTO	2
Agriculture in the WTO	2
Copyright in the WTO	2
WTO: Market Access for goods & Non-Agricultural Market Access, NAMA Negotiations	2
Patents in the WTO	2
Regional Trade Agreements & the WTO	2
WTO: Technical Barriers to Trade (TBT)	2
WTO: The Multilateral Trade Agreement	2
Trade in Services in the WTO	2
WTO: TOURISM-LED POVERTY REDUCTION PROGRAMME	2
WTO: Trade Policy Review requirement	2
WTO Agreement Series	2
Export Competitiveness & WTO Implications	2

CATEGORIES / COURSES	DAYS
SIX SIGMA	
Six Sigma Yellow Belt (CSSYB)	3
Six Sigma Green Belt (CSSGB)	3
Six Sigma Black Belt (CSSBB)	4
Six Sigma Champions Belt (CSSCB)	4

CATEGORIES / COURSES	DAYS
QUALITY - ISO - INTERNATIONAL STANDARDIZATION	
KAIZEN & 5 S	1
TQM: Total Quality Management	1
ISO 9001:2015 Quality Management System: Foundation / Initial Level	1
ISO 9001:2015 Quality Management System: Internal Audit	1
ISO 9001:2015 Quality Management System: Lead Auditor / Lead Implementer	2
ISO 14001 EMS Environmental Management System: Foundation / Initial Level	1
ISO 14001 EMS Environmental Management System: Internal Audit	1
ISO 14001 EMS Environmental Management System: Lead Auditor / Lead Implementer	2
ISO 45001:2018 Occupational Health and Safety: Foundation / Initial Level	1

ISO 45001:2018 Occupational Health and Safety: Lead Auditor / Lead Implementer	2
ISO 22000:2018 HACCAP Food Safety Management System: Foundation / Initial Level	1
ISO 22000:2018 HACCAP Food Safety Management System: Auditor	1
ISO 22000:2018 HACCAP Food Safety Management System: Lead Auditor / Lead Implementer	2
ISO 27001 ISMS Information Security Management System: Foundation / Initial Level	1
ISO 27001 ISMS Information Security Management System: Lead Auditor / Lead Implementer	2
ISO 20000 Continuity, Resilience, and Service Management System: Foundation / Initial Level	1
ISO 31000 Risk Management: Foundation / Initial Level	1
ISO 26000 Social Responsibility: Foundation / Initial Level	1
ISO 10002 Customer Satisfaction, Customer Complaints Handling	1
ISO 50001 ENERGY MANAGEMENT SYSTEMS / Initial Level	1
ISO 50001 ENERGY MANAGEMENT SYSTEMS: Lead Auditor / Lead Implementer	2
ISO 13485 MEDICAL DEVICES MANAGEMENT SYSTEMS	1
ISO 28000 SUPPLY CHAIN SECURITY MANAGEMENT SYSTEMS	1
ISO 55001 ASSET MANAGEMENT SYSTEMS	1
ISO 18788 MANAGEMENT SYSTEMS CERTIFICATION SCHEME	1
ISO 37001 ANTI-BRIBERY MANAGEMENT SYSTEMS	1
ISO 39001 ROAD TRAFFIC SAFETY MANAGEMENT SYSTEMS	1
ISO 20121 EVENT SUSTAINABILITY MANAGEMENT SYSTEMS	1
ISO 30301 RECORDS MANAGEMENT SYSTEMS	1
ISO 22301 BUSINESS CONTINUITY MANAGEMENT SYSTEMS	1
ISO 21500 Lead Project Manager	1
ISO/IEC 17025:2017 BASIC	1
ISO/IEC 17025:2017 ADVANCE	1
ISO/IEC 17025:2017 INTERNAL AUDIT	1
ISO/IEC 17025:2005 CHANGE MANAGEMENT	1
ISO/IEC 17025:2005 ACCREDITATION PROCESS	1
ISO/IEC 17025:2005 BASIC	1
ISO/IEC 17025:2005 ADVANCE	1
ISO/IEC 17025:2005 INTERNAL AUDIT	1
ISO/IEC 17025:2005 VALIDATION & UNCERTAINTY MGT	1

CATEGORIES / COURSES	DAYS
HSE: HEALTH, SAFETY & ENVIRONMENT	
OCCUPATIONAL HEALTH, SAFETY & ACCIDENT PREVENTION IN THE FACTORY-WORKSHOP	1
CHEMICAL SAFETY AT WORKPLACE	1
OCCUPATIONAL FIRST AID & EMERGENCY RESPONSE	1
Environmental Management System	1
Occupational Health and Safety	1
Occupational Accident investigation and reporting	1
HSE Documentation	1
Environmental Pollution Management	1
Security Intelligence and Surveillance	1
NEBOSH Level 1 - National Examination Board in Occupational Safety and Health	5
NEBOSH Level 2 - National Examination Board in Occupational Safety and Health	5
NEBOSH Level 3 - National Examination Board in Occupational Safety and Health	5
IOSH Level 1 - Institution of Occupational Safety and Health	5
IOSH Level 2 - Institution of Occupational Safety and Health	5

CATEGORIES / COURSES	DAYS
FOOD SAFETY	
FOOD HANDLING AND CATERING MANAGEMENT COURSE	1
HACCP: Hazard Analysis Critical Control Point	1
Protocol, Public Relations and Events Management	2
HACCP: Verification, Validation & Traceability	2

CATEGORIES / COURSES	DAYS
HOTEL MANAGEMENT	
Rooms Division Management Specialization	2
Functions of Housekeeping Department	2
Assess the importance of Hotel Security	2
Front office operations and its organizational structure	2
Food & Beverage Managerial Skills	2
Food & Beverage Cost Control Techniques	2
Suppliers Evaluation Methods	2
Kitchen Cleanliness and Pre-requisite Programs	2
Menu Establishments	2
Serving Techniques	2
Stores Management	2
Procurement Tips & Techniques	2
Food Safety Supervisor Role	2
Food Handler Methods	2
Security & Valet	2
Communication Methods and Reporting Relationship	2
FRONT OFFICE & CUSTOMER RELATIONS	2

CATEGORIES / COURSES	DAYS
OIL & GAS	
Cost Reduction & Optimization	2
Introduction to The Refinery Asset Lifecycle	2
Up-streaming Petro Skills	2
Down-Streaming Petro Skills	2
OCCUPATIONAL HEALTH, SAFETY & ACCIDENT PREVENTION IN THE FACTORY-WORKSHOP	2
CHEMICAL SAFETY AT WORKPLACE	1
OCCUPATIONAL FIRST AID & EMERGENCY RESPONSE	2
Environmental Management System	2
Occupational Health and Safety	2
Occupational Accident investigation and reporting	2
HSE Documentation	2
Environmental Pollution Management	2
Security Intelligence and Surveillance	2
NEBOSH Level 1 - National Examination Board in Occupational Safety and Health	5
NEBOSH Level 2 - National Examination Board in Occupational Safety and Health	5
NEBOSH Level 3 - National Examination Board in Occupational Safety and Health	5
IOSH Level 1 - Institution of Occupational Safety and Health	5
IOSH Level 1 - Institution of Occupational Safety and Health	5

CATEGORIES / COURSES	DAYS
AVIATION	
IATA International Travel & Tourism	1
Ticketing and Travel Management	2
Cargo handling skills, Port charges and Procedures	2
Customer relationship management (CRM) in the Aviation Sector	2
Crew Resource Management	1
Aviation & Airport Security	1
Travel Agency Fee: A Professional Approach (IATA)	1
Overview of the Air Transportation System	2
Passenger Ground & Air Services	2
Aircraft Loading, Dangerous goods & Introduction to Aircraft Performance	1

CATEGORIES / COURSES	DAYS
ICT & SOFT SKILLS: INFORMATION & COMMUNICATION TECHNOLOGY	
EXCEL: Initial Level	2
EXCEL: Intermediate Level	2
EXCEL: Professional Level	2
Power Point Presentation: Initial Level	2
Power Point Presentation: Professional Level	2
Microsoft Word Document: Initial & Intermediate Levels	1
Microsoft Word Document: Professional Level	2
Microsoft Publisher Document: Initial Level	1
Microsoft Publisher Document: Intermediate Level	1
Microsoft Publisher Document: Professional Level	1
Microsoft VISIO: Initial Level	2
Microsoft VISIO: Intermediate Level	2
Microsoft VISIO: Professional Level	2

Note: Courses on training list are available on requests for at least 3 attendees
Note: All courses (Physical & Virtual) would be accompanied with credible Certificate
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