

# Training Time<sup>TM</sup>

Redefining e.Training

*Just in time learning...*



Strategic Management



Managing Change



Interpersonal Business Skills



Presentation Skills



Leadership Skills



Time Management



Strategic Marketing



Communication Skills



Delegation



Customer Service



Planning & Organising



Human Resource Planning



Quality Management



PeopleSide Consulting

أفاق المعرفة  
**KNOWLEDGE HORIZON**  
When Excellence Meets Opportunity



Knowledge Horizon's **T<sub>training</sub>Time™** solution is ideal for those committed to continuously sharpening their people's skills. Training your staff will be easier, more cost effective and flexible.

In today's dynamic business environment, learning has become an integral part of an organisation's competitive mindset. Building a sustainable competitive advantage starts with enabling trainees to have continuous access to just-in-time learning opportunities.

# Training Time™

## is designed to give you that Unique Edge

### Wide selection of e.Courses available in two languages

- Knowledge Horizon has developed a number of soft skills and management courses (English & Arabic).
- The courses cover the behavioural competency framework of any organisation that aims to achieve its overall business objectives.
- All our courses are accompanied with unique training films produced especially to make the learning experience enriching, engaging and enjoyable.
- Our courses are linked to internationally recognised certificates (optional).

### Key features



Online learning



SCORM  
conformant



Animations  
& graphics



Training Films



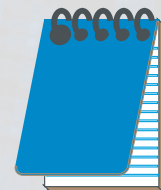
Multimedia



Interactive  
learning



Job Aids



Notes



Glossary



The **T<sub>training</sub>Time™** system provides interactive community features for a rich learning experience and the ability to track learners' progress across all training programmes.

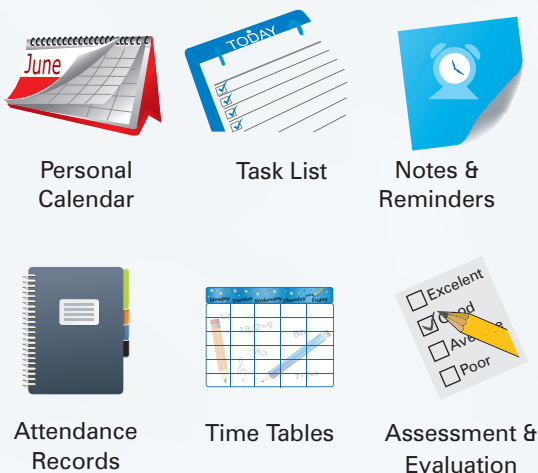
The primary aim of the **T<sub>training</sub>Time™** system is to deliver training programmes to learners in a highly engaging and interactive environment.



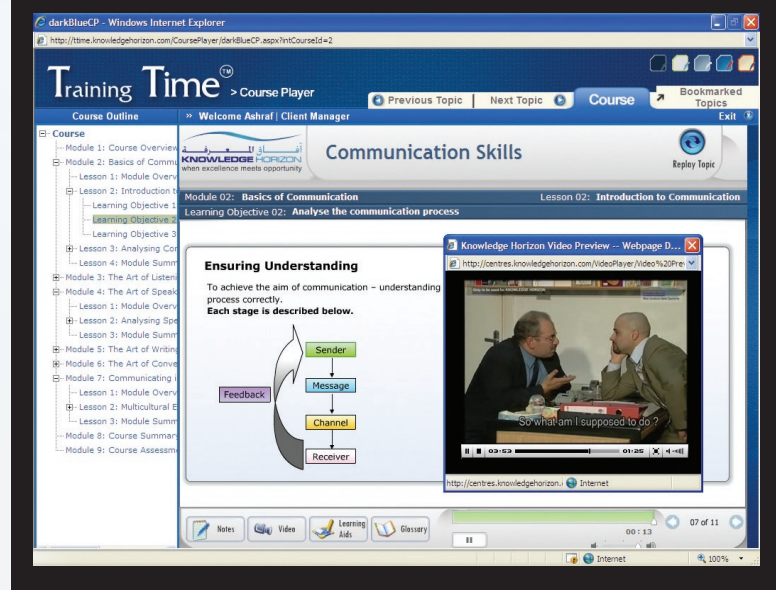
## More features

# Learning Management System

A number of Learning Aids such as:



Community features for a richer learning experience:



# e.Courses

 Leadership Skills 13:00 hrs	 Delegation 11:00 hrs	 Organisational Behaviour & Change Management 10:00 hrs	 Human Resource Planning 10:00 hrs	 Strategic Management 9:00 hrs	 Strategic Marketing 11:00 hrs
 Information System Management 9:00 hrs	 Financial Management 8:00 hrs	 Presentation Skills 10:00 hrs	 Customer Service 11:00 hrs	 Follow up 11:00 hrs	 Communication Skills 11:00 hrs
 Planning & Organising 13:00 hrs	 Negotiation Skills 12:00 hrs	 Information Monitoring 12:00 hrs	 Problem Solving 13:00 hrs	 Decision Making 12:00 hrs	 Performance Maximisation 14:00 hrs
 Managing the Market 8:00 hrs	 Managing Change 10:00 hrs	 Managing Information 8:00 hrs	 Managing Teams 12:00 hrs	 Quality Management 8:00 hrs	 Managing Finance 8:00 hrs
 High Performance Team 12:00 hrs	 Time Management 11:00 hrs	 Adaptability 10:00 hrs	 Personal Development 13:00 hrs	 Quality Orientation 9:00 hrs	 Text Processing 8:00 hrs
 Customer Care 8:00 hrs	 Interpersonal Business Skills 8:00 hrs	 Communication and Task Management 8:00 hrs	 Office Procedures 8:00 hrs		

\* Average e.Training hours

● Management Level Courses
 ● Supervisory Level Courses
 ● Operative Level Courses