

HDTC Training Center

Presents

Technical proposal of the Training program Business Management Diploma (Mini-MBA)

The Oxford 10days MBA



Introduction

The program delves into different areas of business management with great accuracy and precision, qualifying participants for senior leadership positions.

It furnishes the essential knowledge for comprehending the mechanics of business management, gaining insight into contemporary strategies, and implementing them effectively. Moreover, we impart strategic thinking techniques to participants and ensure they are well-equipped to navigate any management difficulties, advancing their career path to the next stage.

Objectives:

Mini MBA aims to upgrade participants understanding of modern business administration, hence:

- Increasing rates of job promotions
- Creating high-quality job opportunities
- Enhancing performances through acquiring skills and strategies.
- Redirecting perceptions toward future career development

Program Outlines:

Day1: effective leadership management (5 hours)

1. Leadership and management
2. Administrative levels
3. Management skills
4. Situational leadership
5. Self-leadership
6. Leadership theory and practice
7. Organizational performances
8. Protective leadership

Day2: Strategy Management (5 hours)

1. Introduction to strategic management
2. Strategic thinking
3. Setting goals and plans
4. Strategy evaluation
5. Strategic planning
6. Strategy development
7. strategy implementations
8. Constant upgrade of strategies

Day3: Human resource management (5 hours)

1. Human resources strategies
2. HR planning
3. Progression of HR
4. Employee relations and communication
5. HR plans development
6. Recruitment and selection
7. Training and improvements

8. performance and wage evaluation

Day4: project management (5 hours)

1. Management principles
2. Project progression
3. Establishment stage
4. Planning stage
5. Implementation stage
6. Monitoring stage
7. Project completion stage

Day5: Marketing Management (5 hours)

1. competitive advantages identification
2. Strategic marketing planning
3. marketing program development and implementation
4. Strategic sales planning
5. Analysis of opportunities
6. Sales and evaluation plans

Day6: Quality Management (5 hours)

1. Total quality management (TQM)
2. Stages of implementing quality management
3. Elements of a successful quality management plan
4. Requirements for implementing quality management plans
5. Quality management: goals, benefits, and hardships
6. Quality management principles
7. Series of International Standards (ISO)

Day7: Financial and logistical management (5 hours)

1. Basics of finance management
2. financial statements overview
3. financial statements analysis
4. Financial aspects from an administrative perspective
5. Capital calculations

6. Financial data
7. Decision making

Day8: commercial law (5 hours)

1. Principles of Commercial Laws
2. Principles of labor law
3. Types of enterprises

Day9: Digital transformation and AI (5 hours)

1. Basics of digital transformation
2. Digital measures of organizations
3. digital transformation project development
4. Requirements and obstacles
5. AI in public and private sectors
6. Future careers and preparations
7. The effect of AI on different programs
8. AI in businesses

Day10 Discussing projects and handing out scores and certificates (5 hours)

1. Discussing and evaluating graduation projects
2. Final Grade Determination

Program Outputs:

- Designed by professional consultants
- High-quality training and support
- Training courses in Arabic language
- The course will be conducted via Zoom application (online)
- Economical prices
- Suitable timing

- Target Audience:
- MID-Level Managers & Team Leaders
- Entrepreneurs & Business Owners
- Specialists from Non-Business Backgrounds
- Recent Graduates & Aspiring Managers

Program competencies and qualifications:

- Human resources and training department
- Directors of public or private organizations
- Future entrepreneurs
- Those who wish to be qualified for senior leadership positions
- Those working in the field of business management
- Graduates interested in the field of business management
- Employees in private or public sectors
- Those interested in developing their management skills

Eligibility:

Eligibility requirements:

- Experience in computer programs such as Microsoft Office
- Proven five years of experience in management or a high school diploma

Career Path and Opportunities:

This diploma qualifies you to work as:

1. Government officers
2. Business Consulting
3. entrepreneur
4. sales and marketing manager
5. recruitment specialist
6. business development specialist

Why is it essential:

- An MBI diploma provides the knowledge necessary to start a new project with high levels of precision and accuracy
- Improves customer communication skills
- Enhances persuasion abilities
- Supports marketing skills and strategies
- Offers HR programs designed to elevate workforce and labor
- Managing finance and budget using accounting applications.

Training methods:

- Technology-Based Learning.
- Simulation in Training.
- On-the-job guidance.
- Trainer-Led Training.
- Work Teams and Roles.
- Films and Videos.
- Case Studies and Workshops.

Exam Details:

Participants' grades will be assessed according to their educational and training achievements and final exam scores, which will be disclosed before certificate distribution.

Exam scores:

- A: student achieved a score of more than 70%
- B: score of 60% - 69%
- C: score of 50% - 59%
- D: A score of less than 50% is a failing score.

Financial proposal of the Training program Business Management Diploma (Mini-MBA)

The Oxford 10days MBA



Financial proposal:

★ Price



★ Venue:

✓ Geneve

★ Number of days / Training Date:

✓ 02 weeks from 14th July to 25th July 2025

★ Timing:

✓ From 9 AM to 2 PM