

2019

TRAINING COURSES CATALOGUE





**His Royal Highness,
Prince Khalifa bin Salman Al Khalifa**
The Prime Minister of the Kingdom
of Bahrain



**His Majesty,
King Hamad bin Isa Al Khalifa**
The King of the
Kingdom of Bahrain



**His Royal Highness,
Prince Salman bin Hamad Al Khalifa**
Crown Prince, Deputy Supreme
Commander and First Deputy Prime
Minister of the Kingdom of Bahrain

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Bahrain Institute of Banking and Finance (BIBF) has been a cornerstone of the Banking and Financial Services Sector in the Kingdom since its inception in 1981.

The growing levels of Bahrainisation, which are at 61%, and the sustained growth patterns of the financial services industry, in particular, are clear indications of the success and the commitment to the human capital development of BIBF spanning over the past 37 years. Having equipped over 340,000 students with necessary knowledge and skills from over 63 countries, the BIBF has had an unparalleled impact on the tall stature of the Kingdom's excellence in human capital development.

The BIBF's success story has not only raised the visibility of the Institute but also impacted positively on the overall stature of the financial services industry in Bahrain and seen as a major driving factor behind the excellence of the Bahraini workforce both in the public and private sectors. Our international network of globally recognised partners, our creation of some of the world's first curriculum in Islamic Finance and Takaful, the breadth and depth of our content, and commitment to career long learning are few but important milestones towards the growth and development of Bahrain.

This investment, of more than a generation, in content, curriculum development, unique intellectual property, and staff development are unparalleled across the GCC market. The BIBF legacy continues to be distinctive in the world and one of the greatest assets that takes Bahrain to new levels of excellence in the future.



OUR VISION

The Institute of Choice for the development of business professionals

OUR MISSION

Offering a career-linked, comprehensive range of professional development programmes that have a life-long professional impact

OUR VALUES

- Integrity
- Ethics
- Honesty
- Transparency
- Expertise
- Respect
- Consistency
- Teamwork

GENERAL INFORMATION

BIBF OFFICE HOURS

Sunday to Thursday from 7:00 am to 2:30 pm

RECEPTION AND CUSTOMER SERVICE

The BIBF Customer Service and Reception desks are both located on the ground floor.

Their working hours are as follows:

- Sunday to Wednesday
7:00 am to 7:30 pm
- Thursday
7:00 am to 5:30 pm
- Saturday
7:30 am to 3:00 pm

CONTACT DETAILS

Tel 1781 5555

Email info@bibf.com

LOCATION

Building 1456, Road 4034, Block 340
Manama (Juffair)



OUR SERVICES

- ACADEMIC QUALIFICATIONS
- ASSESSMENT CENTRE
- EXECUTIVE EDUCATION SERIES
- EXPERT MASTERCLASSES
- PROFESSIONAL QUALIFICATIONS
- SIMULATION TRAINING
- CUSTOMISED PROGRAMMES
- OPEN ENROLMENT



QUALITY ASSURANCE

We are profoundly committed to preserving the quality and integrity of our programmes. The BIBF is rated “Outstanding” by the National Authority of Qualifications and Quality Assurance for Education and Training (QQA) and is the only institute in Bahrain that has a fully functional Quality Assurance department launched in collaboration with the Quality Assurance Agency (QAA), UK. The QQA reviewed the Institute’s performance quality against five main questions in areas including learners’ achievement, quality of provision, and leadership and management. The BIBF was measured ‘Outstanding’ in four of the five measures, resulting in an overall judgment of ‘Outstanding’.

The Quality Assurance (QA) department was formed as part of a strategic initiative to manage BIBF’s unprecedented growth in recent years and uphold the organisation’s vision, mission and values. The primary objectives of the QA department include formulating, maintaining and enhancing best practices in all aspects. As an institute of international repute, the BIBF aims to continuously deliver programmes of high quality and ensures that such standards are maintained across offerings throughout its Learning Centres.

The QA department has also formulated an Academic Infrastructure (AI), which is a set of internationally accepted benchmarks that provides all Learning Centres with reference points for setting, describing and assuring quality and standards for their programmes. The Academic Infrastructure is composed of the following four pillars:

- Code of Practice
- Frameworks for Higher Education Qualifications (FHEQ)
- Subject Benchmark Statements
- Programme Specifications

Please visit the Quality Assurance section on www.bibf.com to download the Student Handbook, BIBF’s Code of Practice and other important documents available for students and member organisations

REGISTRATION PROCEDURES

The BIBF's registration department is responsible for creating and maintaining student and class records, responding to student and training manager/coordinator correspondence, implementing attendance policies, processing and announcing results, printing and distribution of certificates, and dealing with customer issues.

COURSE/PROGRAMMES DETAILS

External stakeholders may receive full information on all BIBF Courses/Programmes through BIBF's customer service department. In addition, all programmes details may be obtained on the official website. Brochures and details may be attained through a hard or soft copy.

PRE-COURSE PROCEDURES

Course selection by a participant or a training manager/coordinator should only happen after ensuring that the course syllabus matches with the training requirements and that the participant satisfies the set prerequisites (where applicable). BIBF holds the right to reject or cancel the registration of a participant that does not meet the prerequisites after notifying the participant/organisation of the same. Please note that allocation of places depends on availability.

REGISTRATIONS:

MEMBER INSTITUTIONS

To register a candidate, member institutions must send an email to the registration department stating the participant and course details. Once completed, a confirmation notification will be sent to all confirmed participants. If the participant is on the waiting list, a waiting list notification will be sent to the training manager.

NON-MEMBER INSTITUTIONS/SELF-SPONSORED

To register a candidate, non-member institutions and self-sponsored candidates may obtain a quotation from the customer service department by sending a request by email or by personally visiting the department. To confirm the registration of the candidate, a completed registration form must be submitted along with the relevant course fees to customer service. A confirmation of registration will be sent once the registration form is received and all due amounts are paid – these must be settled before the course start date.

PAYMENTS

Customers may proceed to the Customer Service department (located on the ground floor) to pay for course fees, official documents and any related requested fees. Fees may be paid by the following methods:

- Cash
- Online - pay.bibf.com
- Cheque payable to BIBF
- Credit Card
- Bank Transfer

The customer service representative will provide the customer with a receipt to approve the payment and forward the registration request to the Registration department for processing. The Registration Department will process the registration request and send the confirmation notification to the concerned parties.

ENTRY-VISA PROCEDURES

If a candidate would like to attend a short-term course at BIBF, and requires assistance for an entry visa to the Kingdom of Bahrain, the request can be sent to the Registration department. Prior to processing the VISA, it is required that the candidate provide a clear copy of the passport and pay the full course registration fee along with the visa fees. Visa costs will be charged to the participant whether or not the visa was obtained.

COURSE CONFIRMATION

The BIBF offers courses on the basis that there will be a sufficient amount of participants to run the course. If the minimum numbers are not reached, the course will be postponed or rescheduled. In other instances, where unexpected and unavoidable circumstances arise, BIBF will be obliged to modify the dates of the course. BIBF will notify the participant prior to the start date of the course about the changes to minimise any inconvenience that may be caused. BIBF's liability in the event of any modification or cancellation will be limited to a full refund of the paid course fees.

REMINDERS

Prior to course commencement, two reminders will be sent to ensure that each participant is aware of the course start date. The first reminder will be sent one month prior to the start date of the course and the second reminder will be sent one week prior to the start date of the course.

COURSE COMMENCEMENT

On the first day of the course, participants should proceed to the reception to register their attendance at least 15 minutes before the course starts.

REGISTRATION PROCEDURES

DRESS CODE AND PERSONAL CONDUCT

BIBF is a professional institute and wishes to maintain such standards throughout its programmes. Participants attending courses at BIBF are to behave accordingly. Those who attend classes dressed in inappropriate attire (jeans, t-shirts, shorts etc.) will be requested to leave the premises and return suitably clothed.

REGISTRATION CANCELLATION

In the case of a cancellation by the participant, BIBF requires a written notice of cancellation no less than two weeks prior to the course start date. The original receipt must be submitted at the same time to qualify for a refund of fees. Otherwise, course fees already paid or invoiced may not be eligible for a refund and invoices will be due and payable. BIBF does permit the nomination of substitute participants.

ATTENDANCE POLICY

For courses with a duration of four days or less, participants must obtain full attendance to be entitled to sit for the final examination – where applicable – and hence receive their certificates. For courses with a duration of five days and above, the 80% attendance policy is applied based on days.

PARTICIPANT PUNCTUALITY

On the first day of the course, participants must be in class by 8:00 am. Participants who arrive late will be marked as “No Show” and notification sent to the relevant training manager or coordinator. As a majority of BIBF’s courses are over-subscribed, the participant’s place will be offered to those on the waiting list unless prior notification of late arrival has been received.

Please note that participant attendance is monitored throughout the course and absenteeism and tardiness will be communicated to participants and their training managers or coordinators.

PARTICIPANT WITHDRAWAL

Participants must attend the full duration of the course as scheduled and strictly abide by the stated course timings. In the event of a participant did not meet the attendance policy, the participant will be withdrawn from the course, marked as a “Drop Out”, and requested to re-register. A notification will be sent to their training manager or coordinator informing them of the same.

For fee bearing courses, the total fees will be charged irrespective of the number of sessions attended. In addition, the dropout will not be allowed to sit for the examination and will not be entitled to receive a certificate.

EXAMINATIONS

Participants who satisfy all course requirements, including the attendance policy (where applicable), will be permitted to attend the prescribed course examination. Programme and course rules are available on our website, and with relevant learning centres and customer service team.

RESULTS

Examination results are disseminated by the Registrar based on the course or programme schedule. Results will be emailed directly to the training manager or coordinator, or to the candidate if self-sponsored.

CERTIFICATES

Certificates will be awarded to candidates who have completed all the necessary programme requirements. For examinable courses, BIBF will only issue certificates to participants who have successfully passed the prescribed examination – attendance certificates will not be issued where a participant does not pass the examination. All certificates will be mailed to the relevant training manager/coordinator or the self-sponsored candidate. Unclaimed certificates will be kept for one year only from the date of the course/programme. BIBF will not reprint certificates for Standard and External courses, whereas an official transcript or attendance letter may be requested for a nominal fee. Certificates for the professional programmes may be reissued against a nominal fee.

OFFICIAL DOCUMENTS

Official documents are provided upon request. A participant will be required to fill in an order form (available at the Customer Service desk) and pay a nominal fee for the issuance of the following documents:

- Enrolment letters
- Causeway Letters
- Withdrawal Letters
- Attendance letters
- Official transcripts
- Graduations statements
- Certificates

EXTERNAL ROOM BOOKINGS

The BIBF offers its training rooms, and executive seminar room and equipment when available for use. A nominal fee will be charged to cover all incurred costs. For more details, please send a request to registration@bibf.com

CONTACT INFORMATION

For further information, please contact + 973 1781 5555 or email registration@bibf.com

KEY CONTACTS

The details of our Key Contacts are provided below. For further information on our management and faculty team, please visit www.bibf.com.

CORPORATE	EMAIL
Business Development	business@bibf.com
Customer Service	info@bibf.com
Executive Offices	director@bibf.com
Finance	finance@bibf.com
Human Resources	hr@bibf.com
IT Support	it@bibf.com
Marketing & Corporate Communications	marketing@bibf.com
Operations	ops@bibf.com
Quality Assurance	qa@bibf.com
Registration	registration@bibf.com



TRAINING & DEVELOPMENT	EMAIL
Academics	academic@bibf.com
Accounting & Finance	accounting@bibf.com
Assessment & Development	assessment@bibf.com
Banking	banking@bibf.com
English & Business Communication	l&m@bibf.com
Human Resources	l&m@bibf.com
Information Technology	itcentre@bibf.com
Insurance	insurance@bibf.com
Interpersonal Skills	l&m@bibf.com
Islamic Finance	islamicfinance@bibf.com
Leadership & Management	l&m@bibf.com
Marketing, Sales & PR	l&m@bibf.com
Project Management	pm@bibf.com
Simulation Training	dealing@bibf.com

CALL US +973 1781 5555

ACCOUNTING & FINANCE

The BIBF excels in the fields of Financial Accounting, Managerial Accounting, Internal Auditing, Financial Modelling, Performance Management, Professional Ethics, and International Financial Reporting Standards (IFRS), among various other sub specialisations.

The BIBF is an “IFRS Centre of Excellence” and employs internationally renowned speakers and specialists from leading accountancy firms, providing participants the opportunity to gain a practitioner’s perspective, making learning more effective and enjoyable.

The success rates of Accounting & Finance students regularly outperform global benchmarks. The Association of Chartered Certified Accountants (ACCA) awarded BIBF the PLATINUM status for its quality of teaching and the support it offers to students.

The BIBF offers leading internationally recognised qualifications, including the CPA, CMA, CFA, CIA, AAT, ACCA and FIA, and has the ability to deliver training courses in both English and Arabic.

The dates and fees mentioned in this section are subject to change at the Institute’s discretion. Please visit www.bibf.com for the latest updates.



BIBF ADVANCED DIPLOMA IN ACCOUNTING AND FINANCE



The programme structure is divided into 14 core modules and a student portfolio, which documents the practical application of the modules. The programme is planned to be completed within a maximum of seven years, which begins from the start of the 1st module and ends on the submission of the completed student portfolio. Apart from the portfolio, each module comprises of either four, five, or ten days of attendance with the lecturer and a final exam. The portfolio is completed by a one day (5 hours) attendance at induction, 15 hours of ongoing tutorials with appropriate tutors, and the compilation of an appropriate portfolio.

CODE	COURSE TITLE	LEVEL	CREDITS
210	Accounting 1 – Recording Financial Transactions	4	8
211	Accounting 2 – Maintaining Financial Records	5	8
212	Accounting 3 – Drafting Financial Statements	7	8
213	Managerial Accounting 1 – Introductory Managerial Accounting	5	4
214	Managerial Accounting 2 – Intermediate Managerial Accounting	6	4
269	External Audit and Assurance	7	4
274I	Business and Professional Ethics	7	3
257	Managing Finance	7	4
278	Internal Audit	8	4
315I	MS Excel Intermediate	7	3
256	Computerised Accounting	7	4
252	Financial Modelling with Excel	7	4
221	Financial Statement Analysis	8	4
-	ADAAF Portfolio	8	18
Overall Level and Total Credits		7	80

PARTICIPANT PREREQUISITES

The following courses have been designed to ensure that participants follow a well-defined sequence in order to build on their knowledge over a series of courses. It is important that participants attend the proper sequence to fulfil the prerequisite for all courses. BIBF's core accounting courses have been revamped and the class timings have undergone significant change. Participants are encouraged to complete the core accounting courses within six months of starting Accounting 1.

Participant prerequisites are provided for each course under the headings of minimum and recommended requirements, where applicable. From past experience, participants who have the recommended requirements are likely to obtain the maximum benefit from the courses they attend, whereas those who only possess the bare minimum requirements tend to find the sessions difficult and may not gain maximum benefit from attendance. BIBF offers participants assistance and guidance on the qualifications that are best suited to their individual needs and skills set.

BASIC BUSINESS MATHEMATICS

COURSE CODE FIN200

This course provides participants with the basic mathematical skills required within the financial services sector and prepares them for future related training programmes. Participants will require these skills for all Accounting, Principles of Banking and Excel courses.

LEARNING OUTCOMES

Upon successful completion of this course, participants will be able to solve basic mathematical problems with confidence including arithmetic, fractions, decimals, algebraic, percentage and ratios, and interest.

TARGET AUDIENCE

Professionals of all levels.

PREREQUISITES

None

ASSESSMENT TYPE

This course is examinable.



FUNDAMENTAL
SKILLS



DURATION

- 4 DAYS
(5 hours per day)
- 8 HOURS OF
SELF-STUDY



START DATE(s)

06 - 09 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONAL
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100
BHD 300



تمكين
Tamkeen

SUPPORTED BY TAMKEEN



FUNDAMENTAL
SKILLS

INTERMEDIATE BUSINESS MATHEMATICS

COURSE CODE FIN250

The course introduces the basic mathematical calculations used in business and in finance.

LEARNING OUTCOMES

- Explain the concept of time value of money
- Explain the concept of discounting and compounding
- Explain the concept of interest rates
- Carry out basic bond (notes payable) valuation techniques using relevant concepts

TARGET AUDIENCE

Individuals who are involved in credit and investment analysis, and require calculation skills to effectively perform their analysis.

PREREQUISITES

BIBF: Basic Business Mathematics (FIN200) is recommended.

Other: At least six months of work experience in an organization where the participant has been personally involved in solving basic mathematical problems including arithmetic, fractions, decimals, algebra, percentages and ratios, and simple and compound interest, with confidence.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 8 HOURS OF
SELF-STUDY



START DATE(s)

08 - 11 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONAL
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 300



تمكين
Tamkeen

SUPPORTED BY TAMKEEN

ACCOUNTING 1: RECORDING FINANCIAL TRANSACTIONS

COURSE CODE FIN210

This course is designed to teach beginners the basic concepts of accounting, such as the ability to record financial transactions, summarise the recorded information, prepare adjusting journal entries, and basic financial statements. It is the foundation (a prerequisite) for various accounting and analysis courses.

LEARNING OUTCOMES

- Distinguish between types of business transactions & documentation, recognising relevant basic business law and data protection legislation
- Prepare basic ledger accounts under the double entry system
- Record income and receipts from credit customers
- Explain and account for irrecoverable debts
- Record purchases, expenditure, and payments to suppliers
- Account for banking transactions & prepare general cash and petty cash records
- Produce bank reconciliation statements & record payroll transactions
- Prepare and reconcile control accounts
- Prepare an initial trial balance identifying and correcting errors using journal entries

TARGET AUDIENCE

Individuals whose current or future responsibilities may require basic accounting & bookkeeping knowledge.

PREREQUISITES

BIBF: Basic Business Mathematics (FIN200)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Basic Business Mathematics OR at least six months of work experience in an organization where the participant has been personally involved in solving basic mathematical problems including arithmetic, fractions, decimals, algebra, percentages and ratios, and simple and compound interest, with confidence.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 10 DAYS
(5 hours per day)
- 23 HOURS OF
SELF-STUDY



START DATE(s)

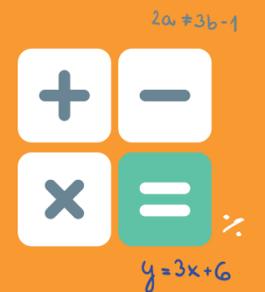
07 - 18 APR 2019
17 - 28 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 250
BHD 750



ACCOUNTING



SUPPORTED BY TAMKEEN

ACCOUNTING 2: MAINTAINING FINANCIAL RECORDS

COURSE CODE 211

This is an intermediate course in accounting designed to teach participants how to apply the concepts learnt in Accounting 1 and prepare an extended trial balance. Accounting 3 should ideally follow this course.

LEARNING OUTCOMES

- Describe, explain and apply relevant accounting concepts, policies and standards
- Prepare records relating to capital acquisition and disposal
- Prepare reconciliations for the preparation of final accounts
- Identify, calculate and record appropriate adjustments
- Prepare and complete the extended trial balance
- Prepare Final accounts for a sole trader and partnership

TARGET AUDIENCE

Individuals who have successfully completed Accounting 1: Recording Financial Transactions and need to enhance their accounting knowledge.

PREREQUISITES

BIBF: Accounting 1: Recording Financial Transactions (210)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Accounting 1: Recording Financial Transactions OR at least six months of work experience in an organisation where the participant has been personally involved in recording financial transactions, producing bank reconciliations, preparing the trial balance, preparing adjusting journals, preparing control accounts and producing basic (sole trader) financial statements.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 10 DAYS
(5 hours per day)
- 23 HOURS OF
SELF-STUDY



START DATE(s)

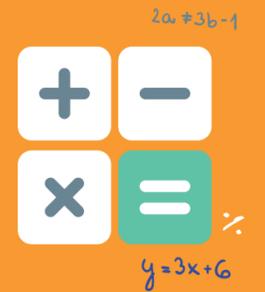
16 - 27 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 250
BHD 750



ACCOUNTING



SUPPORTED BY TAMKEEN

ACCOUNTING 3: DRAFTING FINANCIAL STATEMENTS

COURSE CODE 212

This course is designed for participants who are required to know how to prepare financial statements efficiently to high standards, and will build on what was learnt in Accounting 1 & 2. The requirements of extant GAAP (Generally Accepted Accounting Principles) will also be applied in the preparation of financial statements within this course.

LEARNING OUTCOMES

- Draft partnership & limited company financial statements to comply with relevant legislation & accounting standards
- Identify and implement adjustments, referring any issues and unresolved discrepancies to an appropriate person
- Discuss the importance of an organisation's procedures and policies, including confidentiality procedures
- Prepare and interpret a limited company statement of cash flows
- Explain the general purpose of limited company financial statements
- Identify the elements of limited company financial statements and the relationship between them
- Report and advise on the results of financial statement analysis to management for decision making

TARGET AUDIENCE

This course is designed for individuals who are preparing to take on positions within the accounting, operations, audit or credit departments, and are likely to be primarily responsible for financial statements. It is also strongly recommended for those who intend to enrol in BIBF's Financial Statement Analysis course.

PREREQUISITES

BIBF: Accounting 2: Maintaining Financial Records (211)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Accounting2: Maintaining Financial Records OR at least six months of work experience in an organisation where the participant has been personally involved in performing accounting work which meets all the intended learning outcomes stated in Accounting 2: Maintaining Financial Records.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 10 DAYS
(5 hours per day)
- 23 HOURS OF
SELF-STUDY



START DATE(s)

06 - 17 OCT 2019



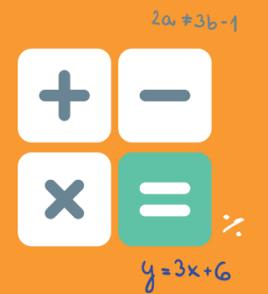
FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 250

BHD 750



ACCOUNTING



SUPPORTED BY TAMKEEN

ACCOUNTING 4: MANAGERIAL ACCOUNTING

COURSE CODE FIN213

This course is designed to develop the knowledge and understanding of how organizations record, analyse and report current and future costs and revenue data for use within organizations. It is an Introductory Managerial Accounting course, and is not at a higher level than Accounting 3.

LEARNING OUTCOMES

- Explain the role of management accounting within an organisation & the requirement for management information
- Describe costs by classification and identify its behaviour
- Identify appropriate material, labour and overhead costs to be used in product costing
- Differentiate between marginal costing and absorption costing approach
- Calculate and use contribution margin in decision making

TARGET AUDIENCE

This course is designed for those who are preparing to take on positions in the accounting, operations, audit or credit departments. It is strongly recommended for candidates intending to enrol in BIBF's Intermediate Managerial Accounting course.

PREREQUISITES

BIBF: Accounting 1: Recording Financial Transactions (FIN210)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Accounting 1: Recording Financial Transactions OR at least six months of work experience in an organisation where the participant has been personally involved in performing accounting work which meets all the intended learning outcomes stated in Accounting 1: Recording Financial Transactions.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

24 - 28 NOV 2019

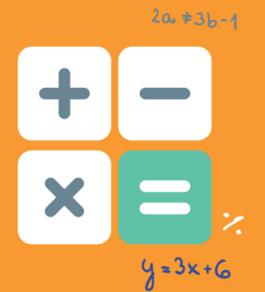


FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125

BHD 375



ACCOUNTING



SUPPORTED BY TAMKEEN

ACCOUNTING FOR DECISION MAKING

COURSE CODE FIN214

This course is designed to enhance a participant's understanding of cost data used in planning, control, decision-making and product pricing. The course concludes with case studies and progress tests to evaluate the understanding of budgets and use of relevant costs for decision-making and product pricing.

LEARNING OUTCOMES

- Explore the nature and types of budgeting
- Calculate the standard costs and perform variance analysis
- Examine product costing systems using variable and absorption costing and activity-based costing
- Identify and use the relevant information for managerial decision-making in the following areas: special orders, add/delete products, pricing, make or buy parts/products

TARGET AUDIENCE

This course is recommended for those who have attended BIBF Introductory Managerial Accounting course, and is suitable for those who are currently working in the operations or accounting department.

PREREQUISITES

BIBF: Managerial Accounting (213)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Managerial Accounting OR at least six months of work experience in an organization where the participant has been personally involved in performing accounting work, which meets all the intended learning outcomes, stated in Managerial Accounting.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

13 -17 OCT 2019



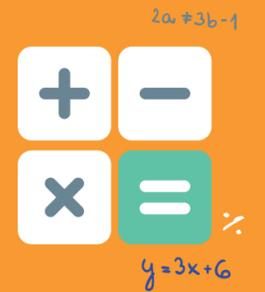
FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125

BHD 375



ACCOUNTING



SUPPORTED BY TAMKEEN

INTRODUCTION TO IFRS FOR FINANCIAL INSTITUTIONS

COURSE CODE FIN219

The growing global acceptance of International Financial Reporting Standards (IFRS) as a basis for the preparation of financial statements of large and medium entities creates a need for an increasing group of professionals to gain knowledge and experience of these standards. Even those with a basic understanding of IFRS are required to constantly update their knowledge because of the fast evolution of these standards, and the growing experience that practitioners require. This course is intended to provide an insight over a few of the IFRS applicable for financial institutions.

LEARNING OUTCOMES

- Understand the requirements of a Conceptual Framework
- Apply requirements of recognition and measurement of non-current assets
- Identify impairment indications and recognise impairment losses on non-current assets
- Evaluate the accounting treatment of provisions
- Understand the classification, recognition, measurement, impairment and derecognition requirements for financial instruments with an introduction of the new requirements
- Deal with the consolidation issues related to associates and subsidiaries and the implication of the new accounting standard for consolidations

TARGET AUDIENCE

Accountants, financial analysts, portfolio managers, securities analysts, auditors & financial control team members.

PREREQUISITES

BIBF: Accounting for Banks (FIN271) or equivalent.

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Accounting for Banks Transactions OR at least one year of work experience in an organisation where the participant has been personally involved in performing tasks that meets the intended learning outcomes stated in Accounting for Banks.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 8 HOURS OF SELF-STUDY



START DATE(s)

10 - 14 MAR 2019
03 - 07 NOV 2019



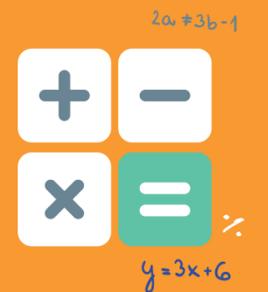
FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125

BHD 375



ACCOUNTING



SUPPORTED BY TAMKEEN

PROJECT ACCOUNTING

COURSE CODE FIN255

This course addresses the accounting and finance side of project management. Accounting has an important role to play in ensuring that projects are managed appropriately and come in on budget both cost and time-wise. This course will equip participants with a solid working knowledge of basic business practices required when dealing with projects.

LEARNING OUTCOMES

- Explain the key issues in project finance
- Identify and evaluate the financial needs of different projects
- Plan and prepare a project budget
- Identify key project risks
- Evaluate projects
- Explain the contractual context and identify contractual issues in a project
- Evaluate project financing within the economic context

TARGET AUDIENCE

Management or other staff involved in coordinating or managing projects within their organisations.

PREREQUISITES

BIBF: Managerial Accounting : Introductory Managerial Accounting (213)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Managerial Accounting 1: Introductory Managerial Accounting OR at least six months of work experience in an organization where the participant has been personally involved in performing accounting work, which meets all the intended learning outcomes, stated in Managerial Accounting 1: Introductory Managerial Accounting.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

15 - 19 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125

BHD 375



SPECIALISED
ACCOUNTING



SUPPORTED BY TAMKEEN



**SPECIALISED
ACCOUNTING**

ISLAMIC ACCOUNTING STANDARDS

COURSE CODE 258

This is an accounting course introducing participants to Islamic Accounting Standards.

LEARNING OUTCOMES

Apply the Islamic Accounting Standards developed by the Accounting and Auditing Organisation for Islamic Financial Institutions (AAOIFI).

TARGET AUDIENCE

This course is designed for those who are interested in learning about AAOIFI's Islamic Accounting Standards.

PREREQUISITES

Basic understanding of conventional accounting principles.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

17 - 21 MAR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125
BHD 375



SUPPORTED BY TAMKEEN



**SPECIALISED
ACCOUNTING**

ACCOUNTING FOR BANKS

COURSE CODE FIN271

The course is at an intermediate level and is designed to teach participants the process of accounting pertaining to a few of the major areas in banking such as loans, foreign exchange, investments etc. Participants will also have the opportunity to relate some aspects of the course to the published financial statements of real commercial banks.

LEARNING OUTCOMES

- Identify and record various banking transactions; those related to securities, loans, deposits, foreign exchange
- Explain bank accounting principles
- Review real bank financial statements

TARGET AUDIENCE

This course is designed for individuals whose positions require them to know and understand the accounting implications of banking transactions, or may be involved in the bookkeeping aspects of these transactions. It is also suitable for those involved in reviewing the financial statements of banks.

PREREQUISITES

BIBF: Accounting 1: Recording Financial Transactions (FIN210)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Accounting 1: Recording Financial Transactions OR at least six months of work experience in an organisation where the participant has been personally involved in performing accounting work which meets all the intended learning outcomes stated in Accounting 1: Recording Financial Transactions.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

21 - 25 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125

BHD 375



SUPPORTED BY TAMKEEN



SPECIALISED ACCOUNTING

INSURANCE ACCOUNTING

COURSE CODE FIN275

This course is designed for participants who are required to know how to prepare the financial statements of insurance companies. The requirements of International Financial Reporting Standards (IFRS) will be applied to the preparation of financial statements in this course.

LEARNING OUTCOMES

- Explain the basics fundamentals of insurance accounting
- Prepare basic ledger accounts under the double entry system
- Record insurance premium and receipts from credit customers
- Explain and account for earned and unearned premium, and irrecoverable debts
- Record claims paid, outstanding claims, and incurred but not recorded liability
- Prepare an initial trial balance identifying and correcting errors using journal entries
- Prepare financial statements including statement of comprehensive income (profit and loss account) and statement of financial position (balance sheet)

TARGET AUDIENCE

This course is designed for employees in the early stages of their career in the insurance industry, employees in accounting firms, and non-insurance employees who wish to acquire basic insurance accounting knowledge.

PREREQUISITES

BIBF: Accounting 1: Recording Financial Transactions (210)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Accounting 1: Recording Financial Transactions OR at least six months of work experience in an organisation where the participant has been personally involved in performing accounting work which meets all the intended learning outcomes stated in Accounting 1: Recording Financial Transactions.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 10 HOURS OF SELF-STUDY



START DATE(s)

20 - 24 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125

BHD 375



SUPPORTED BY TAMKEEN

CASES IN FINANCE

COURSE CODE FIN223

This course is designed to introduce participants to the key concepts of finance. Extensive use is made of real - life business cases to illustrate the intended learning objectives.

LEARNING OUTCOMES

- Estimate and calculate the cash flow to be used in an investment appraisal
- Apply capital budgeting techniques to a variety of decision-making scenarios
- Critically analyse problems in finance
- Carry out DuPont Analysis
- Calculate and evaluate the Cost of Capital for different sources of finance

TARGET AUDIENCE

Finance managers, financial/credit analysts, and banking staff.

PREREQUISITES

BIBF: Intermediate Business Mathematics (250)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Intermediate Business Mathematics OR at least six months of work experience in an organisation where the participant has been personally involved in performing accounting work which meets all the intended learning outcomes stated in Intermediate Business Mathematics.

ASSESSMENT TYPE

This course is examinable.



FINANCE



SUPPORTED BY TAMKEEN



DURATION

- 5 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

22 - 26 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY

BHD 125

BHD 375

VALUATION OF COMPANIES

COURSE CODE 224

This course is designed to introduce participants to the concept of company valuation and the different methods by which valuations are carried out.

LEARNING OUTCOMES

- Apply the different techniques used in valuing companies
- Differentiate and explain the use of valuation techniques in a specific situation

TARGET AUDIENCE

Credit analysts/account officers, potential or existing lending bankers, and management trainees.

PREREQUISITES

BIBF: Intermediate Business Mathematics (250) & Understanding Financial Statements (220) are recommended.

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Intermediate Business Mathematics and Understanding Financial Statements OR At least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Intermediate Business Mathematics and Understanding Financial Statements.

ASSESSMENT TYPE

This course is examinable.



FINANCE



SUPPORTED BY TAMKEEN



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

10 - 12 FEB 2019
24 - 26 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225

FINANCIAL ANALYSIS

COURSE CODE 226

This course provides participants with a comprehensive understanding of the concepts, methods and tools necessary for financial analysis. It is not a foundation-level course and expects participants to have a good understanding of basic finance and accounting prior to attending the course.

LEARNING OUTCOMES

- Explain financial management and the 'profit-maximising' goals
- Identify different types of risk
- Calculate the risk of a single asset and the risk of a portfolio
- Identify and differentiate the sources of long-term capital and calculate its cost
- Apply appropriate capital budgeting (investment appraisal) techniques to business situations
- Deal with the valuation of equity

TARGET AUDIENCE

Credit analysts/account officers, financial control personnel, investment placement/marketing staff, internal audit staff, and credit/market risk personnel.

PREREQUISITES

BIBF: Intermediate Business Mathematics (250) is recommended.

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Intermediate Business Mathematics OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Intermediate Business Mathematics.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

17 - 21 FEB 2019
15 - 19 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125
BHD 375



FINANCE



SUPPORTED BY TAMKEEN

MANAGING FINANCE

COURSE CODE 257

This course will help candidates develop knowledge and understanding of the way organizations finance their operations, plan and control cash flow, optimise their use of working capital, and allocate resources to capital expenditure projects.

LEARNING OUTCOMES

- Describe and calculate the cash flow cycle
- Prepare cash budgets and cash flow forecasts
- Describe sources of short, medium and long-term finance
- Explain the principles of effective working capital management and calculate working capital requirements
- Describe credit and cash management methods and techniques
- Evaluate capital expenditure proposals

TARGET AUDIENCE

This course is designed for those seeking to understand the way organisations finance their operations, such as lending decision makers, small business owners and anyone involved with making finance decisions.

PREREQUISITES

BIBF: Managerial Accounting: Introductory Managerial Accounting(213)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Managerial Accounting OR at least six months of work experience in an organisation where the participant has been personally involved in performing accounting tasks which meet all the intended learning outcomes stated in Managerial Accounting.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

17 - 21 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125
BHD 375



FINANCE



SUPPORTED BY TAMKEEN



SPECIALISED ACCOUNTING

CASH MANAGEMENT

COURSE CODE 207

Organisations that fail to manage their cash resources appropriately expose themselves to a higher risk of failure rather than organizations that effectively manage their cash resources. The aim of this course is to provide participants with the skills to enable them to manage the cash resources of an organization, and equip them with the theoretical principles of good cash management.

The course will also provide the practical skills to undertake the preparation and revision of cash budgets using a range of financial information to select appropriate methods of financing cash shortfalls, and to recommend suitable vehicles for the investment of surplus cash.

LEARNING OUTCOMES

- Manage cash balances and deficits to ensure the on-going liquidity of an organisation
- Use cash balances effectively
- Prepare forecast of income and expenditure for a given period
- Prepare cash budgets
- Make informed decisions regarding the management of cash balances within an organisation
- Advise on options available for raising finance
- Advise on options available for investing surplus cash

TARGET AUDIENCE

This course is designed for those whose responsibilities involve the management of the cash within an organisation. This includes SME owners, accounting technicians, secretaries and administrators, and those involved in finance.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 15 HOURS OF
SELF-STUDY



START DATE(s)

22 - 26 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125

BHD 375



SUPPORTED BY TAMKEEN

CREDIT MANAGEMENT

COURSE CODE 208

This course deals with a key issue for any business – how to manage and control the granting and accepting of credit. The course is about understanding the principles of credit and debt management in dealing with the granting of credit and the collection of amounts outstanding from customers.

It will also cover the application and demonstration of the principles of credit management, and will teach participants how to become effective credit controllers, who, although need not be qualified lawyers, need to understand and be able to explain and define basic legislation which impacts the whole process of credit control.

LEARNING OUTCOMES

- Explain how legislation (contract laws, data protection, bankruptcy and insolvency) impacts credit control
- Prepare and use information from a variety of sources to manage the organisation's granting of credit
- Understand the range of techniques and methods of credit control that might be used within an organisation
- Grant credit to customers within organisational guidelines
- Manage the supply of credit

TARGET AUDIENCE

This course is designed for those involved in the management and control of business credit, who seek to improve their knowledge and effectiveness, regardless of whether they carry out their work for a bank, insurance company, manufacturer, wholesaler, retailer, a service organisation, or a government ministry.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 15 HOURS OF
SELF-STUDY



START DATE(s)

21 - 25 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125

BHD 375



FINANCE



SUPPORTED BY TAMKEEN

FINANCIAL REPORTING & ANALYSIS

COURSE CODE 206

The main objective of this course is to provide participants with an overview on the Financial Reporting and Analysis module of the CFA Level 1.

LEARNING OUTCOMES

- Describe the roles of financial reporting and financial statement analysis
- Describe the roles of the key financial statements
- Explain the process of recording business transactions using an accounting system based on the accounting equation
- Explain the need for accruals and other adjustments in preparing financial statements
- Describe the objective of financial statements and the importance of financial reporting standards in security analysis and valuation
- Describe the general principles of revenue recognition and accrual accounting, specific revenue recognition applications (including accounting for long-term contracts, instalment sales, barter transactions, gross and net reporting of revenue), and the implications of revenue recognition principles for financial analysis
- Describe the elements of the balance sheet: assets, liabilities, and equity
- Compare cash flows from operating, investing, and financing activities and classify cash flow items as relating to one of those three categories given a description of the items
- Describe tools and techniques used in financial analysis, including their uses and limitations
- Classify, calculate, and interpret activity, liquidity, solvency, profitability, and valuation ratios
- Calculate cost of sales and ending inventory using different inventory valuation methods and explain the impact of the inventory valuation method choice on gross profit
- Describe the different depreciation methods for property, plant, and equipment, the effect of the choice of depreciation method on the financial statements, and the effects of assumptions concerning useful life and residual value on depreciation expense
- Describe the differences between accounting profit and taxable income, and define key terms, including deferred tax assets, deferred tax liabilities, valuation allowance, taxes payable and income tax expense
- Discuss the effective interest method and calculate interest expense, amortisation of bond discounts/premiums, and interest payments
- Describe common accounting warning signs and methods for detecting each
- Analyse and describe the following ways to manipulate the cash flow statement: stretching out payables, financing of payables, securitisation of receivables, and using stock buybacks to offset dilution of earnings
- Evaluate a company's past financial performance and explain how a company's strategy is reflected in past financial performance



FINANCE

Continues on the
next page →

FINANCIAL REPORTING & ANALYSIS CONT.

COURSE CODE 206

TARGET AUDIENCE

This course is relevant for anyone intending to undertake the CFA level 1 exam.

PREREQUISITES

BIBF Course: Accounting 1: Recording Financial Transactions (210) & Understanding Financial Statements (220)
Other: A Bachelor's degree in any discipline is recommended.

ASSESSMENT TYPE

This course is examinable.



FINANCE



DURATION

- 5 DAYS
(5 hours per day)
- 15 HOURS OF
SELF-STUDY



START DATE(s)

07 - 11 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125
BHD 375



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Tamkeen

SUPPORTED BY TAMKEEN

CORPORATE FINANCE

COURSE CODE 238

The main objective of this course is to provide participants with an overview of the corporate finance module of the CFA Level 1.

LEARNING OUTCOMES

- Estimate and calculate the cash flow to be used in an investment appraisal
- Apply capital budgeting techniques to a variety of decision-making scenarios
- Calculate and evaluate the cost of capital for different sources of finance
- Calculate and interpret the degree of operating leverage, the degree of financial leverage, and the degree of total leverage
- Describe regular cash dividends, extra dividends, stock dividends, stock splits, and reverse stock splits, including their expected effect on a shareholder's wealth and a company's financial ratios

TARGET AUDIENCE

This course is relevant for anyone intending to undertake the CFA level 1 exam.

PREREQUISITES

A Bachelor's degree in any discipline is recommended.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 15 HOURS OF SELF-STUDY



START DATE(s)

24 - 28 MAR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY

BHD 125

BHD 375



FINANCE



SUPPORTED BY TAMKEEN

ADVANCED FINANCIAL ANALYSIS

COURSE CODE 237

This course provide participants with a comprehensive understanding of the concepts, methods and tools necessary for financial analysis. It is not a foundation-level course and participants are expected to have a good understanding of basic finance and accounting before attending the course.

LEARNING OUTCOMES

- Determine if the company is appropriately leveraged, by utilising different capital structure theories such as Modigliani and Miller
- Analyse financial statements to assess the performance management and extract free cash flows
- Evaluate the benefits, disadvantages and valuations of potential mergers and acquisitions targets
- Assess the worth of intangible assets not included with in the financial statements as prepared under accounting principles by using techniques such as the Calculated Intangible Value (CIV Model)
- Compute the cost of capital applicable for a potential acquisition target
- Incorporate real option pricing in investment appraisal techniques
- Explore advanced Investment appraisal techniques like APV and MIRR & their comparison to traditional techniques
- Identify the reconstruction policies which can be adopted by a financially distressed organisation

TARGET AUDIENCE

Financial analysts, financial control personnel, investment banking staff and financial decision makers such as lending analysts.

PREREQUISITES

BIBF: Financial Analysis (226)

Other: A professional certificate, diploma or degree course showing that the participant has met the objectives of Financial Analysis OR at least one year of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Financial Analysis.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 15 HOURS OF SELF-STUDY



START DATE(s)

16 - 18 JUN 2019
22 - 24 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75
BHD 225



FINANCE



SUPPORTED BY TAMKEEN

FINANCIAL CRIMES & FRAUD PREVENTION

COURSE CODE 218

Virtually every entity suffers from fraud, though they may not be aware of it. Fraud is a growing problem, despite attempts to control it, costing entities a significant portion of their revenues.

This course will show participants why traditional internal controls can be ineffective in preventing many types of frauds & will introduce them to techniques to manage the risk of fraud and cut its ongoing cost for all types of entities.

LEARNING OUTCOMES

- Understand the nature of fraud for their organisation and be capable of developing an organisational response to its risks
- Appreciate the relationship between corporate ethics, governance and fraud, including the market expectation of that relationship
- Know what drives organisational fraud exposure
- Recognise the importance of developing a culture of compliance as a major tool in fighting fraud

TARGET AUDIENCE

This course is designed to target different level of employees within an organisation, specifically those at management level.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 23 HOURS OF
SELF-STUDY



START DATE(s)

07 - 09 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225



FRAUD



SUPPORTED BY TAMKEEN

FRAUD INVESTIGATION USING EXCEL COURSE CODE 289

The course is designed to introduce participants using MS Excel to analyse financial data. The course concentrates on MS Excel Sheet tools to help in analysing financial data and test data for reliability and correlation.

LEARNING OUTCOMES

- Use different MS Excel tools to examine financial data
- Performs advanced functions and formulas
- Organise worksheet and table data using multiple techniques
- Create and modify charts and graphs
- Analyse data using pivot tables and pivot charts
- Suggest audit procedures and fraud detection to be performed on the resulting reports

TARGET AUDIENCE

This course is designed for managers, analyst, auditors and other individuals who are interested in fraud investigation.

PREREQUISITES

BIBF: MS Excel Basic (315B) is recommended.

ASSESSMENT TYPE

This course is examinable.



FRAUD

 **DURATION**
• 4 DAYS
(5 hours per day)
• 6 HOURS OF
SELF-STUDY

 **START DATE(s)**
02 - 05 SEP 2019

 **FEES**
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100
BHD 300


تمكين
Tamkeen

SUPPORTED BY TAMKEEN



MANAGEMENT ACCOUNTING

UNDERSTANDING FINANCIAL STATEMENTS

COURSE CODE 220E

This course provides participants with the knowledge to read and understand published financial statements and the notes. The course will also provide participants an opportunity to appreciate the use of some of the important International Financial Reporting Standards (IFRS).

LEARNING OUTCOMES

- Identify and explain the purpose of financial statements (statement of comprehensive income (profit and loss account), statement of financial position (balance sheet), statement of cash flows, statement of changes in equity and related notes)
- Identify the users of financial statements
- Describe and explain various accounting concepts, assumptions, related accounting standards used in the preparation and presentation of financial statements
- Identify and differentiate the contents used to prepare financial statements
- Link the various parts that make up the published financial statements

TARGET AUDIENCE

The course is a refresher for those seeking to study financial statement analysis and other credit courses, and for those who have studied Accounting 3 and have not yet applied it to their work situation.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 15 HOURS OF SELF-STUDY



START DATE(s)

10 - 12 FEB 2019
01 - 03 APR 2019
23 - 25 JUN 2019
01 - 03 OCT 2019
01 - 03 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75
BHD 225



SUPPORTED BY TAMKEEN

FINANCIAL STATEMENT ANALYSIS

COURSE CODE 221

This course will enable participants to analyse published financial statements of different commercial entities using different techniques. It will also provide participants the opportunity to apply these techniques in group workshops to real company financial statements.

LEARNING OUTCOMES

- Carry out the quantitative analysis of financial statements
- Carry out the qualitative analysis of financial statements
- Analyse and interpret the results of quantitative analysis
- Discuss the limitations of financial statement analysis
- Report and advise on the results of financial statement analysis to management for decision making

TARGET AUDIENCE

Management trainees, trainee credit or investment analysts, and others interested in extracting meaning from financial statements such as financial auditors.

PREREQUISITES

BIBF: Understanding Financial Statements (220)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Understanding Financial Statements OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Understanding Financial Statements.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 10 HOURS OF SELF-STUDY



START DATE(s)

10 - 14 MAR 2019
07 - 11 JUL 2019
17 - 21 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125
BHD 375



MANAGEMENT
ACCOUNTING



SUPPORTED BY TAMKEEN

FINANCE FOR THE NON FINANCIAL MANAGER

COURSE CODE 240E

This programme is designed to introduce participants to basic financial skills, basic accounting concepts and the ability to interpret the content of financial statements.

LEARNING OUTCOMES

- Know the structure and elements published financial statements
- Explain accounting concepts and the accounting equation
- Explain how the various components of the financial statements link together to tell a story of the business being reported upon
- Interpret financial statements
- Briefly explain various costing techniques
- Apply basic budgeting techniques in different scenarios

TARGET AUDIENCE

This course is designed for managers who are not finance professionals but are required to interact and liaise with the finance department, and who would benefit from an understanding of the financial function and terminology.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 10 HOURS OF SELF-STUDY



START DATE(s)

03 - 07 MAR 2019
07 - 11 JUL 2019
08 - 12 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125
BHD 375



MANAGEMENT
ACCOUNTING



SUPPORTED BY TAMKEEN



MANAGEMENT ACCOUNTING

BUDGETING: PREPARATION & CONTROL

COURSE CODE 241

This course is designed to participants the techniques of budgeting and its application to the workplace. It will also provide the formulation of budgets using different methodologies.

LEARNING OUTCOMES

- Explain the budgetary process
- Plan and prepare a budget for an organisation
- Apply budgeting model to real-life situations
- Distinguish between various budgeting techniques
- Carry out variance analysis
- Explain the 'human factor' in budgetary control

TARGET AUDIENCE

This course is ideal for staff involved in the budget preparation and control process within their respective organisations. The course has no prerequisite but participants are recommended to possess a general awareness of business concepts.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 15 HOURS OF SELF-STUDY



START DATE(s)

10 - 12 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75
BHD 225



SUPPORTED BY TAMKEEN

EVALUATING COMPANY PERFORMANCE

COURSE CODE 222

This course is designed to provide participants with the necessary tools to permit them to effectively evaluate corporate performance. Participant will also be provided with "live" cases to analyse and interpret using the statistical tools discussed.

LEARNING OUTCOMES

- Explain statistical tools required for the evaluation of corporate performance.
- Define, explain and perform the earning quality assessment
- Calculate the projected future performance
- Apply internal performance measures to a given scenario for decision-making

TARGET AUDIENCE

Anyone involved in evaluating company performance from a variety of standpoints.

PREREQUISITES

BIBF: Financial Statement Analysis (221)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Financial Statement Analysis OR at least six months of work experience in an organisation where the participant has been personally involved in performing analysis work which meets all the intended learning outcomes stated in Financial Statement Analysis.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF SELF-STUDY



START DATE(s)

14 - 16 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225



PERFORMANCE
MANAGEMENT



SUPPORTED BY TAMKEEN



EVALUATING COMMERCIAL BANK PERFORMANCE

COURSE CODE 272

This course is designed for practicing bankers and banking supervisors to evaluate the performance of commercial banks, and will apply standard methodology such as ratio analysis, common sizing, trend analysis, SWOT, PEST analysis. There will also be an opportunity to revisit Basel II.

LEARNING OUTCOMES

- Read a set of bank financial statements
- Know the unique nature of bank financial statements
- Calculate Growth and analyse quality of growth of a bank
- Calculate and comment on the value of a bank using various valuation tools and techniques
- Identify the steps in examining the accounting quality

TARGET AUDIENCE

Credit or investment analysts and commercial banking staff.

PREREQUISITES

BIBF: Analysing Bank Financial Statements (266)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Analysing Bank Financial Statements OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Analysing Bank Financial Statements.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

10 - 12 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225



SUPPORTED BY TAMKEEN



SECTOR
SPECIFIC

UNDERSTANDING BANK FINANCIAL STATEMENTS

COURSE CODE 230

This course provides participants with the knowledge to read and understand a set of published bank financial statements and the related notes. The course will also provide participants an opportunity to appreciate the use of some of the International Financial Reporting Standards (IFRS) relevant to Bank Financial Statements.

LEARNING OUTCOMES

- Identify and explain the purpose of financial statements (statement of comprehensive income (profit and loss account), statement of financial position (balance sheet), statement of cash flows, statement of changes in equity and related notes)
- Differentiate between financial statements of banking and other industries
- Identify the users of bank financial statements
- Describe and explain various accounting concepts, assumptions, related accounting standards used in the preparation and presentation of financial statements
- Identify and differentiate the contents used to prepare financial statements
- Link the various parts that make up the published financial statements

TARGET AUDIENCE

The course is a refresher for those seeking to study Analysing Bank Financial Statements and other credit courses, and those who have studied Accounting 3 and have not yet applied it to their work situation.

PREREQUISITES

BIBF: Understanding Financial Statements (220)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Understanding Financial Statements OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Understanding Financial Statements.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

24 - 26 FEB 2019
01 - 03 JUL 2019
27 - 29 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225



SUPPORTED BY TAMKEEN



SECTOR
SPECIFIC

UNDERSTANDING INSURANCE COMPANY FINANCIAL STATEMENTS

COURSE CODE 231

This course equips participants with the knowledge to read and understand a set of published insurance company financial statements. It will also provide participants the opportunity to appreciate the use of some of the International Financial Reporting Standards (IFRS) relevant to the understanding of insurance companies' financial statements.

LEARNING OUTCOMES

- Identify and explain the purpose of financial statements (statement of comprehensive income (profit and loss account), statement of financial position (balance sheet), statement of cash flows, statement of changes in equity and related notes)
- Identify the users of financial statements
- Differentiate between financial statements of insurance sector and other industries
- Describe and explain the various accounting concepts, assumptions and related accounting standards used in the preparation and presentation of financial statements
- Identify and differentiate the contents used to prepare financial statements
- Link the various parts that make up the published financial statements

TARGET AUDIENCE

The course is design for individuals with no or little accounting background, and who are required to read and understand insurance company financial statements.

PREREQUISITES

BIBF: Understanding Financial Statements (220)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Understanding Financial Statements OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Understanding Financial Statements.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

01 - 03 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225



تمكين
Tamkeen

SUPPORTED BY TAMKEEN

UNDERSTANDING ISLAMIC BANK FINANCIAL STATEMENTS

COURSE CODE 232

This course provides participants with the knowledge to read and understand a published Islamic bank financial statements and the notes. The course will also provide participants an opportunity to appreciate the use of some of the important Accounting Standards set by Accounting and Auditing Organisation for Islamic Financial Institutions (AAOIFI).

LEARNING OUTCOMES

- Differentiate between financial statements of the banking sector and other industries
- Identify and explain the purpose of financial statements (statement of comprehensive income (profit and loss account), statement of financial position (balance sheet), statement of cash flows, statement of changes in equity and related notes)
- Identify the users of financial statements
- Describe and explain various accounting concepts, assumptions, related accounting standards used in the preparation and presentation of financial statements
- Identify and differentiate the contents used to prepare financial statements
- Link the various parts that make up the published financial statements

TARGET AUDIENCE

The course is a refresher for those seeking to study the Analysis of Islamic Bank Financial Statement.

PREREQUISITES

BIBF: Understanding Financial Statements (220)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Understanding Financial Statements OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Understanding Financial Statements.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF SELF-STUDY



START DATE(s)

03 - 05 MAR 2019
02 - 04 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75
BHD 225



SECTOR
SPECIFIC



SUPPORTED BY TAMKEEN



SECTOR
SPECIFIC

ANALYSING BANK FINANCIAL STATEMENTS

COURSE CODE 266

This course will enable participants to analyse published bank financial statements using different techniques. Participants will also have the opportunity to apply these techniques in group workshops to real bank financial statements and develop an understanding of industry-specific and entity-specific factors.

LEARNING OUTCOMES

- Differentiate between financial statements of banking and other industries
- Carry out the quantitative analysis of financial statements
- Carry out the qualitative analysis of financial statements
- Analyse and interpret the results of quantitative analysis
- Discuss the limitations of financial statement analysis
- Report and advise on the results of financial statement analysis to management for decision-making

TARGET AUDIENCE

Central Bank of Bahrain (CBB) staff and others with regulatory oversight over banks, as well as those interested in extracting meaning from bank financial statements such as bank financial auditors.

PREREQUISITES

BIBF: Understanding Financial Statements (230)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Understanding Financial Statements OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Understanding Financial Statements.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

23 - 27 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125

BHD 375



SUPPORTED BY TAMKEEN



SECTOR
SPECIFIC

ANALYSING INSURANCE COMPANY FINANCIAL STATEMENTS

COURSE CODE 267

This course will enable participants to analyse published financial statements of insurance companies using different techniques. Participants will also have the opportunity to apply these techniques to real insurance company financial statements in group workshops.

LEARNING OUTCOMES

- Differentiate between financial statements of the insurance sector and other industries
- Carry out the quantitative analysis of financial statements
- Carry out the qualitative analysis of financial statements
- Analyse and interpret the results of quantitative analysis
- Discuss the limitations of financial statement analysis
- Report and advise on the results of financial statement analysis to management for decision-making

TARGET AUDIENCE

Insurance management trainees, trainee credit or investment analysts, and those interested in extracting meaning from insurance financial statements such as financial auditors.

PREREQUISITES

BIBF: Understanding Insurance Company Financial Statements (231)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Understanding Financial Statements OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Understanding Financial Statements.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

21 - 25 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125

BHD 375



تمكين
Tamkeen

SUPPORTED BY TAMKEEN



SECTOR
SPECIFIC

ANALYSING ISLAMIC BANK FINANCIAL STATEMENTS

COURSE CODE 268

This course will enable participants to analyse published Islamic bank financial statements using different techniques. Participants will have the opportunity to apply these techniques to real Islamic bank financial statements in group workshops and develop an understanding of industry-specific and entity-specific factors.

LEARNING OUTCOMES

- Differentiate between financial statements of the Islamic banking sector and other industries
- Carry out the quantitative analysis of financial statements
- Carry out the qualitative analysis of financial statements
- Interpret the results of quantitative analysis
- Discuss the limitations of Islamic bank financial statements analysis
- Report and advise on the results of financial statement analysis to management for decision-making

TARGET AUDIENCE

Central Bank of Bahrain (CBB) staff and others with regulatory oversight over banks, as well as those interested in extracting meaning from bank financial statements such as bank financial auditors.

PREREQUISITES

BIBF: Understanding Islamic Bank Financial Statements (232)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Understanding Islamic Bank Financial Statements Transactions OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Understanding Islamic Bank Financial Statements.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

22 - 26 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125

BHD 375



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Tamkeen

SUPPORTED BY TAMKEEN

FINANCIAL MODELLING WITH EXCEL – INTRODUCTION

COURSE CODE 252

The course is designed to introduce participants to the concepts of financial modelling using Excel, with a focus on modelling for Accounting.

LEARNING OUTCOMES

- Apply spreadsheet applications of financial management
- Intelligently model investment projects and financial statements
- Explain discounted cash flow modelling

TARGET AUDIENCE

Credit and financial analysts and corporate and banking staff.

PREREQUISITES

BIBF: Financial Statement Analysis (221) is required & Excel Basic (315) is recommended.

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Financial Statement Analysis and Excel Basic OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Financial Statement Analysis and Excel Basic.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 10 HOURS OF SELF-STUDY



START DATE(s)

17 - 21 FEB 2019
14 - 18 APR 2019
16 - 20 JUN 2019
24 - 28 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125
BHD 375



FINANCIAL
MODELING



SUPPORTED BY TAMKEEN

ADVANCED FINANCIAL MODELLING WITH EXCEL

COURSE CODE 253

This highly practical, hands-on course has been designed to build on a participant's basic knowledge of finance and excel, and will strengthen existing model structuring skills. A structured design strategy will be adopted throughout the course in order to develop the skills of good excel model development. These skills will then be applied to building high quality financial models where participants will have the chance to work on their own models.

LEARNING OUTCOMES

- Design, cross-check and effectively structure financial models
- Build robust and effective models in which add-ins can be performed and amendments made without destroying the integrity of the model
- Create and compare scenarios such as current case, best case, worst case and expected case in order to make decision-making easier
- Create models quickly following the basic rules of good model construction

TARGET AUDIENCE

Analysts, investors, investment advisers, planners and other finance professionals.

PREREQUISITES

BIBF: Financial Modelling with Excel – Introduction (252)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Financial Modelling with Excel – Introduction OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Financial Modelling with Excel – Introduction.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 10 HOURS OF SELF-STUDY



START DATE(s)

01 - 05 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125
BHD 375



FINANCIAL
MODELING



SUPPORTED BY TAMKEEN

FINANCIAL MODELLING FOR PROJECT FINANCE

COURSE CODE 254

This course will help candidates develop knowledge and understanding of the five golden rules of financial modelling for project finance. While every project will have unique features, and each spreadsheet packages its own special techniques, certain principles apply generally to the construction of project finance models. These principles are the focus of this course.

The course aim also includes ensuring that the modelling process is quicker and easier for the modeller, and the model is as flexible, robust and comprehensible as possible.

LEARNING OUTCOMES

- Create models for project finance that are flexible, robust and comprehensible following the five golden rules of financial modelling for project finance
- Know when to break the golden rules lawfully

TARGET AUDIENCE

This course is designed for those involved in project finance.

PREREQUISITES

BIBF: Excel Basic (315) is recommended & Managerial Accounting: Introductory Managerial Accounting (213) is required.
Other: A certificate, diploma or degree course showing that the participant has met the objectives of Managerial Accounting: Introductory Managerial Accounting and Excel Basic OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Managerial Accounting: Introductory Managerial Accounting and Excel Basic.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

22 - 26 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125
BHD 375



FINANCIAL
MODELING



SUPPORTED BY TAMKEEN

CASH FLOW MODELLING

COURSE CODE 298

The course is designed to introduce participants to the concepts of cash flow modelling using Excel, with a special focus on modelling for Accounting.

LEARNING OUTCOMES

- Apply spreadsheet applications to prepare financial statements
- Intelligently model analysis of cash flow statements
- Prepare and analyse forecasted cash flow statements

TARGET AUDIENCE

This course is designed for credit and financial analysts, and corporate and banking staff.

PREREQUISITES

None

ASSESSMENT TYPE

This course is examinable.



FINANCIAL
MODELING



DURATION

- 4 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

08 - 11 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY

BHD 100

BHD 300



SUPPORTED BY TAMKEEN

COMPUTERISED ACCOUNTING

COURSE CODE 256

This course is designed to introduce participants to a practical computerised accounting information system, and the elements of an accounting information system, both manual and computerised. It will also introduce some of the concepts of systems analysis, design and evaluation.

LEARNING OUTCOMES

- Analyse and design a “manual accounting information systems” document
- Analyse and design an accounting information systems that satisfies the transaction processing, reporting and decision-making requirements of the management
- Distinguish data from information
- Record data using a computerised accounting information system and report it using an appropriate reporting outlet
- Analyse, design and document internal controls in a computerised accounting information systems
- Evaluate internal controls in a computerised accounting information system
- Evaluate a computerised accounting information system
- Integrate computer systems applications using a case study

TARGET AUDIENCE

This course is designed for those seeking to improve their skills in computerised accounting.

PREREQUISITES

BIBF: Accounting 1: Recording Financial Transactions (210)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Accounting1: Recording Financial Transactions OR at least six months of work experience in an organisation where the participant has been personally involved in performing tasks which meet all the intended learning outcomes stated in Accounting 1: Recording Financial Transactions.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 15 HOURS OF SELF-STUDY



START DATE(s)

06 - 10 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125

BHD 375



FINANCIAL
MODELING



SUPPORTED BY TAMKEEN



AUDIT AND INTERNAL CONTROLS

UNDERSTANDING THE EXTERNAL AUDITOR'S REPORT

COURSE CODE 242

This course provides participants with the knowledge to read and understand the external auditor report which is usually issued with published financial statements, and introduces the reader to the reporting International Standards on Auditing (ISA) issued by the International Auditing and Assurance Standards Board (IAASB).

LEARNING OUTCOMES

- Explain the terminology used in the auditor's report
- Explain the respective responsibilities of management and external auditors
- Explain and identify the types of audit opinions given by the auditor

TARGET AUDIENCE

This course is designed for those seeking to understand the auditor's report and the implications of the auditor's opinion.

PREREQUISITES

BIBF: Understanding Financial Statements (220)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Understanding Financial Statements OR at least six months of work experience in an organisation where the participant has been personally involved in performing accounting tasks which meet all the intended learning outcomes stated in Understanding Financial Statements.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)
- 2 HOURS OF
SELF-STUDY



START DATE(s)

13 - 14 FEB 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 150



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SUPPORTED BY TAMKEEN



AUDIT AND INTERNAL CONTROLS

INTERNAL AUDIT

COURSE CODE 278

The course is designed to introduce participants to the concepts of internal audit, as it relates particularly to the financial matters of an organisation. It will also briefly cover other functional areas to which internal audit is relevant.

LEARNING OUTCOMES

- Explain the audit process from the planning stage through to the reporting stage
- Explain the techniques employed in internal audit
- Carry out basic internal audit processes, including planning and reporting

TARGET AUDIENCE

This course is designed for individuals currently working in the internal audit function, and those seeking to gain an understanding of the role of internal audit in the organisation.

PREREQUISITES

BIBF: Accounting 1: Recording Financial Transactions (210)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Accounting 1: Recording Financial Transactions OR at least six months of work experience in an organisation where the participant has been personally involved in performing accounting tasks which meet all the intended learning outcomes stated in Accounting 1: Recording Financial Transactions.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

03 - 07 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125

BHD 375



تمكين
Tamkeen

SUPPORTED BY TAMKEEN



AUDIT AND INTERNAL CONTROLS

INTERNAL AUDIT TECHNIQUES WORKSHOP

COURSE CODE 288

The workshop is designed to introduce participants to the application of internal audit techniques in an audit assignments.

LEARNING OUTCOMES

PLAN THE INTERNAL AUDIT

- Determine engagement objectives and scope;
- Understand the auditee, including auditee objectives;
- Identify and assess risks;
- Identify key control activities;
- Evaluate adequacy of control design;
- Create a test plan;
- Develop a work program;
- Allocate resources to the engagement.

PERFORM AND EXECUTION OF INTERNAL AUDIT PLAN

- Conduct tests to gather evidence;
- Evaluate evidence gathered and reach conclusions;
- Develop observations and formulate recommendations.

COMMUNICATE AND REPORT WRITING

- Perform observation evaluation & escalation process;
- Conduct interim and preliminary engagement communications;
- Develop final engagement communications;
- Distribute formal and informal final communications;
- Perform monitoring and follow-up procedures.

Continues on the
next page →



AUDIT AND
INTERNAL
CONTROLS

INTERNAL AUDIT TECHNIQUES WORKSHOP CONT.

COURSE CODE 288

TARGET AUDIENCE

This course is designed for internal auditors.

PREREQUISITES

BIBF: Introductory to Internal Audit (278)

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)
- 6 HOURS OF
SELF-STUDY



START DATE(s)

18 - 19 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50
BHD 150



تمكين
Tamkeen

SUPPORTED BY TAMKEEN



AUDIT AND INTERNAL CONTROLS

INTERNAL CONTROLS, POLICIES & PROCEDURES

COURSE CODE 264

The course is designed to introduce the participant to various aspects of internal controls procedures such as objectives, techniques, limitations, consequences and benefits.

LEARNING OUTCOMES

- Define the purpose and summarise the benefits of internal controls
- Describe the main tools available and the process for developing new ones
- Evaluate the limitations of internal controls
- Identify weak internal controls
- Argue the need for policies and procedures
- Participate in writing clear and explicit policies and procedures
- Apply the internal control principles conceptually to their own organisation to reduce risk

TARGET AUDIENCE

This course will be of particular value and relevance to those requiring an introduction to the processes, terminology, techniques and tools of risk management in the financial services industry, including internal audit, policy and procedure writers, clerical staff, administrative staff, junior accountants, marketing staff, human resources, personal assistants, and middle managers. It will also be of benefit to those involved with the administration and resources of a firm, and private, public and government organizations.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

29 - 31 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225



تمكين
Tamkeen

SUPPORTED BY TAMKEEN



PROFESSIONAL ETHICS

INTRODUCTION TO BUSINESS & PROFESSIONAL ETHICS

COURSE CODE 274I

Ethics has become the burning issue of current moral philosophical thought, raising the spectre of responsibility at a time when responsibility seems entirely replaced by uncertainty and relativism. This course aims to introduce participants to the various schools of thought on the subject, explain different approaches as well professional ethics.

LEARNING OUTCOMES

- Discuss the various schools of western philosophical thought
- Distinguish between one school of western philosophical thought and another
- Explain the different approaches to ethical decision-making
- Explain the relevance of ethical-decision-making approaches to the professions

TARGET AUDIENCE

This course is beneficial to decision makers in the private and public sectors, working professionals and those who manage other people.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)
- 8 HOURS OF SELF-STUDY



START DATE(s)

20 - 21 FEB 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50
BHD 150



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Tamkeen

SUPPORTED BY TAMKEEN



PROFESSIONAL ETHICS

ADVANCED BUSINESS & PROFESSIONAL ETHICS

COURSE CODE 274A

Ethics has become the burning issue of current moral philosophical thought, raising the spectre of responsibility at a time when responsibility seems entirely replaced by uncertainty and relativism. Engendering trust and respect will prove instrumental in building relationships and shaping the future. Only by maintaining the support of key stakeholders can an organisation, profession, or individual achieve strategic objectives optimally and on a sustained basis. This advanced course will build on the philosophy and decision-making models covered in the introductory course and apply these to the analysis of real situations, such as the Enron Case, to identify the key ethics issues.

LEARNING OUTCOMES

- Analyse and evaluate the ethical issues in business and professional practice
- Discuss the nature of professions and professionalism focusing their own professions
- Apply ethical solution models to business and professional problems

TARGET AUDIENCE

This course is beneficial to decision makers in the private and public sectors, working professionals and those who manage other people.

PREREQUISITES

BIBF: Introduction to Business and Professional Ethics (274I)

Other: A certificate, diploma or degree course showing that the participant has met the objectives of Introduction to Business and Professional Ethics OR at least six months of work experience in an organisation where the participant has been personally involved work which meets all the intended learning outcomes stated in Introduction to Business and Professional Ethics.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 10 HOURS OF SELF-STUDY



START DATE(s)

05 - 08 MAY 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 300



تمكين
Tamkeen

SUPPORTED BY TAMKEEN

ANNUAL IFRS UPDATES

COURSE CODE FIN243

Companies reporting under International Financial Reporting Standards (IFRS) continue to face a steady flow of new standards and interpretations. The nature of the resulting changes ranges from significant amendments of fundamental principles to some minor changes from the Annual Improvements Process (AIP).

They will affect different areas of accounting, such as recognition, measurement, presentation and disclosure. This one-day technical update course has been specifically developed to bring experienced preparers and users of IFRS financial statements up-to-date with recent developments.

Course content includes coverage of newly effective and newly issued IFRSs and Interpretations, recent amendments to existing Standards and Interpretations, Exposure Drafts and other recent developments. Implementation issues are also discussed, and clear guidance is provided using practical examples.

LEARNING OUTCOMES

- Build on existing knowledge and be ready for compliance within the changing world of IFRSs
- Understand the numerous recent changes to IFRSs
- Learn to apply the latest developments, including those affecting first-time adoption of IFRSs
- Network and interact with other experienced practitioners
- Benefit from real-world illustrations and examples
- Plan ahead for expected future changes

TARGET AUDIENCE

Users of IFRS's with a reasonable prior knowledge of the standards.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

16 - 17 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 300

BHD 350



IFRS



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PRINCIPLES OF VALUE ADDED TAX (VAT)

COURSE CODE FIN259

This is a comprehensive course on the Value Added Tax (VAT), targeting those who wish to learn about its implementational challenges and its impact to their respective business entities. This course will give participants' a clear and comprehensive understanding of all elements of VAT and its treatments for goods and services according the published GCC VAT legislation.

LEARNING OUTCOMES

- VAT Outline
- VAT Computations
- VAT Registration and Deregistration
- VAT Input Adjustments
- VAT Reporting
- VAT Regional and International Effects
- VAT Transactions and Documentation
- VAT Administration
- VAT Return

TARGET AUDIENCE

Financial and non-financial staff who are expected to be involved in VAT implementation such as Accountants, Product and Service developers, Costing specialists, Entrepreneurs, Product pricing specialists and Other Decision makers who want to learn how to manage all aspects of VAT implementation.

PREREQUISITES

BIBF: Basic knowledge of business transactions and competency in Arithmetics.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(6 hours per day)
- 15 HOURS OF SELF-STUDY



START DATE(s)

06 - 09 JAN 2019
03 - 06 FEB 2019
03 - 06 MAR 2019
07 - 10 APR 2019
10 - 13 JUN 2019
07 - 10 JUL 2019
06 - 09 OCT 2019
03 - 06 NOV 2019
01 - 04 DEC 2019



FEES

MEMBER ORGANISATIONS GCC NATIONALS	COVERED BY LEVY
OTHER NATIONALITIES	BHD 100
NON MEMBER ORGANISATIONS ALL NATIONALITIES	BHD 300



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ADVANCED PRINCIPLES OF (VAT)

COURSE CODE FIN286

This is an advanced level course targeting those who want to learn advance technical contents of VAT laws & its regulations to ensure better tax management practices.

This course will give participants' a complete understanding of further elements of VAT and required treatments of business transactions according the published GCC VAT legislation.

LEARNING OUTCOMES

- General Place of Supply Rules
- VAT Adjustments
- VAT Treatments
- VAT Schemes
- VAT Refunds
- Administration

TARGET AUDIENCE

Financial & Non-Financial staff who will be responsible to deal with all compliance & management related aspects of VAT for their respective business organizations.

PREREQUISITES

BIBF: Participants must have attended the "Principles of VAT" course.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(6 hours per day)
- 15 HOURS OF
SELF-STUDY



START DATE(s)

20 - 23 JAN 2019
24 - 27 FEB 2019
17 - 20 MAR 2019
28 - 30 APR 2019
05 - 08 MAY 2019
23 - 26 JUN 2019
28 - 31 JUL 2019
22 - 25 SEP 2019
24 - 27 NOV 2019
22 - 25 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100
BHD 300



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VAT IMPLEMENTATION & CONTROL

COURSE CODE FIN287

This course is designed to provide brief knowledge that after implementation of Value Added Tax (VAT), where and how many changes are required in business financial accounts, management accounts and business strategic planning.

This course will give to participants' a clear and comprehensive understanding that how VAT will impact financial and costing treatments for goods of services.

LEARNING OUTCOMES

- Conventional & VAT Transactions Treatment
- Required Changes in Financial Accounting
- Required Changes in Management Accounting
- Required Changes in Business Strategic Planning
- Required Changes in Business Budgets

TARGET AUDIENCE

Financial staff of business organisations who shall be responsible in VAT implementation and managing its impacts on financial areas of business such as Accountants, Product and Service developers, Costing specialists, Entrepreneurs, Product pricing specialists.

PREREQUISITES

Basic knowledge of accounting, business and VAT with competency in arithmetic. Participants' who have attended BIBF's course "Principles of VAT" and "Advanced Principles of VAT" will get more benefits.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(6 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

- 27 - 29 JAN 2019
- 21 - 23 APR 2019
- 02 - 04 SEP 2019
- 29 - 31 DEC 2019



FEES

- MEMBER ORGANISATIONS
- GCC NATIONALS
- OTHER NATIONALITIES
- NON MEMBER ORGANISATIONS
- ALL NATIONALITIES

- COVERED BY LEVY
- BHD 75
- BHD 250



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VAT FOR FINANCIAL SECTOR

COURSE CODE FIN283

The Financial Sector is one of the most complicated sectors to implement VAT. BIBF is offering a comprehensive course which is exclusively designed to meet the needs of the Financial Sector on how VAT will impact the sector and their operations. Participants' will learn VAT treatments of financial products (Conventional & Islamic Banking) and services according to the published VAT legislation of GCC countries.

LEARNING OUTCOMES

- VAT Fundamentals
- VAT on Financial Products
- Treatments of Financial Products
- VAT Adjustments
- VAT Reporting
- General Administration

TARGET AUDIENCE

Financial & Non-Financial staff from the financial sector who will be involved in the compliance of VAT on their operations.

PREREQUISITES

BIBF: Participants must have attended BIBF's course on "Principles of VAT".

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(6 hours per day)
- 7 HOURS OF
SELF-STUDY



START DATE(s)

13 - 14 JAN 2019
10 - 11 FEB 2019
10 - 11 MAR 2019
14 - 15 APR 2019
16 - 17 JUN 2019
21 - 22 JUL 2019
15 - 16 SEP 2019
13 - 14 OCT 2019
17 - 18 NOV 2019
18 - 19 DEC 2019



FEES

MEMBER ORGANISATIONS GCC NATIONALS OTHER NATIONALITIES	COVERED BY LEVY BHD 100
NON MEMBER ORGANISATIONS ALL NATIONALITIES	BHD 200



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VAT FOR INSURANCE SECTOR

COURSE CODE FIN2000

The Insurance Sector is among the one of complicated sector to implement this indirect tax. BIBF is offering a comprehensive course which is exclusively designed to meet the needs of the Insurance Sector on how VAT will impact the sector and their operations.

Participants' will learn VAT treatments of the insurance products (Conventional & Islamic) and services according the published VAT legislation of GCC countries.

LEARNING OUTCOMES

- VAT Fundamentals
- VAT on Insurance Products
- Treatment of Insurance Products
- VAT Adjustments
- VAT Reporting
- General Administration

TARGET AUDIENCE

Financial and non-financial staff from the Insurance Sector who will be involved in compliance of VAT on their operations.

PREREQUISITES

BIBF: Participants must have attended BIBF's course on "Principles of VAT".

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(6 hours per day)
- 7 HOURS OF SELF-STUDY



START DATE(s)

12 - 13 FEB 2019
16 - 17 APR 2019
18 - 19 JUN 2019
16 - 17 JUL 2019
17 - 18 SEP 2019
12 - 13 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100
BHD 200



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VAT FOR REAL ESTATE SECTOR

COURSE CODE FIN2001

The Real Estate Sector is one of the largest effected sector to implement VAT because of nature of Real Estate transactions. BIBF is offering a comprehensive course which is exclusively designed to meet the needs of the Real Estate Sector, on how VAT will impact the sector and their operations.

Participants' will learn all VAT treatments applicable to Real Estate Sector transactions according the published VAT legislation of GCC countries.

LEARNING OUTCOMES

- VAT on Real Estate Supplies
- Real Estate Supplies and VAT Treatments
- Real Estate VAT Adjustments
- VAT Reporting
- Treatment of VAT Refunds
- VAT Input Adjustments
- General Administration

TARGET AUDIENCE

Financial and non-financial staff from the Real Estate Sector such as Builders, Developers, Financers, Services and Goods providers' and Marketers which will be involved in compliance of VAT with their operations.

PREREQUISITES

BIBF: Participants must have attended BIBF's course on "Principles of VAT".

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(6 hours per day)
- 8 HOURS OF SELF-STUDY



START DATE(s)

15 - 16 JAN 2019
12 - 13 MAR 2019
23 - 24 JUL 2019
15 - 16 OCT 2019
11 - 12 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 200



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VAT FOR DIGITAL ECONOMY

COURSE CODE FIN261

The Digital Economy (e-business and e-commerce) Sector is among the one of the most complicated and technical sector to implement VAT. BIBF is offering a comprehensive workshop which is exclusively designed to meet the needs of the Digital Economy Sector, on how VAT will impact the sector and their operations.

Participants' will learn VAT treatments of the digital economy transactions according the published VAT legislation of GCC countries.

LEARNING OUTCOMES

- VAT Fundamentals
- VAT on Digital Economy
- Electronic Commerce Transactions
- Regional and International Supplies
- Electronic Services and Place of Supply
- Digital Supplies through an Agent or Intermediary
- Input VAT Deduction
- VAT Reporting

TARGET AUDIENCE

Financial and non-financial staff from the Digital Economy Sector who will be involved in compliance of VAT with their operations.

PREREQUISITES

Participants' must have attended BIBF's course "Principles of VAT".

ASSESSMENT TYPE

This course is non examinable.



DURATION

- 1 DAYS
(6 hours per day)
- 3 HOURS OF SELF-STUDY



START DATE(s)

10 JAN 2019
11 APR 2019
05 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50
BHD 100



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MANAGING EXCISE TAX

COURSE CODE FIN284

This is a comprehensive workshop exclusively designed on the Excise Tax legislation, targeting those who wish to learn about its implementation challenges and its impacts to specific industries and business entities.

This workshop will provide clear and comprehensive understanding about all aspects of the Excise Tax law and its treatment for effected goods according the published Excise Tax legislation of GCC countries.

LEARNING OUTCOMES

- Scope of Excise Tax
- Excisable Items
- Excise Tax Calculations
- Excise Tax Registration and Deregistration Requirements
- Warehouses Licensing Procedures
- Excise Tax Suspension and Refunds Aspects
- Regional and International Impacts
- Excise Tax Administration
- Excise Tax Penalties
- Excise Tax Appeals

TARGET AUDIENCE

Financial & Non-Financial staff who are expected to be involved in Excise Tax implementation such as Accountants, Product & Service developers, Costing specialists, Entrepreneurs, Product pricing specialists and other decision makers who are interested to learn how to manage all aspects of Excise Tax legislation.

PREREQUISITES

BIBF: Basic knowledge of accounting and business with competency in arithmetic.

ASSESSMENT TYPE

This course is non examinable.



DURATION

- 1 DAYS
(6 hours per day)
- 3 HOURS OF
SELF-STUDY



START DATE(s)

02 MAY 2019
04 JUL 2019
31 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 100



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BANKING

The BIBF is a premier provider of performance-based training and development solutions, with a primary focus on change and innovation. High quality teaching and continued research into new products and services has significant implications for human resource development, specifically within the banking and financial services sector.

BIBF offers a wide range of training courses for banks and other financial institutions in Bahrain and the region. These include standard courses (short courses that take place in the morning and are awarded by BIBF), professional qualifications, bespoke training that is customised to specific client needs, and Masterclasses delivered by experts based internationally on cutting edge topics in banking and finance, and designed for middle to top-level management.

BIBF regularly organises thought leadership seminars, workshops, and other events in collaboration with leading regional and international educational organizations to engage the wider business community, and financial services in particular, on current topics, challenges and issues facing the global banking industry.

The dates and fees mentioned in this section are subject to change at the Institute's discretion. Please visit www.bibf.com for the latest updates.



OPEN ENROLMENT

CATEGORY	COURSE TITLE	CODE
Treasury & Capital Markets	Quantitative Methods for Risk Management	106
	Corporate Finance	122
	Foreign Exchange - Level 1	165
	Money Markets - Level 1	166
	Introduction to Treasury Operations	167
	Derivatives - Level 1	169
	Foreign Exchange - Level 2	175
	Money Markets - Level 2	176
	Portfolio Management	179
	Asset Liability Management	181
	Private Equity & Venture Capital	183
	Derivatives - Level 2	184
	Asset Valuation	185
	Foundations of Investment Analysis	186
	Fixed Income Management	187
	Repo Market	195
	Mergers & Acquisitions (M&A)	1017
Credit	SME Financing	109
	Project Appraisal & Financing	110
	Real Estate Investment and Financing	112
	BIBF Credit Programme Level 1	117A
	BIBF Credit Programme Level 2	117B
	Corporate Credit Risk Analysis	119
	Loan Syndication	1050
Compliance and Risk	Anti Money Laundering Awareness Programme	102
	Banking Law & Practice	129
	Compliance Framework	136
	Corporate Governance	139
	Regulatory Compliance Programme	170
	KYC (Know Your Customer) The Regulator's Perspective	172
	Risk Based Approach to Regulations, Compliance & AML	173
	Advanced Anti Money Laundering	1000
	Complying with FATCA & Its Impact on Business	1014
	AML for Alternative Remitters	1029
	AML for the Insurance Sector	1032
	AML for Trade Finance	1033
	Compliance Requirements from Volume 1 CBB Rulebook	1054

CATEGORY	COURSE TITLE	CODE
Risk	Bank and Country Risk Analysis	121
	Basel III Framework and Implementation	171
	Risk Management & Value at Risk (VaR)	188
	Operational Risk Management	1031
International Banking	Introduction to International Trade Finance	140
	Uniform Customs & Practices for Documentary Credit (UCP 600)	143
	Documentary Letter of Credit	149
	Uniform Rules for Demand Guarantees (URDG 758)	155
	Advanced International Trade Finance	1006
	International Trade Policies & Globalisation	1007
	International Standard Banking Practices (ISBP 745) (For Trade Finance)	1026
	Stand-by-Letters of Credit (SBLCs) & Letters of Credit (LCs) - Comparison	1049
Management Programmes (Development)	Economics for Bankers - Part A	133A
	Economics for Bankers - Part B	133B
	Performance Analysis of Banks Using CAMELS	1027
Corporate/ Retail Banking	Elements of Banking	100
	Negotiable Instruments	101
	Industry Cards Fraud Risk	1018
	Complaint Management and Dispute Resolution in Banks	1021
	Total Quality Management in Banks (TQM)	1022
	Relationship Managers (RM) Skills & Techniques	1057
	Contractor Finance	1058
	Writing Effective Credit Proposal	1059
	Cards 1.01	1084
	Acquiring 1.01	1085

REPO MARKET

COURSE CODE 195

This course is designed to cover the fundamentals of the repo product, discuss the reasons why it is the core-funding tool in major financial markets, and how they are quoted in the market. It will also illustrate the economic and operational characteristics of a repo transaction.

LEARNING OUTCOMES

- Understand the repo market, its main players and types of transactions
- Recognise the cash flows associated with different repo transactions
- Identify and assess the risks arising from using repo and how to minimize the exposure to those risks
- Know how repos are quoted
- Understand initial margin and margin maintenance
- Define general collateral (GC) and specials

TARGET AUDIENCE

Repo traders, money market traders, risk managers, settlement and operations personnel, and auditors.

PREREQUISITES

Participants are expected to have a considerable background in fundamental mathematics and working experience of 1 to 3 years in a Treasury Department.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

19 - 20 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



TREASURY AND
CAPITAL MARKETS



SUPPORTED BY TAMKEEN

INTRODUCTION TO TREASURY OPERATIONS

COURSE CODE 167

The main objective of the course is to highlight the importance of the treasury operations department, its role and functions. It focuses on the understanding of how the transaction process management can be optimised and how to ensure that all funds flow in a timely and correct manner with all necessary documentation completed.

LEARNING OUTCOMES

- Describe the roles of dealers, brokers, operations officers, and middle office personnel
- Define SWIFT (Society for Worldwide Interbank Financial Telecommunication) message types and the role of each message type
- Recognise the features of netting agreements and the reconciliation system
- Calculate settlement/close-out amounts of any financial instrument, the brokerage payment, reset/fixing rates and margins of interest rate swaps

TARGET AUDIENCE

This course will be useful for new employees working in the settlements and operations departments of banks and who want to gain a basic knowledge of the settlements business within the fast growing international markets.

PREREQUISITES

Reasonable background in mathematical calculation and working in a Treasury Department.

ASSESSMENT TYPE

This course is examinable.

 **DURATION**
• 3 DAYS
(5 hours per day)

 **START DATE(s)**
26 - 28 MAR 2019
29 - 31 OCT 2019

 **FEES**
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75
BHD 300



TREASURY AND
CAPITAL MARKETS



SUPPORTED BY TAMKEEN

CORPORATE FINANCE

COURSE CODE 122

The main objective of this course is to provide participants with the knowledge of how firms obtain funding, invest the funding received and manage their investments. This course also helps participants, especially those working in banks, analyse companies and make sound lending decisions.

LEARNING OUTCOMES

- Define corporate finance
- Compare the differences and similarities between corporate finance and corporate banking
- Discuss the main functions of corporate finance
- Demonstrate the differences between the three main functions of corporate finance
- Examine the goal of corporate finance in relation to the functions
- Appraise the financing function with respect to business and financial risk
- Illustrate different project evaluation techniques
- Calculate NPV, IRR and PB for a project and interpret the results

TARGET AUDIENCE

Credit analysts, management trainees and corporate finance executives.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

03 - 05 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



TREASURY AND
CAPITAL MARKETS



SUPPORTED BY TAMKEEN

FOREIGN EXCHANGE - LEVEL 1

COURSE CODE 165

This course introduces the participants to foreign exchange as the importance of foreign exchange markets has grown with increased global economic activity, trade and investment, and with technology that makes real-time exchange of information and trading possible. The course will cover foreign exchange, its terminology, spot and forward rates, and develops a basic understanding of trading in foreign exchange markets.

LEARNING OUTCOMES

- Describe the principal risks in spot and forward FX transactions and the relationship between the forward rates and interest rates
- Describe how to hedge against rising/declining interest rates
- Judge how to maximise profit potential & minimise risk potential and distinguish between spot rates and forward rates
- Experiment the best way of hedging long/short position, describe how to manage cash flow by linking the interest rates with FX market
- Illustrate how to minimise the interest rate risk and FX risk, explain the relationship between the outright forward rate and the forward points and develop methods for managing synthetic foreign currency assets and liabilities
- Calculate FX profit & loss, the average FX position, cross rates, forward FX rate from a spot FX rate and interest rate
- Calculate an outright forward FX rate from a spot rate and the forward points and vice versa, the swap points, the covered interest in arbitrage, anti-spot outright rates, the price for hedging value today/tomorrow swap position, the broken days swap rates and the forward cross rates

TARGET AUDIENCE

New entrants to the treasury department, junior dealers; foreign exchange traders; corporate desk dealers; treasury operations staff; middle office staff; auditors; compliance officers; risk managers; system developers; other business units where foreign exchange market is an important element in their work; finance officers in corporations, import and export, and insurance companies.

PREREQUISITES

Participants are expected to have a considerable background in fundamental mathematics and completed basic courses on Foreign Exchange.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

11 - 13 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



TREASURY AND
CAPITAL MARKETS



SUPPORTED BY TAMKEEN

MONEY MARKETS - LEVEL 1

COURSE CODE 166

This course is an introduction to money market instruments and covers the trading, purchase and selling aspects of these instruments.

LEARNING OUTCOMES

- Describe how money markets function
- Illustrate the main features of the basic types of cash money market instruments
- Calculate repo rates
- Understand the terminology of instruments
- Comprehend the arithmetic of money markets
- Discuss the different products of money markets

TARGET AUDIENCE

New entrants to dealing rooms, junior foreign exchange and money market traders, corporate desk dealers, investment department officers, back office, mid office and other support staff, risk dept., officers, and finance officers working for corporations.

PREREQUISITES

Participants are expected to have a considerable background in fundamental mathematics and completed basic courses on Foreign Exchange.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

19 - 21 MAR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



TREASURY AND
CAPITAL MARKETS



SUPPORTED BY TAMKEEN

DERIVATIVES - LEVEL 1

COURSE CODE 169

The main objective of this course is to provide participants with a sound understanding of the meaning of the derivatives market and learn how different derivatives instruments function. The course includes in-depth discussions of the main features of these instruments, the associated risks, and the pricing. It also focuses on the analytical skills required to calculate the pricing, the total in-cost and total income generated by these instruments.

LEARNING OUTCOMES

- Describe the value and the risks involved in trading each derivative
- Define Forward Rate Agreements (FRAs)
- Define Futures and calculate futures price (stock futures, commodity futures, and currency futures)
- Define Options
- Calculate the FRA Settlement amount, Option Payoffs and Profit

TARGET AUDIENCE

Staff recently involved in or about to become involved in dealing with derivatives in their banks, treasury operations staff who need an overview of the instruments in order to understand the back office implications, treasury sales desk dealers, investment officers, finance managers working for corporations, corporate department staff who use derivatives to hedge their clients' foreign exchange & interest rate risk, risk managers, derivatives system developers, legal advisors and lawyers, and auditors.

PREREQUISITES

Participants are expected to have a considerable background in fundamental mathematics and completed basic courses on Foreign Exchange.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

21 - 23 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



TREASURY AND
CAPITAL MARKETS



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PRIVATE EQUITY & VENTURE CAPITAL

COURSE CODE 183

The aim of this course is to provide students with a knowledge and understanding of special features of private equity and venture capital as an asset class, and their valuation.

LEARNING OUTCOMES

- Explain the meaning of Private Equity (PE) and Venture Capital (VC)
- Describe the PE process
- Distinguish and discuss the different valuation processes for PE & VC
- Demonstrate the importance of due diligence and term sheet in PE deals
- Evaluate exit strategies
- Calculate the value of a PE deal and a VC deal
- Interpret the results of the valuation methods
- Critique the problems that might be encountered in PE & VC valuation

TARGET AUDIENCE

Credit analysts/account officers, financial control personnel, investment placement/marketing staff, private equity head, credit/market risk personnel, and corporate banking staff.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

17 - 19 FEB 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



TREASURY AND
CAPITAL MARKETS



SUPPORTED BY TAMKEEN

ASSET VALUATION

COURSE CODE 185

The main objective of this course is to provide participants with the knowledge of the various securities traded in the market, their features and different valuation methods.

LEARNING OUTCOMES

- Define the features of various assets in the market such as bonds, stocks and alternative investments
- Describe various techniques of asset valuation
- Calculate an intrinsic value of an asset using discounted cash flow analysis
- Apply any multiple asset valuation techniques such as Price earnings ratios, Value/EBITDA, and Price/Book Value to find the relative value of assets
- Demonstrate the use of valuation techniques to value any publicly traded firm (small or large, domestic or foreign, healthy or troubled) or private business (private equity, venture capital, IPO)
- Calculate the value of public and private companies
- Compare and contrast the various techniques used in the valuation of assets as well as in the valuations for different businesses

TARGET AUDIENCE

Entry-level treasury staff, entry and middle-level traders, executives in the area of risk management, and executives in the area of investments.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable

 **DURATION**

- 3 DAYS
(5 hours per day)
- 5 HOURS OF SELF-STUDY

 **START DATE(s)**
24 - 26 SEP 2019

 **FEES**

MEMBER ORGANISATIONS GCC NATIONALS OTHER NATIONALITIES	COVERED BY LEVY BHD 75
NON MEMBER ORGANISATIONS ALL NATIONALITIES	BHD 300



**TREASURY AND
CAPITAL MARKETS**



SUPPORTED BY TAMKEEN

FOUNDATIONS OF INVESTMENT ANALYSIS

COURSE CODE 186

The course introduces participants to the trading rules, regulations and practices under the Securities Exchange Commission of the USA, basic derivatives products, fixed income securities, fundamental and technical analysis, among other things.

LEARNING OUTCOMES

- Explain how the investment environment functions
- Define the concepts of stocks and bonds, and how they function
- Distinguish between different investment instruments
- Analyse the impact of money market and government instruments on investment decisions
- Employ derivatives products in order to hedge these investment instruments
- Calculate the price of a bond, dividend yield on stocks and the risk/reward on derivatives products

TARGET AUDIENCE

Traders and brokers, investment bankers and portfolio managers, treasury and back office staff, fund managers, supervisory and investment staff (central banks), compliance and control staff, and accounting staff.

PREREQUISITES

Participants are expected to have a considerable background in fundamental mathematics.

ASSESSMENT TYPE

This course is examinable.

 **DURATION**

- 3 DAYS
(5 hours per day)
- 5 HOURS OF SELF-STUDY

 **START DATE(s)**
14 - 16 APR 2019

 **FEES**

MEMBER ORGANISATIONS GCC NATIONALS OTHER NATIONALITIES	COVERED BY LEVY BHD 75
NON MEMBER ORGANISATIONS ALL NATIONALITIES	BHD 300



TREASURY AND
CAPITAL MARKETS



SUPPORTED BY TAMKEEN

FIXED INCOME MANAGEMENT

COURSE CODE 187

The aim of this course is to provide students with knowledge and understanding of fixed income instruments and their valuation methods. It also discusses the risks inherent in these securities and their measurement.

LEARNING OUTCOMES

- Identify the characteristics of fixed income securities
- Describe terminology associated with bonds
- Discuss the concept of duration and convexity in the context of risks
- Demonstrate the relationship between yields and bonds
- Analyse the immunisation process

TARGET AUDIENCE

Investment bankers, management trainees, portfolio managers, bank managers, treasury staff, credit analysts/ accounts officers, fund managers, and financial controllers.

PREREQUISITES

Prerequisite knowledge for the course may be obtained through prior certified learning or experiential learning at the workplace. Please consult with your line manager, training manager or equivalent in order to ensure conformity to BIBF's prerequisites. Candidates are responsible for ensuring that they meet the prerequisites before registering for a course.

Where the knowledge has been obtained other than through the stated BIBF course, BIBF may require candidates to take and pass a pre-course assessment in order to be enrolled into the course.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

06 - 08 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



TREASURY AND
CAPITAL MARKETS



SUPPORTED BY TAMKEEN

PORTFOLIO MANAGEMENT

COURSE CODE 179

This course discusses the portfolio management process in detail, the risk and return measures used in portfolio analysis, the difference between active and passive portfolio management, and the various performance ratios used. It also provides a foundation for international certification exams in investments such as the CFA level 1 exam (certified by the CFA institute, USA) and wealth management exams such as the ICWIM (certified by the CISI, UK).

LEARNING OUTCOMES

- Define portfolio management
- Understand and describe the different approaches to portfolio management
- Calculate portfolio returns using different return measures and interpret the results
- Calculate the risk of the portfolio and interpret the results
- Demonstrate the use of Capital Market Line (CML) and Security Market Line (SML) in calculating the return and risk of a portfolio
- Discuss different performance measures used in portfolio management
- Analyse the performance of a portfolio using different performance ratios

TARGET AUDIENCE

This course is relevant for anyone who is attempting or intends to attempt the CFA Level 1 exam.

PREREQUISITES

Participants are expected to have a considerable background in fundamental mathematics and relative work experience.

ASSESSMENT TYPE

This course is examinable



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

12 - 14 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



TREASURY AND
CAPITAL MARKETS



SUPPORTED BY TAMKEEN

ASSET LIABILITY MANAGEMENT

COURSE CODE 181

The aim of this course is to provide students with knowledge of the Asset Liability Management (ALM) process in banks, and enables them to understand the risks faced by a bank and how banks manage these risks through the ALM process.

LEARNING OUTCOMES

- Explain the two ALM risks (Interest Rate and Liquidity)
- Solve re-pricing and maturity gaps
- Recognise duration of bonds and its significance in ALM
- Immunisation to mitigate the effects of gaps
- Explain the Basel III prescribed liquidity risk ratios

TARGET AUDIENCE

Entry-level treasury executives, traders and financial control executives, investment analysts, and financial analysts.

PREREQUISITES

Participants are expected to have a considerable background in fundamental mathematics and relative work experience.

ASSESSMENT TYPE

This course is examinable.



TREASURY AND
CAPITAL MARKETS



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

26 - 28 MAY 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



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QUANTITATIVE METHODS FOR RISK MANAGEMENT

COURSE CODE 106

This course is a foundation course for those interested in pursuing the CFA Level 1 preparatory course.

LEARNING OUTCOMES

- Understand Time Value of Money and apply discounting methods
- Understand and Calculate expected value and variance
- Understand and Calculate covariance, beta, correlation, and Portfolio variance
- Understand and Calculate Risk Adjusted Performance measures
- Understand Normal and Lognormal Distribution
- Analyse Regression Equation results

TARGET AUDIENCE

Investment analysts, financial analysts, entry and middle-level risk management personnel, personnel concerned with the back office, candidates preparing for the CFA/PRM/APRM exams, entry and middle-level traders.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.

 **DURATION**

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY

 **START DATE(s)**
02 - 04 APR 2019

 **FEES**

MEMBER ORGANISATIONS GCC NATIONALS OTHER NATIONALITIES	COVERED BY LEVY BHD 75
NON MEMBER ORGANISATIONS ALL NATIONALITIES	BHD 300


**TREASURY AND
CAPITAL MARKETS**


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FOREIGN EXCHANGE - LEVEL 2

COURSE CODE 175

This course introduces participants to foreign exchange in line with the current ACI Diploma (Financial Market Association, France) syllabus. It builds on the Foreign Exchange level 1 curriculum, and is designed to provide advanced-level theoretical and practical knowledge of the foreign exchange markets by using different FX instruments and hedging techniques.

LEARNING OUTCOMES

- Explain the covered interest arbitrage
- Recognise the Non-Deliverable Forwards (NDFs)
- Illustrate calculation and pricing of synthetic FRAs (Forward Rate Agreements) using FWD-FWD (Forward) FX (Foreign Exchange) Swaps
- Demonstrate ways of hedging a forward-forward transaction
- Interpret risks in various FX transactions
- Calculate different swap rates, historic rates rollovers, time options

TARGET AUDIENCE

Senior FX traders, senior corporate desk dealers, senior treasury staff, senior back office & operations staff, senior risk management officers, senior officers - investment department, senior auditors, compliance officers, senior risk managers, system developers, and finance officers in corporations, import & export, and insurance companies.

PREREQUISITES

BIBF: Foreign Exchange Level 1 (GBO165)

Other: Participants are expected to have a considerable background in fundamental mathematics and completed.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

03 - 05 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



TREASURY AND
CAPITAL MARKETS



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MONEY MARKETS - LEVEL 2

COURSE CODE 176

This programme builds on Money Markets Level 1. The money markets are wholesale financial markets in which sovereign states, banks and major corporations raise funds through certain types of loans, or by issuing debt securities. This course aims to cover the most common money market instruments in use at financial centres all over the world and the calculations required in money markets, as well as the risk and return features.

LEARNING OUTCOMES

- Understand the different products in money markets and their features
- Discuss the Time Value of Money
- Calculate different measures of yields in money markets
- Calculate the price of different instruments in money markets
- Describe the risk and return features of money markets

TARGET AUDIENCE

Senior dealers in treasury departments, senior money market dealers, senior foreign exchange traders, senior corporate desk dealers, senior back office, mid office and other support staff, private bankers & investment advisors, auditors, compliance officers, risk managers, finance officers in corporations / import & export / insurance companies , and other business units where the money markets are an important element in their work.

PREREQUISITES

BIBF: Money Market Level 1 (GBO166)

Other: Participants are expected to have a considerable background in fundamental mathematics and completed.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

24 - 26 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



TREASURY AND
CAPITAL MARKETS



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DERIVATIVES – LEVEL 2

COURSE CODE 184

Derivatives are described as “off-balance sheet” products because unlike the cash markets there is typically no exchange of the principal amount of the asset or liability involved. Derivatives Level 2 builds on the Derivatives Level 1 course and will enhance participants’ understanding of the derivatives market and help to master complex hedging techniques.

LEARNING OUTCOMES

- Define Option Strategies
- Define Swaps
- Define Interest Rate Options (Caps, Floors, Collars) and their uses
- Calculate the settlement amount of the Futures, value of swaps to each party

TARGET AUDIENCE

Traders with more than two years of experience in treasury, senior foreign exchange & money market traders, senior derivatives traders, investment & capital market department officers, middle office and treasury operations officers, senior risk managers, senior corporate department staff who use derivatives to hedge their clients’ foreign exchange & interest rate risk, legal advisors and lawyers, senior officers (corporations) who need to broaden their knowledge with advanced hedging tools, and derivatives system developers.

PREREQUISITES

BIBF: Derivatives Level 1 (GBO169)

Other: Participants are expected to have a considerable background in fundamental mathematics and completed.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

08 - 10 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



TREASURY AND
CAPITAL MARKETS



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MERGERS & ACQUISITIONS (M&A)

COURSE CODE 1017

This course will cover both the theory and practice of M&A, and will review how and why companies use M&A to pursue strategic objectives. In addition, participants will review many of the other elements of M&A transactions including transaction structures, negotiation strategy and tactics, risk management, financing, the use of advisors, and documentation issues.

The goal is to familiarise participants with the analytical and real-world tools necessary to successfully evaluate and execute M&A transactions.

LEARNING OUTCOMES

- Define Corporate Restructuring and why it occurs
- Identify commonly used valuation techniques
- Describe how corporate restructuring creates/destroys value
- Identify commonly used takeover tactics and defenses
- Develop a highly practical “planning based” approach to managing the M&A process
- Identify the challenges and solutions associated with each phase of the M&A process
- Describe the advantages and disadvantages of alternative M&A deal structures

TARGET AUDIENCE

Corporate Finance professionals, staff working on M&A, investment professionals, and private equity professionals.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

19 - 21 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



TREASURY AND
CAPITAL MARKETS



SUPPORTED BY TAMKEEN

BIBF CREDIT PROGRAMME LEVEL 1

COURSE CODE 117A



CREDIT

The aim of the BIBF Credit Programme is to develop an understanding of the techniques of good credit assessment with a particular emphasis on evaluating the risks associated with lending to small and middle-size companies.

LEARNING OUTCOMES

- Explain the framework and environment within which borrowing and lending take place, including social, moral, ethical and cultural influences on responsible lending
- Describe the nature of the different types of borrowers that exist, the risks associated with particular categories of borrowers, the various types of lenders in the financial marketplace, and how these lenders meet the differing needs of customers
- Identify the different borrowing needs of commercial customers, including the purpose of borrowing, and credit products and services available to meet these requirements
- Evaluate the risks involved in lending
- Examine the credit policy of the organisation

TARGET AUDIENCE

Bankers with limited exposure to lending proposals, graduate management trainees and credit analysts.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

03 - 05 FEB 2019
21 - 23 MAY 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



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CREDIT

SME FINANCING

COURSE CODE 109

Lending to Small and Medium-sized Enterprise (SME) customers presents one of the greatest opportunities for commercial banks to pursue growth and profitability, but at the same time ties up a large amount of economic capital and represents a substantial credit risk.

The course focuses on the needs of SME customers, defines their product requirements and discusses efficient client relationship management. In addition, focuses on areas such as successful sales channel management, cross-selling approaches, and the introduction of new products and services.

LEARNING OUTCOMES

- List the different types of SME products
- Describe effective client management indicators within SME banking
- Identify operational risk in SME banking
- Demonstrate knowledge of how an effective sales force can build cross selling success of SME products
- Interpret credit risk in SME banking
- Illustrate a streamlined credit decision process in SME banking

TARGET AUDIENCE

General and regional managers, heads of regional businesses and branches, managers in branches responsible for SME banking, experts responsible for sales and distribution, managers from credit departments and risk management, experts responsible for corporate strategy and planning, banking and strategy consultants, and human resources and training staff.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

14 - 16 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



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PROJECT APPRAISAL & FINANCING

COURSE CODE 110

Corporate and commercial borrowers approach banks to fund long-term capital projects such as setting up new businesses, expansions, renovations, and diversification of existing businesses. Government agencies approach banks to finance infrastructure projects such as building electricity generation capacity, transmission and distribution projects, roads, bridges, etc. These projects require large sums of money, and the payback period of such projects is invariably long. This course develops the skills associated with appraising and financing long-term capital projects undertaken by bank borrowers.

LEARNING OUTCOMES

- List the various types of risks distinctive to project financing
- Distinguish capital projects from conventional working investment funding
- Compare between assets as security in conventional and project financing
- Analyse the key elements in loan decision making for project financing
- Appraise loan cost, loan income and loan pricing using a real case study
- Differentiate between corporate lending and project lending

TARGET AUDIENCE

Credit analysts/account officers, financial controllers/auditors, corporate banking personnel, private equity, investment analysts and risk managers.

PREREQUISITES

BIBF: Corporate Finance (GBO122)

Other: Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

24 - 26 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



CREDIT



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REAL ESTATE INVESTMENT & FINANCING

COURSE CODE 112

This course explores both qualitative issues and traditional quantitative analysis in real estate financing and valuation, and helps participants understand the key elements of credit decisions involving real estate by describing the characteristics of real estate loans, and identifying the key loan underwriting differences between investor loans, owner-occupied real estate loans, and commercial loans secured by real estate.

LEARNING OUTCOMES

- Explain the important aspects of an appraisal
- Discuss an effective appraisal management process for real estate financing
- Demonstrate economic understanding of the current real estate market in Bahrain
- Illustrate how to link the loan purpose with the repayment source
- Appraise real estate financing from a borrower's perspective
- Examine best practices of real estate financing and valuation techniques
- Illustrate the impact of regulations on real estate financing
- Demonstrate real estate risks relative to different types of real estate investments
- Calculate the value of a real estate investment opportunity using one of the valuation methods introduced

TARGET AUDIENCE

The course is designed for commercial lenders and credit analysts who are not real estate specialists but who are required to know more about assessing real estate risk. It is also targeted at chief appraisers at financial institutions, managers of internal real estate appraisal ordering and review functions, managers of outsourced real estate appraisal functions, and staff in appraiser departments.

PREREQUISITES

BIBF: Assets Valuation (GBO 185)

Other: Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF SELF-STUDY



START DATE(s)

26 - 28 FEB 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



CREDIT



SUPPORTED BY TAMKEEN

BIBF CREDIT PROGRAMME LEVEL 2

COURSE CODE 117B

The aim of the BIBF Credit Programme is to develop an understanding of the techniques of good credit assessment with a particular emphasis on evaluating the risks associated with lending to smaller and middle-sized companies

LEARNING OUTCOMES

- Apply relevant processes of monitoring and control of lending
- Formulate rates, ratios and effective handling of numbers and simple mathematical procedures
- Discuss a case study using practical knowledge gained from the course content
- Illustrate how financial analysis assists the evaluation of a borrower's credit health
- Examine appropriate loan documentation and assist in loan structuring and credit monitoring

TARGET AUDIENCE

Bankers with limited exposure to lending proposals, graduate management trainees, and credit analysts.

PREREQUISITES

BIBF: BIBF Credit Programme Level 1 (GBO117A)

Other: Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



CREDIT

 **DURATION**
• 3 DAYS
(5 hours per day)

 **START DATE(s)**
15 - 17 SEP 2019

 **FEES**
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



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LOAN SYNDICATION

COURSE CODE 1050

The financial world is currently undergoing significant changes, and one of the most important challenges in banking is to reinforce the syndicated loan function and to refresh techniques given the evolution of the syndicated loan market. This course equips participants with the tools required to cope with the new environment.

LEARNING OUTCOMES

- Define a syndicated loan
- Discuss the characteristics of a syndicated loan
- Understand common structures, uses and defining terminologies
- Review the market by breaking it down by volumes, geographies, currencies and maturities, ratings, arrangers and investors
- Survey Macro-economic factors affecting the market
- State and describe the phases and milestones of the syndication process and timetable
- Explain the documentation process
- Understand the roles of different participants in the syndication process
- Discuss how to construct the mandate and term sheet
- Identify and understand the steps undertaken in pricing and structuring a syndicated loan
- State the final process undertaken in closing a syndicated loan
- Discuss secondary market loan trading
- Review loan agreements and understand the key concepts in syndicated loan documentation
- Assess security requirements in a loan syndication

TARGET AUDIENCE

Members of the loan agency functions and the credit department of banks.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 2 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

25 - 26 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



CREDIT



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CORPORATE CREDIT RISK ANALYSIS

COURSE CODE 119

The aim of the BIBF Corporate credit Risk Analysis programme is to develop in participants a better understanding of the appropriate analytical tools of good credit assessment along with a particular emphasis on evaluating the business and industry-related risks associated with lending to corporate institutions. This will be mainly achieved through case studies and group discussions.

LEARNING OUTCOMES

- Analyse the credit worthiness of a borrower through a judicious mix of quantitative and qualitative analysis
- Calculate the sustainability of corporates during changes in obligor credit quality through techniques such as the interpretation of cash flows and credit metrics
- Differentiate between the credit market and operational risks relating to a corporate lending situation
- Evaluate the risks involved in lending situation with another perspective
- Examine the credit policy of the organisation
- Apply relevant processes of monitoring and control of lending procedures
- Use appropriate forecasting techniques to project financials for the purpose of credit analysis
- Discuss a case study using practical knowledge gained from the course content
- Illustrate how financial analysis assists evaluation of a borrower's credit health
- Examine appropriate loan documentation and evaluate collaterals that can assist in loan structuring & credit monitoring
- Demonstrate the use of financial projections in sensitizing obligors to certain future risks associated with the business

TARGET AUDIENCE

Credit analysts, corporate banking personnel, financial controllers, and loan auditors.

PREREQUISITES

BIBF: Credit Programme Level 1 & 2 (GBO117A & GBO117B)

Other: Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

02 - 04 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



CREDIT



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ANTI-MONEY LAUNDERING AWARENESS PROGRAMME

COURSE CODE 102

This is an introductory awareness programme where participants will be introduced to the definition and concept of Anti-Money Laundering (AML) and Financing Terrorism (FT), the various stages of AML, and the legal and regulatory requirements and initiatives by the international, regional and local communities against Money Laundering / Terrorist Financing. In particular, the guidelines and policies issued by the Kingdom of Bahrain and Central Bank of Bahrain (CBB) are discussed including the essentials of Customer Due Diligence (CDD) and Know Your Customer (KYC) standards.

CBB Rulebook – Module FC (Financial Crime) from relevant volumes of the CBB Rulebook

LEARNING OUTCOMES

- Define anti-money laundering
- Describe predicate crimes that cause money laundering
- Identify financial products and services vulnerable to criminal abuses
- Discuss anti-money laundering laws and regulations
- Analyse the different stages of money laundering
- Interpret the different warning signs of a potential money laundering attempt

TARGET AUDIENCE

Employees of the financial and related industry who have not participated in any related AML/Compliance sessions, and newly employed personnel prior to handling any compliance-related responsibilities.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF SELF-STUDY



START DATE(s)

- 06 - 08 JAN 2019
- 26 - 28 MAR 2019
- 23 - 25 APR 2019
- 14 - 16 MAY 2019
- 11 - 13 JUN 2019
- 29 SEP - 01 OCT 2019
- 26 - 28 NOV 2019



FEES

- | | |
|--|---------------------------|
| MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES | COVERED BY LEVY
BHD 75 |
| NON MEMBER ORGANISATIONS
ALL NATIONALITIES | BHD 300 |



COMPLIANCE
AND RISK

BANKING LAW & PRACTICE

COURSE CODE 129

This course is designed to help banking professionals to understand the legal framework that protects, underpins and supports all banking operations, products, the bankers and their customers. The programme also deals with the legal and regulatory aspects that have a bearing on the dynamic world of banking.

CBB RULEBOOK – This course introduces the participants to the 7 volumes of the CBB Rulebook.

LEARNING OUTCOMES

- Describe the legal framework for the regulation of banks
- List the different types of regulatory and supervisory principles that govern transactions in a bank
- Demonstrate knowledge of the laws pertaining to different banking products
- Illustrate how the law applies to various types of securities
- Discuss legal risk management and documentation

TARGET AUDIENCE

This course is designed for those who are required to develop or improve an understanding of the legal framework which supports and protects the business of banking.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

07 - 09 MAY 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



COMPLIANCE
AND RISK



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KYC (KNOW YOUR CUSTOMER): THE REGULATOR'S PERSPECTIVE

COURSE CODE 172

"Know Your Customer" is the fundamental obligatory requirement insisted upon by the regulator of financial services before, at the time of starting, and throughout the customer/ financial institution relationship. Financial institutions and other reporting entities are required to have a proper understanding of their customers to satisfy their respective regulatory KYC obligations. It is equally important that employees of these organisations are properly trained regarding the importance of KYC and the specific KYC policies or procedures of their organisation, and how to bring their KYC processes in congruence with the regulatory requirement.

CBB RULEBOOK – FC Module from the relevant volumes of the Rulebook

LEARNING OUTCOMES

- Understand AML/CTF legislation, KYC policy and documentation
- Establish effective identification, verification and monitoring of customers and transactions
- Relate the risks of money laundering and terrorism financing to types of customers and transactions

TARGET AUDIENCE

Employees of the financial and related industry, newly employed personnel prior to handling any responsibility related to account opening, account or transaction management, tellers, and front desk staff.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 1 DAY
(5 hours per day)



START DATE(s)

04 APR 2019
18 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 25

BHD 100



COMPLIANCE
AND RISK



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REGULATORY COMPLIANCE PROGRAMME

COURSE CODE 170

Compliance is an all-encompassing function of a bank, and is related to every business and support activity. This programme is designed to keep the Compliance Officers (COs), Internal Control Officers (ICOs) and Money Laundering Reporting Officers (MLROs) abreast of their responsibilities, duties, limits, and liabilities and to update them on new changes in regulation. The programme also introduces the compliance officer to the various compliance requirements both from the external regulatory and internal policy requirements.

CBB RULEBOOK – Relevant extracts from Modules HC, FC from Volume 1 of the CBB Rulebook

LEARNING OUTCOMES

- Define regulations
- Discuss regulatory objectives
- Map compliance with regulatory objectives
- Describe the roles and responsibilities of the compliance officer
- Explain the risks associated with non-compliance
- Interpret compliance and reporting requirements domestically

TARGET AUDIENCE

Money laundering reporting and prevention officers and their deputies, compliance officers and their deputies, internal audit and regulatory staff, and those seeking to acquire a detailed understanding of fundamental regulatory principles and how to assist businesses to comply with the regulatory environment.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF SELF-STUDY



START DATE(s)

05 - 07 FEB 2019
12 - 14 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



COMPLIANCE
AND RISK



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COMPLIANCE FRAMEWORK

COURSE CODE 136

This programme encompasses the framework for compliance for the banking sector, and deals with the compliance requirements both from a regulatory and organisational perspective and helps develop a compliance matrix. A compliance framework should include compliance systems and controls, and should make appropriate recommendations for improvement in the management of risks and priorities, including the optimal use of resources.

CBB RULEBOOK – Relevant extracts from Modules HC, FC from Volume 1 of the CBB Rulebook

LEARNING OUTCOMES

- Describe the legal and regulatory compliance requirements applicable to organisations
- Explain the compliance infrastructure
- Identify regulatory reporting requirements
- Analyse the importance of compliance and the need for a compliance framework
- Interpret the regulator's supervisory requirements

TARGET AUDIENCE

This course is designed and specifically targeted at compliance officers and MLROs in all financial institutions.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

15 - 17 JAN 2019
09 - 11 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



COMPLIANCE
AND RISK



SUPPORTED BY TAMKEEN

CORPORATE GOVERNANCE

COURSE CODE 139

This course is designed to interpret the Corporate Governance Code of the CBB and its evolution from the guidelines that existed earlier, and allows participants to assess business risks and business performance that are closely linked to good governance. Participants will also debate on the role of good governance in maximising shareholder value.

CBB RULEBOOK – Relevant extracts from Modules HC from Volume 1 of the CBB Rulebook

LEARNING OUTCOMES

- Explain the need for governance in relation to organisations
- Explain the liabilities linked to poor corporate governance
- Discuss the rights of shareholders
- Describe the roles and responsibilities of the board of directors in ensuring good governance

TARGET AUDIENCE

Board of directors, senior management, compliance officers, legal advisors, and internal & external auditors.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

30 - 31 JAN 2019
20 - 21 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



COMPLIANCE
AND RISK



تمكين
Tamkeen

SUPPORTED BY TAMKEEN

AML FOR ALTERNATIVE REMITTERS

COURSE CODE 1029

This one-day programme is exclusively tailored to alternative remittance system providers, and offers an overview of the sector of money transfer remittances and currency exchange providers, the regulatory framework and money laundering methods and techniques. Case studies will be used to enhance participants' understanding of how money remittance and currency exchange businesses have been used in laundering activities in all three stages of the process.

CBB RULEBOOK – Relevant extracts from Module FC from Volume 5 of the CBB Rulebook

LEARNING OUTCOMES

- Define anti-money laundering
- Describe predicate crimes in money laundering
- Identify the ways and means in which alternative remittance providers can be used for money laundering
- Discuss international guidelines on the use of the alternative remittance providers in money laundering
- Analyse the different methodologies used by money launderers

TARGET AUDIENCE

This course targets professionals working in financing and exchange companies.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

09 - 10 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



COMPLIANCE
AND RISK



تمكين
Tamkeen

SUPPORTED BY TAMKEEN

AML FOR THE INSURANCE SECTOR

COURSE CODE 1032

This one-day programme is exclusively tailored to professionals in the insurance sector. Various products offered by the insurance sector are vulnerable to money laundering risks. The focus on these 'risks' has increased and insurance companies need to have specific training on Anti-money laundering (AML). This course will cover the relevant definitions, the methodologies used, the preventive steps and guidelines issued by international bodies.

CBB RULEBOOK – Relevant extracts from Module FC from Volume 3 of the CBB Rulebook

LEARNING OUTCOMES

- Define AML
- Describe predicate crimes in money laundering
- Identify the ways and means insurance products can be used for money laundering
- Discuss International guidelines on use of insurance products in money laundering
- Analyse the different methodologies used by money launderers

TARGET AUDIENCE

This course targets professionals in the insurance sector.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed



DURATION

- 1 DAY
(5 hours per day)



START DATE(s)

03 FEB 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 25

BHD 100



COMPLIANCE
AND RISK



SUPPORTED BY TAMKEEN

AML FOR TRADE FINANCE

COURSE CODE 1033

This one-day programme is exclusively tailored for trade finance professionals. Regulators and international bodies have viewed trade finance as a “higher risk” area used in money laundering and proliferation financing. The focus on these ‘risks’ has increased and financial institutions offering trade finance need to have specific training on anti-money laundering. This course will cover the relevant definitions, the methodologies used, the preventive steps and guidelines issued by international bodies.

CBB RULEBOOK – Relevant extracts from Module FC from relevant volumes of the CBB Rule book

LEARNING OUTCOMES

- Define anti-money laundering and proliferation financing
- Describe predicate crimes in money laundering
- Identify the ways and means by which trade finance products can be used for money laundering
- Discuss international guidelines on the use of trade finance in money laundering and proliferation financing
- Analyse the different methodologies used by money launderers

TARGET AUDIENCE

This course targets trade finance professionals.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed



COMPLIANCE
AND RISK



SUPPORTED BY TAMKEEN



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

10 - 11 FEB 2019
23 - 24 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200

ADVANCED ANTI-MONEY LAUNDERING

COURSE CODE 1000

This is a one-day advanced programme on AML risk management in Anti-money laundering.

CBB RULEBOOK – Relevant extracts from Module FC from the relevant Volumes of the CBB Rule book

LEARNING OUTCOMES

- Define finance abuse
- Understand the financial crime risks in the financial transactions in which they engage
- Discuss AML Risk management

TARGET AUDIENCE

Compliance officers and MLROS.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed



COMPLIANCE
AND RISK



DURATION

- 1 DAY
(5 hours)



START DATE(s)

17 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 25

BHD 100



SUPPORTED BY TAMKEEN



COMPLIANCE
AND RISK

RISK BASED APPROACH TO REGULATIONS, COMPLIANCE & AML

COURSE CODE 173

This course discusses the risk-based approach to Regulations, Compliance and Anti-money laundering. It provides an overview of how regulators use a risk-based approach to develop regulations, followed by how firms in the financial sector can use this approach to build their compliance and AML framework.

CBB RULEBOOK – Relevant extracts from Module HC and Module FC from the relevant volumes of the CBB Rulebook

LEARNING OUTCOMES

- Define the risk-based approach
- Discuss regulatory objectives
- Define regulatory risk
- Apply the risk-based approach in compliance and AML

TARGET AUDIENCE

Compliance officers and MLROS who have assumed control positions in financial institutions in risk and compliance.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

28 - 30 APR 2019
29 - 31 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



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Tamkeen

SUPPORTED BY TAMKEEN

COMPLYING WITH FATCA & ITS IMPACT ON BUSINESS

COURSE CODE 1014

The Foreign Account Tax Compliance Act (FATCA) is a U.S. legislation enacted by the US Congress to improve the tax compliance by "US Persons" who have financial accounts or investments with foreign financial institutions. The draft FATCA rules are wide-ranging and will force global financial institutions, including most Bahraini banks and financial institutions, to report details of their clients who are considered "US Persons" to US tax authorities. Its implementation represents a complex and costly compliance task for non-US banks. This one-day course is specifically designed to provide participants with an overview of the key provisions and requirements of FATCA.

LEARNING OUTCOMES

- The timeline for implementation of FATCA
- The salient features of FATCA
- The key considerations in planning FATCA Implementation
- How FATCA will impact retail, wholesale & Islamic banks
- What are FFI's (Foreign Financial Entities)
- The role of IGA (Intergovernmental Agreement) in FATCA implementation
- What is covered under "Extended Affiliate Group"
- The need to update AML/ KYC framework to fully comply with the provisions of FATCA

TARGET AUDIENCE

This course is targeted at staff in managerial to middle managerial-level positions who will be involved in FATCA implementation, but is also useful for anyone wanting to learn about the provisions and key requirements of FATCA.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 1 DAY
(5 hours per day)



START DATE(s)

31 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 25

BHD 100



COMPLIANCE
AND RISK



SUPPORTED BY TAMKEEN

COMPLIANCE REQUIREMENTS FROM VOLUME 1 OF THE CBB RULE BOOK

COURSE CODE 1054

All conventional banks in Bahrain are regulated by the Central Bank of Bahrain. Volume 1 of the CBB Rulebook has requirements which are to be complied with by conventional bank licensees in Bahrain, and this course attempts to put together the volume 1 compliance requirements of a conventional bank in Bahrain. CBB Rulebook – Relevant modules from Volume 1

LEARNING OUTCOMES

- Understand CBB Rule book Volume 1 requirements from a compliance perspective
- Discuss the compliance requirements under the CBB Rule book Volume 1
- Understand the regulatory objectives behind the requirements

TARGET AUDIENCE

New members of the compliance team of a conventional bank, and those aiming to shift into the compliance team of a conventional bank.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

10 - 12 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



COMPLIANCE
AND RISK



SUPPORTED BY TAMKEEN

BASEL III FRAMEWORK & IMPLEMENTATION

COURSE CODE 171

In view of the impending implementation of the Basel Committee on Bank Supervision (BCBS) under CBB guidelines in relation to Capital Adequacy and Risk Management through Basel III, this programme aims to help financial analysts, risk managers and strategic decision makers comprehend the impact of the revised and additional regulations on the bank earnings and capital, and adopt best practices in risk management in conformity with international standards.

LEARNING OUTCOMES

- Describe the need for and the progression of regulations over the past three decades
- List the financial instruments in respect to changes in accounting classifications
- Classify financial instruments that would be eligible for qualifying capital
- Differentiate between Basel II and Basel III guidelines
- Illustrate how Basel III regulations strengthen the global capital framework
- Interpret the differing nature of credit, market, operational and liquidity risks and their impact on earnings (income statement) and capital (balance sheet)
- Evaluate the efficacy of Basel III to prevent financial meltdowns
- Appraise the validity of stress-testing

TARGET AUDIENCE

Senior bank executives, functional and operational division heads, and risk management executives.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

16 - 17 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



RISK



SUPPORTED BY TAMKEEN

OPERATIONAL RISK MANAGEMENT

COURSE CODE 1031

Although operational risk has always existed as one of the core risks in the financial industry, it is now becoming an ever more salient feature of risk management in the presence of new threats to financial stability arising from poor corporate governance, systemic vulnerabilities, rapid financial innovation and the proliferation of financial products, which may involve several business lines.

Implementing an effective "Operational Risk Management" (ORM) framework is a complex process which requires an in-depth understanding of the nature of risks involved and strategies to mitigate them. Regulators, including the Basel Committee for Supervision of Banks (BCSB), are also becoming more concerned and are urging banks to devote more competent resources to the understanding and managing of operational risks. This course is designed to provide participants with the knowledge required to understand and manage operational risk as a key component to the overall risk management framework within financial institutions.

LEARNING OUTCOMES

- Understand risk management drivers (business/ regulatory)
- Understand operational risk and its sources
- Measure operational risk and its impact on Capital Adequacy Ratio (CAR)
- List Basel Committee recommendations on managing operational risk
- Define an operational risk management framework
- Outline the consequences of not managing operational risk

TARGET AUDIENCE

Risk Management professionals (beginner and intermediate), operational "Line Managers", internal auditors, and other staff with roles and responsibilities relating to operational risk in various departments and businesses.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

24 - 25 MAR 2019
10 - 11 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



RISK



SUPPORTED BY TAMKEEN

BANK & COUNTRY RISK ANALYSIS

COURSE CODE 121

The overall aim of this four-day course is to provide participants with a structured approach to the analysis of sovereign and country risks in both mature and developing markets. This course also introduces participants to the basic bank risk analysis using the financial statement approach and ratio analysis.

LEARNING OUTCOMES

- Identify the key drivers of the country and sovereign risks in both mature and emerging markets
- Describe qualitative, quantitative and market indicators of vulnerability
- Recognise the impact of sovereign support and country risk on other exposures, including public sector entities
- Discuss the nature of banking businesses
- Explain the various bank ratios
- Examine micro and macroeconomic factors affecting the country rating
- Calculate various ratios of a bank using its annual report
- Interpret bank risks using ratio analysis
- Use the macro and micro economic factors affecting the country risk to assign ratings for the countries under supervision and guidance

TARGET AUDIENCE

Credit Analysts, Management Trainees, Accounting and Marketing officers.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

11 - 14 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 400



RISK

RISK MANAGEMENT AND VALUE AT RISK (VaR)

COURSE CODE 188

The main objective of this course is to provide participants with a basic understanding of the meaning of risks in finance. This course discusses risks faced by different financial instruments and the methods to quantify these risks.

LEARNING OUTCOMES

- Define risk and the different types of risk
- Illustrate the risk management process
- Demonstrate the importance of risk and VaR calculations
- Define VaR and methods of calculating VaR
- Understand VaR for market risk and credit risk
- Understand VaR for stock portfolio and bond portfolio
- Define the correlation between risks for risk capital calculations

TARGET AUDIENCE

Mid to high-level risk management executives.

PREREQUISITES

BIBF: Derivatives Level 1 (GBO169)

Other: Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

12 - 14 MAR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



RISK



SUPPORTED BY TAMKEEN



INTERNATIONAL BANKING

INTRODUCTION TO INTERNATIONAL TRADE FINANCE

COURSE CODE 140

This course is designed to develop an understanding of the important issues, products, services and documentation associated with international trade. Participants will learn how to identify customer needs and recommend appropriate product solutions, and identify various risks to both banks and customers in international trade transactions.

They will also be able to describe and carry out the processes involved in documentary collections as well as understand the purposes and applications of the law concerning the documentary collections.

LEARNING OUTCOMES

- Describe the aspects of the global trading process
- Assess the importance of trade finance
- Analyse various payment mechanisms that are available to the parties
- Compare and contrast the most appropriate methods and terms of payment
- Demonstrate understanding of the laws governing the payment mechanisms
- Assess political and economic risks and cultural issues of the target country to establish the financial costs & viability

TARGET AUDIENCE

Individuals whose present knowledge or experience in the subject is limited, or who are or are shortly to be employed in the trade finance department of their bank or organisation.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 10 HOURS OF SELF-STUDY



START DATE(s)

01 - 04 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 400



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DOCUMENTARY LETTER OF CREDIT

COURSE CODE 149

This course is designed for participants who process the letters of credit. The participants will be able to understand and explain the various types of documentary letters of credit and identify the needs of the customers. The course explains the process through examples and provides the participants with practical experience on documentation and document checking involved in letters of credit. Participants will also be able to analyse the various risks involved in documentary letters of credit for all the parties involved in the letters of credit process.

LEARNING OUTCOMES

- Explain the meaning of 'documentary credit'
- Identify the different types of documentary credits
- Examine various documents involved in documentary credit process
- Demonstrate the operational procedures in examining documents, culminating in their settlement, rejection and amendment
- Examine the risks and rewards for each party involved in the letters of credit process
- Employ the correct documentary checking process

TARGET AUDIENCE

Individuals who are employed in the trade finance department of their bank or organisation.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

22 - 25 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 400



تمكين
Tamkeen

SUPPORTED BY TAMKEEN



UNIFORM CUSTOMS & PRACTICES FOR DOCUMENTARY CREDITS (UCP 600) COURSE CODE 143

This course is designed to assist participants with an in-depth understanding and application of Uniform Customs and Practices (UCP) 600. Participants will learn to identify discrepancies in the documents and examine the same as per the guidelines provided by UCP 600.

LEARNING OUTCOMES

- Explain the nature of international trade finance
- Define the various parties, their roles and responsibilities in the Letter of Credit (LC) transaction
- Identify documents required in the LC transaction
- Interpret the various articles in the Uniform Customs and Practice (UCP) 600
- Examine the discrepancies in the document checking of LCs
- Apply the rules given in the law governing Documentary credits while examining the documents submitted in connection with demand guarantees

TARGET AUDIENCE

Individuals who are employed in the trade finance department of their bank or organisation.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

29 - 31 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



تمكين
Tamkeen

SUPPORTED BY TAMKEEN



UNIFORM RULES FOR DEMAND GUARANTEES (URDG 758)

COURSE CODE 155

This course is designed to develop an understanding of the important types of demand guarantees that are used in international trade financing, and will enable participants to gain applied knowledge on Uniform Rules for Demand Guarantees (URDG) 758 introduced by the International Chamber of Commerce (ICC) from July 2010.

LEARNING OUTCOMES

- Explain the nature of international trade finance
- Identify the different types of demand guarantees
- Examine the articles of URDG 758
- Apply the rules given in the law governing demand guarantees while examining the documents submitted in connection with demand guarantees

TARGET AUDIENCE

Individuals who are employed in the trade finance department of their bank or organisation.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

29 - 30 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



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Tamkeen

SUPPORTED BY TAMKEEN



INTERNATIONAL BANKING

ADVANCED INTERNATIONAL TRADE FINANCE

COURSE CODE 1006

This advanced course covers all the aspects of international trade and commodity finance from a practical viewpoint. Heavy emphasis is placed upon risk assessment and problem solving techniques, through a clear understanding of a customer's trade cycle. Whilst each of the banking products is dealt with in detail, great attention is paid to the effective and appropriate use of the laws governing the trade finance payment methods. The course is highly interactive and centres on the use of a variety of case studies, mostly based upon live examples.

LEARNING OUTCOMES

- Analyse the risk spectrum of international trade finance methods
- Laws governing international finance methods
- Understand the articles of ISBP, UCP 600, ISP 98
- Evaluate the risk exposed in each of these payment methods and advise appropriate risk management measures

TARGET AUDIENCE

Experienced staff engaged in trade finance departments of any bank, trade finance managers, and exporting and importing managers.

PREREQUISITES

BIBF: Uniform Customs & Practices for Documentary Credit (UCP 600) - (143)
Uniform Rules for Demand Guarantees (URDG 758) - (155)

Other: Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF SELF-STUDY



START DATE(s)

17 - 19 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



تمكين
Tamkeen

SUPPORTED BY TAMKEEN



INTERNATIONAL BANKING

STAND-BY-LETTERS OF CREDIT (SBLCS) & LETTERS OF CREDIT(LCS) COMPARISON

COURSE CODE 1049

Stand-by-Letters of Credit (SBLCs) are similar to Demand Guarantees and can also be used as a substitute for Letters of Credit (LCs). The rules governing the SBLCs can be chosen by the banks as the Governing body ICC has provided banks with the option to adopt UCP 600, common for both LCs and SBLCs, or ISP 98 which is designed to only govern SBLCs. There is a great demand for SBLCs as Banks in the US are not permitted to issue Guarantees. The trend has now followed in the Middle East, as over 52% of the trade transactions are financed through LCs or Guarantees.

LEARNING OUTCOMES

- Distinguish between LCs and SBLCs
- Differentiate between SBLCs and Guarantees
- Understand the rules governing SBLCs
- Evaluate the best practice for SBLCs as per ISP98 and UCP 600

TARGET AUDIENCE

Document checkers, Trade finance officers, Trade finance managers, Relationship managers, and those who are interested in trade finance operations.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

18 - 19 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



تمكين
Tamkeen

SUPPORTED BY TAMKEEN



INTERNATIONAL BANKING

INTERNATIONAL TRADE POLICIES & GLOBALISATION

COURSE CODE 1007

This course was designed to provide participants with a critical awareness of contemporary theoretical debates in the field of international relations, international economy and globalisation. The course syllabus centres on current affairs in international relations, problems emerging from the globalised world economy, and the importance of trading blocs and related issues.

LEARNING OUTCOMES

- Develop expertise and critical theoretical insights working in the areas of international development, political economy and security
- Critically analyse the foreign trade policies and their impacts on developing and emerging markets
- Evaluate the merits and demerits of the trading blocs and their impacts on trade creation and trade diversion
- Analyse the importance of foreign trade in the growing disparities between rich and poor countries

TARGET AUDIENCE

Trade personnel, government officials dealing in foreign trade, corporates involved in International trade, SMEs involved in export and import, economists, policy makers, and officials of central banks and other ministries.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

10 - 11 MAR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



تمكين
Tamkeen

SUPPORTED BY TAMKEEN



INTERNATIONAL
BANKING

INTERNATIONAL STANDARD BANKING PRACTICES – ISBP 745 (FOR TRADE FINANCE) COURSE CODE 1026

International Standard Banking Practices (ISBP) is an intelligent checklist of procedures for document checkers to follow in examining the documents presented under letters of credit. The ISBP demonstrates how the Uniform Customs and Practice (UCP) for Documentary credit is to be integrated into day-to-day practice. The new ISBP, by encouraging a uniformity of practice worldwide, aims to improve the quality of document checking practices and facilitate an increase in the flow of international trade.

LEARNING OUTCOMES

- Distinguish between changes in ISBP from its old version
- Understand discrepancy checking using ISBP
- Analyse the best checking practices of various trade finance documents
- Evaluate the maturity calculation practices as per ISBP and UCP 600

TARGET AUDIENCE

Document checkers, trade finance officers, trade finance managers, and those who are interested in trade finance operations.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

28 - 29 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



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MANAGEMENT
PROGRAMMES
(DEVELOPMENT)

ECONOMICS FOR BANKERS - PART A COURSE CODE 133A

The main objective of this course is to provide an understanding of Micro and Macro Economics for bankers.

LEARNING OUTCOMES

- Discuss the factors that influence elasticities of demand
- Describe the characteristics of different market structures
- Calculate and interpret the elasticities of demand (such as price elasticity, cross elasticity, and income elasticity) and the elasticity of supply
- Compare GDP, national income, personal income, and personal disposable income
- Apply the economic policy tools to the real life situations
- Analyse the macro economic objectives and the policies to achieve these objectives
- Evaluate the macroeconomic conflicts and the trade-offs

TARGET AUDIENCE

Investment analysts, financial analysts, entry and middle-level risk management personnel, personnel concerned with back office, candidates preparing for the CFA/PRM/APRM, and entry and middle-level traders.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

11 - 13 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



تمكين
Tamkeen

SUPPORTED BY TAMKEEN



MANAGEMENT
PROGRAMMES
(DEVELOPMENT)

ECONOMICS FOR BANKERS - PART B COURSE CODE 133B

The main objective of this course is to provide an understanding of Monetary and International Economics for Bankers.

LEARNING OUTCOMES

- Describe the foreign exchange market and distinguish between the nominal and real exchange rate
- Describe a balance of payment account and explain what causes an international deficit
- Describe the monetary base and explain the relation among the monetary base, money multiplier and the quantity of money
- Compare the alternative exchange rate policies and explain their long-run effects
- Differentiate among the various depository institutions and explain the impact of financial regulation, deregulation and innovation
- Calculate amount of loans a bank can generate, given new deposits
- Compare the merits and demerits trading blocs and trade policies
- Apply the theories on real-life situations

TARGET AUDIENCE

Investment analysts, financial analysts, entry and middle-level risk management personnel, personnel concerned with back office, candidates preparing for the CFA/PRM/APRM, and entry and middle-level traders.

PREREQUISITES

BIBF: Economics for Bankers Part A (GBO133A)

Other: Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.

 **DURATION**
• 3 DAYS
(5 hours per day)
• 5 HOURS OF
SELF-STUDY

 **START DATE(s)**
01 - 03 OCT 2019

 **FEES**
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES
COVERED BY LEVY
BHD 75
BHD 300



SUPPORTED BY TAMKEEN



MANAGEMENT
PROGRAMMES
(DEVELOPMENT)

PERFORMANCE ANALYSIS OF BANKS USING CAMELS

COURSE CODE 1027

Performance evaluation of banks is imperative in today's economic scenario. Due to competition, only banks who can perform efficiently can stay in the market. The financial efficiency of banks is important as it can help to achieve productivity and thereby achieve market growth. There are many techniques used to evaluate bank performance and CAMELS (Capital adequacy, Asset Quality, Management efficiency, Earning quality, Liquidity and Sensitivity to the market) is used by the supervisors all over the world to test the performance of banks.

LEARNING OUTCOMES

- Define efficiency
- Describe bank efficiency and distinguish between productive and economic efficiency
- Understand meaning of financial efficiency
- Describe the various ratios used in CAMELS
- Analyse bank performance using CAMELS

TARGET AUDIENCE

Risk managers, financial analysts, managers, credit analysts, and portfolio managers.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 1 DAY
(5 hours per day)



START DATE(s)

18 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 25

BHD 100



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ELEMENTS OF BANKING

COURSE CODE 100

This course provides participants with the essential understanding of banking functions, and covers domestic and international banking including International Trade and Foreign Exchange. It also offers participants the opportunity to study Islamic banking products in order to make an informed decision about career choices. Participants will also be introduced to the basics of anti-money laundering.

LEARNING OUTCOMES

- Describe the basic concepts and processes of domestic banking operations
- Identify different types of negotiable instruments and their functions and features
- Explain anti-money laundering processes, including the principles of KYC (Know Your Customer), and internal control policies
- List the merits and demerits of regulations on the banking sector
- Analyse key banking products, their characteristics and the implications for advising customers

TARGET AUDIENCE

This course is designed to target new employees in the banking sector and existing employees in the early stages of their career who have had limited practical experience.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 15 HOURS OF SELF-STUDY



START DATE(s)

- 10 - 14 FEB 2019
- 07 - 11 APR 2019
- 16 - 20 JUN 2019
- 03 - 07 NOV 2019



FEES

- | | |
|--|----------------------------|
| MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES | COVERED BY LEVY
BHD 125 |
| NON MEMBER ORGANISATIONS
ALL NATIONALITIES | BHD 500 |



**CORPORATE
/RETAIL BANKING**



SUPPORTED BY TAMKEEN

NEGOTIABLE INSTRUMENTS

COURSE CODE 101

This course provides participants with the essential understanding of the practical aspects of negotiable instruments used in the daily transactions of banks on behalf of businesses, and will also focus on the legal practices and aspects of the instruments.

LEARNING OUTCOMES

- Explain the meaning of negotiable instruments
- Define the different types of negotiable instruments
- Differentiate the roles played by different parties in bills of exchange and promissory notes
- Examine the roles played by different types of banks involved in cheque transactions
- Employ the best practices and principles in the daily transactions of cheques, bills of exchange, promissory notes etc.

TARGET AUDIENCE

This course is designed to target tellers and personnel involved in front office and customers account services, and staff handling negotiable instruments processing - particularly those working in clearing and related departments.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

24 - 25 MAR 2019
02 - 03 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



**CORPORATE
/RETAIL BANKING**



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COMPLAINT MANAGEMENT & DISPUTE RESOLUTION IN BANKS

COURSE CODE 1021

Central Bank licensees are obliged to comply with its regulations regarding complaint management and dispute resolution in banks. This is an area of increasing business and regulatory concern for the financial services sector. As part of the Consumer Code of Best Practice, the Central Bank of Bahrain mandates that customers be treated fairly, and that an appropriate and speedy resolution be accorded to customer complaints in banks.

In addition to complying with the regulations of the Central Bank, banks must also implement their own internal processes, policies and procedures to deal swiftly with customer complaints, in order to satisfy customers and retain them through pro-active service recovery and to inculcate a service culture that focuses on dispute resolution. This course will aim to equip individuals with the relevant knowledge and skill sets to comply with regulations and build a robust complaint management process.

LEARNING OUTCOMES

- Measure efficacy of complaint handling in the organisation and benchmarking
- Develop a set of complaint-related KPIs and ways to measure, track and improve the complaint handling processes
- Build an efficient culture through service recovery
- Use complaints data to build better processes, products and services

TARGET AUDIENCE

This course is designed to target tellers and personnel involved in front office and customers account services, and staff handling negotiable instruments processing - particularly those working in clearing and related departments.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)
- 2 HOURS OF SELF-STUDY



START DATE(s)

27 - 28 FEB 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



CORPORATE
/RETAIL BANKING



SUPPORTED BY TAMKEEN

CARDS FRAUD RISK

COURSE CODE 1018

Credit cards are considered one of the most sensitive products that banks offer and have the potential to be the most profitable, if managed properly.

The bankcards business is very comprehensive and has several areas that require awareness and updates. This course is designed to provide participants with the necessary knowledge required in the areas of risk and fraud, operations, credit, marketing, customer services, system, product development, collection and recoveries.

LEARNING OUTCOMES

- Identify various fraud cases related to cards issuing and acquiring
- Recognise the tools to minimise the risk of card fraud
- Understand the future of card fraud in the region

TARGET AUDIENCE

Heads of card fraud and risk, customer service officers, operations officers or heads, and heads of card centres.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 1 DAY
(5 hours per day)



START DATE(s)

24 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 25

BHD 100



**CORPORATE
/RETAIL BANKING**



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TOTAL QUALITY MANAGEMENT IN BANKS

COURSE CODE 1022

The main purpose of this course is to provide an integrated view of quality management, quality systems, improvement techniques, how they are linked and how they can be integrated within an organisation. Participants will learn how to use internationally-recognised quality measures, develop, track and monitor service KPIs, apply and benchmark against international standards, use business process improvement techniques to simplify processes, and eliminate customer complaints.

This course translates the demand of the banking industry to deliver a superior customer-focused culture, where the resources of the bank and its employees are constantly striving to attract, satisfy and retain customers.

LEARNING OUTCOMES

- Implement a structured mechanism to obtain Voice of Customer
- Understand the concept of Customer Advocacy and ways to measure customer advocacy scores
- Enable service recovery
- Plan and prioritise continuous action plans in tandem with business strategic initiatives
- Obtain a basic knowledge of business process re-engineering and the tools
- Develop key service performance indicators to define what success should look like
- Embed a robust process to measure, track and report progress
- Embed service mind-set and service behaviour by engaging all levels of staff

TARGET AUDIENCE

The course is targeted at junior to mid-management employees of the financial sector.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.

 **DURATION**
• 2 DAYS
(5 hours per day)

 **START DATE(s)**
20 - 21 OCT 2019

 **FEES**
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50
BHD 200



**CORPORATE
/RETAIL BANKING**



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RELATIONSHIP MANAGERS (RM) SKILLS & TECHNIQUES

COURSE CODE 1057

In the current given competitive market, banks depend more than ever on Relationship Managers (RMs) to generate new business from corporate loans. It is crucial for these managers to attain the necessary skill sets to be able to do their job more efficiently. This course will teach participants the benefits of successful negotiation, how to pitch a new credit proposal to a client, how to create win-win client banker solutions, how to create sustainable agreements, and ways to respond to challenges faced by Relationship Managers.

LEARNING OUTCOMES

- Analyse client's account and identify opportunities for developing business relationships
- Translate relationship management into revenue opportunities
- Identify and adapt pitching techniques to meet client needs
- Learn the ways to approach a new client for new facilities
- Tailor the pitch to the client rather than dump standardised products on them
- Enhance their communication and working styles to influence others

TARGET AUDIENCE

Relationship managers, credit analysts, risk credit analysts, credit review officers, and the loan sales team.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

28 - 29 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



CORPORATE
/RETAIL BANKING



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CONTRACTOR FINANCE

COURSE CODE 1058

This course provides delegates with a perspective on both the financial and management sides of contractor financing. This is introduced through the demonstration on how to apply these techniques to live cases. The programme also helps participants to acquire and apply their new skill through several exercises and case studies.

LEARNING OUTCOMES

- Evaluate contractors
- Understand the risks involved in lending to contractors
- Understand why contractors fail
- Learn how to structure a financing and credit package for contractors
- Identify and evaluate risks involved with financing projects
- Understand the different phases of a project, from concept to final completion and commissioning
- Define a policy to categorise a contractor applying for financing
- Help focus more on valuable credit issues and develop their credit skills and techniques

TARGET AUDIENCE

Corporate/commercial bankers, credit officers, and business banking relationship managers.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

01 - 03 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



CORPORATE
/RETAIL BANKING



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WRITING EFFECTIVE CREDIT PROPOSALS

COURSE CODE 1059

This course prepares the participants to fully write and present a credit proposal of an existing company to a senior panel. Participants will be divided into small groups where work and presentation is a collective effort and each member of the group will take part in presenting a part in the presentation to the panel such as the rationale behind their analysis and decisions.

LEARNING OUTCOMES

- Write and present a full credit proposal to a panel of their seniors

TARGET AUDIENCE

Credit analysts, corporate banking personnel, financial controllers, and loan auditors.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF SELF-STUDY



START DATE(s)

26 - 28 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



CORPORATE
/RETAIL BANKING



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CARDS 1.01

COURSE CODE 1084

This course looks at the fundamentals of payments – how they work, the risks they carry and what drives their income and costs. The workshop will give participants a broad understanding of the nature of payments. They will look at cash and cards, push and pull payments and the growth of opportunities with new technologies. And most importantly consider the risks involved and the rewards available.

LEARNING OUTCOMES

- Explore the nature of payments including contrasting the attributes of different payment methods
- Consider risk in payments, the guarantee of funds, fraud / credit / settlement and operational risks
- Understand the importance of payments for bank revenues
- Review the role of cash and the need for banks to provide effective payment alternatives
- Put card payments (present and future) into the context of the payments market generally
- Introduce the fundamentals of the card business including the four party model and evolution of different product types
- Understand the role and evolution of technology both driving demand for payments and delivering solutions
- Develop an holistic payment strategy

TARGET AUDIENCE

Card professionals, staff working in Card Centers and payment sector professionals

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

24 - 25 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



**CORPORATE
/RETAIL BANKING**

ACQUIRING 1.01

COURSE CODE 1085

This course looks at the fundamentals of acquiring – how they work, the risks they carry and what drives their income and costs. The course cover topics such as key considerations for merchant setup, profitability and fraud prevention. It also addresses marketing, chargeback processing, and emerging payment technologies. Participants will work through various case studies and group activities in this workshop.

LEARNING OUTCOMES

- Explore the nature of acquiring landscape
- Consider risk in payments, the guarantee of funds, fraud / credit / settlement and operational risks
- Understand the importance of acquiring for bank revenues
- Understand the role and evolution of technology both driving demand for payments and delivering solutions
- Develop an holistic acquiring strategy

TARGET AUDIENCE

Card professionals, staff working in Card Centers and payment sector professionals

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



**CORPORATE
/RETAIL BANKING**

 **DURATION**
• 1 DAYS
(5 hours per day)

 **START DATE(s)**
17 OCT 2019

 **FEES**
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 25
BHD 100

INSURANCE

The Centre for Insurance at the BIBF has supplied the regional insurance industry with skilled, qualified human capital for over thirty years.

The Centre for Insurance focuses on implementing international educational standards, offering a balance between localised applied theory and global best practices, along with internationally recognised professional qualifications in partnership with the world's leading educational institutions.

BIBF provides a diversified set of training programmes, in English and Arabic including property, engineering, transportation and liability insurance, in addition to advanced technical courses such as underwriting, claims and risk management.

The BIBF's insurance courses are accredited by the Chartered Insurance Institute (CII). BIBF also has a strategic partnership with U.S.-based Life Management Association (LOMA), The Institutes (USA), and is a member of the Institute of the Global Insurance Education (IGIE).

The dates and fees mentioned in this section are subject to change at the Institute's discretion. Please visit www.bibf.com for the latest updates.



OPEN ENROLMENT

CATEGORY	COURSE TITLE	CODE
Intermediate Insurance Diploma (English & Arabic)	Introduction to Insurance and Insurance Documentation	401
	Motor Insurance	412
	Commercial Property and Business Interruption Insurances	423
	Personal Insurances	409
	Medical Insurance	470
Advanced Insurance Diploma (English & Arabic)	Liability Insurance	413
	Engineering Insurance (CAR/EAR)	422
	Cargo and Goods in Transit Insurance	424
	Reinsurance	433
	Life Assurance	440
Insurance Management Diploma (English & Arabic)	Risk Management	462
	Insurance Marketing	465
	Advanced Underwriting	483
	Advanced Claims	484
	Insurance Corporate Management	485
Specialised Courses	Reserving for Non-Actuaries	434
	Principles of Insurance Broking	435
	Insurance Fraud	436
	Underwriting fundamentals	494
	Insurance for Bankers	499
	Life Insurance Underwriting	408
	Claims Workshop	411
	Insurance for HR Professionals	415
	Induction to Insurance	493

INTRODUCTION TO INSURANCE & INSURANCE DOCUMENTATION

COURSE CODE 401E / 401A

This course is part of the BIBF Intermediate Insurance Diploma (BIID) and provides knowledge and understanding of the basic principles of insurance, including the main legal principles related to insurance contracts.

LEARNING OUTCOMES

- Define and classify the main features of risk
- Discuss the process of risk management and analyse situations in which insurance can be a risk management mechanism
- Describe the fundamental legal principles governing insurance contracts
- Apply appropriate principles to relevant classes of insurance business
- Identify the main classes of insurance business and the cover provided under each
- Describe basic local market principles and practice, including procedures for underwriting and general claims.
- Describe the regulatory framework of the local insurance market

TARGET AUDIENCE

Insurance employees in the early stages of their career, non-insurance employees who wish to acquire basic insurance knowledge, and those who want to join the insurance industry.

PREREQUISITES

Evidence of English proficiency (for the English Course).

ASSESSMENT TYPE

This course is examinable (date to be confirmed).



DURATION

- 5 DAYS
(5 hours per day)
- 75 HOURS OF SELF-STUDY



START DATE(s)

ENGLISH
06 - 10 JAN 2019
07 - 11 APR 2019
28 JUL - 01 AUG 2019
15 - 19 SEP 2019

ARABIC

06 - 10 JAN 2019
07 - 11 APR 2019
28 JUL - 01 AUG 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 150

BHD 600



INTERMEDIATE
INSURANCE
DIPLOMA (BIID)

This course is worth 15 credits at certificate level equivalent to the CII's W01 Award in General Insurance unit. For further details, please refer to the Appendix at the end of this section.



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MOTOR INSURANCE

COURSE CODE 412E / 412A

This course is part of the BIBF Intermediate Insurance Diploma (BIID) and provides candidates with an in-depth understanding of the different types of motor risk and the compulsory insurance requirements.

LEARNING OUTCOMES

- Describe the nature and main factors impacting motor insurance
- Discuss the scope of cover for motor cars, commercial vehicles and other motor risks
- Examine risk perception and the process of evaluation and underwriting motor insurance
- Describe the practice of motor insurance, including documentation and processing
- Evaluate the claims considerations and procedures of motor insurance
- Analyse the interrelation between underwriting and claim departments

TARGET AUDIENCE

Insurance employees, brokers, agents, loss adjusters, and employees who manage insurance in non-insurance companies.

PREREQUISITES

BIBF: Introduction to Insurance and Insurance Documentation (401)
Other: Evidence of English proficiency (for the English Course).

ASSESSMENT TYPE

This course is examinable (date to be confirmed).



DURATION

- 5 DAYS
(5 hours per day)
- 75 HOURS OF SELF-STUDY



START DATE(s)

ENGLISH
17 - 21 FEB 2019
07 - 11 JUL 2019
24 - 28 NOV 2019
ARABIC
17 - 21 FEB 2019
24 - 28 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 150
BHD 600



INTERMEDIATE INSURANCE DIPLOMA (BIID)

This course is worth 25 credits at diploma level equivalent to the CII's P94 Motor Insurance unit. For further details, please refer to the Appendix at the end of this section.



SUPPORTED BY TAMKEEN

COMMERCIAL PROPERTY & BUSINESS INTERRUPTION INSURANCES

COURSE CODE 423E / 423A

This course is part of the BIBF Intermediate Insurance Diploma (BIID) and is a revamped version of the fire insurance unit. The course covers the essential areas of commercial property and business interruption including technical explanation of its major perils, policies coverage, underwriting, rating and claims handling.

LEARNING OUTCOMES

- Identify the risk and control of fire, theft and other contingencies to property and business interruption insurance
- Discuss the cover provided and the main terms and conditions related to property insurance
- Apply appropriate terms to property claims
- Discuss the cover provided and the main terms and conditions related to business interruption insurance
- Apply appropriate terms to business interruption claims

TARGET AUDIENCE

Insurance employees, brokers, agents, loss adjusters, and employees who manage insurance in non-insurance companies.

PREREQUISITES

BIBF: Introduction to Insurance and Insurance Documentation (401)

Other: Evidence of English proficiency (for the English Course).

ASSESSMENT TYPE

This course is examinable (date to be confirmed).



DURATION

- 6 DAYS
(7 hours per day)
- 75 HOURS OF
SELF-STUDY



START DATE(s)

ENGLISH
27 JAN - 03 FEB 2019
21 - 28 APR 2019
20 - 27 OCT 2019

ARABIC
21 - 28 APR 2019
20 - 27 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 150

BHD 600



INTERMEDIATE INSURANCE DIPLOMA (BIID)

This course is worth 25 credits at diploma level equivalent to the CII's P93 Commercial Property and Business Interruption unit. For further details, please refer to the Appendix at the end of this section.



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PERSONAL INSURANCES

COURSE CODE 409E / 409A

This course is part of the BIBF Intermediate Insurance Diploma (BIID) and covers market practices and the business environment of personal insurances, excluding motor insurance.

LEARNING OUTCOMES

- Describe the general market practices of personal insurances
- Apply the policy cover, underwriting and rating considerations of household insurances
- Apply the policy coverage, underwriting and rating considerations of other personal insurance products
- Outline the claims notification, investigation and settlement procedures for personal insurances, including relevant case law
- State the main aspects of the business environment of personal insurances

TARGET AUDIENCE

Insurance employees, brokers, agents, loss adjusters, and employees who manage insurance in non-insurance companies.

PREREQUISITES

BIBF: Introduction to Insurance and Insurance Documentation (401)

Other: Evidence of English proficiency (for the English Course).

ASSESSMENT TYPE

This course is examinable (date to be confirmed).



DURATION

- 5 DAYS
(5 hours per day)
- 75 HOURS OF
SELF-STUDY



START DATE(s)

ENGLISH
24 - 28 MAR 2019
22 - 26 SEP 2019
22 - 26 DEC 2019
ARABIC
24 - 28 MAR 2019
22 - 26 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 150
BHD 600



INTERMEDIATE
INSURANCE
DIPLOMA (BIID)



SUPPORTED BY TAMKEEN

MEDICAL INSURANCE

COURSE CODE 470E / 470A

This course is part of the BIBF Intermediate Insurance Diploma (BIID) and provides candidates with basic working knowledge of the medical insurance market, its main products, underwriting and claim procedures.

LEARNING OUTCOMES

- Apply the fundamental insurance legal principles to medical insurance
- Describe the structure and the key characteristics of the healthcare delivery system in the region
- Classify the main players in the healthcare delivery system
- Differentiate between the main features of health care products
- Apply risk assessment, rating and underwriting considerations to medical risks
- Differentiate between group and individual medical insurance in term of underwriting and pricing
- Evaluate the claims considerations and procedures of medical insurance

TARGET AUDIENCE

Insurance employees, brokers, agents, loss adjusters, and employees who manage insurance in non-insurance companies.

PREREQUISITES

BIBF: Introduction to Insurance and Insurance Documentation (401)

Other: Evidence of English proficiency (for the English Course).

ASSESSMENT TYPE

This course is examinable (date to be confirmed).



DURATION

- 5 DAYS
(5 hours per day)
- 50 HOURS OF
SELF-STUDY



START DATE(s)

ENGLISH
10 - 14 MAR 2019
30 JUN - 04 JUL 2019
29 SEP - 03 OCT 2019

ARABIC
30 JUN - 04 JUL 2019
29 SEP - 03 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 150

BHD 600



INTERMEDIATE
INSURANCE
DIPLOMA (BIID)



SUPPORTED BY TAMKEEN

LIABILITY INSURANCE

COURSE CODE 413E / 413A

This course is part of the BIBF Advanced Insurance Diploma (BAID) and covers different classes of liability insurance including employers' liability, public and product liability, Directors' and officers' liability and professional indemnity insurance.

LEARNING OUTCOMES

- Describe the identification, evaluation and management of liability risk
- Discuss the main considerations of liability underwriting
- Apply the cover of employer's liability insurance & its practices to relevant underwriting & claims considerations
- Examine the cover of public and product liability insurance and its practices to relevant underwriting and claims considerations
- Apply the cover of directors' and officers' liability insurance and its practices to relevant underwriting and claims considerations
- Apply the cover of professional indemnity insurance and its practices to relevant underwriting and claims considerations

TARGET AUDIENCE

Insurance employees, brokers, agents, loss adjusters, and employees who manage insurance in non-insurance companies.

PREREQUISITES

BIBF: Introduction to Insurance and Insurance Documentation (401)
Other: Evidence of English proficiency (for the English Course).

ASSESSMENT TYPE

This course is examinable (date to be confirmed).



DURATION

- 5 DAYS
(5 hours per day)
- 75 HOURS OF SELF-STUDY



START DATE(s)

ENGLISH
23 - 27 JUN 2019
08 - 12 DEC 2019
ARABIC
23 - 27 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 150
BHD 600



ADVANCED
INSURANCE
DIPLOMA (BAID)

This course is worth 25 credits at diploma level equivalent to the CII's P96 Liability Insurance unit. For further details, please refer to the Appendix at the end of this section.



SUPPORTED BY TAMKEEN



**ADVANCED
INSURANCE
DIPLOMA (BAID)**

ENGINEERING INSURANCE (CAR/EAR)

COURSE CODE 422E / 422A

This course is part of the BIBF Advanced Insurance Diploma (BAID) and covers the market practice, risk assessment, claims consideration of main types of engineering insurance policies.

LEARNING OUTCOMES

- Describe the need and development of construction insurance
- Explain the basis of cover and associated clauses together with main exceptions and conditions of construction/ erection policies
- Explain the basis of cover and associated clauses for plant and equipment, deterioration of stock, low voltage electronic equipment policies and demonstrate its main exceptions and conditions
- Discuss the need for latent defects policy, its scope of cover and its main clauses
- Apply risk assessment and underwriting considerations for engineering risks
- Examine the various consequential loss exposures of engineering insurance

TARGET AUDIENCE

Insurance employees, brokers, agents, loss adjusters, and employees who manage insurance in non-insurance companies.

PREREQUISITES

BIBF: Introduction to Insurance and Insurance Documentation (401)

Other: Evidence of English proficiency (for the English Course).

ASSESSMENT TYPE

This course is examinable (date to be confirmed).



DURATION

- 5 DAYS
(5 hours per day)
- 75 HOURS OF
SELF-STUDY



START DATE(s)

ENGLISH
10 - 14 FEB 2019
14 - 18 JUL 2019
ARABIC
14 - 18 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 150

BHD 600



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Tamkeen

SUPPORTED BY TAMKEEN



ADVANCED INSURANCE DIPLOMA (BAID)

CARGO & GOODS IN TRANSIT INSURANCES

COURSE CODE 424E / 424A

This course is part of the BIBF Advanced Insurance Diploma (BAID) and covers the business and legal environment of transit risks, the underwriting and claims procedures of cargo and goods in transit insurances.

LEARNING OUTCOMES

- Discuss the business and legal environment of cargo and goods in transit risks
- Apply the scope of cover and market practices of cargo insurance to different types of risks
- Apply the scope of cover and market practices of haulage contractor's liability to different types of risks
- Examine the perception, evaluation and underwriting of cargo and goods in transit insurance
- Apply claims considerations and procedures of cargo and goods in transit insurance

TARGET AUDIENCE

Insurance employees, brokers, agents, loss adjusters, and employees who manage insurance in non-insurance companies.

PREREQUISITES

Evidence of English proficiency (for the English Course).

ASSESSMENT TYPE

This course is examinable (date to be confirmed).

This course is worth 25 credits at diploma level equivalent to the CII's P90 Cargo and Goods in Transit Insurances unit. For further details, please refer to the Appendix at the end of this section.



DURATION

- 5 DAYS
(5 hours per day)
- 75 HOURS OF
SELF-STUDY



START DATE(s)

ENGLISH
07 - 11 APR 2019
17 - 21 NOV 2019

ARABIC
17 - 21 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 150

BHD 600



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SUPPORTED BY TAMKEEN

REINSURANCE

COURSE CODE 433E / 433A

This course is part of the BIBF Advanced Insurance Diploma (BAID) and equips candidates with a strong knowledge of reinsurance, its role and main operations.

LEARNING OUTCOMES

- Describe the purpose of and the parties to reinsurance
- Discuss the fundamental issues of reinsurance including the main methods of reinsurance, common reinsurance clauses, premium income and its adjustment, retrocession and alternative risk transfer mechanisms
- Apply the features and operations of facultative reinsurance
- Apply the features and operations of proportional and non-proportional reinsurance treaties
- Discuss the design of reinsurance programmes, main market practices and legal issues related to reinsurance contracts
- Classify the accounting methods used for different types of reinsurance

TARGET AUDIENCE

Insurance employees, brokers, agents, loss adjusters, and employees who manage insurance in non-insurance companies.

PREREQUISITES

BIBF: Introduction to Insurance and Insurance Documentation (401)

Other: Evidence of English proficiency (for the English Course).

ASSESSMENT TYPE

This course is examinable (date to be confirmed).



DURATION

- 6 DAYS
(7 hours per day)
- 100 HOURS OF SELF-STUDY



START DATE(s)

ENGLISH
03 - 10 MAR 2019
06 - 13 OCT 2019
ARABIC
03 - 10 MAR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 150

BHD 600



ADVANCED
INSURANCE
DIPLOMA (BAID)

This course is worth 30 credits at diploma level equivalent to the CII's P97 Reinsurance unit. For further details, please refer to the Appendix at the end of this section.



SUPPORTED BY TAMKEEN



**ADVANCED
INSURANCE
DIPLOMA (BAID)**

LIFE ASSURANCE

COURSE CODE 440E / 440A

This course is part of the BIBF Advanced Insurance Diploma (BAID) and provides candidates with a strong understanding of the main categories of life assurance and its role in financial planning of individuals, and the legal and regulatory influences on the conduct of this type of business.

LEARNING OUTCOMES

- Discuss the development of the life insurance market including early life policies, development of mortality tables, nature of purchased life annuities, and the structure of the life market at the present time
- Examine the structure and endorsements of life contracts
- Classify the different types of life policies in term of its scope of cover, renewal options and surrender values
- Apply appropriate risk perception, evaluation, underwriting and pricing to different classes of life insurance
- Apply claims considerations and procedures to different classes of life insurance
- Describe the need and the role of reinsurance in life insurance and examine the influence of reinsurance contracts terms on the underwriting and acceptance of original life risks by the insurance company

TARGET AUDIENCE

Insurance employees, brokers, agents, managers of employees benefits in HR department in different organisations and employees who manage insurance in non-insurance companies.

PREREQUISITES

BIBF: Introduction to Insurance and Insurance Documentation (401)
Other: Evidence of English proficiency (for the English Course).

ASSESSMENT TYPE

This course is examinable (date to be confirmed).



DURATION

- 5 DAYS
(5 hours per day)
- 100 HOURS OF SELF-STUDY



START DATE(s)

ENGLISH
20 - 24 JAN 2019
13 - 17 OCT 2019

ARABIC
13 - 17 OCT 2019



FEES

MEMBER ORGANISATIONS GCC NATIONALS OTHER NATIONALITIES	COVERED BY LEVY BHD 150
NON MEMBER ORGANISATIONS ALL NATIONALITIES	BHD 600



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SUPPORTED BY TAMKEEN

RISK MANAGEMENT

COURSE CODE 462E / 462A

This course is part of the BIBF Insurance Management Diploma (BIMD) and introduces a comprehensive framework of operational risk management process focusing on the main categories of risks faced by organisations in general.

LEARNING OUTCOMES

- Explain the core theories and differing concepts of risk along with the terminology used to explain risk.
- Explain the evolution of risk management, the relationship between its derived specializations and its benefits.
- Apply the risk management process, standards, tools and techniques on various defined and undefined scenarios.
- Identify, interpret & evaluate different categories of risk and outline relevant solutions in various complex scenarios.
- Describe the current trends and major current issues in risk management and the resulting derived specializations.
- Evaluate the role of insurance for an organization and suggest relevant solutions.
- Describe the relevant major loss events to an organization's board and senior management and provide appropriate recommendations to their current risk management framework.

TARGET AUDIENCE

Insurance employees, brokers, agents, loss adjusters, risk managers of different types of organisations and employees who manage insurance in non-insurance companies.

PREREQUISITES

A minimum five years' of experience within a relevant industry & evidence of English proficiency (for the English Course).

ASSESSMENT TYPE

This course is examinable (date to be confirmed).



DURATION

- 5 DAYS
(5 hours per day)
- 100 HOURS OF SELF-STUDY



START DATE(s)

ENGLISH
03 - 07 NOV 2019
ARABIC
03 - 07 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 150
BHD 600



INSURANCE
MANAGEMENT
DIPLOMA (BIMD)

This course is worth 25 credits at diploma level equivalent to the CII's P67 Fundamentals of Risk Management unit. For further details, please refer to the Appendix at the end of this section.



SUPPORTED BY TAMKEEN

INSURANCE MARKETING

COURSE CODE 465E / 465A

This course is part of the BIBF Insurance Management Diploma (BIMD) and provides candidates with an understanding of the role of the marketing function and its unique application to insurance.

LEARNING OUTCOMES

- Explain the principles of marketing and the defining features of the planning sequence for the marketing of insurance products and services.
- Identify through research the internal and external factors that affect the business and analyse their impact on marketing practices.
- Combine information on products and services from a variety of sources and evaluate their pricing and positioning in the Insurance market.
- Evaluate insurance distribution channels and customer experience in variable scenarios and suggest relevant solutions for any issues that arise.
- Explain the importance of branding in terms of its properties and techniques and the integrated theory of brand management.
- Apply marketing core theories and concepts to marketing products, services and brand problems

TARGET AUDIENCE

Insurance employees, brokers, and agents

PREREQUISITES

A minimum five years' of experience within a relevant industry & evidence of English proficiency (for the English Course).

ASSESSMENT TYPE

This course is examinable (date to be confirmed).



DURATION

- 5 DAYS
(5 hours per day)
- 100 HOURS OF SELF-STUDY



START DATE(s)

ENGLISH
01 - 05 DEC 2019
ARABIC
01 - 05 DEC 2019



FEES

MEMBER ORGANISATIONS GCC NATIONALS OTHER NATIONALITIES	COVERED BY LEVY BHD 150
NON MEMBER ORGANISATIONS ALL NATIONALITIES	BHD 600



INSURANCE
MANAGEMENT
DIPLOMA (BIMD)



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Tamkeen

SUPPORTED BY TAMKEEN



INSURANCE MANAGEMENT DIPLOMA (BIMD)

ADVANCED UNDERWRITING

COURSE CODE 483E / 483A

This course is part of the BIBF Insurance Management Diploma (BIMD) and provides candidates with high-level knowledge and the competencies required for effective management of the underwriting function in an insurance organisation.

LEARNING OUTCOMES

- Evaluate the impact of legislation and solvency requirements on the underwriting function and identify the implications and issues that arise when underwriting business internationally.
- Explain the research methods required for establishing an effective underwriting policy and discuss the underwriting concepts and principles that should be considered when establishing policy terms and conditions.
- Apply and relate main underwriting theories and practices to a company's portfolio problems.
- Analyse and interpret the impact of portfolio management concepts as relevant solutions to complex situations.
- Examine various defined & undefined scenarios of a company in terms of its corporate, reinsurance & underwriting strategies.
- Explain various pricing techniques & the underwriting cycle's properties and features in relation to those techniques.
- Interpret data and provide recommendations on the available techniques and specialist applications for the management of exposures in a portfolio.
- Prepare and present a discussion on the importance of monitoring underwriting results and explain the selection and use of monitoring controls

TARGET AUDIENCE

Insurance employees and brokers.

PREREQUISITES

A minimum five years' of experience within a relevant industry & evidence of English proficiency (for the English Course).

ASSESSMENT TYPE

This course is examinable (date to be confirmed).



DURATION

- 5 DAYS
(5 hours per day)
- 100 HOURS OF
SELF-STUDY



START DATE(s)

ENGLISH
14 - 18 APR 2019
ARABIC
14 - 18 APR 2019



FEES

MEMBER ORGANISATIONS GCC NATIONALS OTHER NATIONALITIES	COVERED BY LEVY BHD 150
NON MEMBER ORGANISATIONS ALL NATIONALITIES	BHD 600



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ADVANCED CLAIMS

COURSE CODE 484E / 484A

This course is part of the BIBF Insurance Management Diploma (BIMD) and provides candidates with high-level knowledge and the competencies required for effective management of the claim function in an insurance organisation.

LEARNING OUTCOMES

- Explain the design of a claims management strategy and philosophy and the features and structure of the claims function where it integrates various roles, responsibilities and specialties.
- Evaluate customer's experience and identify ways to retain and manage customers in complex situations.
- Interpret claims practices data from various unpredictable scenarios and suggest improvements where required to achieve desired targets.
- Explain claims reserving and estimating philosophies and techniques.
- Apply claims principles and reinsurance claims procedures to international claims.
- Combine internal and external costs information and analyse the issues in controlling claims expenditure

TARGET AUDIENCE

Insurance employees, brokers, and loss adjusters.

PREREQUISITES

A minimum five years' of experience within a relevant industry & evidence of English proficiency (for the English Course).

ASSESSMENT TYPE

This course is examinable (date to be confirmed).



DURATION

- 5 DAYS
(5 hours per day)
- 100 HOURS OF SELF-STUDY



START DATE(s)

ENGLISH
21 - 25 JUL 2019
ARABIC
21 - 25 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 150
BHD 600



INSURANCE
MANAGEMENT
DIPLOMA (BIMD)

This course is worth 20 credits at diploma level equivalent to the CII's P85 Claims Practice unit. For further details, please refer to the Appendix at the end of this section.



SUPPORTED BY TAMKEEN

INSURANCE CORPORATE MANAGEMENT

COURSE CODE 485E / 485A

This course is part of the BIBF Insurance Management Diploma (BIMD) and equips candidates with a holistic understanding of the management of the different functions and aspects of insurance companies.

LEARNING OUTCOMES

- Explain principles of organization and planning, their features and specialist theories.
- Apply principles of organization and planning to relevant workplace scenarios and investigate problems.
- Evaluate and analyse organizational structures including the outsourcing function and define their advantages within workplace scenarios and suggest relevant solutions for implementation challenges.
- Examine various defined and undefined scenarios of corporate risk management.
- Explain principles of financial reporting and the major financial issues when managing insurance organizations including the implications of International Financial Reporting Standards (IFRS).
- Apply principles of the budgeting process, performance monitoring and corporate finance concepts to relevant workplace scenarios and investigate problems.
- Evaluate and analyse corporate finance and investment management concepts & interpret financial accounts of an insurance organization.
- Explain the process of credit rating and international harmonization of regulations and their impact on insurance organizations.
- Evaluate and examine the impact of CBB's Capital requirements and regulatory framework on the management of insurance organizations.
- Make recommendations to an organization's board and senior management to mitigate threats and exploit opportunities faced in managing insurance organizations.

TARGET AUDIENCE

Insurance employees, brokers, and employees who manage insurance in non-insurance companies.

PREREQUISITES

A minimum five years' of experience within a relevant industry AND evidence of English proficiency (for the English Course).

ASSESSMENT TYPE

This course is examinable (date to be confirmed).



DURATION

- 5 DAYS
(5 hours per day)
- 100 HOURS OF SELF-STUDY



START DATE(s)

ENGLISH
17 - 21 MAR 2019
ARABIC
17 - 21 MAR 2019



FEES

MEMBER ORGANISATIONS GCC NATIONALS OTHER NATIONALITIES	COVERED BY LEVY BHD 150
NON MEMBER ORGANISATIONS ALL NATIONALITIES	BHD 600



INSURANCE
MANAGEMENT
DIPLOMA (BIMD)

This course is worth 25 credits at diploma level equivalent to the CII's P92 Insurance Business and Finance unit. For further details, please refer to the Appendix at the end of this section.



SUPPORTED BY TAMKEEN



**SPECIALISED
COURSES**

RESERVING FOR NON-ACTUARIES

COURSE CODE 434

Actuarial reserves are required by regulators to ensure that insurance companies have sufficient assets to pay future claims. This course is designed to introduce non-actuarial insurance professionals to the concepts and methods of claims reserving.

LEARNING OUTCOMES

- State the purpose and the importance of actuarial reserves
- Identify the actuarial procedures and checks for data preparation
- Describe the basic loss reserving models
- Describe the importance of setting accurate claims reserves
- Discuss the impact of reserves on pricing adequacy and profitability
- Identify the basic regulatory requirements of the Central Bank of Bahrain in relation to technical provisions

TARGET AUDIENCE

Insurance professionals involved and influenced by claims reserves.

PREREQUISITES

Basic mathematical and Microsoft Excel skills.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

ENGLISH
06 - 08 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



**SPECIALISED
COURSES**

PRINCIPLES OF INSURANCE BROKING

COURSE CODE 435

Insurance brokers are major players in the insurance market and their activities directly impact the growth and the maturity of the insurance industry. This course is designed to introduce the candidates to the role, services and legal and regulatory framework of insurance brokers.

LEARNING OUTCOMES

- Discuss the insurance broking market
- Describe the role and the responsibilities of the insurance broker in the provision of insurance products & services
- Differentiate between brokers and agents operating in the insurance market
- Apply the law of contract and agency in relation to insurance brokers and their clients
- Identify the regulatory issues affecting insurance brokers
- Identify the main financial issues related to the work of brokers

TARGET AUDIENCE

Insurance brokers, agents, insurers and employees who manage insurance in non-insurance companies.

PREREQUISITES

Evidence of English Proficiency.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

ENGLISH
29 - 30 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



**SPECIALISED
COURSES**

INSURANCE FRAUD

COURSE CODE 436

Fraud has been typically considered as the unavoidable reality of the insurance industry. However, emerging factors have prompted a new mindset in the market calling for actively mitigating fraud. This course is designed to provide candidates with a proper understanding of fraud, its different types, indicators and the array of tools available to counter fraud in different lines of business.

LEARNING OUTCOMES

- Identify the different types of insurance fraud
- Discuss the main indicators of fraud potential
- Discuss different forms of fraud in different lines of insurance business
- Apply various strategies of fraud management

TARGET AUDIENCE

Employees of insurance companies, brokers, agents, employees who manage insurance in non-insurance companies.

PREREQUISITES

Evidence of English Proficiency.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

ENGLISH
24 - 25 FEB 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



**SPECIALISED
COURSES**

UNDERWRITING FUNDAMENTALS

COURSE CODE 494

Effective underwriting is one of the key factors contributing to the successful operation of an insurance company. This course introduces a generic framework for the underwriting process and introduces the main activities associated with it. The course provides applied guide to underwriting in major non-life classes of business such as motor, fire, liability, etc.

LEARNING OUTCOMES

- Identify material facts relating to the insurance underwriting process
- Discuss the main underwriting principles
- Define the underwriting procedures relating to the insurance underwriting process
- Describe insurance policies in relation to the insurance underwriting process
- Describe personal insurances and commercial insurances in relation to the insurance underwriting process
- Apply the relevant principles and practices of pricing and discuss the main pricing factors

TARGET AUDIENCE

Junior underwriting staff and non-underwriting professionals aiming to achieve a generic understanding of the underwriting function.

PREREQUISITES

Evidence of English Proficiency.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 5 DAYS
(5 hours per day)



START DATE(s)

ENGLISH
13 - 17 JAN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 150

BHD 600



**SPECIALISED
COURSES**

INSURANCE FOR BANKERS

COURSE CODE 499

This course aims to help banking, credit and documentary credit professionals in acquiring the necessary insurance knowledge in order to protect the bank's interest. The course aims to enable participants to use insurance as a means to support their day-to-day banking operations.

LEARNING OUTCOMES

- Understand the need and benefits of insurance for banks
- Analyse the need for insurance in commercial banks
- Use insurance products to protect the interest of the bank

TARGET AUDIENCE

Credit analysts, Letter of Credit Specialists, Operations Officer, Agents in Commercial Banks.

PREREQUISITES

Evidence of English Proficiency.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

ENGLISH
26 - 28 MAR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



**SPECIALISED
COURSES**

LIFE INSURANCE UNDERWRITING

COURSE CODE 408

Underwriting humans requires considering and weighing multiple aspects of a customer's application and arriving at a decision that will affect claims for years ahead. Therefore, Life underwriters have only one chance to underwriting an application, a decision that requires careful assessment and skill. This course is designed to provide a practical and strong foundation to Individual and Group life underwriting for life insurance practitioners.

LEARNING OUTCOMES

- Identify medical, financial and lifestyle information necessary to underwriting an application
- Describe the documentation required to capture life underwriting information
- Differentiate between Individual and Group Life Underwriting
- Assess a life insurance application and justify an underwriting decision

TARGET AUDIENCE

Junior life underwriters, Life sales and business development staff, Insurance employees and those who want to join the life insurance industry.

PREREQUISITES

Evidence of English proficiency (for the English Course).

ASSESSMENT TYPE

This course is assessed.



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

ENGLISH
17 - 19 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300

CLAIMS WORKSHOP

COURSE CODE 411

This course aims to help claims professionals in managing the claims function of an insurance company. This course enables the participant to develop claims philosophy, guidelines as well as aid the candidate in claims negotiation, reserving, handling fraudulent claims and other important and beneficial functions.

LEARNING OUTCOMES

- Describe the role of the claims function in insurance operations and its profitability
- Understand and action quality management in claims processes
- Negotiate claims files and cases
- Identify the red flags for fraudulent claims in different lines of business and areas of overspending
- Calculate the different claims reserves including outstanding reserves and "IBNR"
- Describe the role of reinsurance in managing catastrophic claims

TARGET AUDIENCE

Insurance claims professionals, non-claim staff interested in understanding the claim functions and employees who manage insurance claims in non-insurance companies.

PREREQUISITES

Evidence of English Proficiency.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 5 DAYS
(5 hours per day)



START DATE(s)

ENGLISH
16 - 20 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 150

BHD 600



SPECIALISED
COURSES



**SPECIALISED
COURSES**

INSURANCE FOR HR PROFESSIONALS

COURSE CODE 415

Insurance protection can be used as an employee retention tool whereby it ensures that an organization provides for its employees with security, benefits and savings throughout their careers. In addition, it safeguard's the organization's interests when an employee suffers a misfortune. This course is designed to provide a foundation on employee benefits and how to structure a policy suited to the organization's employees' needs.

LEARNING OUTCOMES

- Identify employees' insurance needs while working at an organization
- Describe the various employee benefits products available to an organization
- Recommend a product(s) for an organization

TARGET AUDIENCE

Human resources professionals in charge of setting up and maintaining the organisation's insurance protection.

PREREQUISITES

Evidence of English proficiency (for the English Course).

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

ENGLISH
15 - 16 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



**SPECIALISED
COURSES**

INDUCTION TO INSURANCE

COURSE CODE 493

The course will lead the participants to be able to demonstrate a basic understanding of the essential features of insurance principles, market, functions, products and practice.

LEARNING OUTCOMES

- Define and classify risk
- Describe the benefits of insurance
- Differentiate between insurable and uninsurable risks
- Describe the six fundamental legal principles governing insurance contracts.
- Outline the main players in the insurance market.
- Identify the main classes of insurance business
- Describe the regulatory framework of the insurance industry in the Kingdom of Bahrain.

TARGET AUDIENCE

- New recruits to insurance industry
- Individuals who want to gain essential knowledge of insurance
- Marketing and sales employees of insurance industry
- Companies or organizations dealing with the insurance industry

PREREQUISITES

Good commands of English language if the course is to be delivered in English.

ASSESSMENT TYPE

This course is assessed - MCQ.



DURATION

- 3 DAYS
(5 hours per day)
- 6 HOURS OF
SELF-STUDY



START DATE(s)

20 - 22 JAN 2019
12 - 14 MAR 2019
12 - 14 MAY 2019
01 - 03 JUL 2019
06 - 08 OCT 2019
08 - 10 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300

APPENDIX: CII ACCREDITATION

BIID, BAID & BIMD (Classroom Based Programmes)

Programme Title	BIBF Intermediate Insurance Diploma				
Programme Code	BIID				
Course Code	Course Title	CII Credits	CII Unit Code	CII	CII Unit Level
401E & 401A	Intro to Insurance & Insurance Doc	15	W01	Award in General Insurance	Certificate
412E & 412A	Motor Insurance	25	P94	Motor Insurance	Diploma Level
423E & 423A	Commercial Property and Business Interruption Insurances	25	P93	Commercial Property and Business Interruption Insurances	Diploma Level
409E & 409A	Personal Insurances	-	-	-	-
470E & 470A	Medical Insurance	-	-	-	-

Programme Title	BIBF Advanced Insurance Diploma				
Programme Code	BAID				
Course Code	Course Title	CII Credits	CII Unit Code	CII	CII Unit Level
413E & 413A	Liability Insurances	25	P96	Liability Insurances	Diploma Level
422E & 422A	Engineering Insurance (CAR/EAR)	-	-	-	-
424E & 424A	Cargo and Goods in Transit Insurances	25	P90	Cargo and Goods in Transit Insurances	Diploma Level
433E & 433A	Reinsurance	30	P97	Reinsurance	Diploma Level
440E & 440A	Life Assurance	-	-	-	-

Programme Title	BIBF Insurance Management Diploma				
Programme Code	BIMD				
Course Code	Course Title	CII Credits	CII Unit Code	CII	CII Unit Level
462E & 462A	Risk Management	25	P67	Fundamentals of Risk Management	Diploma Level
465E & 465A	Insurance Marketing	-	-	-	-
483E & 483A	Advanced Underwriting	20	P80	Underwriting Practice	Diploma Level
484E & 484A	Advanced Claims	20	P85	Claims Practice	Diploma Level
485E & 485A	Insurance Corporate Management	25	P92	Insurance Business and Finance	Diploma Level

APPENDIX: CII ACCREDITATION

BIBF Professional Insurance Qualifications PIC & PID (Distance Learning Programmes)

Programme Title	Professional Insurance Certificate				
Programme Code	PIC				
Course Code	Course Title	CII Credits	CII Unit Code	CII	CII Unit Level
W02	Award in General Insurance	15	W02	Direct CII Unit	Certificate Level
P05A	Insurance Law	25	P05	Insurance Law	Diploma Level
P92A	Insurance Business & Finance	25	P92	Insurance Business & Finance	Diploma Level
P94A	Motor Insurance	25	P94	Motor Insurance	Diploma Level
595	Principles of Takaful	30	595	Direct CII Unit	Advanced Diploma Level

Programme Title	Professional Insurance Diploma				
Programme Code	PID				
Course Code	Course Title	CII Credits	CII Unit Code	CII	CII Unit Level
AWA	Award in Financial Planning	15	AWA	Direct CII Unit	Certificate Level
P90A	Cargo & Goods in Transit Insurances	25	P90	Cargo & Goods in Transit Insurances	Diploma Level
P93A	Commercial Property & Bus Interruption	25	P93	Commercial Property & Bus Interruption	Diploma Level
P96A	Liability Insurances	25	P96	Liability Insurances	Diploma Level
P97A	Reinsurance	30	P97	Reinsurance	Diploma Level
820	Advanced Claims	20	P85	Claims Practice	Diploma Level
960	Advanced Underwriting	20	P80	Underwriting Practice	Diploma Level
LOMA 280	Principles of Insurance	10	N / A	Non-Specific Credits	Certificate Level
LOMA 290	Insurance Company Operations	15	N / A	Non-Specific Credits	Diploma Level
LOMA 320	Insurance Marketing	-	-	-	-

IMPORTANT NOTES



- At its sole discretion, the CII reserves the right to make, amend and/or withdraw credit awards for prior learning at any time, on due notice as it sees fit and without monetary compensation. Under no circumstances will the CII accept any liability for consequential indirect or special losses or special damages of any kind arising out of or in any way connected with the awarding or withdrawal of credit awards for prior learning, nor the BIBF.
- Although the CII requires a total of 290 credits minimum to qualify (along with other qualification requirements), the maximum credits that can be claimed from the BIBF is 210. For more info, please visit: www.cii.co.uk/gi-qualifications.
- For applying for accreditation, you can refer to: www.cii.co.uk/prior-learning
- Further changes for the qualification rules are announced by the CII to take place in January 2017. These changes are outlined on: www.cii.co.uk/insurance-developments
- The AWA - Award in Financial Planning unit credits will not be valid towards the ACII qualification after 31 December 2016.
- Although the (Miscellaneous Accident Insurance) unit has been replaced with the (Personal Insurances) unit in the BIID programme, the Miscellaneous Accident Insurance unit is still accredited by the CII, weighing 10 credits at a Certificate Level (No-Specific Credits).

ISLAMIC FINANCE

Islamic finance has emerged as a fast-growing, prominent, alternative financial intermediation mechanism on the world financial stage. BIBF's Centre for Islamic Finance works towards fostering the growth of the Islamic banking community in Bahrain and the wider Middle East as well as other traditional commercial banking jurisdiction, and has earned its global footprint - conducting training in more than 17 countries worldwide.

The learning experience provided by the BIBF focuses on operations, products and services, management development, and professional qualifications. We believe that training should provide a dual track and impart knowledge and practical skills to enable and enhance productivity.

We also provide advisory services to clients wishing to enhance their Islamic finance human capital, structure Islamic transactions, or gain access to the Middle East capital markets.

The dates and fees mentioned in this section are subject to change at the Institute's discretion. Please visit www.bibf.com for the latest updates.



LEVEL 1: ISLAMIC BANKING & FINANCE COURSE CODE 600E

The Introduction to Islamic Banking and Finance - 1 course is the first course of a three-part series that provides a thorough explanation on the fundamental principles of various key aspects in Islamic banking and finance. This includes a discussion on the current Islamic banking landscape, the authorities of interpretation, the key Islamic nominate contracts applied in the industry, and a review of some of the widely used products in the Islamic banking and finance industry.

This course is suitable for individuals who would like to delve deeper into the area of Islamic banking and finance, and is an ideal pre-requisite for other Islamic finance-related specialised courses offered by BIBF.

LEARNING OUTCOMES

- The evolution of Islamic Banking and finance: Past, Present, and Future
- A recap on Islamic Economics and its fundamental principles
- The sources of Islamic Law and Islamic Commercial Jurisprudence
- Authorities of interpretation in Islamic banking and finance
- The negative elements of transactions
- The Islamic nominate contracts: Basic principles and application

INSTRUCTOR

- Alfatih Gessan PWA
- Dr. Ahmad Asad Mahmood Ibrahim

ASSESSMENT TYPE

This course is examinable.

This course can also be customized, delivered at location and can be delivered in Arabic



DURATION

- 5 DAYS
(5 hours per day)



START DATE(s)

17 - 21 MAR 2019
23 - 27 JUN 2019
22 - 26 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125
BHD 250



OPEN
ENROLMENT



SUPPORTED BY TAMKEEN

LEVEL 2: ISLAMIC BANKING & FINANCE COURSE CODE 641E

The Introduction to Islamic Banking and Finance – PART 2 course is the second course of a three-part series that gives a thorough explanation on the fundamental principles of selected areas in Islamic banking and finance. The ideal pre-requisite for this course is the Introduction to Islamic Banking and finance - Part 1 course. This course is aimed at individuals who are interested in a career in the area of Islamic banking and finance, or have recently started their career in this field.

It is also recommended as a refresher course for those already acquainted with Islamic banking and finance as it covers a multitude of selected areas in the field and discusses the current issues facing the industry.

LEARNING OUTCOMES

- A recap of part 1 of the to Islamic banking and finance series
- Supplementary Islamic nominate contracts (Wadi'ah yad Amanah and Wadi'ah yad Dhamanah, Ju'alah, Wakalah, ar-Rahn, Hawala) and hybrid Islamic nominate contracts
- An introduction to Islamic credit cards
- An introduction to Islamic mutual funds
- Islamic Real Estate Investment Trusts
- An introduction to products of Islamic trade finance (letter of guarantee and letter of credit)
- An introduction to Islamic accounting, auditing, and corporate governance standards of AAOIFI

INSTRUCTOR

- Alfatih Gessan PWA
- Dr. Ahmad Asad Mahmood Ibrahim

ASSESSMENT TYPE

This course is examinable.

This course can also be customized, delivered at location and can be delivered in Arabic



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

12 - 14 MAY 2019
03 - 05 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75
BHD 150



OPEN
ENROLMENT



SUPPORTED BY TAMKEEN

LEVEL 3: ISLAMIC BANKING & FINANCE COURSE CODE 642E

The Introduction to Islamic Banking and Finance – PART 3 course is the last course of a three part series that gives a thorough explanation on the fundamental principles of selected areas in Islamic banking and finance. The ideal pre-requisite for this course are the Introduction to Islamic Banking and finance - Part 1 and Part 2 course. Like the previous parts, part 3 of the course is aimed at individuals who are interested in a career in the area of Islamic banking and finance, or have recently started their career in this field.

It is also recommended as a refresher course for those already acquainted with Islamic banking and finance as it covers a multitude of selected areas in the field and discusses the current issues facing the industry.

LEARNING OUTCOMES

- A recap of part 1 and part 2 of the Introduction to Islamic banking and finance series
- Introduction to Islamic capital market products: equity, bonds, and derivatives
- Asset based vs. asset backed Sukuk
- A focus on the Halal Economy
- Introduction on theories, techniques, and practice of Islamic insurance (Takaful)
- Introduction to Risk management of Islamic financial institutions

INSTRUCTOR

- Mujtaba Khalid
- Alfatih Gessan PWA
- Dr. Ahmad Asad Mahmood Ibrahim

ASSESSMENT TYPE

This course is examinable.

This course can also be customized, delivered at location and can be delivered in Arabic



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

22 - 24 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 150



OPEN
ENROLMENT



SUPPORTED BY TAMKEEN



**OPEN
ENROLMENT**

SHARIAH FOR BANKERS

COURSE CODE 630E

The Shariah for Bankers course provides a comprehensive explanation on the Islamic foundations and principles of the origin of the current Islamic banking and finance system, with a specific focus on Islamic commercial jurisprudence. The course also includes intellectual discussions on the theories of property, rights, ownership, and contracts. The theory of contracts and its pillars are given specific emphasis and is covered in a significant portion of the course.

The course is aimed at individuals who are interested in the area of Islamic banking and finance, especially from the perspective of its legal foundations: the Shariah, Fiqh, Fiqh al-Muamalah, and Usul al-Fiqh.

LEARNING OUTCOMES

- The definition of Shariah, Fiqh, and Usul al-Fiqh
- An overview of Islamic commercial jurisprudence
- Legal framework of the Shariah that underlies the Islamic financial system
- The fundamentals of contracts
- The negative elements of contracts
- Process of AAOIFI Shariah standards structuring
- Relevant standards from AAOIFI's Shariah standards

INSTRUCTOR

- Dr. Ahmad Asad Mahmood Ibrahim

ASSESSMENT TYPE

This course is examinable.

This course can also be customized, delivered at location and can be delivered in Arabic



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

31 MAR - 02 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 150



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Tamkeen

SUPPORTED BY TAMKEEN

SHARIAH AUDITING FOR NON-AUDITORS

COURSE CODE 638E

The Shariah Auditing for Non-Auditors course provides a thorough explanation of the Shariah audit body in terms of its scope of specialities, and its position pertinent to the organisational structure within Islamic financial institutions. An explanation on the working plan of the regulatory body and how it achieves efficiency over the executive body is also a main focus area for the course.

This course is beneficial for individuals from conventional and Islamic financial institutions who are involved in the Shariah Audit function but do not work in the audit department itself and not likely to have an auditing background. It is also suitable for staff of central banks, credit officers, compliance officers, or individuals who would like to learn more about Shariah Auditing.

LEARNING OUTCOMES

- The role of Shariah supervision in Islamic banks
- The establishment of a Shariah audit
- The differences between Shariah supervision and Shariah auditing
- Relationship between Shariah audit and Shariah supervision
- Developing a Shariah audit programme
- Preparation of a Shariah audit manual

INSTRUCTOR

- Dr. Ahmad Asad Mahmood Ibrahim

ASSESSMENT TYPE

This course is examinable.

This course can also be customized and delivered at location.



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

07 - 09 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 150



OPEN
ENROLMENT



SUPPORTED BY TAMKEEN



OPEN
ENROLMENT

FOUNDATIONS OF STRATEGIC MANAGEMENT FROM AN ISLAMIC PERSPECTIVE

COURSE CODE 652

This course takes traditional theories and interprets them from an Islamic perspective using international case studies. It is extremely useful for Islamic-oriented business individuals including those working in Islamic financial institutions and want to ensure that their businesses are in compliance with the Shariah, especially with a particular focus on developing corporate cultures and structures in sync with Islamic values. Strategic Management of Islamic financial institutions is a key aspect that influences how the future of the industry will be shaped, in terms of growth, diversification of products and services, and even Shariah compliance. This course will contribute in raising the awareness of the importance of having a proper process and structure related to Strategic Management for Islamic financial institutions, which is relevant to the rules and regulations of the Shariah.

LEARNING OUTCOMES

- Issues of conventional management and strategic management
- The role of Islamic law in management and strategic management
- Strategic decision making from an Islamic perspective
- The link between strategy and culture
- Islamic in the context of organisations and leadership
- Development of a corporate culture that is synchronised with Islamic values
- Analysis real life contemporary strategic management-related cases

INSTRUCTOR

- Alfatih Gessan PWA

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

05 - 07 MAY 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 150



SUPPORTED BY TAMKEEN

ISTISNA' & ITS APPLICATIONS

COURSE CODE 632E

The Istisna' and its Applications course provides an in-depth understanding on the contract of Istisna' and how it is applied in the current Islamic banking industry. It also presents a detailed explanation on the many aspects of the original Istisna' contract; covering its principles, legal foundations, and variations. The course makes use of cases that utilise sample contracts to further explain the concepts of Istisna'.

This course is aimed at individuals who would like to gain an in-depth understanding on the specific contract of Istisna' and how it is applied in the current Islamic banking products, and for those who deal directly with Istisna'-based products.

LEARNING OUTCOMES

- A review on the history of Islamic banking and its current financial landscape
- Key principles and rules of the Islamic nominate contract of Istisna'
- A discussion on Islamic banking products that utilise the contract of Istisna': Istisna' as a mode of financing, Istisna' for project financing, Istisna' for home financing, Istisna' using the method of BOT (Build Operate Transfer), Istisna' combined with Bay' al-Istijrar
- Istisna' and parallel Istisna' under AAOIFI Shariah Standards No. 11
- Accounting for Istisna' and parallel Istisna' transactions under AAOIFI FAS No.10

INSTRUCTOR

- Dr. Ahmad Asad Mahmood Ibrahim

ASSESSMENT TYPE

This course is assessed.

This course can also be customized, delivered at location and can be delivered in Arabic



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

07 - 08 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50
BHD 200



OPEN
ENROLMENT



SUPPORTED BY TAMKEEN



OPEN
ENROLMENT

MURABAHAH & ITS APPLICATIONS

COURSE CODE 631E

The Murabahah and its Applications course provides an in-depth understanding on the contract of Murabahah. It presents a detailed explanation on the many aspects of the Murabahah contract and its derivatives; covering the principles, legal foundations, and variations. The course makes use of cases that utilise sample contracts and scenarios to further explain the concepts of Murabahah. The course is aimed at individuals who would like to gain an in-depth understanding on the specific contract of murabahah and how it is applied in the current Islamic banking products, and for those who deal directly with murabahah-based products.

LEARNING OUTCOMES

- A historical perspective to buying and selling contracts
- A review on the history of Islamic banking and its current financial landscape
- Key principles and rules of the Islamic nominate contract of Murabahah
- A discussion on the products of Murabahah in Islamic banking: Murabahah to the purchase orderer with obligation, Murabahah to the purchase orderer without obligation, reverse Murabahah, commodity Murabahah, Bai' Al Inah, Tawarruq, Murabahah for imported goods, and Murabahah in trade finance
- Murabahah to the purchase orderer under AAOIFI Shariah Standards No. 8
- Tawarruq (monetisation) under AAOIFI Shariah Standards No. 30
- Accounting for Murabahah transactions under AAOIFI FAS No.2

INSTRUCTOR

- Dr. Ahmad Asad Mahmood Ibrahim

ASSESSMENT TYPE

This course is assessed.

This course can also be customized, delivered at location and can be delivered in Arabic



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

22 - 23 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 100



تمكين
Tamkeen

SUPPORTED BY TAMKEEN



**OPEN
ENROLMENT**

ISLAMIC MUTUAL FUNDS

COURSE CODE 611E

The Islamic Mutual Funds course provides an introductory comprehensive overview of one of the fast growing products in Islamic banking and finance: Islamic mutual funds. Aspects such as its key principles, structure, legal foundations, operations, and management, are the topics of discussions that will be covered in detail throughout the course.

LEARNING OUTCOMES

- History of mutual funds and Islamic mutual funds
- Shariah guidelines for investment
- The legal structure of mutual funds and Islamic mutual funds
- Types of Islamic mutual funds and its investment activities
- The Dow Jones Islamic index
- Legal framework in Bahrain in relations to the CBB Rule Book
- Social Responsible Investments
- Real Estate Investment Trusts
- Case studies

INSTRUCTOR

- Dr. Ahmad Asad Mahmood Ibrahim
- Alfatih Gessan PWA

ASSESSMENT TYPE

This course is assessed.

This course can also be customized, delivered at location and can be delivered in Arabic



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

29 - 30 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50
BHD 100



تمكين
Tamkeen

SUPPORTED BY TAMKEEN



**OPEN
ENROLMENT**

IJARAH & ITS APPLICATIONS

COURSE CODE 609E

The Ijarah and its Application course provides a detailed explanation on the many aspects of Ijarah; covering its principles, legal foundations, and more specifically, how it is applied in the current Islamic banking practice. The course makes use of cases that utilise sample contracts and scenarios to further explain to participants the concept of Ijarah.

The course is for individuals who would like to gain an in-depth understanding on the specific contract of Ijarah and how it is applied in the current Islamic banking products, those who deal directly with Ijarah-based products, or those working in Islamic leasing companies.

LEARNING OUTCOMES

- A historical perspective of traditional leasing
- A review on the history of Islamic banking and its current financial landscape
- Key principles and rules of the Islamic nominate contract of Ijarah
- A discussion on the application of Ijarah in products: Operational Ijarah, financial Ijarah, Islamic real estate investment trust, Ijarah Sukuk, Ijarah credit card, forward Ijarah
- Ijarah and Ijarah Muntahia Bittamleek under AAOIFI Shariah Standards No. 9
- Accounting for Ijarah transactions under AAOIFI FAS No. 8

INSTRUCTOR

- Dr. Ahmad Asad Mahmood Ibrahim
- Alfatih Gessan PWA

ASSESSMENT TYPE

This course is assessed.

This course can also be customized, delivered at location and can be delivered in Arabic



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

10 - 11 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



تمكين
Tamkeen

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OPEN
ENROLMENT

MUSHARAKAH-MUDHARABAH & THEIR APPLICATIONS

COURSE CODE 645E

The Musharakah-Mudharabah and their applications course provides an in-depth understanding of the two main partnership contracts in Islamic banking and finance: Mudharabah and Musharakah, and how they are applied in the current Islamic banking industry. It also presents a detailed explanation on the many aspects of the original Mudharabah and Musharakah contract; covering their principles, legal foundations, and variations. The course makes use of cases that utilise sample contracts to further explain the concepts of both Mudharabah and Musharakah. This course is aimed at individuals who would like to gain an in-depth understanding on the partnership contracts of Mudharabah and Musharakah and how it is applied in the current Islamic banking products, and for those who deal directly with Mudharabah and Musharakah-based products.

LEARNING OUTCOMES

- A review on the history of Islamic banking and its current financial landscape
- Key principles and rules of the Islamic nominate contracts of Mudharabah and Musharakah
- A discussion on Islamic banking products that utilise the contract of Mudharabah and Musharakah: Mudharabah financing, Musharakah home financing, syndicate financing, Islamic mutual funds, Mudharabah-based unrestricted investment accounts, Mudharabah-based restricted investment accounts, Sukuk al Musharakah, Sukuk al Mudharabah, Mudharabah and Musharakah in trade financing
- AAOIFI Shariah Standards No. 12 and No. 13 on Mudharabah and Musharakah respectively
- Accounting for Mudharabah and Musharakah transactions under AAOIFI FAS No.3 and FAS No. 4 respectively
- Key points of Mudharabah and Musharakah-based Sukuk

INSTRUCTOR

- Dr. Ahmad Asad Mahmood Ibrahim

ASSESSMENT TYPE

This course is assessed.

This course can also be customized, delivered at location and can be delivered in Arabic



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

01 - 02 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS

OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 100



SUPPORTED BY TAMKEEN

التدقيق الشرعي لغير المدققين

رمز البرنامج ISB638A

دورة التدقيق الشرعي في المصارف الإسلامية تقدم تعريفًا بجهاز الرقابة، وتكوينها، والمسؤوليات ضمن الهيكل الإداري في المؤسسات المالية الإسلامية. تعرض الدورة كيفية إنشاء جهاز الرقابة والتدقيق، وكيفية إعداد خطة العمل للتدقيق، وكيفية تفعيلها، وإعداد برامج التدقيق، وإعداد تقارير التدقيق.

وبناء الإجراءات الإرشادية للمدقق الشرعي. للقيام بمهمة تدقيق المعاملات وفق توجيهات هيئة الرقابة الشرعية.

المحتويات

- دور الرقابة الشرعية في المصارف الإسلامية
- تأسيس رقابة شرعية
- الفرق بين الرقابة الشرعية والتدقيق الشرعي
- تصميم برامج الرقابة الشرعية
- إعداد برامج التدقيق الشرعي
- حالات عملية متنوعة حول الرقابة الشرعية

نوع التقييم

هذا البرنامج خاضع للإمتحان

المحاضر

- الدكتور أحمد أسعد

الرسوم
الأعضاء
دول مجلس التعاون
جنسيات أخرى
غير الأعضاء
جميع الجنسيات

يغطيها الاشتراك
دب 75

دب 300

التاريخ
14 - 16 يوليو 2019

المدة
• 3 أيام



SUPPORTED BY TAMKEEN

مبادئ الصيرفة الإسلامية

رمز البرنامج ISB624A

هذه الدورة هي دورة أساسية في الدراسات المالية الإسلامية، وتعرّف المشاركين بالمبادئ والأسس للمنتجات والخدمات المالية الإسلامية والعناصر المبطلّة والمفسدة للعقود.

المحتويات

- مصادر التشريع
- أنواع الربا، والجهالة، والغرر، الغبن
- المنتجات المالية الإسلامية: عقد المرابحة، عقد التورق، عقد السلم، عقد الاستصناع، عقد الإجارة، عقد المشاركة، عقد المضاربة، الصكوك
- الخدمات المالية الإسلامية
- حالات عملية

نوع التقييم

هذا البرنامج خاضع للإمتحان

المحاضر

- الدكتور أحمد أسعد

جميع الدورات التدريبية المطروحة في هذا القسم يمكن طرحها باللغة العربية بناء على رغبة العملاء

الرسوم
الأعضاء
دول مجلس التعاون
جنسيات أخرى
غير الأعضاء
جميع الجنسيات

يغطيها الاشتراك
125 دب

250 دب

التاريخ
13 - 17 أكتوبر 2019

المدة
• 5 أيام



EXTERNAL
COURSES

ISLAMIC BANKING ETHICS & CORPORATE GOVERNANCE

COURSE CODE EX605E

The Islamic Banking Ethics and Corporate Governance Course is made as a mandatory course to attend to for all employees of Islamic banks in Bahrain. The course provides a comprehensive explanation on the concept of ethics as a key component of the Islamic banking and finance philosophy, and puts special emphasis on the AAOIFI Code of Ethics for Islamic banking employees.

This course equips participants with the knowledge and understanding of ethical and corporate social responsibility from an Islamic perspective and how it is applied in Islamic financial institutions.

LEARNING OUTCOMES

- Ethical Foundations in corporate governance and corporate social responsibility
- Islamic ethical foundation of business activities
- Ethics vs Islamic Ethics
- Corporate governance and corporate social responsibility in conventional and Islamic financial institutions
- Explore ways of working collaboratively in order to understand and contribute to personal and organisational responses to social investment
- AAOIFI – Code of Ethics for Islamic Banking Employees
- Case studies
- Ethics of products

INSTRUCTOR

- Alfatih Gessan PWA
- Dr. Ahmad Asad Mahmood Ibrahim

ASSESSMENT TYPE

This course is assessed.

This course can also be customized to needs of financial institutions and delivered at location and can be delivered in Arabic



DURATION

- 2 DAYS
(6 hours per day)



START DATE(s)

- 03 - 04 FEB 2019
- 15 - 16 SEP 2019
- 10 - 11 NOV 2019



FEES

- BHD 275



تمكين
Tamkeen

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EXTERNAL
COURSES

IFRS 9 & IMPLICATIONS FOR ISLAMIC BANKS

COURSE CODE EX601E

IFRS 9 Financial is the latest accounting standard which will be effective from 2019. It will bring noteworthy change for business entities adopting IAS 39 related to Financial Instruments: recognition and measurement, including for Islamic banks. The standard encompasses classification and measurement for financial instruments and also introduces a new model for the financial assets impairment. Hedge accounting rules are also updated in addition to new disclosure requirements.

LEARNING OUTCOMES

- What major changes IFRS 9 has brought about
- Conceptual application and differences of financial instruments accounting on Islamic finance transactions
- What AAOIFI has done to meet the challenge
- Impairment and credit losses - AAOIFI' new standard
- Derivatives accounting for Islamic finance
- Classification and measurement requirements for IFRS 9 and the revised FAS 25

INSTRUCTOR

- Omar Mustafa
- Irshad Mahmood

ASSESSMENT TYPE

This course is assessed.

This course can also be customized to needs of financial institutions and delivered at location and can be delivered in Arabic



DURATION

- 2 DAYS
(6 hours per day)



START DATE(s)

17 - 18 MAR 2019



FEES

BHD 300



تمكين
Tamkeen

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EXTERNAL
COURSES

ISLAMIC PRODUCT DEVELOPMENT

COURSE CODE EX649E

The Islamic product development course explains the details of the product development process undertaken in Islamic financial institutions. Islamic financial products are the essential tools through which Islamic financial institutions are able to serve their clients and create value. Hence, it is important to understand how these products are developed and how they can be structured to meet the needs of both providers and users. This course aims to build the skills and capabilities to analyse and design innovative financial products that meet objectives of Islamic principles and achieve economic efficiency. This course is suitable for product developers at financial institutions offering Islamic services, Shariah scholars, auditors and compliance officers, lawyers, legal advisors, consultants and financial advisors

LEARNING OUTCOMES

- Overview of Islamic financial products
- Innovation in Islamic finance
- Strategies for product development
- Principles and rules of product development
- Applications
- Retail financing
- Project and Istisna' financing
- Liquidity management
- Sukuk structuring

INSTRUCTOR

- Dr Sami Suwailem

ASSESSMENT TYPE

This course is examinable.

This course can also be customized to needs of financial institutions and delivered at location and can be delivered in Arabic



DURATION

- 3 DAYS
(6 hours per day)



START DATE(s)

07 - 09 APR 2019



FEES

BHD 350



EXTERNAL
COURSES

UNDERSTANDING ISLAMIC BANKING PRODUCTS FOR BUSINESS

COURSE CODE EX682E

The Islamic product development course explains the details of the product development process undertaken in Islamic financial institutions. Islamic financial products are the essential tools through which Islamic financial institutions are able to serve their clients and create value. Hence this course will identify the mechanisms of coordination and cooperation between commercial and industrial entities and the Islamic banks to finance the leading economic sectors. This course also aims to build the skills and capabilities to provide the participants with information on the nature of the halal economy concept.

CONTENT HIGHLIGHTS

DAY ONE: INTRODUCTION TO ISLAMIC BANKING

General Conditions and Parameters for investment in Islam.

Islamic Finance Contracts:

- Diminishing Ijarah Ending with Ownership
- Istisna
- Reverse Istisnaa
- Diminishing Musharakah Ending with Ownership
- Mudarabah and Musharakah
- Murabahah

DAY TWO: ISLAMIC FINANCING OF MAIN HALAL ECONOMIC SECTORS AND EXAMPLES OF ISLAMIC COUNTRIES.

- Islamic financing of the industrial sector
- Islamic financing of the commercial sector
- Islamic financing of the construction sector
- Islamic financing of the agricultural sector
- Islamic financing of the services sector.

Examples and case studies from the kingdom of Bahrain and Islamic countries:

- Examples from Bahrain
- Examples from Malaysia
- Examples from Kingdom of Saudi Arabia

Continues on the
next page →



EXTERNAL
COURSES

UNDERSTANDING ISLAMIC BANKING PRODUCTS FOR BUSINESS CONT.

COURSE CODE EX682E

INSTRUCTOR

- Dr. Ahmad Asad Mahmood Ibrahim

ASSESSMENT TYPE

This course is examinable.



DURATION

- 2 DAYS
(6 hours per day)



START DATE(s)

03 - 04 MAR 2019



FEES

BHD
275



EXTERNAL
COURSES

CBB ISLAMIC BANKING REGULATIONS - RULEBOOK 2

COMPLIANCE & REGULATION FOR ISLAMIC BANKS UNDER CBB COURSE CODE EX676E

This 3 day Master Class provides a comprehensive coverage of selected key fundamental aspects in Islamic banking and finance that include discussions on Shariah compliant money placements and deposits, Shariah compliant profit sharing investing accounts, Shariah compliant financing contracts and Shariah compliant investing, with reference of compliance towards the CBB volume 2 rule book

LEARNING OUTCOMES

- The key Islamic nominate contracts: Basic principles and application of Murabahah, Tawarruq, Salam, Istisna' contract, Ijarah, and Musharakah
- Supplementary Islamic nominate contracts (Wadiah yad amanah and Wadiah yad dhamanah, Ju'alah, Wakalah, ar Rahn, Hawala) and hybrid Islamic nominate contracts
- The Central bank of Bahrain Volume 2: A discussion on regulated banking services related to Shariah compliant banking services offered by conventional banks
- Shariah compliant sourcing of funds (deposits and investment accounts) and mobilization of funds (financial contracts)
- Introduction to Islamic capital market products: equity, bonds, and derivatives
- A focus on Islamic investment funds

INSTRUCTOR

- Dr. Ahmad Asad Mahmood Ibrahim
- Mujtaba Khalid
- Alfatih Gessan PWA

ASSESSMENT TYPE

This course is examinable.

This course can also be customized to needs of financial institutions and delivered at location and can be delivered in Arabic



DURATION

- 3 DAYS
(6 hours per day)



START DATE(s)

05 - 07 MAY 2019



FEES

BHD 300



EXTERNAL
COURSES

RECORDING FINANCIAL TRANSACTIONS IN ACCORDANCE WITH AAOIFI STANDARDS

COURSE CODE EX683E

This course is designed to teach beginners the basic concepts of accounting that is applied at Islamic Financial Institutions in accordance with the AAOIFI Accounting Standards and extant GAAP (Generally Accepted Accounting Principles). This process includes the ability to record financial transactions, summarise the recorded information, prepare adjusting journal entries, and basic financial statements.

LEARNING OUTCOMES

- Objectives and concepts of financial accounting for Islamic banks and financial institutions
- Islamic accounting and traditional accounting principles
- Financial reporting framework of IFIs
- Double entry accounting: basic concepts, cash and credit transactions
- Book-keeping practice and the general ledger system
- The nature and function of primary records
- Internal check and control accounts
- Adjusting journal entries
- Conventions, policies and the conceptual framework
- General presentation and disclosure in the financial statements of Islamic banks
- Interpretation of accounting information

INSTRUCTOR

- Omar Mustafa

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(6 hours per day)



START DATE(s)

05 - 07 MAY 2019



FEES

BHD 300



EXTERNAL
COURSES

UNDERSTANDING IIFM CONTRACTS – UPDATES ON NEW CONTRACTS

COURSE CODE EX684E

This 3 day Master Class provides a comprehensive coverage of IIFM's 10 published standards including those that are currently under development. Thorough discussions on the development, concepts, and applications of the standards will be conducted via interactive sessions that include hands-on practical activities using contracts, case studies and real Islamic finance industry scenarios.

LEARNING OUTCOMES

- The Hedging (Tahawwut) Master Agreement
- Single sale and two sale Profit Rate Swap (Mubadalatul Arbaah)
- Inter-Bank Unrestricted Master Investment Wakalah Agreement
- Master Collateralized Murabaha Agreement
- Islamic Cross-Currency Swap
- Islamic Foreign Exchange Forward (IFX Forward) – Single Binding Wa'ad
- Islamic Foreign Exchange Forward (IFX Forward) – Two Unilateral and Independent Wa'ad
- Credit Support Deed for Cash Collateral

INSTRUCTOR

- Ijlal Alvi

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(6 hours per day)



START DATE(s)

01 - 03 SEP 2019



FEES

BHD 300



EXTERNAL
COURSES

HEDGING IN ISLAMIC FINANCE: CONCEPT, STRATEGY & INSTRUMENTS

COURSE CODE EX602E

The Hedging in Islamic Finance course provides extensive insight on the utilisation of Islamic financial instruments to mitigate risks. One of the main topics that will be discussed are the techniques that can be used to manage risk in Islamic finance without violating the teaching of the Shariah. Participants will also have a clear view of risk analysis and risk management; both from a conventional and Islamic finance perspective. This course is designed for individuals seeking an in-depth understanding of hedging in Islamic banking related to a multitude of Islamic finance contracts and products.

LEARNING OUTCOMES

- Recap on the foundations of Islamic banking and finance
- The rules of exchange and overview of Islamic instruments
- Derivatives and risk in conventional finance
- Islamic vs conventional approach to risk
- Product development and financial engineering in Islamic finance
- Islamic Hedging Instruments
- Strategies for hedging: Economic hedging, cooperative hedging, contractual hedging
- Hedging the various risks in Islamic banking: currency risks, hedging Murabahah risks, hedging Salam risks, hedging leasing risks, hedging Istisna' risks, hedging Mudharabah risk, and hedging equity risks

INSTRUCTOR

- Dr. Sami Suwailem

ASSESSMENT TYPE

This course is examinable.

This course can also be customized to needs of financial institutions and delivered at location and can be delivered in Arabic



DURATION

- 2 DAYS
(6 hours per day)



START DATE(s)

13 - 14 OCT 2019



FEES

BHD 350



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EXTERNAL
COURSES

MARKETING & BRANDING FOR ISLAMIC FINANCIAL INSTITUTIONS

COURSE CODE EX681E

The Marketing and Branding for Islamic Financial Institutions course provides a comprehensive understanding of the concept of marketing and branding from the Islamic financial institutions perspective for these institutions to gain an edge in promoting Islamic finance services and products in the most effective and efficient way. Ensuring activities are customer-focused and strategies are externally driven are just one of the many challenges facing organizations today. To succeed, businesses need to create value for customers, respond to their needs and differentiate from their competitors' strategies and strengths. Learn what questions to ask of your marketing department and how you can support their efforts to create added value for customers.

LEARNING OUTCOMES

- The role and purpose of marketing and branding
- The psychology of consumer decision making
- How marketing can improve your organisation's profitability and competitiveness
- The anatomy of a great brand and what you need to do to build yours
- What is marketing? What is branding? What are the marketing mediums?
- How marketing and branding serve Islamic Financial Institutions. What are the techniques?
- Positioning your product or service in the marketplace and how to segment your customer base
- Retaining and growing your customer base
- Evaluating various marketing channels: Are they right for your business?
- What is your company positioning in the new era of social media and how can you enhance it?
- Measuring marketing performance

INSTRUCTOR

- Laurent Marliere

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(6 hours per day)



START DATE(s)

13 - 14 OCT 2019



FEES

BHD 300



EXTERNAL
COURSES

ISLAMIC CREDIT CARDS

COURSE CODE EX658E

The Islamic credit cards course provides participants with an in-depth understanding of Shariah compliant credit cards and gives a structured framework to help develop the core business of credit cards operations for Islamic financial institutions. This course is designed for individuals seeking an in-depth understanding of the specific product of Islamic credit cards. This includes, but is not limited to, staff from credit cards operations (back office and front office), customer service, and Shariah supervisors.

LEARNING OUTCOMES

- Introduction to the credit cards history and market
- Cards types and specification
- Parties involved in the credit card process (players, acquirer, merchant, issuer, cardholder, member services provider) and their relationships
- Operations cycle, financial payment models and transaction processing overview
- Understanding the structure and mechanism of Islamic credit cards
- Shariah general provisions on credit cards
- The various models of Islamic credit cards applied in the Islamic banking industry
- Shariah compliant alternatives to credit cards
- How to effectively identify target markets and assess consumers of Islamic credit cards
- The planning and designing process of establishing Islamic credit cards
- Economic and social implications of credit cards
- Case studies

INSTRUCTOR

- Nader Al Soufi

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(6 hours per day)



START DATE(s)

10 - 12 NOV 2019



FEES

BHD 300



تمكين
Tamkeen

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EXTERNAL
COURSES

ISLAMIC FINANCIAL MANAGEMENT CERTIFICATE WITH SIMULATION

COURSE CODE EX679E

This intensive workshop covers all practical workings of an Islamic financial institution. The workshop is developed in a way that it builds from the ground up, starting from a quick recap of the basics of Islamic banking and finance and the related products. Emphasis is given on Islamic capital markets and related treasury products including Sukuk and Islamic equities among others. The workshop will also cover risk management for Islamic financial institutions in considerable detail including liquidity risk and the implications of Basel III on Islamic banks. The unique feature of this offering is the iSimulator® application - a first of its kind simulation for Islamic financial institutions incorporating the BIBF Dealing Room, where participants can actually apply the theory learnt through the utilisation of a simulation software.

LEARNING OUTCOMES

- Fundamentals of Islamic Banking
- Islamic Banking Capital Markets and Treasury Products
- Asset & Liability Management
- Strategic Balance Sheet Management
- Risk Management in Islamic Banking and Basel III
- Hands on application of taught knowledge using the first ever Islamic banking simulation

INSTRUCTOR

- Mujtaba Khalid

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(6 hours per day)



START DATE(s)

08 - 10 DEC 2019



FEES

BHD 300



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FAMILY OFFICES CONTINUITY USING AWQAF

COURSE CODE EX6ISB86

The course will cover topics that consist of key areas in the types of family offices and their corporate governance practices, family and non-family management positions and responsibilities, relationship between family members in the business, and between them and other employees, family Awqaf structures that ensure the longevity of the business across generations of family Waqf beneficiaries

LEARNING OUTCOMES

- The basic parameters of family offices' structures and investment methodology.
- The risk issues and major challenges facing family offices.
- The concept of awqaf and the family waqf framework.
- Implement strategies for succession planning of family businesses

INSTRUCTOR

- Dr. Hisham Deftar

ASSESSMENT TYPE

This course is non-examinable.



DURATION

- 2 DAYS
(6 hours per day)



START DATE(s)

14 - 15 APR 2019



FEES

BHD 250



EXTERNAL
COURSES



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ISLAMIC BANKING FOR ENTREPRENEURS & BUSINESSES

The programme targets those working in the management of commercial and industrial entities, those working in investment funds along with businesspersons and other interested parties. This course equips participants with the knowledge and understanding the mechanisms of coordination and cooperation between commercial and industrial entities and the Islamic banks to finance the leading economic sectors.

LEARNING OUTCOMES

- The modern modes of Islamic finance.
- The role of Islamic banks in economic
- Development and the progress of both performance and diversity that distinguish the Islamic banking industry.
- The mechanisms of coordination and cooperation between commercial and industrial entities and the Islamic banks to finance the leading economic sectors.
- The nature of the halal economy concept
- Case studies

INSTRUCTOR

- Dr. Ahmed Asad

ASSESSMENT TYPE

This course is non-examinable.



DURATION

- 2 DAYS
(6 hours per day)



START DATE(s)

03 - 04 MAR 2019



FEES

BHD 200



EXTERNAL
COURSES



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EXTERNAL
COURSES

مواضيع متقدمة في الرقابة والمراجعة في المؤسسات المالية الإسلامية رمز البرنامج EX614A

هذه المادة تتناول الرقابة والتدقيق الشرعي الذي يقوم بمتابعة وتدقيق وفحص وتحليل كافة الأعمال والتصرفات في المؤسسة المالية الإسلامية وغيرها للتأكد من أنها تتم وفقاً لأحكام ومبادئ الشريعة الإسلامية، وطبقاً للفتاوى والقرارات والتوصيات الصادرة من مجامع الفقه وما في حكمها، وذلك باستخدام مجموعة من الوسائل والأساليب الملائمة والمطابقة للشرع، وبيان المخالفات والأخطاء وتصويبها وتقديم التقارير إلى الجهات المعنية متضمنة الملاحظات والنصائح والإرشادات وسبل التطوير إلى الأفضل.

المحتويات

- طبيعة أنشطة المصارف الإسلامية وحاجتها إلى الرقابة الشاملة
- المفهوم العام لنظم الرقابة الشاملة في المصارف الإسلامية، ومفهوم وأساسيات وأهداف الرقابة الشرعية
- وضع هيئة الرقابة الشرعية في الهيكل التنظيمي، واجبات ومهام أعضاء هيئة الرقابة
- مراحل وإجراءات الرقابة الشرعية
- خطة الرقابة الشرعية على أنشطة المصرف الإسلامي
- علاقة الرقابة الشرعية مع الجهات الإشرافية الأخرى
- أسس تقديم الإستشارات، المراجع الداخلي مستشاراً
- دور المراجع الداخلي في إكتشاف الغش والإحتيال في العمليات المصرفية
- الإتجاهات الحديثة في الرقابة والإشراف
- الرقابة الداخلية وفق مفهوم COSO
- التدقيق المبني على المخاطر
- الجودة النوعية في المراجعة الشرعية
- دليل الإجراءات التنفيذية للرقابة الشرعية على الخدمات المصرفية في المصارف الإسلامية
- دليل الإجراءات التنفيذية للرقابة الشرعية على الحسابات الاستثمارية في المصارف الإسلامية
- دليل إرشادات المراجعة والرقابة الداخلية على أنشطة صناديق الاستثمار الإسلامية
- دليل إرشادات المراجعة والرقابة لأعمال الخزينة في المصارف الإسلامية
- دليل الإجراءات التنفيذية للرقابة الشرعية على الخدمات الإجتماعية والدينية التي تقوم بها المصارف الإسلامية
- دليل إرشادات مراجعة القرارات الإدارية الاستراتيجية في المصارف الإسلامية
- دليل إرشادات الرقابة المصرفية على المصارف الإسلامية كما تقوم بها البنوك المركزية
- الرقابة الشرعية على إجراءات التحول المصرفي
- التصنيف الشرعي للمؤسسات والمنتجات المالية الإسلامية
- مراجعة القوائم المالية ومعايير تقويم أداء المصارف الإسلامية
- إعداد تقارير المراجعة الشرعية

يستمر في الصفحة
التالية →

مواضيع متقدمة في الرقابة والمراجعة في المؤسسات المالية الإسلامية رمز البرنامج EX614A

المحاضر

• الشيخ عبد الناصر المحمود

نوع التقييم

هذا البرنامج خاضع للامتحان

الرسوم
400 دب

التاريخ
06 - 09 أكتوبر 2019

المدة
4 أيام



EXTERNAL
COURSES



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EXTERNAL
COURSES

شرح المعايير الشرعية الجديدة الصادرة عن هيئة المحاسبة والمراجعة الشرعية للمؤسسات المالية الإسلامية رمز البرنامج EX610A

يعمل المجلس الشرعي بهيئة المحاسبة والمراجعة للمؤسسات المالية الإسلامية على إصدار معايير شرعية جديدة وذلك لمواكبة التطور والنمو في العمل المصرفي الإسلامي وتخصص هذه الدورة لشرح المعايير الجديدة 31 - 54.

المحتويات

- ضابط الغرر
- التحكيم
- الوقف
- إجارة الأشخاص
- الزكاة
- العوارض الطارئة على الإلتزامات
- الاتفاقية الإتمانية
- التعاملات المالية بالانترنت
- الرهن وتطبيقاته المعاصرة
- توزيع الربح في الحسابات الاستثمارية على أساس المضاربة
- بيع السلع في الأسواق المنظمة
- الحقوق المالية والتصرف فيها
- الإفلاس
- إدارة السيولة
- حماية رأس المال والاستثمارات
- الوكالة بالإستثمار
- ضوابط حساب ربح المعاملات
- خيارات الأمانة
- الوعد والمواعدة
- المساقاة
- خيارات الأمانة
- خيارات التروي
- العربون
- فسخ العقود بالشروط

يستمر في الصفحة
التالية →

شرح المعايير الشرعية الجديدة الصادرة عن هيئة المحاسبة والمراجعة الشرعية للمؤسسات المالية الإسلامية رمز البرنامج EX610A

المحاضر

• الدكتور الشيخ عبد الستار أبو غدة

نوع التقييم

هذا البرنامج خاضع للامتحان

الرسوم
375 دب

التاريخ
08 - 10 ديسمبر 2019

المدة
3 أيام



تمكين
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EXTERNAL
COURSES

المؤسسات التجارية والصناعية والمصارف الإسلامية شركاء في الاستثمار رمز البرنامج EX685A

تمكين العاملين في الشركات التجارية والصناعية من التعرف الى آليات التنسيق والتعاون بين المؤسسات التجارية والصناعية والمصارف الإسلامية لتمويل القطاعات الاقتصادية الريادية ووقوف المشارك على طبيعة مفهوم الاقتصاد الحلال.

المحتويات

مدخل إلى الصيرفة الإسلامية

الشروط والضوابط العامة لاستثمار في الإسلام
العقود المالية الإسلامية:

- الإجارة المتناقصة المنتهية بالتمليك
- الاستصناع
- الاستصناع المعكوس
- المشاركة المتناقصة المنتهية بالتمليك
- المضاربة والمشاركة
- المرابحة

التمويل المالي الإسلامية للقطاعات الاقتصادية (الحلال) الرئيسية ونماذج من الدول الإسلامية

التمويل المالي الإسلامية للقطاعات الاقتصادية:

- التمويل المالي الإسلامي للقطاع الصناعي
- التمويل المالي الإسلامي للقطاع التجاري
- التمويل المالي الإسلامي لقطاع الإنشاءات
- التمويل المالي الإسلامي لقطاع الزراعة
- التمويل المالي الإسلامي لقطاع الخدمات

نماذج وحالات عملية من مملكة البحرين و الدول الإسلامية

- نماذج من البحرين
- نماذج من ماليزيا
- نماذج من المملكة العربية السعودية

يستمر في الصفحة
التالية →



EXTERNAL
COURSES

المؤسسات التجارية والصناعية والمصارف الإسلامية شركاء في الاستثمار رمز البرنامج EX685A

المحاضر

• الدكتور أحمد أسعد

نوع التقييم

هذا البرنامج للتقييم

الرسوم
350 دب

التاريخ
24 - 25 نوفمبر 2019

المدة
• يومان

INSTRUCTORS PROFILE

DR. AHMAD ASAD MAHMOOD IBRAHIM

Joined BIBF in 2008 and is a Principal lecturer in the Centre for Islamic Finance. He holds two PhDs from the International Islamic University of Malaysia and University of Malaya. He completed his bachelor and master degree in Shariah at the University of Mu'ta and the University of al-Yarmook respectively. Prior to joining BIBF, Dr. Ahmad was a lecturer at international Islamic university Malaysia for several years where he was responsible for delivering courses such as issues in Islamic economy, Islamic Commercial Jurisprudence, and Usul Al Fiqh.

ALFATIH GESSAN PWA

is a Senior lecturer teaching in a multitude of programmes in both academic and professional qualifications. Prior to BIBF, he was at the University College of Bahrain (UCB) where he and his colleague developed the first ever Islamic finance specialised undergraduate degree in the GCC. He was an AAOIFI instructor for the Certified Islamic Professional Accountant qualification (CIPA). He has over 14 years of teaching experience spread over Indonesia, Malaysia, the UK, and Bahrain. He holds a Master degree in Islamic Finance from the International Islamic University of Malaysia along with professional certificates and qualifications from CIMA, CISI, and LBPP LIA. He joined BIBF in 2009.

IJLAL ALVI

Ijlal Aliv is the CEO of International Islamic Financial Market (IIFM) based in Bahrain, one of the key international infrastructure organisations in the Islamic finance industry.

Mr. Ijlal A. Alvi has extensive experience in the financial services industry spanning 25 years in areas such as treasury, capital markets, risk management, financial institution formation/restructuring, strategic planning and policy making with regional and international financial institutions. Over the last decade, Mr. Alvi has been involved in introducing standardization in Islamic financial contracts and product templates; and manages IIFM's various project specific global working groups. He is also a member of several international level task-force and working committees such as the IMF External Advisory Group on Islamic Finance.

Mr. Alvi has contributed a number of articles on specific topics in international publications and is a regular speaker at major Islamic finance conferences. Mr. Alvi holds a Masters in Finance from Golden Gate University, San Francisco, USA.

INSTRUCTORS PROFILE

IRSHAD MAHMOOD

is an Audit & Assurance Partner in Deloitte & Touche M.E. – Bahrain, with over 25 years of professional experience specializing in a broad range of major international clients in financial services including investment and commercial banking as well as experience in leasing and consumer finance, insurance, asset management and real estate. Prior to joining Deloitte, he was an audit partner with PricewaterhouseCoopers (PwC) – Middle East based in Bahrain. During his association with PwC, he was responsible for various roles, amongst others, including being a member of the IFRS M.E. Technical Committee. He has also gained significant industry experience as a Head of Financial Reporting at Samba Financial Group in Saudi Arabia as well as a Financial Controller at Ufone (a subsidiary of the Emirates Telecommunications Corporation – UAE).

Irshad is a Board Member on the Accounting Board of the Accounting and Auditing Organization for Islamic Financial Institution (AAOIFI). He is also a member of the Technical Accounting and Interpretation Committee (TAIC) at the AAOIFI, having authored Financial Accounting Standard (FAS) 27 on “Investment Accounts” issued by the AAOIFI. He is a member on the Editorial Board of the “Journal of Islamic Finance Accountancy” issued by the AAOIFI. Irshad has facilitated and conducted various trainings and seminars on IFRS, in particular IFRS 9, and Islamic Banking and Finance across the region and is a fellow member of the Institute of Chartered Accountants of Pakistan and the Institute of Cost & Management Accountants of Pakistan.

IJLAL ALVI

is an expert in management of complex organizations and international networks. He is a recognized specialist in the field of strategic marketing, Islamic finance, Islamic markets and economy. Laurent Marliere is the CEO of ISFIN. With an ambitious and entrepreneurial mindset, he founded the premier worldwide advisory vehicle specialized in Islamic Markets.

In 2012, Marliere’s strategy was recognized by the FINANCIAL TIMES FT INNOVATIVE LAWYERS. On the academic side, Marliere lectures on strategic marketing and marketing for the Islamic markets. He is coordinator of several legal guides and authored several books on marketing for professional firms.

He is country correspondent of Islamic Finance News, the n°1 Media in the industry based in KL. As a recognized worldwide expert on strategic marketing, he is regular speaker to global forums and conferences.

INSTRUCTORS PROFILE

MUJTABA KHALID

currently heads the Islamic Finance Center at BIBF. He brings a diversified range of experience spanning from academia, government and private sector advisory, governance frameworks and Islamic capital market products as well as conducting Islamic finance training and capacity building programs in different jurisdictions around the world. Mujtaba Khalid's undergraduate degree in Accounting and Finance is from the London School of Economics and M.Sc. Investment Analysis from The University of Stirling. He also has three professional qualifications namely; Islamic Banking and Finance Qualification from the State Bank of Pakistan (NIBAF), CIMA Islamic Finance Diploma and Chartered Islamic Finance Professional (CIFP) from INCEIF.

NADER AL SOUFI

is a seasoned banker with over 20 years of industry experience in the banking sector covering Retail Banking, Marketing, Product Development, Marketing Research, Sales, Branding, Public Relations, and Business Development. His working experience include institutions like Credimax, HSBC, BBK, and Rasameel Structured Finance. He attained his MBA from the University of Michigan and completed his bachelor degree from the University of Bahrain.

OMAR MUSTAFA

is a fellow member of the Institute of Chartered Accountants of Pakistan (ICAP). He is currently working at the Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI) as Deputy Secretary General – Accounting & Governance. Previously he was Partner – Assurance & Head of Islamic Finance (Pakistan & Afghanistan) at Ernst & Young Ford Rhodes Sidat Hyder - A member firm of Ernst & Young. Omar is a member (ex-chairman) of ICAP's committee responsible for development of Islamic financial accounting standards for Pakistan and also a member of Insurance Committee leading the accounting regulations development for Takaful. He was a member of Securities & Exchange Commission of Pakistan (SECP) Shari'ah Board and part of the committee for revision of Takaful Rules, besides being part of several committees and task forces of the State Bank of Pakistan. He is advisor to Saudi Organization for Certified Public Accountants (SOCPA) on Shari'ah issues concerning IFRS adoption.

He is author of two books on Islamic finance, namely "Managing Finances - A Shariah Compliant Way" and "Islamic Microfinance Bank: Working Model" (in Urdu). He has also authored a textbook on Islamic finance and capital markets for the Institute of Capital Markets – Pakistan.

INSTRUCTORS PROFILE

DR SAMI SUWAILEM

is a senior consultant at the Islamic Development Bank (IDB). He is a prominent expert in the field of Islamic finance; an experienced researcher, an economist, and an author for a handful of specialized books related to Islamic finance that are considered as an authority in its field. Prior to IDB, he joined Al Rajhi as a senior consultant, and later became Manager of Research & Development in the Shariah Group of the Bank. He obtained his Master degree from Southern Illinois University in Carbondale, USA and his Ph.D. from Washington University in St. Louis, Missouri, USA, both in Economics.

DR SAMI SUWAILEM

is a Consultant with the 'Endowment for Arab Modern Renaissance' Waqf fund in the Kingdom of Bahrain. He is also the Middle East Regional Director of the World Zakat Organisation. Dr Dafterdar is an experienced Islamic banker with more than 20 years practice. He served the Islamic Development Bank (IDB) in Saudi Arabia as Business Development Manager in the Islamic Financial Services Department, where his responsibility included management of the Awqaf Investment Fund, and development of Waqf commercial projects and investments. He represented IDB on the board of banks and investment companies, and served as a member of the Product Development Committee of the International Islamic Financial Market in Bahrain.

الدكتور الشيخ عبد الستار أبو غدة

رئيس وعضو لعدد من المصارف الإسلامية و شركات التأمين التكافلي رئيس الهيئة الشرعية لمجموعة البركة المصرفية

الشيخ عبدالناصر المحمود

ماجستير إدارة الأعمال ، الجامعة الخليجية بتقدير إمتياز ، حاصل على البكالوريوس في الشريعة والدراسات الإسلامية من جامعة قطر بتقدير جيد جدا ، مدير تنفيذي أول ورئيس الرقابة الشرعية الداخلية في المصرف الخليجي التجاري ، عضو في هيئات شرعية في بعض المؤسسات المالية الإسلامية ، مدرب معتمد في المعهد المالي المصرفي (BIBF) ومدرب معتمد في المجلس العام للبنوك والمؤسسات المالية الإسلامية (CIBAFI) يتم الإعداد لنيل الدكتوراة في التدقيق الشرعي الداخلي في المؤسسات المالية الإسلامية

INFORMATION TECHNOLOGY

The IT Centre aims to become a leading provider for innovative IT Training programs.

In order to enhance the learning experience for our students, we continuously seek to develop partnerships with leading technology entities to offer international training programs tailored to the market needs and recent technological advancements.

We offer a number of professional qualifications in addition to a range of standard training courses that cover various IT skills and knowledge areas. Furthermore, customised training programs can be structured and offered to clients upon their request.

The IT Centre also organises special projects to offer interactive learning opportunities such as the Cyber Security Forum and Expo, Tech-Talks and other IT Specialised Programs.



OPEN ENROLMENT

CATEGORY	COURSE TITLE	CODE
MS Office Automation Courses	MS Word - Basic	330B
	MS Word - Intermediate	330I
	MS Word – Advanced	330A
	MS Excel – Basic	315B
	MS Excel – Intermediate	315I
	MS Excel – Advanced	315A
	MS PowerPoint	350
	MS Access	340
	MS Outlook	356
	MS Project	395
	MS Excel Business Dashboard	3023
	MS Excel Data Analysis and Visualization	3024
	Business Process Modelling	3025
	Microsoft Excel Conditional Formatting	3036
	MS Excel Data Cleansing and Data Presentation	3037
	Microsoft Power BI	3048
	MS Excel Data Forecasting - NEW	3058
	MS Excel VBA – Level 1 - NEW	3059
Advanced PowerPoint & Infographic Design - NEW	3060	
Security Courses	Management of Information Security	328
	Information Security Policies, Procedures & Standards	3000
	IT Security: Defense Against the Digital Dark Arts - NEW	3056

CATEGORY	COURSE TITLE	CODE
IT Management Courses	Business Continuity Management – BCM	380
	Cloud computing: Business trends and technologies	368
	IT Service Level Agreements Management	346
	IT Disaster Recovery Planning	344
	IT Risk Management	310
	IT Service Management	329
	IT Governance	345
	Fundamentals of IT Audit	3001
	IT Strategy and Management	311
	Business Impact Analysis for an Effective IT Disaster Recovery Plan	3035
	Information Risk Management: Maximizing the Value of Data and Information	3039
	Building the Internet of Things: Implement New Business Models	3040
	Big Data: Principles and Best Practices of Scalable Real-Time Data Systems	3041
	Automation and Web-Scale IT	3042
	Introduction to Digital Banking	3043
	FinTech in Flash: Financial Technology Made Easy	3044
	Digital Transformation in Financial Services - NEW	3055
	Innovation Strategy: Developing your Fintech Strategy - NEW	3057
	Artificial Intelligence & Robotic Process Automation in Banking - NEW	3061
	Introduction to Artificial Intelligence and Machine Learning for Cyber Security - NEW	3062

MS WORD - BASIC

COURSE CODE COM 330B

In this course students will learn the basic tools of MS Word, how to create, edit, format, and print Microsoft Word documents.

LEARNING OUTCOMES

- Learn to create and edit Microsoft Word documents.
- Learn about the Ribbon.
- Learn about the File tab.
- Learn to create new documents and use Word templates.
- Learn to format Word documents.
- Learn to add page numbers, headers and footers, and spell and grammar check documents

TARGET AUDIENCE

All staff members.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is assessed.

 **DURATION**

- 2 DAYS
(5 hours per day)
- 3 HOURS OF
SELF-STUDY

 **START DATE(s)**
10 - 11 MAR 2019

 **FEES**

MEMBER ORGANISATIONS GCC NATIONALS OTHER NATIONALITIES	COVERED BY LEVY BHD 50
NON MEMBER ORGANISATIONS ALL NATIONALITIES	BHD 150



SUPPORTED BY TAMKEEN

MS WORD - INTERMEDIATE

COURSE CODE COM 330I

In this course, students will learn advanced formatting, use Word drawing tools, create and manage tables, and work with column layouts.

LEARNING OUTCOMES

- Learn to use advanced editing tools.
- Learn to work with images, including placing and sizing images, wrapping text around images, and using borders and effects.
- Learn to adjust page orientation and layout.
- Learn to work with columns.
- Learn to work with page and section breaks.
- Learn about document views, using the navigation pane, and viewing multiple windows.

TARGET AUDIENCE

All staff members.

PREREQUISITES

BIBF: MS Word Basic (COM330B).

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

07 - 09 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225

MS WORD - ADVANCED

COURSE CODE COM 330A

In the MS Word - Advanced course, students learn advanced techniques, such as working with tables of contents, footnotes, and endnotes, adding comments, tracking changes, comparing and combining documents, creating envelopes and labels, using Mail Merge, and protecting documents.

LEARNING OUTCOMES

- Work with tables of contents.
- Work with footnotes and endnotes.
- Understand how to insert bibliographies and indexes.
- Use comments.
- Use track changes including accepting and rejecting changes.
- Understand how to compare and combine documents.
- Use Mail Merge and create envelopes and labels.
- Understand how to protect documents.
- Use bookmarks, add watermarks, and customize the Ribbon

TARGET AUDIENCE

All staff members.

PREREQUISITES

BIBF: MS Word Intermediate (COM330I).

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

03 - 06 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 300

MS EXCEL - BASIC

COURSE CODE COM315B

In this basic to Microsoft Excel training course, students will create and edit basic worksheets and workbooks. This course is designed for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft Excel worksheets.

LEARNING OUTCOMES

- Understand how to create basic worksheets.
- Understand how to perform calculations in an Excel worksheet.
- Learn how to modify an Excel worksheet.
- Understand how to modify the appearance of data within a worksheet.
- Manage Excel workbooks.
- Print the content of an Excel worksheet.
- Learn how to use handy features new in version.

TARGET AUDIENCE

All staff members.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

20 - 22 JAN 2019
10 - 12 FEB 2019
10 - 12 MAR 2019
07 - 09 APR 2019
07 - 09 JUL 2019
22 - 24 SEP 2019
13 - 15 OCT 2019
11 - 13 NOV 2019
08 - 10 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225



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Tamkeen

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MS EXCEL - INTERMEDIATE

COURSE CODE COM315I

This course teaches intermediate-level features and functions of Excel. Participants will learn how to work with large worksheets, use 3D formulas, apply validation rules, and use Excel's IF and analysis functions.

LEARNING OUTCOMES

- Understand how to learn to use formulas and functions.
- Understand how to create and modify charts.
- Understand how to convert, sort, filter, and manage lists.
- Understand how to insert and modify illustrations in a worksheet.
- Learn to work with tables.
- Learn to use conditional formatting and styles.

TARGET AUDIENCE

All staff members.

PREREQUISITES

BIBF: MS Excel – Basic (COM315B).

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

27 - 30 JAN 2019
17 - 20 FEB 2019
17 - 20 MAR 2019
14 - 17 APR 2019
16 - 19 JUN 2019
14 - 17 JUL 2019
15 - 18 SEP 2019
20 - 23 OCT 2019
17 - 20 NOV 2019
22 - 25 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 300



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MS EXCEL - ADVANCED

COURSE CODE COM315A

This Advanced Microsoft Excel training class is designed for students to gain the skills necessary to use pivot tables, audit and analyse worksheet data, utilize data tools, collaborate with others, and create and manage macros.

LEARNING OUTCOMES

- Understand how to create pivot tables and charts.
- Learn to trace precedents and dependents.
- Understand how to convert text and validate and consolidate data.
- Understand how to collaborate with others by protecting worksheets and workbooks.
- Understand how to create, use, edit, and manage macros.
- Understand how to import and export data.

TARGET AUDIENCE

All staff members.

PREREQUISITES

BIBF: MS Excel – Intermediate (COM315I).

ASSESSMENT TYPE

This course is examinable.

 **DURATION**

- 4 DAYS
(5 hours per day)
- 10 HOURS OF SELF-STUDY

 **START DATE(s)**

24 - 27 FEB 2019
21 - 24 APR 2019
23 - 26 JUN 2019
22 - 25 SEP 2019
24 - 27 NOV 2019

 **FEES**

MEMBER ORGANISATIONS GCC NATIONALS OTHER NATIONALITIES	COVERED BY LEVY BHD 100
NON MEMBER ORGANISATIONS ALL NATIONALITIES	BHD 300



SUPPORTED BY TAMKEEN

MS POWERPOINT

COURSE CODE COM350

MS PowerPoint training is designed for students who are interested in learning the fundamentals and advanced needed to create and modify basic presentations to develop an advanced presentation. Students will explore the PowerPoint environment and create a presentation. Students will format text on slides to enhance clarity and add graphical objects to a presentation and modify them. Students will also add tables and charts to a presentation to present data in a structured form and then finalize a presentation.

LEARNING OUTCOMES

- Start and end a PowerPoint session.
- Understand how to edit a presentation & different types of slides.
- Use the Outline tab.
- Understand how to add clipart to a slide.
- Understand how to format slides and use templates.
- Understand how to use the Slide Sorter to reorganize a presentation.
- Understand how to apply tables and to create, edit, and import charts to a presentation.
- Understand how to print various components of a presentation.
- Understand how to create customized presentations with templates.
- Understand how to add special effects & use the slide notes, and handout masters.
- Understand how to create, edit, and import charts.
- Understand how to manage hyperlinks.
- Understand how to create custom shows.
- Understand how to secure and share presentations
- Understand how to run a slide show

TARGET AUDIENCE

All staff members.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

17 - 19 FEB 2019
06 - 08 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225



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MS ACCESS

COURSE CODE COM340

A relational database application can help you and your organization collect and manage large amounts of data. In this course, you will use MS Access to manage your data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

LEARNING OUTCOMES

- Understanding what a database is.
- Working through a normalization concept.
- Working through a table design
- Understanding field properties and how to apply in the table.
- Understanding table relationships.
- Working with different datasheet views.
- Understand how to import/export data.
- Understand how to apply different wizards.

TARGET AUDIENCE

All staff members.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

24 - 27 MAR 2019
01 - 04 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 300



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MS OUTLOOK

COURSE CODE COM356

This Microsoft Outlook training class introduces the interface and gets students up and running quickly working with messages, calendars, and contacts. The course will allow the students to build on basic skills in Outlook and teaches students to work with some of the more advanced features of Outlook.

LEARNING OUTCOMES

- Work with new features in Outlook.
- Work with the Ribbon, Tabs, Groups, and Commands.
- Work with the Backstage View.
- Understand how to set up accounts and work with messages.
- Work with calendars and contacts.
- Work with tasks and notes.
- Work with signatures and themes.
- Understand how to manage the inbox including filtering, creating search folders, and archiving.
- Work with multiple accounts.

TARGET AUDIENCE

All staff members.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

31 MAR - 02 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225



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MS PROJECT

COURSE CODE COM395

MS Project course begins with the basic concepts and leads students through all the functions they'll need to plan and manage a small to medium-size project, including how to level resources and capture both cost and schedule progress. This course is intended for individuals who are interested in expanding their knowledge base and technical skills about Microsoft Project.

LEARNING OUTCOMES

- Understand the discipline of project management as it applies to using Microsoft Project.
- Understand how to create and manage simple projects.
- Learn how to enter and manage tasks and work with a project calendar.
- Understand how to create a Work Breakdown Structure.
- Learn how to identify task types & relationships.
- Define resources within project.
- Understand how to make work package estimates and create an Initial Schedule.
- Understand how to create a resource leveled schedule.
- Understand how to create projects from templates, excel files and create global templates.
- Understand how to create formulas and graphical indicators.
- Understand how to format output and print Reports.
- Understand how to set up a project with a calendar, start date, and scheduling method.
- Understand manually schedule vs. auto schedule.
- Be able to create a master project list with shared resources.
- Understand how to import and export data.

TARGET AUDIENCE

Project managers, project coordinators and project team members.

PREREQUISITES

Basic knowledge in Project Management.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

06 - 09 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 300



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Tamkeen

SUPPORTED BY TAMKEEN

MS EXCEL BUSINESS DASHBOARD

COURSE CODE COM3023

MS Excel Business Dashboard is an advanced MS Excel course. Participants will learn how to summarise and present data in an interactive way using lookup functions, Charts, Pivot Tables, Pivot Charts, Form Controls and Excel presentations skills. The course is driven by one day intensive practical exercises workshop.

LEARNING OUTCOMES

- Understand Business Dashboards and why Dashboards are different from a normal report.
- Draft a business dashboard and priorities of the measure locations.
- Work on Data Structure, Work with Tables, and Prepare the data for the Dashboard.
- Work with Sparklines and Conditional Formatting
- Work with charts and Understand charts elements
- Work with Pivot Tables and Pivot Charts
- Understand and use Excel lookup Functions and logic functions used in building Dashboards
- Understand and use Excel Form Controls.
- Use Dashboard design and Present Data as a Dashboard
- Practice Workshop Exercises.

TARGET AUDIENCE

- HR Managers
- Training Managers
- Finance Managers
- Business Analysts
- Advanced Excel Users
- MS Excel Information and Data Presenters.

PREREQUISITES

BIBF: MS Excel - Intermediate (315I).

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)



START DATE(s)

24 - 27 MAR 2019
27 - 30 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 300



تمكين
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MS EXCEL DATA ANALYSIS & VISUALIZATION

COURSE CODE COM3024

This course teaches participants how to analyse data using Excel Functions, Formulas and Pivot Tables. The course explains the way to summarize data from an excel file or imported list to excel.

LEARNING OUTCOMES

- Use Excel Statistical Functions
- Summarize data using Logical Functions
- Manipulate data using Excel Text Functions
- Understand the way of working with Tables
- Understand and use Pivot Tables
- Use Slicers to filter Data
- Present Data using Sparklines
- Present Data using Charts and Pivot Charts.
- Work on Practical Exercises.

TARGET AUDIENCE

All staff members.

PREREQUISITES

Basic computer skills.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

07 - 09 APR 2019
12 - 14 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225



تمكين
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BUSINESS PROCESS MODELLING

COURSE CODE COM3025

The Business Process Modelling using BPMN course is an intensive two days' workshop covering core concepts and elements of Business Process Modelling Notation (BPMN). The course provides a definition of the elements of the BPMN supported with real life practical examples of the use of the notation.

LEARNING OUTCOMES

- Gain an understanding of what is BPMN and why use BPMN
- Understand the BPMN elements and their graphical representation
- Apply the Business Process Modelling principle and best practice with BPMN
- Demonstrate how to solve practical problems using BPMN Building Business Models

TARGET AUDIENCE

This course will be of value to any participant whose responsibility is to improve operational efficiency in organisations, oversee organisation change or implement new IT based solutions and the following:

- Enterprisers
- Information Professionals
- Business Analysts
- Human Resource Managers
- Quality Managers
- System Developers

PREREQUISITES

Work experience of at least one year where the participant has been exposed to a varied range of different kinds of business processes.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

12 - 13 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 150



تمكين
Tamkeen

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MICROSOFT EXCEL CONDITIONAL FORMATTING

COURSE CODE COM3036

Microsoft Excel Conditional formatting workshop is all about formatting cells or a range of cells with colour according to one or many conditions. It is always easy for the eye and to better understand when the cells are coloured. Some examples of conditions are for example, cells greater than a specified number, formatting cells according to dates or the invoice number, formatting cells at the intersection of rows etc. The workshop will cover two types of conditional formatting, built in conditional formatting and logical formulas.

LEARNING OUTCOMES

- Gain valuable experience using Microsoft Conditional Formatting
- Use Conditional Formatting Dialog Box
- Use logical formula with conditional formatting
- Use Conditional Formatting for Decision Making
- Use Conditional Formatting with Dates
- Use Conditional Formatting with Excel Functions

TARGET AUDIENCE

This workshop will be of value to any participant whose responsibility is to improve their knowledge in MS Excel built in tools for decision making and analysing data in a visualization way.

PREREQUISITES

Knowledge of Microsoft Excel.

ASSESSMENT TYPE

This course is non-examinable.



DURATION

- 1 DAY
(5 hours per day)



START DATE(s)

11 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 25

BHD 75



تمكين
Tamkeen

SUPPORTED BY TAMKEEN

MS EXCEL DATA CLEANSING & DATA PRESENTATION

COURSE CODE COM3037

The ultimate goal of this workshop is to gain knowledge on how to clean, manipulate and transform your data and present it in a professional way. The workshop will cover MS Excel Power Query and Excel Built in Tools.

LEARNING OUTCOMES

- Clean imported data to MS Excel
- Transform imported Data using Excel Power Query
- Understand MS Excel Tables and why it is importance to use Tables
- Present Cleaned data with MS Excel Built in Tools

TARGET AUDIENCE

This workshop will be of value to any participant who deals with large data and data presentation.

PREREQUISITES

Knowledge of Microsoft Excel.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

28 - 29 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 150



تمكين
Tamkeen

SUPPORTED BY TAMKEEN

MICROSOFT POWER BI

COURSE CODE COM3048

Power BI is a new software product from Microsoft that helps you find meaning in your data. It is used to take in, transform, analyse, and visualize data in new and exciting ways. Microsoft Power BI produces actionable business intelligence in the form of reports, visualizations, and dashboards that can be shared anywhere in the world. Understanding Power BI is fast becoming a job skill that is just as important as knowing Word and Excel. "Power BI Desktop is free and can be downloaded from the Microsoft website."

LEARNING OUTCOMES

- Gain valuable experience using Microsoft Power BI Desktop
- Learn to load any type of data and combine with data from other sources
- Learn how to create data derived visualizations, reports, and dashboards
- Learn how to clean and transform data.
- Explore data modeling and the need for consistent relationships among data sources
- Understand how to visualize and report your data in multiple ways

TARGET AUDIENCE

This course will be of value to any participant whose responsibility is to improve operational efficiency in organisations, oversee organisation change or implement new IT based solutions and the following:

- Anyone who would like to present and visualize data
- IT Professionals
- Finance Professionals
- Human Resource Professionals
- Sales and marketing Professionals

PREREQUISITES

Knowledge of Microsoft Excel.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

29 SEP - 01 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225



تمكين
Tamkeen

SUPPORTED BY TAMKEEN

NEW MS EXCEL DATA FORECASTING COURSE CODE COM3058

This course is about creating and evaluating forecasts using MS Excel Tools, Functions and understanding and using the concepts of linear programming, forecasting, and trend analysis. Ms Excel Data Analysis ToolPak and What-If tools will be used along with the type of charts used in forecasting. The course is designed for those who work with numeric data and wishes to know what will happen next with numbers.

LEARNING OUTCOMES

- Understand Forecasting Concepts
- Use Forecasting Data Analysis Tools
- Understand Forecasting Accuracy
- Use Excel Solver to Optimize Forecasts
- Determine the Rights Chart for Forecasting
- Understanding Correlation and Coefficient
- Understanding Break Even Analysis
- Use Excel Analysis ToolPak for Forecasting

TARGET AUDIENCE

All staff members.

PREREQUISITES

Knowledge of Excel at the Intermediate to Advanced Level.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAY
(5 hours per day)



START DATE(s)

28 - 30 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

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ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225



MS OFFICE
AUTOMATION
COURSES



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NEW MS EXCEL VBA - LEVEL 1 COURSE CODE COM3059

VBA is Microsoft's powerful development tool for creating macros in Excel and other Microsoft Office applications. This course is intended to help all intermediate to advanced users get up to speed quickly with Microsoft Excel 2013/2016 Visual Basic for Applications. The course covers different features of the Visual Basic Editor interface; show users how to record, write, edit, and manage macros; and learn about the syntax that VBA uses to create macros.

LEARNING OUTCOMES

- Developing Macros
- Formatting Worksheets Using Macros
- Creating an Interactive Worksheet
- Working with Multiple Worksheets
- Performing Calculations

TARGET AUDIENCE

All staff members.

PREREQUISITES

Knowledge of Excel at the Intermediate Level.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)



START DATE(s)

03 - 06 MAR 2019
13 - 16 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

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COVERED BY LEVY
BHD 100

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MS OFFICE
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NEW ADVANCED POWERPOINT & INFOGRAPHIC DESIGN COURSE CODE COM3060

The course is a workshop type with heavy hands on practice aiming to help participants improve the quality of presentations and gain the results they need. The course will cover design principle and how to design and create clear and compelling slides, layout and design, visualisation, infographics and, image manipulation with practical exercises that will help you to present data simply and elegantly.

LEARNING OUTCOMES

- Gain knowledge on Design Elements and Principles
- Work with Slide Mater
- Work with Colors, Typography, Shapes and Images
- Manipulation Shapes to Design Infographics
- Shapes Transformation
- Creating Professional Presentation

TARGET AUDIENCE

Participants who would like to produce professional corporate presentations and gain knowledge of PowerPoint design principle.

PREREQUISITES

Knowledge of Microsoft PowerPoint.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)



START DATE(s)

14 - 17 APR 2019
17 - 20 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

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ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 300



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IT MANAGEMENT COURSES

BUSINESS CONTINUITY MANAGEMENT - BCM

COURSE CODE COM380

The concept of business recovery having a failure and recovering from it has been succeeded by Business Continuity (BC), being able to continue operations without interruption in the event of disruption to any part of the operation. From there, it is a shorter step to in-built resiliency into our organizations, processes, systems, infrastructure and IT to withstand whatever disruption may arise, wherever they arise.

The course aims to describe and identify the processes to build the business continuity plan.

LEARNING OUTCOMES

- Explain what a business continuity is.
- Understand the risk evaluation and control.
- Understand the business impact analysis and its processes.
- Understand how to develop business continuity strategy.
- Understand how to develop and implement business continuity plan.
- Understand how to audit, maintain and exercise the business continuity plan.

TARGET AUDIENCE

Executives, department managers, business continuity managers, IT disaster coordinators.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 10 HOURS OF SELF-STUDY



START DATE(s)

24 - 27 FEB 2019
03 - 06 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 300



SUPPORTED BY TAMKEEN

CLOUD COMPUTING: BUSINESS TRENDS & TECHNOLOGIES

COURSE CODE COM368

Cloud Computing has emerged in recent years as a new paradigm for hosting and delivering services over the Internet. Cloud technologies are pervasive, touching our daily lives any time we access the world wide web, use a mobile app, or make a retail purchase.

This course is designed to introduce the concepts of Cloud Computing as a new computing paradigm linked to business and technologies. The participants will learn the Cloud Computing in various terminologies, principles and applications.

LEARNING OUTCOMES

- Understand what is cloud computing.
- Explain virtualization and their role in elastic computing.
- Understand the relationship between business and cloud computing.
- Understand what is the nervous system in the cloud computing.
- Contrast the risks and benefits of implementing cloud computing.
- Understand the management and the operations of cloud computing.

TARGET AUDIENCE

IT Infrastructure, IT Operations and Business Staff.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

13 - 14 MAR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 150



IT MANAGEMENT
COURSES



SUPPORTED BY TAMKEEN



IT MANAGEMENT COURSES

IT SERVICE LEVEL AGREEMENTS MANAGEMENT

COURSE CODE COM346

An Information Technology service level agreement (SLA) is an excellent mechanism for creating a common understanding between a service provider and its customers about services and service delivery. It is a communication tool that helps to manage expectations, clarify responsibilities, and provide an objective basis for assessing service effectiveness.

The course aims to describe and identify the concepts, processes of IT SLA and to build the right SLA framework for your organization.

LEARNING OUTCOMES

- Define and explain SLAs.
- Understand the implementation of SLAs.
- Understand the SLAs structure based on best practices.
- Manage IT SLAs.
- Explain key measurements and activity-based SLAs.
- Understand the SLAs management and reporting.

TARGET AUDIENCE

CIOs, IT managers, IT supervisors and IT staff.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF SELF-STUDY



START DATE(s)

21 - 23 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225

IT DISASTER RECOVERY PLANNING

COURSE CODE COM344

Information Technology disasters can strike without warning at any time crippling an organization's ability to not only do business, perhaps even communicate internally and externally. The most evident problem during any IT disaster is the break in core application and communication or ability to share important data. The company's internal network may be completely down, making it impossible for remote employees to access. The course aims to identify the components required to build the IT disaster recovery plan.

LEARNING OUTCOMES

- Understand what IT disaster is.
- Understand Bootstrapping the DR plan effort.
- Developing and using Business impact analysis.
- Mapping business functions to infrastructure.
- Building technology recover plan.
- Planning system, network and data recovery.
- Writing the disaster recovery plan.
- Testing the recovery plan.

TARGET AUDIENCE

CIOs, IT Senior Managers, IT Managers, IT Supervisors and IT Staff.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

07 - 09 APR 2019
17 - 19 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225



IT MANAGEMENT
COURSES



SUPPORTED BY TAMKEEN

IT RISK MANAGEMENT

COURSE CODE COM310

If you know the enemy and know yourself, you need not fear the result of a hundred battles. If you know yourself but not the enemy, for every victory gained you also suffer a defeat. If you know neither the enemy nor yourself, you will succumb in every battle. Source: Sun Tzu. The art of war. Translation by Samuel B. Griffith. Oxford, UK: Oxford University Press, 1998.

Organizations depend on information technology for both day-to-day and long-term activities, and therefore need to know how secure their IT systems are and what risks they may be exposed to.

The course aims to describe and identify the best practices to develop the risk management processes including risk assessments and frameworks.

LEARNING OUTCOMES

- Explain information technology risk management.
- Identify the requirements and opportunities of IT risk management.
- Explain the relationship between IT risk and the impact on the organization.
- Understand and develop the 4A risk management framework.
- Understand the three core disciplines of IT risk management.
- Develop an awareness of IT risk culture.
- Understand the 10 principles of how to improve IT risk management.

TARGET AUDIENCE

Executives, IT managers, IT team members.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

23 - 26 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
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COVERED BY LEVY
BHD 100

BHD 300



IT MANAGEMENT
COURSES



SUPPORTED BY TAMKEEN

IT SERVICE MANAGEMENT

COURSE CODE COM329

The outcomes that customers or employees want to achieve are the reason why they use a service. The value of the IT service to the customer is directly dependent on how well a service facilitates these outcomes.

This course introduces the fundamentals of IT service management based on the Information Technology Infrastructure Library (ITIL).

LEARNING OUTCOMES

- Understand what service management is.
- Understand service management as a practice.
- Understand the basics of service lifecycle according to ITIL.
- Explain and understand the processes and the functions of IT service management.
- Understand how to measure the IT services.
- Identify the right metrics for IT service measurement.

TARGET AUDIENCE

Executives, IT managers, IT team members.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

03 - 06 FEB 2019
29 SEP - 02 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
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NON MEMBER ORGANISATIONS
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BHD 100

BHD 300



IT MANAGEMENT
COURSES



SUPPORTED BY TAMKEEN

IT GOVERNANCE

COURSE CODE COM345

In the current business climate where a tremendous amount of importance is being given to governance, the concept of IT governance is becoming an increasingly strong component. IT Governance is the organizational capacity to control the formulation and implementation of IT strategy, ensuring the fusion of business and IT. IT governance deals with effectiveness, efficiency and control, while IT governance provides a framework for IT structure, process and relational mechanisms.

The course aims to describe and identify the concepts for IT governance and how to embed in the organization.

LEARNING OUTCOMES

- Define the IT governance concept and frameworks.
- Understand the integration strategies and tactics for IT governance.
- Manage IT governance.
- Explain performance management as an IT governance mechanism.
- Assess business-IT alignment maturity.
- Understand how to link the IT balanced scorecard to the business objectives.
- Understand the IT Governance actions.

TARGET AUDIENCE

CIOs, IT senior managers, IT managers, IT supervisors and IT staff.

PREREQUISITES

A minimum of at least six months' work experience in an IT management or supervisory capacity.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

10 - 13 FEB 2019
07 - 10 JUL 2019



FEES

MEMBER ORGANISATIONS
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IT MANAGEMENT
COURSES



SUPPORTED BY TAMKEEN

FUNDAMENTALS OF IT AUDIT

COURSE CODE COM3001

An audit is a systematic, objective examination of one or more aspects of an organization that compares what the organization does to a defined set of criteria or requirements. This course is designed to teach participants how IT auditing can be used to examine processes, IT assets, and controls at multiple levels within an organization to determine the extent to which the organization adheres to applicable standards or requirements.

The course aims to describe the concept of IT audit and identify the processes for an effective audit methodology.

LEARNING OUTCOMES

- Define auditing, its uses, and the parties involved in auditing.
- Understand the context with IT governance, IT risk and IT security.
- Explain internal audit as an organizational capability.
- Explain IT audit drivers and rationale.
- Understand the operational aspects of external audits.
- Understand the benefits of internal and external auditing.
- Establish the scope of IT audit.
- Understand the types of controls.
- Understand the certification standards.
- Develop audit planning Process.

TARGET AUDIENCE

Auditors, compliance, IT managers and IT team members.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

24 - 27 MAR 2019
03 - 06 NOV 2019



FEES

MEMBER ORGANISATIONS
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OTHER NATIONALITIES

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IT MANAGEMENT
COURSES



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IT MANAGEMENT COURSES

IT STRATEGY & MANAGEMENT

COURSE CODE COM311

Information technology strategies are critical to business as they can deliver not only effective business operations, but also competitively differentiated products and services for firms. Yet many business and government enterprises have found their IT organizations to be misaligned with business strategies, or even worse, so dysfunctional that business values are actually destroyed instead of added.

The course aims to describe the principles and methodologies for crafting and executing a successful business-aligned IT strategy to provide businesses with value delivery.

LEARNING OUTCOMES

- Understand the strategic management principles.
- Understand the concept of strategic alignment and what the IT values are.
- Identify the critical success factors of IT strategy.
- Understand strategic alignment components for business value creation.
- Understand the strategic programs components: planning and execution.
- Understand IT resources and sourcing strategy.
- Explain the business innovation and information management.
- Understand how innovation will drive knowledge management.

TARGET AUDIENCE

Chief Information Officers, Chief Technology Officers, and IT Managers.

PREREQUISITES

A minimum of at least two years' work experience in an IT management or supervisory capacity.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 10 HOURS OF SELF-STUDY



START DATE(s)

27 - 30 JAN 2019
27 - 30 OCT 2019



FEES

MEMBER ORGANISATIONS
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OTHER NATIONALITIES

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ALL NATIONALITIES

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IT MANAGEMENT
COURSES

BUSINESS IMPACT ANALYSIS FOR AN EFFECTIVE IT DISASTER RECOVERY PLAN

COURSE CODE COM3035

The difficulty for any IT disaster recovery plan for business continuity management project is the development of a solid Business Impact Analysis program. Without one, the entire IT disaster recovery effort can be placed in difficulty.

Success for any IT disaster recovery plan project is subject to gaining a thorough understanding of the IT in an organization. This course will take the participants through the steps required to develop a complete understanding of the Business Impact Analysis process, and the critical steps required to thoroughly understand the nature and requirements of the IT in an organization.

LEARNING OUTCOMES

- Explain what is a Business Impact Analysis.
- Understand the Business Impact Analysis (BIA) process.
- Understand how to structure the BIA for IT.
- Understand how to apply the methods to conduct a BIA.
- Understand how to develop the IT disaster recovery from the BIA information.

TARGET AUDIENCE

IT Managers, Business Continuity Managers, IT Disaster Managers .

PREREQUISITES

None.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)
- 3 HOURS OF
SELF-STUDY



START DATE(s)

13 - 14 MAR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

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ALL NATIONALITIES

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BHD 50

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IT MANAGEMENT COURSES

INFORMATION RISK MANAGEMENT: MAXIMIZING THE VALUE OF DATA & INFORMATION

COURSE CODE COM3039

Managers have to address the new challenges posed by the rising importance of data and information being viewed as key assets. Data and information are such important assets for an organization that it is vital to understand how they have an impact in every part of the organization; not taking these business impacts seriously can lead to risks that damage the organization. This course will provide you with the concepts, methods and techniques that will protect your organization from a damage.

LEARNING OUTCOMES

- Define the total information risk management.
- Understand how data and information create risk.
- Understand the TIRM processes and models.
- Understand how to establish the TIRM context.
- Understand how to do the TIRM risk assessment.
- Understand how to treat the information risk.
- Understand the risk assessment techniques for TIRM.

TARGET AUDIENCE

IT Managers, IT Professionals, IT Risks, IT Auditors and Business Functions.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 10 HOURS OF SELF-STUDY



START DATE(s)

24 - 27 FEB 2019
13 - 16 OCT 2019



FEES

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BUILDING THE INTERNET OF THINGS: IMPLEMENT NEW BUSINESS MODELS

COURSE CODE COM3040

Like it or not, the Internet of Things (IoT) will change your organization unlike anything before. It will change your organization more than business process reengineering. Granted, to date most of IoT deployments have been incremental and evolutionary in streamlining and existing processes, cutting some costs or improving productivity.

This course will help you gain adequate knowledge on the Internet of Things; you will be able to understand the potential of the Internet of Things for the society, in terms of impact on the lives of billions of people and on the world economy and how business leaders can implement IoT today to realize tangible business advantages.

LEARNING OUTCOMES

- Understand what is Internet of Things.
- Understand how Internet of Things plays a role in the changing and transformation of organizations.
- Understand the Internet of Things business value proposition.
- Understand the Internet of Things change management.
- Understand Internet of Things security essentials.

TARGET AUDIENCE

All staff members.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

24 - 25 JUL 2019
18 - 19 DEC 2019



FEES

MEMBER ORGANISATIONS
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IT MANAGEMENT
COURSES



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BIG DATA: PRINCIPLES & BEST PRACTICES OF SCALABLE REAL-TIME DATA SYSTEMS

COURSE CODE COM3041

Services like social networks, web analytics and intelligent e-commerce often need to manage data at a scale too big for a traditional database. Complexity increases with scale and demand, and handling big data is not as simple as just doubling down on your RDBMS or rolling out some trendy new technology; you just need to take a different approach.

This course teaches you the concept of big data and using different layers like batch, serving and speed architecture.

LEARNING OUTCOMES

- Understand what is a big data.
- Understand what is a batch layer.
- Understand what is a serving layer.
- Understand what is a speed layer.

TARGET AUDIENCE

IT Managers, System Analysts, Database Admin and IT Operations Officers.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)
- 3 HOURS OF SELF-STUDY



START DATE(s)

24 - 25 APR 2019
29 - 30 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 150



IT MANAGEMENT
COURSES



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AUTOMATION & WEB-SCALE IT

COURSE CODE COM3042

The advent of the digital economy has fundamentally changed consumption patterns. Today's customers are accustomed to goods and services that are available online anytime, anywhere and from any type of device. To satisfy these new expectations, every enterprise must transform the way it does business, or face risk obsolescence. This course teaches you the concept of big data and using different layers like batch, serving and speed architecture.

This course explains the attributes of web-scale IT and describes how choosing the right IT automation platform is critical to every business's expedition toward web speed and web scale.

LEARNING OUTCOMES

- Define web-scale IT.
- Understand what Web-Scale IT Enables.
- Define automation and why it is adding value to the organizations.
- Define the automation platform.
- Understand Diverse Environments.

TARGET AUDIENCE

All staff members.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is assessed.

 **DURATION**

- 2 DAYS
(5 hours per day)
- 3 HOURS OF SELF-STUDY

 **START DATE(s)**
28 - 29 JUL 2019

 **FEES**

MEMBER ORGANISATIONS GCC NATIONALS OTHER NATIONALITIES	COVERED BY LEVY BHD 50
NON MEMBER ORGANISATIONS ALL NATIONALITIES	BHD 150



**IT MANAGEMENT
COURSES**



SUPPORTED BY TAMKEEN

INTRODUCTION TO DIGITAL BANKING

COURSE CODE COM3043

This course introduces to the participants the fundamentals of Digital Banking. This non-technical, business-focused course will cover why Digital Banking is important to the growth and profitability of banks, real-life case studies of banks around the world that embarked on digital transformation programs and what can participants do to kick-off the digital banking initiatives in their banks.

LEARNING OUTCOMES

- Define what is meant by Digital Banking
- Understand the cause of disruption to the banking industry
- Understand the new competitive landscape banks are facing
- Evaluating challenges and opportunities in the Digital Era
- Understand FinTech and their relationship with banks
- Understand what other banks are doing to become more digital
- Articulating the business case of undertaking digital transformation program
- Develop and communicate Digital Banking roadmap for your bank

TARGET AUDIENCE

- Managers responsible for business growth
- Managers responsible for strategic planning
- Managers responsible for customers' experiences
- Managers of support functions that are responsible for enabling business objectives

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

03 - 05 FEB 2019
03 - 05 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225



IT MANAGEMENT
COURSES



SUPPORTED BY TAMKEEN

FINTECH IN FLASH: FINANCIAL TECHNOLOGY MADE EASY

COURSE CODE COM3044

Fintech is redefining financial services in the 21st century. Originally, the term applied to technology used in the back-end of established trade and consumer financial institutions. It has expanded to include various innovations in technology, including cryptocurrencies, machine learning, roboadvice and the Internet of Things.

This course provides the fundamental concepts of Fintech and the roadmap to the future of banking and insurance.

LEARNING OUTCOMES

- Understand what is Fintech.
- Understand what are the new entrants to banking and the new operating models.
- Explain digital lending innovation and its key players.
- Understand the impact of Fintech on business banking.
- Understand what is the next generation commerce.

TARGET AUDIENCE

All staff members.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is assessed.

 **DURATION**

- 2 DAYS
(5 hours per day)
- 3 HOURS OF SELF-STUDY

 **START DATE(s)**
10 - 11 APR 2019
18 - 19 SEP 2019

 **FEES**

MEMBER ORGANISATIONS GCC NATIONALS OTHER NATIONALITIES	COVERED BY LEVY BHD 50
NON MEMBER ORGANISATIONS ALL NATIONALITIES	BHD 150



IT MANAGEMENT
COURSES



SUPPORTED BY TAMKEEN

NEW DIGITAL TRANSFORMATION IN FINANCIAL SERVICES COURSE CODE COM3055

The traditional business model of banking, and of most of the financial services incumbent companies now operating in the global financial system, were designed and developed on the basis of a number of leverages both tangible and intangible. These leverages have now become even more unbearable and a new kind of lightness is in need, in order to reinvent the financial services to face the challenge of the many digital disruptions to come as technological innovation is now changing the system once and for all.

The course aims to describe the concept and best practices for digital transformation in financial services.

LEARNING OUTCOMES

- Explain the synapses in the global financial systems.
- Understand the digital transformation in payments.
- Understand the transformation in funding.
- Understand the transformation in investment management.
- Understand the transformation in risk management.
- Understand the digital transformation for the greater good.

TARGET AUDIENCE

All staff members.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

10 - 12 MAR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225



IT MANAGEMENT
COURSES



SUPPORTED BY TAMKEEN

NEW INNOVATION STRATEGY - DEVELOPING YOUR FINTECH STRATEGY COURSE CODE COM3057

The world is being transformed by a technological revolution, with established firms across the economy being challenged by a new wave of digital innovation. This is particularly true in the financial services sector, where Fintech promises to change the way that we bank, invest, insure and even pay for things.

The course aims to vision about how business strategies meet with innovation in finance.

LEARNING OUTCOMES

- Explain the competing concepts on technological innovation.
- Understand what Fintech strategy should resolve.
- Explain the organizing for digital innovation.
- Understand the strategic toolbox for Fintech innovation.
- Explain channeling the smarts of others.
- Understand how organizations in financial services can source innovations from vendors.

TARGET AUDIENCE

All staff members.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)
- 3 HOURS OF
SELF-STUDY



START DATE(s)

12 - 13 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 150



IT MANAGEMENT
COURSES



SUPPORTED BY TAMKEEN

NEW ARTIFICIAL INTELLIGENCE & ROBOTIC PROCESS AUTOMATION IN BANKING COURSE CODE COM3061

The course allows participants to learn about the concepts of Artificial Intelligence & Robotic Process Automation. This non-technical, business-focused course, allows participants to learn how Artificial Intelligence & Robotic Process Automation will impact the future of banking through the streamlining of banking operations, revenue optimization and improving customer experience.

LEARNING OUTCOMES

- Gain basic understanding of Artificial Intelligence
- Gain basic understanding of Robotic Process Automation
- Understand how Artificial Intelligence & Robotic Process Automation can be used in Banking
- Articulate used cases of Artificial Intelligence & Robotic Process Automation in their banks

TARGET AUDIENCE

- Professionals
- Officers of departments that need to optimize processes and/or customer experience
- Managers who would like to optimize their business processes

PREREQUISITES

None.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

05 - 06 MAY 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 150



IT MANAGEMENT
COURSES



SUPPORTED BY TAMKEEN

NEW INTRODUCTION TO ARTIFICIAL INTELLIGENCE & MACHINE LEARNING FOR CYBERSECURITY COURSE CODE COM3062

Cyber security is a top concern for businesses and IT leaders across all industries. They have a great deal of potential threats to deal with, ranging from ransomware and phishing, to advanced threats and cyber espionage. They may soon have something else to worry about: Artificial intelligence (AI).

This is an introductory course on Artificial Intelligence for cybersecurity. The topics may include: AI methodology and fundamentals; intelligent agents; search algorithms; supervised and unsupervised learning; decision tree learning; neural networks; deep learning; nearest neighbour methods.

The course will try to tackle several critical issues related to AI and ML, such as the AI/ML impact on cybersecurity; how they are used in applications that are currently used in my organization; are there any downsides for AI/ML; how the hackers get a good use of such technologies, and many more questions that might come to your mind when thinking about AI/ML.

LEARNING OUTCOMES

- Have insight into the main methods used in artificial intelligence (AI) and machine learning (ML)
- Have knowledge of the historical development of the field
- Why are AI and ML important for Cybersecurity?
- What are the faces of the Good Old Fashioned Artificial Intelligence (GOFAI)
- How is AI/ML Used in Security Today?
- Are There Downsides to Using AI/ML?
- How Adversaries benefit from AI/ML?
- What about AI/ML as a service?
- What is the future of AI & ML in Cybersecurity?
- What are the Implications of AI in privacy?
- What are the Applications of machine learning in security?
- What are the Machine Learning Techniques?



IT MANAGEMENT
COURSES

Continues on the
next page →

NEW INTRODUCTION TO ARTIFICIAL INTELLIGENCE & MACHINE LEARNING FOR CYBERSECURITY CONT. COURSE CODE COM3062

TARGET AUDIENCE

Information Security and IT staff that are dealing with security related technologies.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is assessed.

 **DURATION**
• 2 DAYS
(5 hours per day)

 **START DATE(s)**
20 - 21 MAR 2019
29 - 30 SEP 2019

 **FEES**
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50
BHD 150



IT MANAGEMENT
COURSES



SUPPORTED BY TAMKEEN



SECURITY
COURSES

MANAGEMENT OF INFORMATION SECURITY

COURSE CODE COM328

Information security is intended to protect information to an appropriate extent by maintaining the level of risk to the organization at an acceptable level. Effective information security management enables information to be used and shared while protecting its value. In this way, an organization can maintain efficient operations, achieve legal compliance and maintain its reputation.

The course aims to describe the principles of information security and manage the security program through different approaches.

LEARNING OUTCOMES

- Understand what is security and management of security.
- Understand and explain the Committee on National Security Systems (CNSS) model.
- Understand the Value of Information and the Confidentiality, Integrity and Availability triad.
- Discuss the twelve categories of threats.
- Define information security policy and describe its central role in a successful information security program.
- Describe the dominant information security blueprint, frameworks and information security management models.
- Understand risk management processes to identify and prioritize risk factors.

TARGET AUDIENCE

All staff members.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

10 -13 FEB 2019
01 - 04 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 300



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SECURITY COURSES

INFORMATION SECURITY POLICIES, PROCEDURES & STANDARDS

COURSE CODE COM3000

Information security exists to protect an organization's valuable information resources but is often viewed as an obstacle to achieving business objectives. This course illustrates how an effective information security programme can be used to preserve information assets, and can help organizations meet business objectives through information security policies, procedures and standards.

LEARNING OUTCOMES

- Explain the elements of information protection
- Define policy and IT policy
- Explain key elements of an IT policy
- Develop an IT policy
- Define mission statement
- Explain business goals versus security goals
- Develop mission statements
- Define standards
- Define procedures
- Explain the key elements in procedure writing
- Understand the information classification
- Understand the code of practice for information security

TARGET AUDIENCE

IT Managers, Supervisors and IT staff.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF SELF-STUDY



START DATE(s)

17 - 19 MAR 2019
15 - 17 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225



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SECURITY
COURSES

IT SECURITY - DEFENSE AGAINST THE DIGITAL DARK ARTS

COURSE CODE COM3056

It is highly likely that one of those things is actually something containing digital storage such as a computer or hard drive. These items usually contain important digital files such as documents. So if these digital files are very important then they need to be protected from all forms of danger including IT Threats such as hackers and cyber attackers.

The course aims to describe different IT security concepts, tools and best practices.

LEARNING OUTCOMES

- Explain the basic concepts of IT security.
- Understand how various encryption and techniques work.
- Understand the limitations and benefits of various encryption techniques.
- Understand the difference between authentication and authorization.
- Evaluate potential risks and recommend ways to reduce risk.
- Understand the best practices on how to secure a network.

TARGET AUDIENCE

IT security managers, IT security admin, IT team members.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

21 - 23 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225



تمكين
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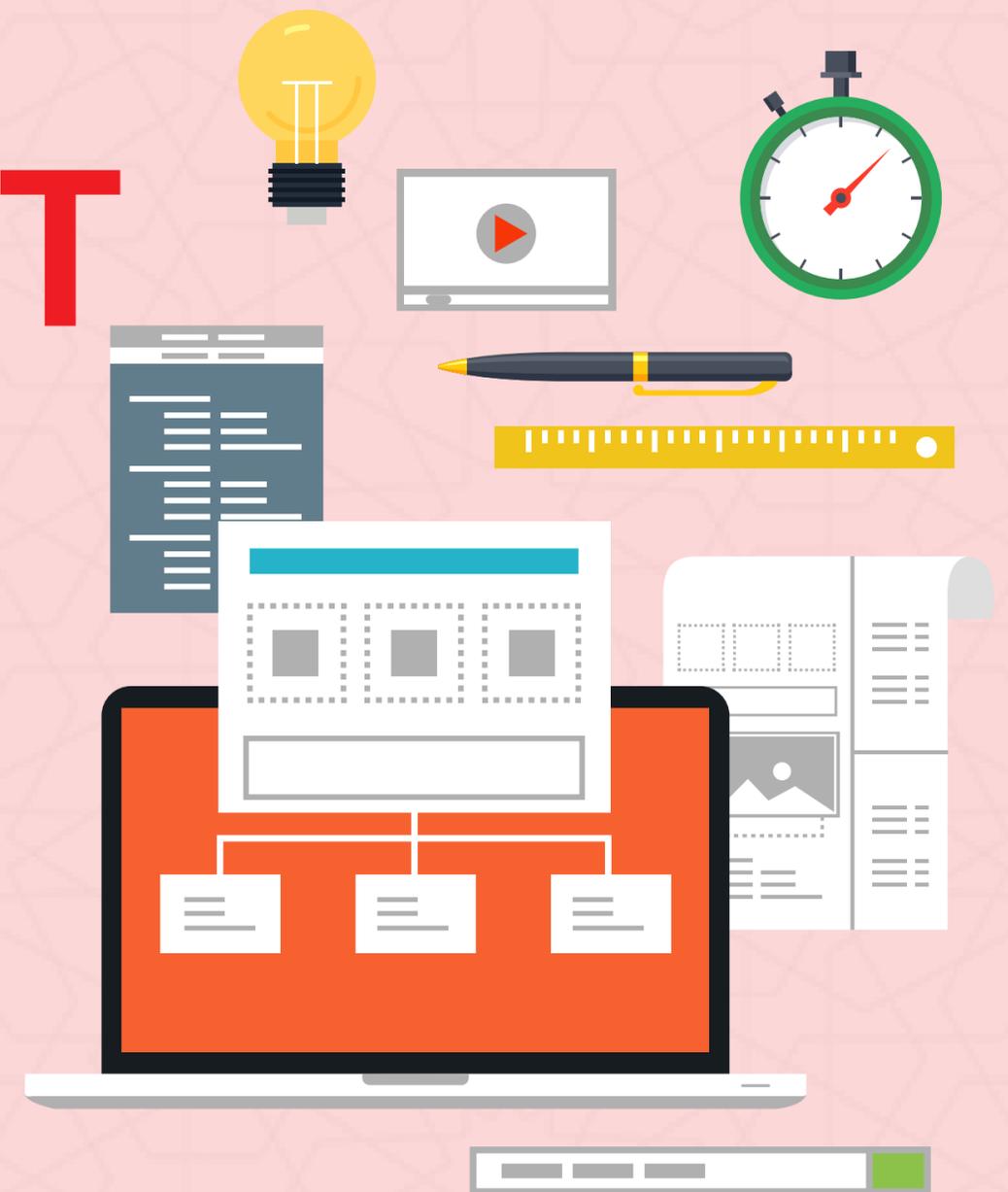
PROJECT MANAGEMENT

The Project Management Centre aims to provide learning opportunities to develop the essential skill of project management for all professions. Based on our belief that Project Management is for everyone, we offer various innovative training programs that tailor to the needs and requirements of a wide range of participants.

Project Management Institute (PMI)® - the world's largest not-for-profit membership association for the project management profession – has named the BIBF as a Registered Education Provider (R.E.P.) effective since November 2016. This achievement is in line with our objective to maintain international quality and knowledge standards.

Our Training Programs include Professional Qualifications, training courses and workshops, project management team building games and other special offerings customised to our clients' needs. In addition, we also conduct project management special learning projects such as the Project Management Convention, Project Management Club Sessions and other Project Management Specialised Programs.

The dates and fees mentioned in this section are subject to change at the Institute's discretion. Please visit www.bibf.com for the latest updates.



OPEN ENROLMENT

CATEGORY	COURSE TITLE	CODE
Project Management Courses	IT Project Management	394A
	Project Management – Fundamentals	394F
	Project Management- Scheduling & Cost Control	394C
	The Principles of Earned Value Management - A Cost & Schedule Control System	3005
	Identifying & Managing Project Risk	3007
	WBS: A Building Block of Sound Project Management	3023
	Project Scheduling & Crash Time Made Clearer	3024
	Engaging Stakeholders for Project Success	3025
	Project Change Management	3026
	PMP® Road Map: Project Integration, Scope & Scheduling Management	3047
	PMP® Road Map: Project Cost, Quality & Resource Management	3046
	PMP® Road Map: Project Communications, Risk, Procurement & Stakeholder Management	3048
	Fundamentals of Agile Project Management	3037
	LEGO Project Management	3038
	Setting up a Project Management Office (PMO)	3039
	Innovation & Project Management	3040
	Business Analysis for IT Professionals	3041
	Project Quality Management: Why, What & How?	3042
	The Project Charter – A Step by Step Approach	3043
	Using Critical Path Method for an Effective Scheduling Analysis	3044
Project Tools & Techniques: A Tale of Project Success	3045	
Transformation Approach to Projects: Agile Way - NEW	3053	
Managing the Project Budget for an Effective Control - NEW	3054	

IT PROJECT MANAGEMENT

COURSE CODE PM394A

The success of many organizations depends on their ability to connect the power of information technology, but many forms of information technology implemented by organizations either fail completely or do not live up to their potential. IT project managers need many skills above and beyond the technical skills required to implement information systems. Management of time, scope and cost are vital, as are the “soft” skills of managing the team and communicating with the stakeholders.

The course aims to identify the concepts and tools involved in managing Information technology projects.

LEARNING OUTCOMES

- Understand the basics of projects and project management.
- Understand the relationship and context between IT and project management.
- Incorporate stakeholder management in the project planning process
- Understand how to identify the project scope and develop a work breakdown structure.
- Understand how to identify the duration of the project by using a network diagram and critical path method.
- Understand how to manage the project cost & evaluate the project performance by using earned value analysis.
- Identify the key aspects of project communications management.
- Understand the risk assessment process.
- Identify the process of project closing.

TARGET AUDIENCE

Project managers, IT personnel, system analysts, and system developers.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

31 MAR - 03 APR 2019
24 - 27 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 300



STANDARD
COURSES



SUPPORTED BY TAMKEEN

PROJECT MANAGEMENT – FUNDAMENTALS

COURSE CODE PM394F

Project management means much more than keeping project management's iron triangle in check, delivering on time, budget, and scope; it unites clients and teams, creates a vision for success and gets everyone on the same page of what's needed to stay on track for success. When projects are managed properly, there's a positive impact that rings beyond delivery of 'the stuff'. The course aims to provide the fundamental methodologies, concepts, processes, and techniques to successfully manage a project.

LEARNING OUTCOMES

- Understand the basics of projects and project management.
- Understand the role of project manager.
- Understand the components of project planning.
- Incorporate stakeholder management in the project planning process.
- Understand how to develop mission, vision, goals and objectives of the project.
- Understand how to use the work breakdown structure to plan a project.
- Understand how to schedule project work.
- Understand the project control and evaluation.
- Identify the project control using earned value analysis.
- Understand the project risk assessment process.
- Understand the closing process.

TARGET AUDIENCE

All staff members.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

03 - 06 FEB 2019
30 JUN - 03 JUL 2019
06 - 09 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 300



STANDARD
COURSES



SUPPORTED BY TAMKEEN

PROJECT MANAGEMENT - SCHEDULING & COST CONTROL

COURSE CODE PM394C

Scheduling and cost control are at the heart of project management. To successfully run any significant project, project managers must accurately identify required resources, sequence work activities, estimate the costs and time needed to perform those activities and carefully track progress against their estimates.

The course aims to provide the concepts, tools and techniques to manage the two main constraints in a project for an effective management.

LEARNING OUTCOMES

- Understand how to develop project activities matrix.
- Understand how to identify the average time required for project activities by using PERT.
- Understand how to develop a network diagram to identify the duration of the project and critical path.
- Explain the purpose of crashing a project.
- Understand how to crash a project by using different methods.
- Identify potential issues in estimating project activity costs.
- Understand the basic requirements to measure the project performance.
- Understand the concept of earned value management for better decision making process.

TARGET AUDIENCE

Project managers, project coordinators, project team members.

PREREQUISITES

BIBF: Project Management – Fundamentals (394F).

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

03 - 06 MAR 2019
20 - 23 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 300



STANDARD
COURSES



SUPPORTED BY TAMKEEN



STANDARD
COURSES

THE PRINCIPLES OF EARNED VALUE MANAGEMENT - A COST & SCHEDULE CONTROL SYSTEM COURSE CODE PM3005

Every project doesn't go exactly as planned. In fact, you may have agreed to fund a project, only to see it come in over budget. Maybe you were a project manager and were not happy when you had to deliver it behind schedule. The use of earned value helps project members track and report metrics on scope, time, and cost, as well as providing early warnings of project difficulties that provide the foundation for corrective action. The course aims to describe and identify the concept of EVM and to understand how to apply earned value concepts directly to a real-world projects.

LEARNING OUTCOMES

- Explain what an earned value management is.
- Understand how to plan for earned value and what is variance and value.
- Explain what is cost and schedule variance and how to use them and to convert to percentages for better analysis.
- Understand how to analyse the task levels.
- Understand how to identify the indexes for better control and decision.
- Understand how to identify the forecast values for better control and decision.

TARGET AUDIENCE

Project Managers, Project Coordinators, Project Expeditors.

PREREQUISITES

BIBF: Project Management - Fundamentals (394F).

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)
- 3 HOURS OF
SELF-STUDY



START DATE(s)

30 JUN - 01 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 150



SUPPORTED BY TAMKEEN

IDENTIFYING & MANAGING PROJECT RISK

COURSE CODE PM3007

Projects are naturally risky business. Between technical challenges, time restrictions and resources' difficulties, things can go wrong. This is why one of the most important roles of a project manager is considering the possible risks involved at every point in the project process.

The course aims to describe and identify the processes to develop an effective risk assessment and control for projects.

LEARNING OUTCOMES

- Explain and define risks in project.
- Identify and understand the benefits and uses of risk data.
- Identify and understand the source of scope risk.
- Identify and understand the source of schedule risk.
- Identify and understand the source of resource risk.
- Differentiate between quantitative and qualitative risk analysis.
- Understand how to develop an effective project risk assessment.
- Identify and understand the root cause analysis.
- Identify and understand project documentation requirements.
- Understand how to prepare a risk register.

TARGET AUDIENCE

Project managers, project coordinators, project expeditors and project team members.

PREREQUISITES

BIBF: Project Management - Fundamentals (394F).

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

17 - 20 MAR 2019
11 - 14 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 300



STANDARD
COURSES



SUPPORTED BY TAMKEEN



STANDARD
COURSES

WBS: A BUILDING BLOCK OF SOUND PROJECT MANAGEMENT

COURSE CODE PM3023

The work breakdown structure is fundamental to project execution. When we expend insufficient time and develop inadequate detail on the WBS, the project will yield poor results and we can expect to see last-minute identification of critical elements. Not only do some essential items occur late in the process, but we can also expect to see cost overruns, schedule overruns, poor quality at delivery and erosion of project tracking ability—where we do not know where we are at any given time because our roadmap is defective (or missing).

The course aims to describe and identify the concepts and processes to develop a project work breakdown structure for an effective project management.

LEARNING OUTCOMES

- Understand what work breakdown structure is.
- Understand the practice standards for work breakdown structure.
- Defining work breakdown structure.
- Understand the importance of the work breakdown structure.
- Defining work breakdown structure quality.
- Consideration while creating a work breakdown structure.

TARGET AUDIENCE

Project managers, project coordinators and project administrators.

PREREQUISITES

BIBF: Project Management - Fundamentals (394F).

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)
- 3 HOURS OF
SELF-STUDY



START DATE(s)

17 - 18 APR 2019
20 - 21 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 150



SUPPORTED BY TAMKEEN

PROJECT SCHEDULING & CRASH TIME MADE CLEARER

COURSE CODE PM3024

Project scheduling is at the heart of project management. To successfully run any significant project, managers must accurately identify required resources, sequence work activities, estimate the time needed to perform those activities and carefully track progress against their estimates. Project managers should know when and how to crash a project and to which level they should crash a project.

LEARNING OUTCOMES

- Understand and apply key scheduling terminology.
- Apply the logic used to create activity network, including predecessor and successor tasks.
- Develop an activity network using Activity-on-Arrow AOA techniques.
- Perform activity duration estimation based on the use of probabilistic estimating techniques.
- Construct the critical path using forward and backward passes.
- Identify activity float and the manner in which it is determined.
- Understand how to crash a project.

TARGET AUDIENCE

Project managers and anyone who wishes to learn about project scheduling.

PREREQUISITES

BIBF: Project Management - Fundamentals (394F).

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

19 - 20 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 150



STANDARD
COURSES



SUPPORTED BY TAMKEEN

ENGAGING STAKEHOLDERS FOR PROJECT SUCCESS

COURSE CODE PM3025

Stakeholder management needs to focus more on engagement in order to move projects from installation to implementation. Stakeholder management needs to be less hierarchically focused and, at the same time, needs to take into account the fluid political nature of organizations. Projects should start with the premise that identifying a range of stakeholders and engaging with them in a consistent and organized manner will improve project success.

The course aims to describe and identify the processes to identify, analyse, communicate and manage the project stakeholders.

LEARNING OUTCOMES

- Define and explain stakeholder management
- Analysing stakeholder maps
- Describe quadrants
- Understand and define sponsors, leads and agents
- Develop plans for stakeholders

TARGET AUDIENCE

Project managers and anyone who wishes to learn about Stakeholder Management.

PREREQUISITES

BIBF: Project Management - Fundamentals (394F).

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)
- 3 HOURS OF
SELF-STUDY



START DATE(s)

20 - 21 JAN 2019
17 - 18 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 150



STANDARD
COURSES



SUPPORTED BY TAMKEEN

PROJECT CHANGE MANAGEMENT

COURSE CODE PM3026

Every project professional agrees that “success” today is not just about being on time, within budget, and according to scope, but one in which there is successful organizational change and the broad organizational adoption of project outputs and deliverables. However, because the project management and organizational/behavioural change management disciplines are often practiced as separate entities, the road to success often becomes divided, leading to poor outcomes for both the project manager and stakeholders throughout the organization.

LEARNING OUTCOMES

- Define what is a change in project
- Understand what is emergence of change management
- Explain the next evolution of project change management
- Understand the elements of the emergence method
- Understand the process of assessment
- Identify the stakeholders and how they are impacted by the change
- Explain the design of change
- Understand the elements of designing a change

TARGET AUDIENCE

Project managers, project coordinators and Staff involved in project management requiring a deeper understanding of the project change mechanisms.

PREREQUISITES

BIBF: Project Management - Fundamentals (394F).

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

22 - 24 JAN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225



STANDARD
COURSES



SUPPORTED BY TAMKEEN

PMP® ROADMAP: PROJECT INTEGRATION, SCOPE & SCHEDULING MANAGEMENT

COURSE CODE PM3047

Project Integration, Scope and Scheduling Management are the knowledge areas in the Project Management Body of Knowledge (PMBOK®). Project integration management includes the processes and activities to identify, define, combine, unify and coordinate the various processes and activities within project management process groups. Project scope management includes the processes required to ensure that the project includes all the work required, and only the work required to complete the project successfully. Project time management includes the processes required to manage the timely completion of the project. This course is aligned with the framework of the PMI®.

LEARNING OUTCOMES

- Identify the requirements to develop a project charter
- Identify the requirements to develop a comprehensive project management plan
- Understand the process of leading and performing the project work
- Understand the process of tracking the project
- Identify the process of reviewing all change requests
- Understand the process of finalizing all activities in the project.
- Understand the process of creating a scope management plan
- Understand the process of determining, documenting and managing stakeholder needs
- Understand the process of developing a detailed description of the project and product
- Understand the process of subdividing project deliverables and project work to manageable components
- Understand the process of formalizing acceptance of the completed project deliverables.
- Understand the process of monitoring the status of the project.
- Understand the process of establishing the plan schedule management
- Understand the process of identifying and documenting project deliverables
- Understand the process of identifying and documenting relationships among the project activities
- Understand the process of estimating the type of resources required to perform each activity
- Understand the process of estimating the number of work periods needed to complete individual activities
- Understand the process of analysing activity sequences, durations, resource requirements to create the schedule model
- Understand the process of monitoring the status of project activities.

Continues on the next page →

PMP® ROADMAP: PROJECT INTEGRATION, SCOPE & SCHEDULING MANAGEMENT CONT.

COURSE CODE PM3047

TARGET AUDIENCE

Staff involved in project management requiring a deeper understanding of the project integration management.

PREREQUISITES

At least 2 years' work experience in an organization where the participant has been personally involved in managing projects or has participated in projects.

ASSESSMENT TYPE

This course is non-examinable.



STANDARD COURSES



DURATION

- 3 DAYS
(5 hours per day)
- 10 HOURS OF SELF-STUDY



START DATE(s)

17 - 19 FEB 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225

PMP® ROADMAP: PROJECT COST, QUALITY & RESOURCE MANAGEMENT

COURSE CODE PM3046

Project cost management includes the processes involved in planning, estimating, budgeting, financing, funding, managing and controlling costs so that the project can be completed within the approved budget. Project quality management includes the processes and activities of the performing organization that determine quality policies, objectives and responsibilities so that the project will satisfy the needs for which it was undertaken. Project resource management includes the processes to identify, acquire, and manage the resources needed for the successful completion of the project. This course is aligned with the framework of the PMI®.

LEARNING OUTCOMES

- Understand the process of establishing the cost management plan.
- Understand the process of developing an approximation on the monetary resources needed to complete project activities.
- Understand the process of aggregating the estimated costs of individual activities.
- Understand the process of monitoring the status of the project costs.
- Understand the process of establishing the plan quality management.
- Understand the process of auditing the quality requirements and the results from quality control measurements.
- Understand the process of monitoring and recording results of executing the quality activities to assess performance and recommend necessary changes.
- Understand the process of establishing the plan of human resource management.
- Understand the process of confirming human resource availability and obtaining the team necessary to complete project activities.
- Understand the process of improving competencies, team member interaction and the overall team environment to enhance project performance.
- Understand the process of tracking team member performance.



STANDARD
COURSES

Continues on the
next page →

PMP® ROADMAP: PROJECT COST, QUALITY AND RESOURCE MANAGEMENT CONT.

COURSE CODE PM3046

TARGET AUDIENCE

Staff involved in project management requiring a deeper understanding of the project integration management.

PREREQUISITES

At least 2 years' work experience in an organization where the participant has been personally involved in managing projects or has participated in projects.

ASSESSMENT TYPE

This course is non-examinable.



STANDARD COURSES



DURATION

- 3 DAYS
(5 hours per day)
- 10 HOURS OF SELF-STUDY



START DATE(s)

16 - 18 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225

PMP® ROADMAP: PROJECT COMMUNICATIONS, RISK, PROCUREMENT & STAKEHOLDER MANAGEMENT

COURSE CODE PM3048

Project communications management includes the processes that are required to ensure timely and appropriate planning, collection, creation, distribution, storage, retrieval, management, control, monitoring and the ultimate disposition of project information. Project risk management includes the processes of conducting risk management planning, identification, analysis, response planning and controlling risk on a project. Project time management includes the processes required to manage the timely completion of the project. Project stakeholder management includes the processes required to identify the people, groups or organizations that could impact or be impacted by the project and to develop appropriate management strategies for engaging and managing stakeholders. This course is aligned with the framework of the PMI®.

LEARNING OUTCOMES

- Understand the process of establishing the plan of communications management
- Understand the process of creating, collecting, distribution, storing, retrieving and the ultimate disposition of project information in accordance with the communication management plan
- Understand the process of monitoring and controlling communications
- Understand the process of establishing the plan of risk management
- Understand the process of determining which risks may affect the project and documenting their characteristics
- Understand the process of prioritizing risks for further analysis
- Understand the process of numerically analysing the effect of identified risks on overall project objectives
- Understand the process of developing options and actions
- Understand the process of implementing risk response plans, tracking and monitoring residual risks
- Understand the process of establishing the plan of procurement management
- Understand the process of obtaining seller responses, selecting a seller and awarding a contract
- Understand the process of managing procurement relationships, monitoring contract performance and making changes and corrections as appropriate
- Understand the process of completing each project procurement
- Understand the process of identifying the people, groups or organizations that could impact or be impacted by the project
- Understand the process of establishing the plan of stakeholder management
- Understand the process of communicating and working with stakeholders to meet their needs/expectations
- Understand the process of monitoring overall project stakeholder relationships and adjusting strategies and plans for engaging stakeholders



STANDARD COURSES

Continues on the next page →

PMP® ROADMAP: PROJECT COMMUNICATIONS, RISK, PROCUREMENT & STAKEHOLDER MANAGEMENT CONT.

COURSE CODE PM3048

TARGET AUDIENCE

Staff involved in project management requiring a deeper understanding of the project integration management.

PREREQUISITES

At least 2 years' work experience in an organization where the participant has been personally involved in managing projects or has participated in projects.

ASSESSMENT TYPE

This course is non-examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 5 HOURS OF SELF-STUDY



START DATE(s)

22 - 25 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 300



STANDARD COURSES

FUNDAMENTALS OF AGILE PROJECT MANAGEMENT

COURSE CODE PM3037

Agile project management is a style of project management that focuses on early delivery of business value, continuous improvement of the project's product and processes, scope flexibility, team input, and delivering well-tested products that reflect customer needs.

This course provides the fundamentals of agile project management that will support Project Managers run their projects in agile methodology in a way that results in a higher level of customer satisfaction.

LEARNING OUTCOMES

- Understand what is agile project management
- Understand how you can be agile by identifying agile frameworks
- Understand how to work on an agile project and what the different iterative stages are in agile projects
- Understand how to manage each of the different project management areas using agile approaches
- How to know the successful transition to agile project management

TARGET AUDIENCE

Project Managers, Project Coordinators and Project Officers.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF SELF-STUDY



START DATE(s)

14 - 16 APR 2019
08 - 10 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225



STANDARD COURSES



STANDARD COURSES

LEGO PROJECT MANAGEMENT - A FUN WAY TO LEARN PROJECT MANAGEMENT

COURSE CODE PM3038

Applied project management and fun team simulation exercises serve as a highly efficient learning tool in translating Project Management theory and best practices into real-life applications and know-how.

Through this hands-on and fun project management course, participants will systematically experience the full project life cycle, from initiation to completion phase. Using miniature LEGO® sets, participants will work in teams and develop key project management plans and documents, by leveraging acquired knowledge, applying essential tools and techniques to accurately translate requirements into successful project deliverables.

LEARNING OUTCOMES

- Understand the basic concepts of project management.
- Understand how to capture the requirements and develop a scope plan.
- Understand how to develop a work breakdown structure to align with the project objective.
- Learn the importance of each team member in the overall team performance.
- Understand stakeholder relationships.

TARGET AUDIENCE

All staff members.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

20 - 21 FEB 2019
11 -12 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 150



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SUPPORTED BY TAMKEEN

SETTING UP A PROJECT MANAGEMENT OFFICE - PMO

COURSE CODE PM3039

This course covers the basics of setting up a Project Management Office. PMOs support companies by aligning their projects' objectives to their company's business objectives.

LEARNING OUTCOMES

- Understand the different types of PMOs
- Learn about the benefits of having a PMO
- Decide whether having a PMO is suitable for their companies or not
- Create, structure and govern a PMO

TARGET AUDIENCE

PMO Managers, Project Managers, Program Managers.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is assessed.



STANDARD
COURSES

 **DURATION**
• 2 DAYS
(5 hours per day)

 **START DATE(s)**
03 - 04 JUL 2019

 **FEES**
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50
BHD 150



SUPPORTED BY TAMKEEN

INNOVATION & PROJECT MANAGEMENT

COURSE CODE PM3040

Successful implementation of business ideas requires successful project management. This course is aimed for Project Management professionals who want to combine the traditional project management methodology with innovation to be able to solve business problems.

LEARNING OUTCOMES

- Understand how innovation can improve project management
- Understand why great projects can fail
- Solve business problems using innovation and project management frameworks

TARGET AUDIENCE

Project managers, project coordinators, project team members.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is non-examinable.



DURATION

- 1 DAY
(5 hours per day)



START DATE(s)

04 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 25

BHD 75



STANDARD
COURSES



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BUSINESS ANALYSIS FOR IT PROFESSIONALS

COURSE CODE PM3041

This course teaches participants business analysis skills based on the PMI's Book 'Business Analysis for Practitioners: A Practice Guide'. The course is designed for IT Professionals who want to improve communication with business departments in their companies to manage successful projects.

LEARNING OUTCOMES

- Identify projects' business needs
- Look at projects from a business perspective
- Understand the role of a Business Analyst
- Assess organizational goals and objectives
- Come up with solutions that solve business problems

TARGET AUDIENCE

IT Professionals.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

21 - 22 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 150



STANDARD
COURSES



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PROJECT QUALITY MANAGEMENT: WHY, WHAT & HOW?

COURSE CODE PM3042

Quality within the framework of a project is concerned with two components: Quality of the project deliverables (products, services and results) and quality of project management deliverables.

This course provides an overview of the quality concepts that will support Project Managers run their projects in a way that results in a higher level of customer satisfaction and eliminates or significantly reduces rework. The Project Quality Management: What, Why and How course will prepare participants with the essential management skills, tools and methodologies required for effective delivery of high quality project outcomes.

LEARNING OUTCOMES

- Understand the principles of quality in projects
- Understand the quality and its contemporary applications
- Understand the quality management
- Understand how to implement project quality assurance
- Understand project quality control and quality improvement
- Understand the tools for managing project quality

TARGET AUDIENCE

Project Managers, Project Coordinators and Project Officers.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS
SELF-STUDY



START DATE(s)

28 - 30 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225



STANDARD
COURSES



SUPPORTED BY TAMKEEN

THE PROJECT CHARTER - A STEP BY STEP APPROACH

COURSE CODE PM3043

A stronger and a more efficient project charter is the first and foremost step in the quest for delivering projects with success. The charter defines the extent of authority for the project manager and can set the parameters early on in the project to effectively meet stakeholders' expectations. In this course, participants will gain insights into the project management documents that are produced for initiating the project.

LEARNING OUTCOMES

- Understand the key definitions and terms related to the project charter
- Understand the process of developing the project charter
- Understand the components of the project charter

TARGET AUDIENCE

All staff members.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is non-examinable.



STANDARD
COURSES



DURATION

- 1 DAY
(5 hours per day)
- 2 HOURS OF
SELF-STUDY



START DATE(s)

28 FEB 2019
26 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 25

BHD 75



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STANDARD
COURSES

USING CRITICAL PATH METHOD FOR AN EFFECTIVE SCHEDULING ANALYSIS

COURSE CODE PM3044

Critical Path Method is a technique that identifies the activities necessary to complete a task, including identifying the time necessary to complete each activity and the relationships between the activities. Critical Path Method helps to predict if a project will finish on time. CPM is usually applied in all types of projects, such as construction, software development, research projects etc. This course teaches you how to apply critical path method in your projects and the procedure for scheduling a series of project activities.

LEARNING OUTCOMES

- Understand the terms and definitions associated with CPM
- Discuss the benefits and limitations of CPM
- Understand the CPM assumptions
- Analyse the problems and context

TARGET AUDIENCE

All staff members.

PREREQUISITES

BIBF: Project Management Fundamentals (394F).

ASSESSMENT TYPE

This course is non-examinable.



DURATION

- 1 DAY
(5 hours per day)
- 2 HOURS
SELF-STUDY



START DATE(s)

21 MAR 2019
10 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 25

BHD 75



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PROJECT TOOLS & TECHNIQUES: A TALE OF PROJECT SUCCESS

COURSE CODE PM3045

Project Management can be key to the successful development of an organisation, with PM tools being instrumental in introducing key elements such as formal planning, and risk and resource management, as well as giving structure to activities.

The course is aimed at providing participants with the knowledge of the various project planning tools and control techniques to manage a project in an effective way.

LEARNING OUTCOMES

- Understand how to develop a power/interest grid for analyzing stakeholders
- Understand the components of the work breakdown structure and how to develop it
- Understand how to develop a network diagram and identify the critical path method
- Understand how to control the cost by using an earned value management
- Understand how to use the quality tools in the project
- Understand how to develop a RACI chart for better human resource management
- Understand how to calculate the expected monetary value in the risk assessment

TARGET AUDIENCE

All staff members.

PREREQUISITES

BIBF: Project Management Fundamentals (394F).

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

21 - 23 APR 2019
03 - 05 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225



STANDARD
COURSES



SUPPORTED BY TAMKEEN

NEW TRANSFORMATION APPROACH TO PROJECTS: AGILE WAY COURSE CODE PM3053

Projects are about managing uncertainty with a high level of structure in the form of processes, knowledge and skills to succeed. However, the very nature of certain projects driven by dynamic changes to the project context demands a level of flexibility and adaptability of the project management approach.

Agile project management practices are about the dynamic adaptation driven model that supports and enables project teams to manage and navigate uncertain demand.

The course aims to highlight the context of agile projects and explains the various agile mindsets.

LEARNING OUTCOMES

- Understand the agile context and mindset.
- Understand the core agile values.
- Explain the twelve agile methods and skills.
- Understand the process tailoring in agile project management.
- Understand the different agile models.

TARGET AUDIENCE

Project managers, Project coordinators and Project team members.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

16 - 18 JUN 2019
22 - 24 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225



STANDARD
COURSES



SUPPORTED BY TAMKEEN

NEW MANAGING THE PROJECT BUDGET FOR AN EFFECTIVE CONTROL COURSE CODE PM3054

Finishing the project with the desired outcomes is only going to be viewed positively if costs are managed and kept within the project's approved budget. Project cost management is the process of bringing as much predictability and control as possible to the expenses of a project.

The course aims to describe the process of managing the project budget and its associated costs.

LEARNING OUTCOMES

- Understand how to approximate the monetary cost of a project.
- Understand how a project budget is arrived at based on these figures.
- How the spend is monitored and changes to the cost baseline are managed.
- Explain and understand the Earned Value Management (EVM).
- Understand the importance of managing cash flow throughout the project.

TARGET AUDIENCE

Project managers, Project coordinators, Project cost engineers and Project team members.

PREREQUISITES

None.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

14 - 16 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 225



STANDARD
COURSES



SUPPORTED BY TAMKEEN

LEADERSHIP & MANAGEMENT

At BIBF, we believe that the greatest assets of any organization are its people, and are focused on developing and improving human resources to build individual and organizational capability and efficiency. Our Leadership and Management courses are designed to improve competencies by developing the knowledge, skills and aptitude of the participants, as well as ensuring a positive learning environment.

The training courses and workshops help participants fulfil their potential through effective training in areas including leadership, team building, strategic planning, and decision-making. All our courses teach and train valuable insights, proven to work in a “real world” environment. Our programmes are also constantly reviewed and upgraded to ensure that they are in line with contemporary leadership and management development techniques.

In addition to the courses outlined in this catalogue, we have the capability to work in partnership with organizations to produce innovative learning solutions that are directly linked to the identified business strategy, goals and objectives, and are designed by specialist training consultants.

In order to meet organization expectations & market demand in 2019, we are introducing a number of new programmes. These include:

- Intrapreneurship
- Social Customer Service
- Crisis Management & Communications



OPEN ENROLMENT

CATEGORY	COURSE TITLE	CODE
Management/ Leadership	Effective Supervisory Skills	502
	The Professional Manager	504E
	The Professional Manager (Arabic)	504A
	Managing Change	508E
	Managing Quality	509
	High Impact Leadership	519
	Coaching Techniques	553
	Building High Performance Teams	563E
	Building High Performance Teams (Arabic)	563A
	Train the Trainer	568
	Strategic Planning	5067
	Organisational Behaviour	593
	Lean Six Sigma Yellow Belt Certificate	5063
	Lean Six Sigma Green Belt Certificate	5064
	Management Communication	5051
	Conflict Management	5055
CMI Level 5 Qualification in Leadership & Management	Personal Development as a Manager & Leader	5013
	Information-Based Decision Making	5014
	Managing Team & Individual Performance	5083
	Meeting Stakeholder & Quality Needs	5016
	Planning for Development	5017
	Being a Leader	5018
	Strategic Planning	5067
	Implementing Organisational Change Strategies	5084
Business Communication	Effective Business Correspondence	545
	Business Report Writing	548
	Effective Email Writing	5085
	Professional Presentation Skills	552
	Effective Meeting Management	5054
	Banking English Programme Level 1	5056
	Banking English Programme Level 2	5057
	Banking English Programme Level 3	5058
	Insurance English Programme Level 1	5060
	Insurance English Programme Level 2	5061
	Insurance English Programme Level 3	5062
	English for the Corporate World Level 2 (2.1, 2.2, 2.3)	ECW2.1,2.2,2.3
	English for the Corporate World Level 3 (3.1, 3.2, 3.3)	ECW3.1,3.2,3.3
English for the Corporate World Level 4 (4.1, 4.2, 4.3)	ECW4.1,4.2,4.3	

CATEGORY	COURSE TITLE	CODE
Interpersonal Skills	Communicating for Success	541
	Stress Management	564E
	Time Management & Organisational Skills	526
	Emotional Intelligence	556E
	Negotiating for Success	567
	Influencing Behaviour	585E
	Influencing Behaviour (Arabic)	585A
	Business Etiquette	595
	Work Ethics	587
	Critical Thinking	5059
	Creativity & Innovation	5086
	The Power of Positive Thinking	5087
	Intrapreneurship - NEW	5107
	Marketing & Sales	Customer Service Excellence
Customer Service Excellence (Arabic)		524A
Social Customer Service - NEW		5112
Fundamentals of Marketing		580
Selling Smarter		581
Introduction to Public Relations		582
Marketing Communications		583E
New Rules of Relationship Marketing		586
Digital Marketing Essentials		578
Social Media Marketing		577
Call Centre Customer Service		5065
Sales in Key Account Planning		5066
Crisis Management & Communications - NEW		5111
Conference & Event Management - NEW		5109
CIM Level 3 Awards	Customer Communications	5012
Human Resources	Effective Performance Appraisals	513
	Talent & Retention Management	569
	HR Planning Techniques	590
	HR Management for Non-HR Managers	591
	Reward Management	594
	Consulting Skills	5090
	Challenges in Labour Cases – In the Private Sector - NEW	5113
	Developing Competency Framework - NEW	
CIPD Level 3 Awards in HR Essentials	Resourcing Talent	5020
	Supporting Good Practice in Performance & Reward Management	5021
	Developing Yourself as an Effective Human Resources Practitioner	5019

EFFECTIVE SUPERVISORY SKILLS

COURSE CODE 502

This two-day course aims at clarifying the role a supervisor plays as a vital part of management. It covers the functions and responsibilities of the supervisor, and gives participants the opportunity to practice the key competencies and skills required of the effective supervisor. Emphasis of the course is placed on the individuals' ability to make a difference to their staff irrespective of senior management or organisational problems. Participants are encouraged to see their role as one of leader, guide, counsellor and coach, not as an old fashioned authoritarian style of manager.

LEARNING OUTCOMES

- Clarify the role of the Supervisor and construct a personal development plan
- Identify stakeholders and plan to meet their needs
- Explain the importance developing productive working relationships and managing team performance

TARGET AUDIENCE

Practicing supervisors and/or junior managers who would like to upgrade/refresh their knowledge and skills on the supervising / managing aspects of their job, plus newly promoted supervisors who need a formal introduction to the issues of management.

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

13 - 14 JAN 2019
24 - 25 FEB 2019
10 - 11 APR 2019
19 - 20 MAY 2019
03 - 04 JUL 2019
15 - 16 SEP 2019
03 - 04 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



MANAGEMENT /
LEADERSHIP



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MANAGEMENT / LEADERSHIP

THE PROFESSIONAL MANAGER

COURSE CODE 504E

With a host of new challenges and responsibilities to tackle, managers need training like never before. Learning how to manage new employees on a trial and error basis can lead to discouragement. This two-day workshop will help you understand your management style and team needs, and to overcome many of the problems that managers may encounter. In addition, it will increase knowledge, skills and performance in key areas of managerial competencies, all the way from planning, reviewing, and team effectiveness.

LEARNING OUTCOMES

- Discuss the importance and structure of a personal development plan
- Identify and source the data and information required to meet stakeholders' needs
- Explain the link between team performance and team welfare

TARGET AUDIENCE

New Managers, Middle to Senior Managers.

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

- 06 - 07 FEB 2019
- 10 - 11 APR 2019
- 19 - 20 JUN 2019
- 04 - 05 SEP 2019
- 06 - 07 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



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MANAGING CHANGE

COURSE CODE 508E

This course aims to help participants recognize the benefits of change, identify and define what change means, and take personal responsibility for change as a continuous process. Course content is based on a seven-step model:

- Developing a vision
- Identifying the gap
- Setting targets
- Developing strategies
- Generating commitment
- Checking alignment
- Mapping the future

Emphasis is placed on the people part of change. How to deal with denial and resistance and then encourage exploration and build commitment to change? Participants are encouraged to use their own 'Change Objective/Situation' and numerous opportunities are given for them to apply the concepts.

LEARNING OUTCOMES

- Analyse the factors affecting change in organizations
- Explain the importance of planning for change
- Identify personal characteristics needed within teams for successful implementation of change
- Construct a plan for the process of change in your organization

TARGET AUDIENCE

Senior Management (General Managers, Senior Managers, Vice Presidents etc.) wanting to successfully implement and manage change in their organizations.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

30 - 31 JAN 2019
17 - 18 APR 2019
14 - 15 JUL 2019
01 - 02 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



MANAGEMENT /
LEADERSHIP



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MANAGING QUALITY

COURSE CODE 509

Total Quality Management is a system for satisfying internal and external customers and suppliers through both continuous improvements and breakthrough results. The purpose of this course is to provide the basic concepts and practices of Total Quality Management (TQM) so you can apply these tools to your work for the improvement in your process. TQM is a guided tour along the road to total quality and techniques for managing, controlling and improving quality.

LEARNING OUTCOMES

- Explain the importance of quality in your organization
- Explain the continuous improvement concept to ensure quality in your organization
- Compare the different tools and techniques of quality appropriate for your business process
- Identify the skills needed to implement total quality practices

TARGET AUDIENCE

This workshop is designed for managers who need to increase their knowledge about TQM to start or refine the implementation of it in their workplaces, and is ideal for middle/senior managers who are directly involved in process development and improvement.

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

10 - 11 MAR 2019
19 - 20 JUN 2019
29 - 30 SEP 2019
17 - 18 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



MANAGEMENT /
LEADERSHIP



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HIGH IMPACT LEADERSHIP

COURSE CODE 519

Leading skills are an essential part of today's management portfolio. If you want to achieve your key objectives, the likelihood is that you will have to lead a group of individuals in a task. Your challenge is to create a team that will reach its full potential. Leadership is one of those things that are often hard to define but recognizable when you see it, and obvious when it is missing.

This course highlights the leadership functions versus conventional management approaches. It is a highly interactive programme, which focuses on improved communication with team members with the aim of achieving better results.

LEARNING OUTCOMES

- Discuss the similarities and differences between management and leadership
- Explain the leadership principles that are needed to support organizational goals and objectives
- Evaluate and apply leadership styles to achieve organizational objectives

TARGET AUDIENCE

Managers who have direct reports

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

03 - 04 FEB 2019
17 - 18 MAR 2019
28 - 29 APR 2019
12 - 13 JUN 2019
28 - 29 JUL 2019
02 - 03 OCT 2019
01 - 02 DEC 2019



FEES

MEMBER ORGANISATIONS GCC NATIONALS OTHER NATIONALITIES	COVERED BY LEVY BHD 50
NON MEMBER ORGANISATIONS ALL NATIONALITIES	BHD 200



MANAGEMENT /
LEADERSHIP



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COACHING TECHNIQUES

COURSE CODE 553

“Unlocking potential to maximize performance,” along with “Helping people to learn rather than teaching them” are the key outputs of the course. Coaching is a process that managers/supervisors use with their people to ensure that individuals perform at the expected level.

LEARNING OUTCOMES

- Describe the concept of coaching and differentiate it from other relevant practices such as mentoring
- Discuss how coaching can help improve productivity & performance within an individual and organizational context
- Practice a number of key coaching skills including: creating agreement, asking powerful questions and identifying the client’s core values
- Provide effective feedback based on clearly defined standards
- Identify individual strengths and weaknesses in coaching based on the learned skills for future development

TARGET AUDIENCE

Managers and supervisors who have staff reporting directly to them

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

10 - 12 MAR 2019
01 - 03 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



MANAGEMENT /
LEADERSHIP



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SUPPORTED BY TAMKEEN

BUILDING HIGH PERFORMANCE TEAMS

COURSE CODE 563E

This is a practical and dynamic course which offers participants the opportunity to acquire and practice effective team building skills. It takes individuals through the stages of team building and coaches them on the challenges they face.

LEARNING OUTCOMES

- Describe the characteristics that make an effective team
- Identify team roles and the generic stages that teams usually go through as they form
- Discuss practical ways for improving team synergies in any organizational context
- Analyse potential areas of conflict between the organizational goals and the team needs

TARGET AUDIENCE

Managers, supervisors, and officers who have direct reports or deal with the management of projects

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

06 - 07 MAR 2019
23 - 24 JUN 2019
28 - 29 JUL 2019
27 - 28 OCT 2019
11 - 12 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



MANAGEMENT /
LEADERSHIP



تمكين
Tamkeen

SUPPORTED BY TAMKEEN

TRAIN THE TRAINER

COURSE CODE 568

This workshop is designed keeping in view the need for organizations to have a dedicated training team focusing on the training function. The workshop stresses the importance of training and learning. It examines the significance of training needs analysis, different approaches to training, and identifies the various techniques of training. The skills and traits that a trainer should possess is a part of the workshop. The workshop also provides participants with the opportunity to be involved in simulations, design a training plan, and deliver a training session.

LEARNING OUTCOMES

- Explain the significance of training at the workplace
- Differentiate between various approaches to employee training
- Assess learning patterns/ styles of employees
- Design a training plan for a select group of employees
- Deliver a 20 minute training session to the group
- Prepare a 'reaction level' training evaluation questionnaire

TARGET AUDIENCE

Training coordinators; trainers; training specialists; supervisors and managers

PREREQUISITES

Professional Presentation Skills course (552)

ASSESSMENT TYPE

This course is assessed.



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

02 - 04 APR 2019
14 - 16 JUL 2019
13 - 15 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



MANAGEMENT /
LEADERSHIP



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Tamkeen

SUPPORTED BY TAMKEEN

ORGANISATIONAL BEHAVIOUR

COURSE CODE 593

Organizational behaviour plays an important role in understanding how employees interact with each other within organizations. It is specifically focused on understanding why some people work for specific organizations and how that impacts strategic planning. The course is designed to address issues related to measuring the personal values of employees and mapping them against those offered by the organizational culture. It also clarifies the concepts of organizational behaviour that can be used to increase employee-organization fit, retention and potential productivity.

LEARNING OUTCOMES

- Discuss the key elements of organizational psychology within any work place
- Apply a psychometric tool to discover personal values in class
- Analyse the corporate cultures of some well-known international organizations and compare it to their own work place
- Design a process to measure a particular behaviour at work
- Evaluate the application of various psychometric tools to solve work place dilemmas related to organizational behavior

TARGET AUDIENCE

HR specialists and line managers

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

15 - 17 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



MANAGEMENT /
LEADERSHIP



تمكين
Tamkeen

SUPPORTED BY TAMKEEN

LEAN SIX SIGMA YELLOW BELT CERTIFICATE

COURSE CODE 5063

This course is designed for small business owners, new entrepreneurs, fresh graduates and new managers. It is perfectly aligned with strategies to enable small and medium size businesses as well as the new generation with the best-in-class tools to help them grow in their careers

LEARNING OUTCOMES

- Identify the basic concept of Performance management & how to measure the level of their service performance
- Outline how to bench their business among other competitors with international index Sigma Level and how to get the Voice of Customer (VOC)
- Describe how to translate VOC to a product or service and how to design new processes
- Practice how to Lean their processes and become an effective team member in the six sigma projects
- Discuss and apply Problem-solving and improvement methodology to solve immediate business problems and to take advantage of the gains that Six Sigma can bring

TARGET AUDIENCE

Fresh graduates, small entrepreneurs, middle managers, and business owners for any type of industry or service

PREREQUISITES

A post-graduate degree, or a professional certificate or diploma

ASSESSMENT TYPE

This course is assessed.



DURATION

- 5 DAYS
(5 hours per day)



START DATE(s)

03 - 07 MAR 2019
14 - 18 APR 2019
23 - 27 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 675

BHD 900



MANAGEMENT /
LEADERSHIP



SUPPORTED BY TAMKEEN

LEAN SIX SIGMA GREEN BELT CERTIFICATE

COURSE CODE 5064

This course is designed for small business owners, new entrepreneurs, fresh graduates and new managers. It is perfectly aligned with the strategy to enable small and medium-size businesses as well as the new generation with the best-in-class tools to help them grow in their careers

LEARNING OUTCOMES

- Apply the concept of Performance management and to build business dashboard
- Measure the level of their service performance, convert to statistical data and translate the Voice of Customer (VOC) into critical customer requirement and specification
- Recognize the measure process capability index "Sigma Level "and design new processes in Lean it
- Illustrate how to significantly increase profitability through Six Sigma projects
- Relate the benefits of Six Sigma as a business strategy across the organization and evaluate a successful Six Sigma projects and project teams

TARGET AUDIENCE

Middle managers, functions leaders, new entrepreneurs and business owners for any type of industry or service

PREREQUISITES

- A post-graduate degree, or a professional certificate or diploma & at least 2 years' experience
- Basic knowledge of MS Excel and MS PowerPoint
- Attended the Yellow belt training

ASSESSMENT TYPE

This course is assessed.



DURATION

- 9 DAYS
(5 hours per day)



START DATE(s)

20 - 24 OCT
& 24 - 27 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 675

BHD 900



MANAGEMENT /
LEADERSHIP



SUPPORTED BY TAMKEEN

MANAGEMENT COMMUNICATION

COURSE CODE 5051

As managers, we communicate virtually all the time, but not everyone does it as well as they could. Numerous studies show that high employee engagement levels lead to better business outcomes, and that effective line manager communication is critical to creating that engagement.

This communication skills course has been developed specifically with the needs of today's manager in mind. Learners will discover how to maximize the flow and effectiveness of communication from a position of authority, giving managers the skills to motivate their team and maximize performance. This 2-day programme will give learners a greater awareness of the effect their behaviour has on others, in order to build relationships and work with individuals at all levels.

LEARNING OUTCOMES

- Describe the importance of effective communication within the management role
- Practice communicating the right message to the right people at the right time, to ensure understanding and motivate action
- Use an appropriate tone, language, and level of formality in management communication
- Evaluate your own communication skills as a manager, identifying strengths and areas for improvement
- Employ corporate messages that resonate with teams for clear strategic alignment

TARGET AUDIENCE

Managers and supervisors who have direct reports with employees and subordinates

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

12 -13 JUN 2019
08 - 09 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



MANAGEMENT /
LEADERSHIP



تمكين
Tamkeen

SUPPORTED BY TAMKEEN

CONFLICT MANAGEMENT

COURSE CODE 5055

Conflict is a natural result of people working together and will always be present in organizations. This course helps participants understand what conflict is, why it occurs, and how to resolve it in a positive manner. This is a practical course with many opportunities for participants to get feedback on their performance in role-playing conflict situations.

LEARNING OUTCOMES

- Understand what conflict is, why it occurs, and how to resolve it in a positive manner
- Realise their natural reaction to conflict
- Build the skills necessary to deal positively with conflict
- Identify their own conflict management style and employ practical methods of anticipating and resolving conflict situations

TARGET AUDIENCE

Professionals of all levels

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

27 - 28 MAR 2019
21 - 22 JUL 2019
27 - 28 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



MANAGEMENT /
LEADERSHIP



تمكين
Tamkeen

SUPPORTED BY TAMKEEN

المدير الفعال

رمز البرنامج 504A

يهدف البرنامج لتطوير وتنمية المهارات الإدارية للمدراء والمتدربين الجدد في مجال الإدارة، وأنماط التعامل مع أفراد الفريق. كما ويهدف إلى زيادة المعرفة والمهارات ورفع مستوى الأداء في مجالات أساسية مثل رفع مستوى الكفاءة الإدارية، التخطيط والمراجعة، الفريق الفعال، التحفيز وحل المشكلات.

المخرجات التعليمية

- عند إتمام البرنامج بنجاح، سيتمكن المشاركون من إنجاز التالي:
- تطبيق أساليب ونظريات الإدارة الحديثة
 - مناقشة ماهية وظيفة المدير والتعرف على الطرق المناسبة لتخطي الصعوبات الإدارية
 - تطبيق التقنيات الحيوية لتنظيم أولويات العمل بأسلوب فعال
 - مناقشة مفاهيم القيادة، بناء فريق العمل والتواصل الفعال
 - اقتراح استراتيجيات لتحفيز الفريق، وتقديم التغذية الراجعة، وحسم الصراع.

الجمهور المستهدف

المدراء المتمرسين والجدد، ومدراء الإدارات المتوسطة والمشرفين، والقياديين

المتطلبات الأساسية

لا يوجد أي متطلبات مسبقة

تنظيم البرنامج

تستخدم الأساليب التفاعلية بين المدرب والمشارك بالإضافة لمجموعة من المحاضرات، تتخللها تطبيقات معززة للمواضيع المطروحة؛ واستبيانات للتقييم الذاتي، ودراسة حالة؛ ولعب الأدوار؛ والتعلم بواسطة الفيديو، هذا البرنامج خاضع للتقييم.

الرسوم الأعضاء	
يغطيها الاشتراك 50 دب	دول مجلس التعاون جنسيات أخرى
200 دب	غير الأعضاء جميع الجنسيات

التاريخ
14 - 15 يوليو 2019

المدة
• يومين



SUPPORTED BY TAMKEEN



MANAGEMENT /
LEADERSHIP

بناء فريق عالي الاداء

رمز البرنامج 563A

برنامج حيوي تفاعلي يتيح الفرصة للمشاركين للتعلم وتحقيق الهدف في خلق وبناء فريق قوي فعال ومتماسك وذلك بإتاحة الفرص للتطبيق والتدريب ومواجهة التحديات.

المخرجات التعليمية

- عند إتمام البرنامج بنجاح، سيتمكن المشاركون من انجاز التالي:
- تحديد مواصفات فريق العمل الفعال الناجح
 - التعرف على المراحل المختلفة التي يمر بها فريق العمل خلال نشأته وتطوره والأدوار التي يلعبها أعضاء الفريق
 - مناقشة السبل العملية المختلفة التي من شأنها أن تعزز روح الفريق الواحد
 - تحليل العوامل التي قد تؤدي إلى نشوء تعارض بين أهداف الشركة واحتياجات الفريق

الجمهور المستهدف

المدرء، المشرفين والقياديين الذين يرغبون في قيادة وإدارة المشاريع

المتطلبات الأساسية

لا يوجد أي متطلبات مسبقة

تنظيم البرنامج

تستخدم الأساليب التفاعلية بين المدرب والمشارك بالإضافة لمجموعة من المحاضرات، تتخللها تطبيقات معززة للمواضيع المطروحة؛ واستبيانات للتقييم الذاتي، ودراسة حالة؛ ولعب الأدوار؛ والتعلم بواسطة الفيديو، هذا البرنامج خاضع للتقييم.

الرسوم
الأعضاء
دول مجلس التعاون
جنسيات أخرى
غير الأعضاء
جميع الجنسيات

يغطيها الاشتراك
50 دب
200 دب

التاريخ
22 - 23 سبتمبر 2019

المدة
• يومين



SUPPORTED BY TAMKEEN

NOTE

- Participants who attend any of the above units will obtain a certificate of attendance from BIBF
- Participants who want to obtain a professional qualification from CMI (in addition to the attendance certificate) will need to register for the professional qualification and pay an additional amount of BD 100 to cover the CMI annual membership fee along with an administrative fee of BD 30. They will need to complete an online induction session which will provide guidance on how to submit the assignment on turnitin and how to avoid plagiarism. This requirement is mandatory and participants will need to submit a signed induction checklist confirming that they have read through all the materials on the induction page and fully understand what is required of them. Assignments will not be processed until this signed checklist has been received. The participant will receive the qualification from CMI only after successfully achieving a PASS grade on all related assignments.
- Types of professional qualification that can be obtained:
 - o Completing any one unit leads to the attainment of the AWARD
 - o Completing any two units that total at least 13 credits leads to the attainment of the CERTIFICATE
 - o Completing all five units leads to the attainment of the DIPLOMA



CMI LEVEL 5 QUALIFICATION IN LEADERSHIP & MANAGEMENT

PERSONAL DEVELOPMENT AS A MANAGER & LEADER

COURSE CODE 5013

This unit is about assessing and improving individual management and leadership skills, and competencies against objectives.

LEARNING OUTCOMES

- Assess and plan for personal professional development
- Plan the resources required for personal professional development
- Implement and evaluate the personal development plan
- Support and promote staff welfare

TARGET AUDIENCE

This is an open qualification suitable for all learners regardless of their role.

PREREQUISITES

Participants seeking to attain the professional qualification will need to be proficient in written English.

ASSESSMENT TYPE

This course is assessed.



DURATION
• 4 DAYS
(5 hours per day)



START DATE(s)
17 - 20 FEB 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 400

INFORMATION-BASED DECISION MAKING

COURSE CODE 5014

This unit is about assessing and improving individual management and leadership skills, and competencies against objectives.

LEARNING OUTCOMES

- Identify and select sources of data and information
- Analyse and present information to support decision making
- Communicate information that supports decision making

TARGET AUDIENCE

This is an open qualification suitable for all learners regardless of their role.

PREREQUISITES

Participants seeking to attain the professional qualification will need to be proficient in written English.

ASSESSMENT TYPE

This course is assessed.



DURATION
• 4 DAYS
(5 hours per day)



START DATE(s)
17 - 20 MAR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 400



تمكين
Tamkeen

SUPPORTED BY TAMKEEN

MANAGING TEAM & INDIVIDUAL PERFORMANCE

COURSE CODE 5083

Making effective use of resources and capabilities to derive the most benefit for the organisation is a requirement of an effective Manager or Supervisor. This course examines the critical elements needed to support and sustain team performance and provides the frameworks through which the principles can be applied in the workplace.

LEARNING OUTCOMES

- Be able to identify and agree on performance objectives for your team and individuals
- Be able to assess performance against objectives and provide feedback
- Be able to provide advice, guidance and support to improve performance
- Be able to apply the organization's disciplinary and grievance procedures
- Identify how to follow up and effectively manage actions from meetings

TARGET AUDIENCE

Managers and Team Leaders (Supervisors).

PREREQUISITES

Must have direct reportees.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 4 DAYS
(5 hours per day)



START DATE(s)

21 - 24 APR 2019
06 - 09 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 400

MEETING STAKEHOLDER & QUALITY NEEDS

COURSE CODE 5016

This unit is about meeting stakeholder requirements to agreed quality standards and seeking improvements where required.

LEARNING OUTCOMES

- Understand how to identify stakeholders and their requirements
- Understand how to apply and improve quality standards
- Conduct a quality audit
- Understand how to promote continuous improvement and change

TARGET AUDIENCE

This qualification is suitable for those in charge of ensuring quality standards within an organization.

PREREQUISITES

Participants seeking to attain the professional qualification will need to be proficient in written English.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 4 DAYS
(5 hours per day)



START DATE(s)

23 - 26 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 400



تمكين
Tamkeen

SUPPORTED BY TAMKEEN

PLANNING FOR DEVELOPMENT

COURSE CODE 5017

This unit is about planning human resource requirements to meet work objectives, and provide objective development opportunities for individuals.

LEARNING OUTCOMES

- Devise a human resource plan for a work area to meet organizational objectives
- Identify and plan for individual development to meet organizational objectives
- Initiate a personal development plan for an individual to evaluate the progress of the plan

TARGET AUDIENCE

This unit is suitable for team leaders and line managers, or learners with a team of people reporting to them

PREREQUISITES

Participants seeking to attain the professional qualification will need to be proficient in written English.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 4 DAYS
(5 hours per day)



START DATE(s)

01 - 04 JUL 2019
04 - 07 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 400



تمكين
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SUPPORTED BY TAMKEEN

BEING A LEADER

COURSE CODE 5018

This unit is about comprehending and applying leadership skills, and the understanding of ethical and cultural issues within the organisation.

LEARNING OUTCOMES

- Understand an organisation's ethical and value-based approach to leadership
- Understand leadership styles
- Understand the leadership skills required to ensure team involvement and achievement of objectives

TARGET AUDIENCE

This is an open qualification suitable for all learners .

PREREQUISITES

Participants seeking to attain the professional qualification will need to be proficient in written English.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 4 DAYS
(5 hours per day)



START DATE(s)

28 - 31 JUL 2019
01 - 04 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 400



تمكين
Tamkeen

SUPPORTED BY TAMKEEN

STRATEGIC PLANNING

COURSE CODE 5067

In today's highly competitive job market, strategic planning is a crucial tool for providing an overall strategic direction to the management of the organization and gives a specific direction to areas like financial strategy, marketing strategy, organizational development strategy and human resources strategy, to achieve success.

LEARNING OUTCOMES

- Understand the purpose of a strategic plan
- Be able to select a strategic direction from the analysis of alternative strategic options
- Be able to implement and evaluate the strategic plan

TARGET AUDIENCE

Senior Managers.

PREREQUISITES

Participants must be in a strategic management position.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 4 DAYS
(5 hours per day)



START DATE(s)

03 - 06 MAR 2019
20 - 23 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125

BHD 425



تمكين
Tamkeen

SUPPORTED BY TAMKEEN

IMPLEMENTING ORGANISATIONAL CHANGE STRATEGIES

COURSE CODE 5084

In a fast changing world where change is the only constant, the ability to implement change strategies has become a core competency of a strategic manager. This course provides the underpinning knowledge and structures needed to become effective in demonstrating this competency in the workplace.

LEARNING OUTCOMES

- ILO#1: Understand how to apply solutions to organizational change
- ILO#2: Understand how to develop a change strategy using implementation models
- ILO#3: Understand how to analyse an organizational response to change
- ILO#4: Be able to evaluate the impact of change strategies

TARGET AUDIENCE

Senior managers and Executives involved in strategic decision-making.

PREREQUISITES

Bachelor's degree or at least 2 years' experience managing at a strategic level .

ASSESSMENT TYPE

This course is assessed.



DURATION

- 4 DAYS
(5 hours per day)



START DATE(s)

22 - 25 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125

BHD 425

ENGLISH & BUSINESS COMMUNICATION

English is one of the most popular languages in the business world. To grow and prosper in the global environment, knowledge of the English language is essential.

Business communication necessitates the use of simple, crisp and grammatically correct language with a focus on accurate terminology and commonly used jargon. Professionals are required to learn the basics of English, its rules and structure, and achieve competency in the language.

BIBF's Business English programmes have been designed to enable students to communicate effectively in the business world, and improve their language skills.

The dates and fees mentioned in this section are subject to change at the Institute's discretion. Please visit www.bibf.com for the latest updates.



EFFECTIVE BUSINESS CORRESPONDENCE

COURSE CODE 545

This is a highly practical workshop in which participants experience the necessity of good format, structure and organized business writing for the aim of increasing their existing skills.

LEARNING OUTCOMES

- Demonstrate understanding of the need for written communication at work
- Classify appropriate layout formal business correspondence – e.g. Letters, memoranda, emails & faxes
- Apply the appropriate process of written business communication reflecting the various stages of writing.
- Determine/select appropriate vocabulary, linking expressions and sentence structures to deliver an accurate, brief, and clear message
- Comprehend new information in English at the appropriate level of difficulty and demonstrate comprehension through written responses
- Write/construct/compose clear and complete business letters/memoranda/emails/faxes using appropriate format, tone & language

TARGET AUDIENCE

Any person wishing to improve their standard of written business communications

PREREQUISITES

None

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)



START DATE(s)

04 - 07 FEB 2019
01 - 04 APR 2019
01 - 04 JUL 2019
15 - 18 SEP 2019
27 - 30 OCT 2019
08 - 11 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125

BHD 425



BUSINESS
COMMUNICATION



تمكين
Tamkeen

SUPPORTED BY TAMKEEN

BUSINESS REPORT WRITING

COURSE CODE 548

This course allows participants to develop the essential skills in business report writing in a practical way, which ensures the transfer of learning to the workplace.

LEARNING OUTCOMES

- Demonstrate the fundamentals skills, principle elements & techniques needed to produce & present factual reports
- Appropriately layout formal business reports– e.g. Routine, Informative & Investigative
- Apply the appropriate language to improve the readability and impact of the report
- Determine/select appropriate sentence structures to deliver an accurate, brief, and clear report
- Identify/Structure a report in a logical sequence for unity and coherence
- Analyse the findings of a report and develop them
- Write/Construct/Compose clear business reports using appropriate format, tone & language

TARGET AUDIENCE

Individuals whose job requires them to produce reports

PREREQUISITES

None

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)



START DATE(s)

ENGLISH
17 - 20 FEB 2019
14 - 17 APR 2019
14 - 17 JUL 2019
29 SEP - 02 OCT 2019
17 - 20 NOV 2019
22 - 25 DEC 2019
ARABIC
01 - 04 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125
BHD 425



**BUSINESS
COMMUNICATION**



تمكين
Tamkeen

SUPPORTED BY TAMKEEN

EFFECTIVE EMAIL WRITING

COURSE CODE 5085

We all know what good writing is. It's the novel we can't put down, the poem we never forgot, and the speech that changes the way we look at the world. Good writing is the email that gets action, the letter that says what a phone call can't. In business writing, the language is concrete, the point of view is clear, and the points are well expressed. Good writing is hard work, and even the best writers get discouraged. However, with practice you can feel more confident about your own writing.

LEARNING OUTCOMES

- **Determine** the proper structure in designing and organizing an email.
- **Comprehend** (understand) written information with speed and accuracy
- **Learn** how to make your writing clear, concise, and correct.
- **Improve** sentence construction and paragraph development.
- **Identify** some ways to make your writer simpler and easier to read.
- **Discuss** e-mail etiquette.
- **Constructing** a proper format of email with unity and coherency
- **Effectively** design a comprehensive, well-worded and polite e-mail

TARGET AUDIENCE

Any person wishing to improve their standard of written business communications

PREREQUISITES

Preferable Intermediate level - IELTS 4.5/5

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)



START DATE(s)

28 - 31 JAN 2019
17 - 20 MAR 2019
17 - 20 JUN 2019
21 - 24 JUL 2019
13 - 16 OCT 2019
01 - 04 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125

BHD 425



**BUSINESS
COMMUNICATION**

PROFESSIONAL PRESENTATION SKILLS

COURSE CODE 552

Presenting in one form or another has become an intrinsic part of our business life. This four-day course examines the factors that affect the delivery of presentations in any setting. The workshop provides the opportunity to develop and practice skills as a confident and creative presenter. It offers practical, easy to use techniques to help cope with nerves, structure and deliver material with maximum impact and speak effectively to audiences of varied sizes.

LEARNING OUTCOMES

- Develop techniques to manage your nerves to enhance your presentation
- Create content outlines to enhance flow of ideas
- Choose the right presentation aids
- Use your voice to greater effect
- Recognize and transform problem areas
- Handle your audience with confidence

TARGET AUDIENCE

Individuals whose jobs require them to give presentations to customers or management.

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 4 DAYS
(5 hours per day)



START DATE(s)

10 - 13 MAR 2019
24 - 27 JUN 2019
22 - 25 JUL 2019
07 - 10 OCT 2019
11 - 14 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 125

BHD 425



**BUSINESS
COMMUNICATION**



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SUPPORTED BY TAMKEEN

EFFECTIVE MEETING MANAGEMENT

COURSE CODE 5054

Meetings come in all shapes and sizes, from the convention to a quick huddle in an office hallway. Members of such a group want to get some kind of result out of their time together: solving problems, brainstorming, or simply sharing information. Meetings require skill and technique in order for the meeting to achieve its purpose. Disorganized and poorly managed meetings waste time and hurt your credibility as a meeting manager. This 2-day training course is designed to give you the basic tools you need to initiate and manage your meetings. You will learn planning and leading techniques that will give you the confidence to run a meeting that will engage your attendees and leave a positive and lasting impression.

LEARNING OUTCOMES

- Identify different types of meetings and their suitability for different purposes
- Practice how to effectively prepare for a meeting
- Develop own performance and define roles and responsibilities in meetings
- Demonstrate techniques for handling counterproductive behaviour in meetings
- Identify how to follow up and effectively manage actions from meetings

TARGET AUDIENCE

Professionals of all levels

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

21 - 22 APR 2019
23 - 24 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



BUSINESS
COMMUNICATION



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BANKING ENGLISH PROGRAMME (BEP – LEVEL 1) COURSE CODE 5056

With the continuing globalization of markets, widespread recognition for the need for improved English communication skills has been growing among banking professionals in Bahrain. General English is not sufficient to perform job-related communicative functions at a satisfactory level. As a result, the demand for training courses/ materials tailored to the sector's specific language needs is growing in Bahrain's banking and financial industry. In this Banking English course, participants will acquire the job-related language competencies needed to strengthen existing skills and use English in their day-to-day business and operate in the banking sector with confidence.

LEARNING OUTCOMES

Use English at an Elementary level to:

- Recognize and reproduce the vocabulary used daily in the banking industry
- Identify & reproduce short, written descriptions, timetables, lists, signs etc.
- Describe daily routines in a banking context.
- Write simple business messages using appropriate banking vocabulary.

TARGET AUDIENCE

Banking professionals or individuals seeking to enhance their English skills in a banking context
Elementary Level/For non-native speakers of English and with minimum years of experience in the Banking field.

PREREQUISITES

Must sit a placement test to determine their language level.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)



START DATE(s)

21 - 24 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY

BHD 125 + 10 FOR ONLINE ASSESSMENT

BHD 425 + 10 FOR ONLINE ASSESSMENT



**BUSINESS
COMMUNICATION**



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SUPPORTED BY TAMKEEN

Please register for the Placement test a minimum of 1 month before the start of the programme.

BANKING ENGLISH PROGRAMME (BEP – LEVEL 2) COURSE CODE 5057

With the continuing globalization of markets, widespread recognition for the need for improved English communication skills has been growing among banking professionals in Bahrain. General English is not sufficient to perform job-related communicative functions at a satisfactory level. As a result, the demand for training courses/materials tailored to the sector's specific language needs is growing in Bahrain's banking and financial industry. In this Banking English course, participants will acquire the job-related language competencies needed to strengthen existing skills and use English in their day-to-day business and operate in the banking sector with confidence.

LEARNING OUTCOMES

Use English at a Pre-intermediate level to:

- Give directions and instructions
- Discuss and comprehend banking excerpts of conversation and speeches
- Recognize and comprehend different banking-based texts
- Express empathy to complaints & daily activities, past experiences and future plans
- Classify and understand short, basic written descriptions, timetables, lists, and signs
- Write business messages using the appropriate banking vocabulary

TARGET AUDIENCE

Banking professionals or individuals seeking to enhance their English skills in a banking context.
Pre-intermediate level/For non-native speakers of English and with minimum years of experience in the Banking field.

PREREQUISITES

BIBF: L1, those who do not have the prerequisites must sit a placement test to determine their language level.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)



START DATE(s)

23 - 26 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY

BHD 125 + 10 FOR ONLINE ASSESSMENT

BHD 425 + 10 FOR ONLINE ASSESSMENT



BUSINESS
COMMUNICATION



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SUPPORTED BY TAMKEEN

Please register for the Placement test a minimum of 1 month before the start of the programme.

BANKING ENGLISH PROGRAMME (BEP – LEVEL 3) COURSE CODE 5058

Identify & reproduce short, written descriptions, timetables, lists, signs etc.

LEARNING OUTCOMES

Use English at an Intermediate level to:

- Practice communication and interpersonal skills
- Demonstrate a greater understanding and accurate use of banking English terms
- Relate and comprehend excerpts of conversations, speeches & texts
- Employ the vocabulary used daily in the banking industry
- Recognize and reproduce necessary information about banking issues
- Write appropriate business writing styles in various banking contexts

TARGET AUDIENCE

Banking professionals or individuals seeking to enhance their English skills in a banking context.
Intermediate level/For non-native speakers of English and with minimum years of experience in the Banking field.

PREREQUISITES

BIBF: L2, those who do not have the prerequisites must sit a placement test to determine their language level.

ASSESSMENT TYPE

This course is examinable.



DURATION
• 4 DAYS
(5 hours per day)



START DATE(s)
28 - 31 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY

BHD 125 + 10 FOR ONLINE ASSESSMENT

BHD 425 + 10 FOR ONLINE ASSESSMENT



**BUSINESS
COMMUNICATION**



تمكين
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SUPPORTED BY TAMKEEN

Please register for the Placement test a minimum of 1 month before the start of the programme.

ENGLISH FOR THE CORPORATE WORLD (LEVEL 2)

COURSE CODE ECW2.1, 2.2, 2.3

Build Business English Skills for the corporate world. Improve your ability to speak, write and understand English in professional settings.

This specialization is designed to teach you to communicate effectively in English in professional contexts. You will expand your English vocabulary, improve your ability to write and speak in English in both social and professional interactions, and learn terminology and skills that you can apply to business negotiations, telephone conversations, written reports and emails, and professional presentations. There is a complete list of the subjects covered in the course, and this list is quite similar to what you will learn in any Business English course.

The ECW Programme emphasizes on reading, writing and listening in business-related situations.

It covers the following five levels of competence:

- ECW 2 (Pre-intermediate CEF A2 / IELTS 3/4)
- ECW 3 (Intermediate CEF B1 / IELTS 4.5/5)
- ECW 4 (Upper-intermediate CEF B2 / IELTS 5.5/6)

LEARNING OUTCOMES

- Discuss solutions to different business related problems they might face at work
- Speak/discuss and share ideas about their career prospects
- Exchange information and give opinions on familiar business related topics
- Read and comprehend different business-based texts
- Write business messages using the appropriate business vocabulary
- Compose short formal business correspondence in the accepted formats, on a variety of topics in different sectors of business
- Plan, prepare and demonstrate a short presentation mostly related to business using appropriate business vocabulary



**BUSINESS
COMMUNICATION**

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next page →

ENGLISH FOR THE CORPORATE WORLD (LEVEL 2) CONT.

COURSE CODE ECW2.1, 2.2, 2.3

TARGET AUDIENCE

This programme is designed for learners who want to enhance their English language skills in the corporate world.

PREREQUISITES

BIBF: Sit a placement test to determine participant's language level

Other: High School (12th Standard) preferable with minimum 1 year working experience in a financial or commercial enterprise

ASSESSMENT TYPE

This course is examinable.



DURATION

- 12 DAYS
(5 hours per day)
- 4 DAYS PER MONTH OVER 3 MONTHS



START DATE(s)

10 - 13 FEB 2019
10 - 13 MAR 2019
07 - 10 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 375

BHD 400



BUSINESS
COMMUNICATION



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SUPPORTED BY TAMKEEN

- The fee covers all the three levels (2.1, 2.2 and 2.3).
- Participants who attend this course will obtain a BIBF certificate.
- Participants who want to obtain a Pearson Certificate, UK, (in addition to BIBF certificate) will need to pay an additional amount of BD 30/.

ENGLISH FOR THE CORPORATE WORLD (LEVEL 3)

COURSE CODE ECW3.1, 3.2, 3.3

Build Business English Skills for the corporate world. Improve your ability to speak, write and understand English in professional settings.

This specialization is designed to teach you to communicate effectively in English in professional contexts. You will expand your English vocabulary, improve your ability to write and speak in English in both social and professional interactions, and learn terminology and skills that you can apply to business negotiations, telephone conversations, written reports and emails, and professional presentations. There is a complete list of the subjects covered in the course, and this list is quite similar to what you will learn in any Business English course.

The ECW Programme emphasizes on reading, writing and listening in business-related situations.

It covers the following five levels of competence:

- ECW 2 (Pre-intermediate CEF A2 / IELTS 3/4)
- ECW 3 (Intermediate CEF B1 / IELTS 4.5/5)
- ECW 4 (Upper-intermediate CEF B2 / IELTS 5.5/6)

LEARNING OUTCOMES

- Participate in discussions, develop negotiation skills & exchange views on modern day issues
- Conduct meetings, discuss improvements & make suggestions related to business matters that are current in today's industry
- Read, comprehend & analyse a wide variety of texts on business related topics
- Plan the structure and choose effective techniques for making short presentations in the workplace
- Compose formal business correspondence in the accepted formats, on a variety of topics in different sectors of business
- Examine descriptions of predicting trends in today's economy
- Plan, prepare and demonstrate a short presentation using appropriate business vocabulary



**BUSINESS
COMMUNICATION**

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next page →

ENGLISH FOR THE CORPORATE WORLD (LEVEL 3) CONT.

COURSE CODE ECW3.1, 3.2, 3.3

TARGET AUDIENCE

This programme is designed for learners who want to enhance their English language skills in the corporate world.

PREREQUISITES

BIBF: ECW Level 2 to determine the stage/Sit a placement test to determine participant's language level
Other: High School (12th Standard) preferable with minimum 1 year working experience in a financial or commercial enterprise

ASSESSMENT TYPE

This course is examinable.



**BUSINESS
COMMUNICATION**



DURATION

- 12 DAYS
(5 hours per day)
- 4 DAYS PER MONTH OVER 3 MONTHS



START DATE(s)

05 - 08 MAY 2019
16 - 19 JUN 2019
07 - 10 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 375

BHD 400



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SUPPORTED BY TAMKEEN

- The fee covers all the three levels (3.1, 3.2 and 3.3).
- Participants who attend this course will obtain a BIBF certificate.
- Participants who want to obtain a Pearson Certificate, UK, (in addition to BIBF certificate) will need to pay an additional amount of BD 30/.

ENGLISH FOR THE CORPORATE WORLD (LEVEL 4)

COURSE CODE ECW4.1, 4.2, 4.3

Build Business English Skills for the corporate world. Improve your ability to speak, write and understand English in professional settings.

This specialization is designed to teach you to communicate effectively in English in professional contexts. You will expand your English vocabulary, improve your ability to write and speak in English in both social and professional interactions, and learn terminology and skills that you can apply to business negotiations, telephone conversations, written reports and emails, and professional presentations. There is a complete list of the subjects covered in the course, and this list is quite similar to what you will learn in any Business English course.

The ECW Programme emphasizes on reading, writing and listening in business-related situations.

It covers the following five levels of competence:

- ECW 2 (Pre-intermediate CEF A2 / IELTS 3/4)
- ECW 3 (Intermediate CEF B1 / IELTS 4.5/5)
- ECW 4 (Upper-intermediate CEF B2 / IELTS 5.5/6)

LEARNING OUTCOMES

- Compare facts and discriminate between ideas and support opinion regarding a business matter
- Select, order, group, judge and contrast facts related to a business theme
- Discuss, support and conclude on certain business topics
- Create, design and demonstrate advertisements of products
- Communicate with others using phrases of request and offer
- Recommend certain products to customers
- Judge and explain a situation through a formal letter to a client
- Compose different types of formal and semi –formal business correspondences
- Plan, prepare and demonstrate a short presentation using advanced business English vocabulary



**BUSINESS
COMMUNICATION**

Continues on the
next page →

ENGLISH FOR THE CORPORATE WORLD (LEVEL 4) CONT.

COURSE CODE ECW4.1, 4.2, 4.3

TARGET AUDIENCE

This programme is designed for learners who want to enhance their English language skills in the corporate world.

PREREQUISITES

BIBF: ECW Level 3 to determine the stage/Sit a placement test to determine participant's language level
Other: High School (12th Standard) preferable with minimum 1 year working experience in a financial or commercial enterprise

ASSESSMENT TYPE

This course is examinable.



DURATION

- 12 DAYS
(5 hours per day)
- 4 DAYS PER MONTH OVER 3 MONTHS



START DATE(s)

22 - 25 SEP 2019
14 - 17 OCT 2019
17 - 20 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 375

BHD 400



BUSINESS
COMMUNICATION



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SUPPORTED BY TAMKEEN

- The fee covers all the three levels (4.1, 4.2 and 4.3).
- Participants who attend this course will obtain a BIBF certificate.
- Participants who want to obtain a Pearson Certificate, UK, (in addition to BIBF certificate) will need to pay an additional amount of BD 30/.

INTERPERSONAL SKILLS

The workplace is a dynamic and evolving culture that is constantly subjected to stressors and changes, added responsibilities as an employee and rising expectations. In order to maintain their competitive edge, organisations need to increase flexibility and bridge the skills gap of their employees.



COMMUNICATING FOR SUCCESS

COURSE CODE 541

Effective communication skills are one of the keys to success in any interaction, be it personal or business related. Over 75% of relationship breakdowns occur due to communication issues. Comprehending the essentials of the communication process and participants' own communication styles, is at the heart of this interactive course, and will allow participants to practice and improve their abilities to communicate in work-related situations.

LEARNING OUTCOMES

- Analyse the elements of the communication process
- Identify their individual communication abilities & common communication problems that may be holding them back
- Explain how different communication channels affect interpersonal relations
- Discuss ways to improve their existing communication skills
- Apply improved face-to-face communication skills in role-play settings
- Develop skills in asking questions
- Identify what their body language and non-verbal messages are telling others
- Develop the skills required to practice active and empathetic listening
- Enhance their ability to handle difficult situations
- Deal with situations assertively

TARGET AUDIENCE

This course is appropriate for non-management staff

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

- 20 - 21 JAN 2019
- 03 - 04 MAR 2019
- 14 - 15 APR 2019
- 26 - 27 MAY 2019
- 10 - 11 JUL 2019
- 04 - 05 SEP 2019
- 13 - 14 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



INTERPERSONAL
SKILLS



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STRESS MANAGEMENT

COURSE CODE 564E

This course focuses on the nature and causes of stress. Work-related stress is discussed in more detail with a focus on solutions to reduce stress, leading to a better working environment.

LEARNING OUTCOMES

- Identify the key sources and signals of stress by completing a self-inventory
- Analyse the effects of stress on personal and professional life through group discussions
- Explore practical solutions to reduce stress using work-related case studies

TARGET AUDIENCE

Anyone who experiences difficulties in coping with work stress

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

13 - 14 FEB 2019
24 - 25 MAR 2019
05 - 06 MAY 2019
19 - 20 JUN 2019
04 - 05 SEP 2019
09 - 10 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



INTERPERSONAL
SKILLS



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INTERPERSONAL SKILLS

TIME MANAGEMENT & ORGANISATIONAL SKILLS

COURSE CODE 526

Time is money, as the saying goes, and lots of it gets lost in disorganization and disruption. In this two-day workshop, participants will learn how to make the most of their time by getting a grip on their office space, organizing their workflow, learning how to effectively use their planner, and delegate some of their work to other people. Participants will be taught the causes and outcomes of their ineffective use of time, and how to better manage their time in order to improve their productivity.

LEARNING OUTCOMES

- Discuss the causes and outcomes of the ineffective use of time
- Identify and apply tools and techniques to improve time management
- Take control of things that can derail workplace productivity
- Better organise themselves and their workspaces for peak efficiency

TARGET AUDIENCE

This course is targeted at employees who seek to take control of the way they spend and manage their time and who want to improve their organizational skills.

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

- 13 - 14 JAN 2019
- 24 - 25 FEB 2019
- 07 - 08 APR 2019
- 19 - 20 MAY 2019
- 03 - 04 JUL 2019
- 22 - 23 SEP 2019
- 03 - 04 NOV 2019
- 18 - 19 DEC 2019



FEES

- MEMBER ORGANISATIONS
- GCC NATIONALS
- OTHER NATIONALITIES

- NON MEMBER ORGANISATIONS
- ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200

EMOTIONAL INTELLIGENCE

COURSE CODE 556E

Emotional Intelligence (EI) has emerged as an important area of study in helping individuals to develop a better understanding of themselves and of others. It facilitates one to be more successful in life by having better relationships, and a higher quality of life. All other attributes remaining constant, a person with a higher EI has the competitive edge to succeed. This course, deals with the science and practice of EI, and aims to provide participants with the opportunity to understand their emotional balance, and reorient themselves towards interactions that are more productive.

LEARNING OUTCOMES

- Identify personal strengths and resources
- Discuss own behaviour with family members and/ or team members at the workplace
- Examine three common emotions experienced in daily life
- Apply techniques to manage daily interactions in a positive manner

TARGET AUDIENCE

Supervisors and managers

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

23 - 24 JAN 2019
24 - 25 MAR 2019
12 - 13 MAY 2019
24 - 25 JUL 2019
29 - 30 SEP 2019
11 - 12 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



INTERPERSONAL
SKILLS



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NEGOTIATING FOR SUCCESS

COURSE CODE 567

Negotiation is a discussion aimed at reaching an agreement, and in a business context, has multiple applications such as selling, purchasing, staff management (e.g. contracts), borrowing (e.g. loans), transactions etc. This course is tailored to address specific issues of negotiation.

LEARNING OUTCOMES

- Explain the importance of preparing for the negotiation process, regardless of the circumstances
- Recognize the needs and interests of all parties
- Identify the various negotiation tactics and styles, along with their advantages and disadvantages
- Assess how often we negotiate and the benefits of good negotiation skills
- Formulate the strategies for dealing with tough or unfair tactics
- Identify the skill in developing alternatives and recognizing options
- Explain basic negotiation principles, including BATNA, WATNA, and the ZOPA
- Select wise agreements as a result of creative solutions

TARGET AUDIENCE

Managers, team leaders, salespersons, and people who find themselves in a position where they need to negotiate and persuade in order to succeed.

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

03 - 04 FEB 2019
28 - 29 APR 2019
28 - 29 JUL 2019
27 - 28 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



INTERPERSONAL
SKILLS



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INFLUENCING BEHAVIOUR

COURSE CODE 585E

Effective people and leaders know how to encourage others to willingly, even enthusiastically, support their ideas and initiatives. No matter what your job responsibilities may be, the ability to establish rapport quickly, communicate your ideas successfully, and convince others to have confidence in you, will decrease your frustration and enable you to achieve your goal.

This two-day, interactive workshop will provide a synthesis of current thought on how to influence people. Through individual and group exercises, discussions, and analysis of examples from motion pictures, participants will come to understand the principles of ethical persuasion.

LEARNING OUTCOMES

- Discuss practical ways to become an influencer
- Evaluate strategies to encounter workplace negativity or lack of enthusiasm
- Identify verbal and nonverbal communication strategies to help you become a more motivational leader
- Practice simple techniques which could help in persuading and influencing other

TARGET AUDIENCE

All members of staff, especially those with interests in developing leadership abilities and interpersonal communication skills to influence, persuade, inspire, or motivate others.

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

20 -21 FEB 2019
29 - 30 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



INTERPERSONAL
SKILLS



SUPPORTED BY TAMKEEN

BUSINESS ETIQUETTE

COURSE CODE 595

Etiquette is a very important factor in determining the success or failure of a business or a person. Etiquette is the way a person presents himself to others, being comfortable and making other people around them comfortable. Good business etiquette equals a recipe to success. It is very important to practice good manners and etiquette in order to succeed in your business, be liked by people and maintain good relationships with clients, customers and employees. Today's manager increasingly has to work in international and cross-cultural environments. In addition to the normal pressures of people-management, managers are now required to deal with challenges, friction and misunderstandings emanating from cross-cultural differences. Effective management in a modern environment necessitates cross-cultural competency in order to get the best out of a multicultural team.

LEARNING OUTCOMES

- Recognize the importance of impressive professional appearances in business
- Identify the vital business etiquette regarding office courtesy and professional meetings
- Identify ways to create good interpersonal skills for communicating at workplace with clients and colleagues
- Summarize the essentials of effective relationship building at all stages of communication, right from the introduction phase
- Predict the challenges, friction and misunderstandings emanating from cross-cultural differences

TARGET AUDIENCE

Business development managers, public relation managers, client relationship officers etc.

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

27 - 28 MAR 2019
29 - 30 MAY 2019
20 - 21 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



INTERPERSONAL
SKILLS



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WORK ETHICS

COURSE CODE 587

Business ethics is an important part of any industry. Employees and managers alike must ensure that they are aware of ethical issues as unethical behaviour creates legal risks and damage to businesses as well as to staff and consumers. Business ethics have become an integral part of business education in general.

LEARNING OUTCOMES

- Understand the difference between ethics and morals
- Understand the value of ethics
- Identify some of their values and moral principles
- Use philosophical approaches to ethical decisions
- Improve ethics in the office
- Start developing an office code of ethics
- Avoid ethical dilemmas
- Use tools to help them make better decisions
- Deal with common ethical dilemmas

TARGET AUDIENCE

All Staff

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.

 **DURATION**
• 2 DAYS
(5 hours per day)

 **START DATE(s)**
28 - 29 APR 2019
21 - 22 JULY 2019
13 - 14 NOV 2019

 **FEES**
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50
BHD 200



**INTERPERSONAL
SKILLS**



SUPPORTED BY TAMKEEN

CRITICAL THINKING

COURSE CODE 5059

We live in a knowledge-based society where critical thinking is vital to personal and professional success. This course offers participants the skills required to become an effective critical thinker.

LEARNING OUTCOMES

- Identify the components of critical thinking and applying non-linear thinking
- Practice logical thinking and distinguish critical thinkers
- Evaluate information using critical thinking skills
- Identify the benefits of critical thinking

TARGET AUDIENCE

Professionals or individuals seeking to enhance their thinking skills in any work environment.

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

24 - 26 FEB 2019
02 - 04 APR 2019
11 - 13 JUN 2019
03 - 05 SEP 2019
12 - 14 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



INTERPERSONAL
SKILLS



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CREATIVITY & INNOVATION

COURSE CODE 5086

Creativity and innovation require a unique frame of mind as well as a collection of mental tools. In order to harness these skills, first you need to learn how the brain actually functions and produces ideas. Then, you will discover how to take your ideas and use them to create value. Some people seem to be bursting with creativity, while others struggle to think outside the box. Regardless of where you are, these proven methods will help you boost your creative and innovative abilities through practical application. Recognizing and honing in on your own creative potential is a process. Whether you have an entrepreneurial goal or are an individual contributor at an established organization, a creative and innovative approach will help you maximize potential and expedite goal achievement.

LEARNING OUTCOMES

- Identify the difference between creativity and innovation
- Recognize own creativity capacity
- Build a highly innovative environment
- Analyse the impact of creativity and innovation in business
- Problem-solve using a creative mind-set
- Identify individual and group techniques to help generate creative ideas
- Understand best practices for idea implementation

TARGET AUDIENCE

Individuals interested in fostering a creative approach to personal and business

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

20 - 22 JAN 2019
28 - 30 APR 2019
09 - 11 JUL 2019
01 - 03 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



INTERPERSONAL
SKILLS



تمكين
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INTERPERSONAL SKILLS

THE POWER OF POSITIVE THINKING

COURSE CODE 5087

Positive thinking and having a positive attitude is essential for us to prosper and succeed, as it can increase our achievements and productivity, both in our personal and professional lives. This two-day workshop will help learners challenge negative thoughts and instead turn them into positive ones, leading to a “can-do” attitude. The workshop will provide learners with tools and methods to change their outlooks and approach, allowing them to be happier, more optimistic, forward thinking, and confident.

LEARNING OUTCOMES

- Examine the impact of negative and positive thinking on personal and professional performance
- Learn methods and techniques for switching negative thinking to positive
- Identify positive thinking patterns
- Learn visualization techniques to transform situations and outcomes
- Set goals that reflect your dreams and desires and reinforce healthy patterns

TARGET AUDIENCE

Individuals who wish to improve their positive outlook and enhance their performance and at both personal and professional levels.

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

10 - 11 FEB 2019
12 - 13 MAY 2019
29 - 30 SEP 2019
24 - 25 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



تمكين
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NEW INTRAPRENEURSHIP COURSE CODE 5107

Intrapreneurship has been described as a great way to make beneficial changes to your organization. People can choose to continue with the status quo, or they can work to make a difference in the lives of themselves and others within the company.

Do you want to feel empowered and recognized for your innovative and creative ideas? Do you want to make a difference? If you answered yes to these questions, then this course will help you become energized and ready to push your ideas forward. After you complete this workshop, you will have ways to get started and implement your plans.

LEARNING OUTCOMES

- Understand the importance of intrapreneurship in today's economy
- Identify the characteristics of an intrapreneur and assess their own strengths
- Create an intrapreneurial team within their organizations
- Understand the process of intrapreneurship
- Develop a new product or process idea

TARGET AUDIENCE

Individuals who are interested in making a difference in their organizations and keen on learning entrepreneurial techniques that will allow them to be Intrapreneurs and drive their organizations forward.

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

26 - 27 JUN 2019
20 - 21 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



**INTERPERSONAL
SKILLS**

مهارات التأثير في الآخرين

رمز البرنامج 585A

يتقن الأفراد المؤثرين والقادة كيفية تشجيع وزيادة حماس الآخرين، ودعم أفكارهم ومبادراتهم، بغض النظر عما قد يكون لديك من مسؤوليات في العمل، فقدرتك على تحقيق التوافق بسرعة، وتوصيل أفكارك بفاعلية ونجاح، ستمكنك من إقناع الآخرين باستحقاقك للثقة وما سيترتب عليه من تقليص إحباطاتك وتمكينك من تحقيق أهدافك.

يومية من التفاعلية ستوفر تركيبة من الفكر الراهن في كيفية التأثير على الناس. من خلال تطبيقات جماعية وفردية، ومناقشات، وتحليلات لنماذج من اللوحات العاطفية، مما سيوصلك لفهم مبادئ التأثير والإقناع الأخلاقي.

المخرجات التعليمية

- مناقشة المهارات اللازمة للتأهل للتأثير.
- تقييم استراتيجيات التغلب على السلبية ونقص الحماس في محيط العمل.
- تعريف وسائل التواصل اللفظي والغير لفظي لمساعدتك على أن تصبح قائدا أكثر تحفيزا.
- تطبيق التقنيات البسيطة للمساعدة على إقناع الآخرين والتأثير عليهم.

الجمهور المستهدف

جميع الموظفين الراغبين في تنمية قدراتهم القيادية ومهارات التواصل الشخصية للإقناع والالهام والتأثير على الآخرين

نوع التقييم

مع التقييم

الرسوم
الأعضاء
دول مجلس التعاون
جنسيات أخرى
غير الأعضاء
جميع الجنسيات

يغطيها الاشتراك
50 دب
200 دب

التاريخ
07 - 08 يوليو 2019

المدة
• يومين



INTERPERSONAL
SKILLS



تمكين
Tamkeen

SUPPORTED BY TAMKEEN

MARKETING SALES & PR

At the BIBF, we believe that the greatest assets of any organisation are its people. We focus on developing and improving human resources to build individual and organisational capability and efficiency.

Our Marketing, Sales & Public Relations courses are designed to improve competencies by developing the knowledge, skills and attitude of the participants, as well as ensuring a positive learning environment.

The training courses and workshops help participants fulfil their potential in areas including leadership, team building, strategic planning, and decision-making. All our courses introduce valuable insights, proven to work in a "real world" environment. Programmes can be customised in partnership with you to produce innovative learning solutions directly linked to your identified business strategy and objectives.

The dates and fees mentioned in this section are subject to change at the Institute's discretion. Please visit www.bibf.com for the latest updates.



CUSTOMER SERVICE EXCELLENCE

COURSE CODE 524E

Every customer encounter sets the tone for all future interactions. That is why organizations cannot afford to leave the customer service and experience to chance. This course aims to provide participants with simple and specific interpersonal skills that will help them excel in customer service across all customer touch points and provide an exceptional customer service experience while contributing positively to the bottom line.

LEARNING OUTCOMES

- Take a customer centric view of the business
- Describe the impact of poor customer service/ experiences
- Evaluate the service/experiences that their customers currently receive
- Identify all the channels by which their customers experience the business
- Improve the first impressions they give customers
- Improve the lasting impressions they give customers
- Deal effectively with difficult customers
- Handle complaints effectively

TARGET AUDIENCE

Employees who deal with internal and external customers

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

16 - 17 JAN 2019
03 - 04 MAR 2019
05 - 06 MAY 2019
21 - 22 JUL 2019
09 - 10 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



MARKETING
AND SALES



تمكين
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SUPPORTED BY TAMKEEN

NEW SOCIAL CUSTOMER SERVICE COURSE CODE 5112

Social media has fundamentally changed the way customers seek information, advice & support. This two-day intensive practical course is designed to enable organizations to understand complexities and demands of providing social customer service, create or refine their social servicing strategy, align /standardize their policies & operational procedures, train & motivate their staff accordingly to provide proactive and professional social customer service.

LEARNING OUTCOMES

- Understand what is social customer service, its role & importance
- Strategize, build & measure a Social Customer Service operation
- Identify the role of appropriate technology, P2P communities & resourcing requirements for successful operation.
- Identify challenges and apply tactical approaches required for social crisis management.
- Assess & apply best practice methodologies to provide professional & proactive service

TARGET AUDIENCE

This course is perfect for organizations that wish their staff/ agents to effectively use social media for customer service, or for those that are already using it to benchmark, improve their performance, and avoid embarrassing and costly mistakes. These may include:

- Call centre Agents/staff
- Social media executives
- Social customers service agents
- Digital Marketing executives/ Managers
- SME owners & entrepreneurs

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

31 MAR - 1 APR 2019
25 - 26 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



MARKETING
AND SALES

FUNDAMENTALS OF MARKETING

COURSE CODE 580

This course will help participants to better understand the role of marketing, the organizations' current market position and planning for widening markets. Thanks to the rise of technology and social media, the world of marketing and advertising has become bigger than ever. Marketing has gone beyond the classic printed ads, billboards or even television commercials. Unfortunately, this can cause any company to become confused or even intimidated about getting their product or service out into the market. However, if we can learn the right strategies with the right tools, we can break into the marketing world without fear or hesitation.

LEARNING OUTCOMES

- Define your market.
- Know the different types of marketing and ways to use them.
- Learn effective ways of communicating with the customer.
- Know how to set marketing goals and strategies.
- Recognize common marketing mistakes and know how to avoid them.

TARGET AUDIENCE

Those who are new to the marketing field, have moved into a marketing role from a non-marketing role within their organization or have studied marketing communications or other related disciplines, and require a refresher. Middle and senior management whose organizations are considering becoming marketing orientated should also consider this short course.

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION
• 3 DAYS
(5 hours per day)



START DATE(s)
08 - 10 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



**MARKETING
AND SALES**



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SELLING SMARTER

COURSE CODE 581

The selling process is a dynamic interaction between a professional salesperson and a client/customer. A sales person's main objectives are to learn about the clients' needs and determine how to help the client fulfil those needs. Being a successful sales person a specific skills set. This two-day training course provides sales people with all the fundamental selling skills and techniques they need to achieve success.

LEARNING OUTCOMES

- To understand the steps to achieving a successful sale and a satisfied customer
- Recognize the difference between features and benefits of products and services
- Identify and be able to better present the competitive strengths of their products and services, so that they can be proactive in handling objections
- To close and make additional sales effectively
- Achieve sales through effective goal setting & time management

TARGET AUDIENCE

Sales professionals

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

10 - 11 FEB 2019
13 - 14 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



MARKETING
AND SALES



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INTRODUCTION TO PUBLIC RELATIONS

COURSE CODE 582

The course will introduce you to the fundamentals of public relations(PR), including dealing with the media, identifying appropriate PR tools & techniques, writing press releases, developing a PR campaign from scratch, and evaluating campaign success.

LEARNING OUTCOMES

- Understand the relationship between PR and marketing
- Describe the role of PR in organizations
- Identify different stakeholders/the public that PR should take care of
- Discuss different media available for PR: traditional and digital
- Identify a range of PR tools & techniques including online PR
- Write a press release
- Create a PR plan - either for a project or for a longer campaign

TARGET AUDIENCE

Public relations professionals

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

20 - 21 MAR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



MARKETING
AND SALES



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MARKETING COMMUNICATIONS

COURSE CODE 583E

This course will teach participants how to select and implement the most appropriate communications mix within their organizations in order to achieve specific marketing objectives. It will also focus on how to manage and integrate online and offline marketing communication media and tools in an effective manner to ensure the efficient use of a communications budget, as well as audience engagement and interaction.

LEARNING OUTCOMES

- Identify the scope, role and the primary tasks of marketing communications/promotion and its link with the marketing mix
- Recognize the key elements of the marketing communication mix (including the tools, media and content) and how they can be effectively utilized to meet the organization's communication objectives
- Appreciate the difference between traditional vs. new media and how they can be used to meet the organization's communication objectives
- Understand and apply the concept of Integrated Marketing Communication (IMC), and what it is that should be integrated
- Understand and apply the IMC planning framework and the interaction between different elements of the plan

TARGET AUDIENCE

Employees responsible for marketing communications and those seeking to understand and update their knowledge and about the field of marketing communication.

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

24 - 25 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



MARKETING
AND SALES

NEW RULES OF RELATIONSHIP MARKETING

COURSE CODE 586

This course will help participants understand the various aspects of relationship marketing, which emphasizes customer retention and satisfaction, rather than a dominant focus on sales transactions, and focuses on the concepts of customer lifecycle management as well as customer lifetime value to achieve the benefits of long-term customer value and relationship. It will also cover Customer Relationship Management (CRM), its purpose and benefits to an organization.

LEARNING OUTCOMES

- Identify the elements of transactional marketing and relationship marketing
- Recognize relationship marketing as a value creating process
- Understand and appreciate the economics of relationship marketing
- Understand how to manage the relationship lifecycle
- Identify the relationship between customer satisfaction, retention and loyalty
- Appreciate CRM, its purpose and benefits
- Plan and implement a customer loyalty programme

TARGET AUDIENCE

The course is beneficial to participants who are currently involved or expect to be involved in building and maintaining customer relationships. It is also recommendable to participants who are interested to understand the aspects and benefits of long-term customer retention.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

23 - 25 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



MARKETING
AND SALES



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DIGITAL MARKETING ESSENTIALS

COURSE CODE 578

Digital marketing has evolved from a peripheral element of organizational marketing to one, which is at the hub of customer-centric communications in an increasingly multi-channel environment. This digital marketing course will ensure that participants are equipped to deal with this shift and make the most of the new business opportunities on offer. It covers the basics of digital marketing, explaining the channel options and essential tactics that tie them all together in an effective way.

LEARNING OUTCOMES

- Identify the importance of digital campaign tools, planning, implementing and monitoring digital marketing
- Explain each tool of the digital communications mix and how they can be coordinated effectively
- Evaluate a current digital communications campaign
- Recommend improvements to a specified digital communications campaign
- Explain how each of the digital communications mix and how campaigns can be effectively measured and monitored

TARGET AUDIENCE

Suitable for those in marketing, marketing communications or business development roles, consultants, event managers, small to medium e-business operators and even those who are new to the digital marketing arena. Participants may not possess formal marketing training or have traditional marketing experience and are looking to update their skills.

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

07 - 09 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



MARKETING
AND SALES



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SOCIAL MEDIA MARKETING

COURSE CODE 577

The digital/social media revolution has completely changed the way people and organizations communicate and do business. A number of products, services and brands are being discussed on the web, influencing customer perception and action. This course will give participants a complete guide to the options for using social media to interact with their audience and positively influence them, and provides best practice for using Facebook, Twitter, YouTube, blogging and LinkedIn for marketing.

LEARNING OUTCOMES

- Distinguish between different forms of social media marketing activity
- Assess the value of social media to your business
- Review where your brand and products are being discussed
- Measure the effectiveness of social media
- Monitor and influence social networks
- Build social media into a campaign
- Identify best practice for using Facebook, Twitter, LinkedIn and YouTube

TARGET AUDIENCE

This course is designed for those seeking extensive social media knowledge in order to assess its relevance, plan an approach or implement social media within their organization. It is best suited to individuals who have limited social media marketing experience and are looking to fast track their knowledge and skills.

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

03 - 04 APR 2019
06 - 07 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



MARKETING
AND SALES



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CALL CENTRE CUSTOMER SERVICE

COURSE CODE 5065

This three-day training course is designed for call centre staff/ agents, and will enable participants to make the very most of their telephone-based work. Each phone interaction has elements of sales and customer service that will be explored in detail throughout the programme.

LEARNING OUTCOMES

- Explain the nuances of body language and verbal communication skills
- Appreciate the importance of aspects of verbal communication such as tone, cadence and pitch, and effectively question and listen to callers
- Learn how to deliver bad news and say “No” and negotiation skills
- Techniques for dealing with difficult callers
- Use vocal techniques that will enhance their speech and communication ability
- Personalize their sales interaction with callers, handle objections and effectively close the sale over the phone

TARGET AUDIENCE

Call Centre Staff/agents

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

15 -1 6 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



MARKETING
AND SALES



تمكين
Tamkeen

SUPPORTED BY TAMKEEN

SALES & KEY ACCOUNT PLANNING

COURSE CODE 5066

This course aims to help participants understand the sales process along with tools that they can use to effectively close sales, regardless of the size of the sale. They will also be able to handle objections and negotiate with confidence. In addition, this course will also help participants understand the various aspects of key account management and develop a structured approach to grow business with their key accounts.

LEARNING OUTCOMES

- Recognize the sales process and prepare for a sales opportunity
- Demonstrate the importance of an effective pitch/presentation
- Practice handling objections, closing the deal and negotiate with confidence
- Discuss and apply the Key Account Management (KAM) principles
- Discuss each account and anticipate their needs, and develop appropriate strategies
- Design an implementation plan, monitor actions and improve results

TARGET AUDIENCE

Sales/Key account staff who are required to do outbound sales

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

16 -17 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



MARKETING
AND SALES



تمكين
Tamkeen

SUPPORTED BY TAMKEEN

NEW CRISIS MANAGEMENT & COMMUNICATIONS COURSE CODE 5115

Crisis management is a critical organizational function. Failure can result in serious harm to stakeholders, losses for an organization, or end its very existence. Public relations practitioners are an integral part of crisis management teams. Therefore, a set of best practices and lessons gleaned in the context of crisis management would be a very useful resource for those in public relations. Managing crisis communications is the second element of the course. Organisations are often not prepared on how to respond to internal and external stakeholders when crisis strikes, as has been evidenced by multiples instances, even for large global corporates such as United Airlines, Facebook and BP. The course will address both these areas.

LEARNING OUTCOMES

- Identify people to an appropriate crisis team role
- Conduct a crisis audit
- Establish the means for business continuity
- Determine how to manage and respond in cases of such incidents
- Help teams recover from a crisis
- Apply the crisis management process

TARGET AUDIENCE

The course is targeted at participants who may or may not be in PR, but are involved in managing crisis and planning effective communication strategies in response to such crisis.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

20 - 21 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



MARKETING
AND SALES

NEW CONFERENCE & EVENT MANAGEMENT COURSE CODE 5109

The course will introduce participants to the fundamentals of event planning and management, including management of venue, catering, attendees and allied aspects such as marketing and sponsorships.

LEARNING OUTCOMES

- Plan a complete corporate event
- Identify contexts that require partners, sponsors, and volunteers
- Select speakers and a master of ceremonies to add impact
- Create a diversity plan
- Identify criteria to evaluate the event

TARGET AUDIENCE

The course is targeted at participants who corporate executives managing events or at event planners, whose job profile is to plan and conduct events for clients

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

27 - 28 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



MARKETING
AND SALES



MARKETING
AND SALES

التميز في الخدمة

رمز البرنامج 524A

يهدف البرنامج لتمكين المشاركين المشركين منا لتعمق في فهم خدمة العملاء. والقدرة على تخطي توقعات العميل وكما سيساعد المشاركين على التعرف على نقاط الضعف والقوة، في خدمة العملاء من خلال المحادثات الهاتفية التي ستساعدهم على بناء علاقة قوية تركز على الثقة بالنفس وتبادل المعلومات مع العملاء.

المخرجات التعليمية

- التعرف على نقاط القوة والضعف في نظام خدمة العملاء في مكان العمل.
- تحديد احتياجات العملاء وتوقعاتهم.
- تقييم أسلوب ونهج الشركة في التعامل مع العملاء.
- التعرف على الخطوات المتبعة مع العميل العسر.
- تقييم مدى تأثير خدمة العملاء الداخلية على الخدمة التي تقدمها المنظمة لعملائها الخارجيين
- استكشاف عناصر مهارات الاتصال الهاتفية الفعالة

الجمهور المستهدف

موظفي خدمة العملاء؛ داخل وخارج الشركة

نوع التقييم

مع التقييم

الرسوم
الأعضاء
دول مجلس التعاون
جنسيات أخرى
غير الأعضاء
جميع الجنسيات

يغطيها الاشتراك
50 دب
200 دب

التاريخ
12 - 13 يونيو 2019
24 - 25 نوفمبر 2019

المدة
• يومين



SUPPORTED BY TAMKEEN

CUSTOMER COMMUNICATIONS

COURSE CODE 5012

This Level 3 module provides an understanding of how marketing communications can be used in practice to engage with customers. It enables appreciation of the customer and considers the importance of the nature of relationships and how they are managed and monitored. Participants will gain knowledge and understanding of the purpose and process of marketing communications and the range of tools available. They will also explore how to develop a successful marketing communications campaign and learn how the campaign can be put into practice. This award focuses on developing an understanding of internal and external customers, and considers how a knowledge and understanding of customers can assist in designing appropriate marketing communication activities to engage and support them to achieve long-term customer loyalty.

LEARNING OUTCOMES

- Identify different types of customers (15%)
- Understand the nature and importance of customer relationships (15%)
- Outline the purpose and process of marketing communications (10%)
- Describe the range of different marketing communications tools available (30%)
- Develop an outline of a marketing communications campaign (20%)
- Illustrate how the marketing communications campaign can be put into practice (10%)

TARGET AUDIENCE

- People already working in a marketing support, junior marketing or marketing communications role
- Those seeking to pursue a career in marketing
- Event management assistants, advertising agency staff, and corporate communications staff
- Non-marketers with some marketing involvement
- Customer service assistants, Call Centre employees, and Sales staff



CIM

**CIM LEVEL 3
AWARD IN
MARKETING**

Continues on the
next page →

CUSTOMER COMMUNICATIONS

COURSE CODE 5012

PREREQUISITES

This is an open qualification, which means that previous qualifications or marketing experience is not required, although it can help to put the learning outcomes into context.

ASSESSMENT TYPE

This course is assessed.

NOTE

This is a professional course awarded by the Chartered Institute of Marketing (CIM). Participants who wish to obtain the CIM award for this course are required to register, complete a skills-based assessment and pay an additional fee of BD 135 (inclusive of membership and assessment) towards the CIM award fees.



CIM LEVEL 3
AWARD IN
MARKETING



DURATION
• 3 DAYS
(5 hours per day)



START DATE(s)
19 - 21 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



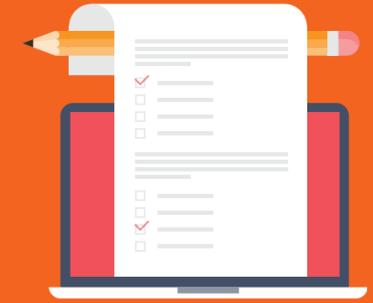
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ASSESSMENT & DEVELOPMENT

Research demonstrates that there is no substitute for objectively observing and systematically measuring how people actually perform “on the ground”. A well designed Assessment Centre is the most effective tool available for assessing individuals in both individual and group based environments for selection or development. We provide a complete range of Assessment Centre design and delivery services, from competency matrix design through assessor training, exercise design and the provision of psychometric testing.





ASSESSMENT METHODS FOR HR

COURSE CODE 5088

This is a two-day course that will focus on the different assessment tools and techniques used by HR from the selection, recruitment, placement, promotion and developmental processes. This programme will take the candidates through the different techniques and evaluate the strengths and limitations of each technique. The candidates will be able to gain not only insight into the different assessment methods available but also they will be able to demonstrate some of the assessment techniques.

LEARNING OUTCOMES

- Define the different assessment techniques used by HR and their purpose.
- Compare and contrast the different assessment tools
- Demonstrate some of the assessment techniques used by HR
- Appreciate the strength and limitations of using different assessment tools

TARGET AUDIENCE

The programme is suitable for individuals who are likely to be involved in HR and want an introductory idea of the assessment tools used in Assessment and Development Centre and HR departments.

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

21 - 22 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200

COMPETENCY BASED INTERVIEWING SKILLS

COURSE CODE 5089

This is a two-day course that will focus on providing participants with hands on skills to develop and conduct interviews as a method of selection. This programme will take the candidates through the different phases when interviewing, starting from: analysing job descriptions, identifying areas for assessment, structuring the interview, developing interview guides, practical skills and selection.

LEARNING OUTCOMES

- Identify criteria for selection and possible predictors to measure the target criteria.
- Evaluate the different types of interviews.
- Design and develop a well-structured competency based interview using questions to assess a candidate against specific competence areas.
- Conduct an interview for a relevant job role.
- Apply a systematic approach to making valid selection decisions

TARGET AUDIENCE

The programme is suitable for individuals who are likely to be involved in HR and want an introductory idea of the assessment tools used in the Assessment and Development Centre and HR departments.

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

18 - 19 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



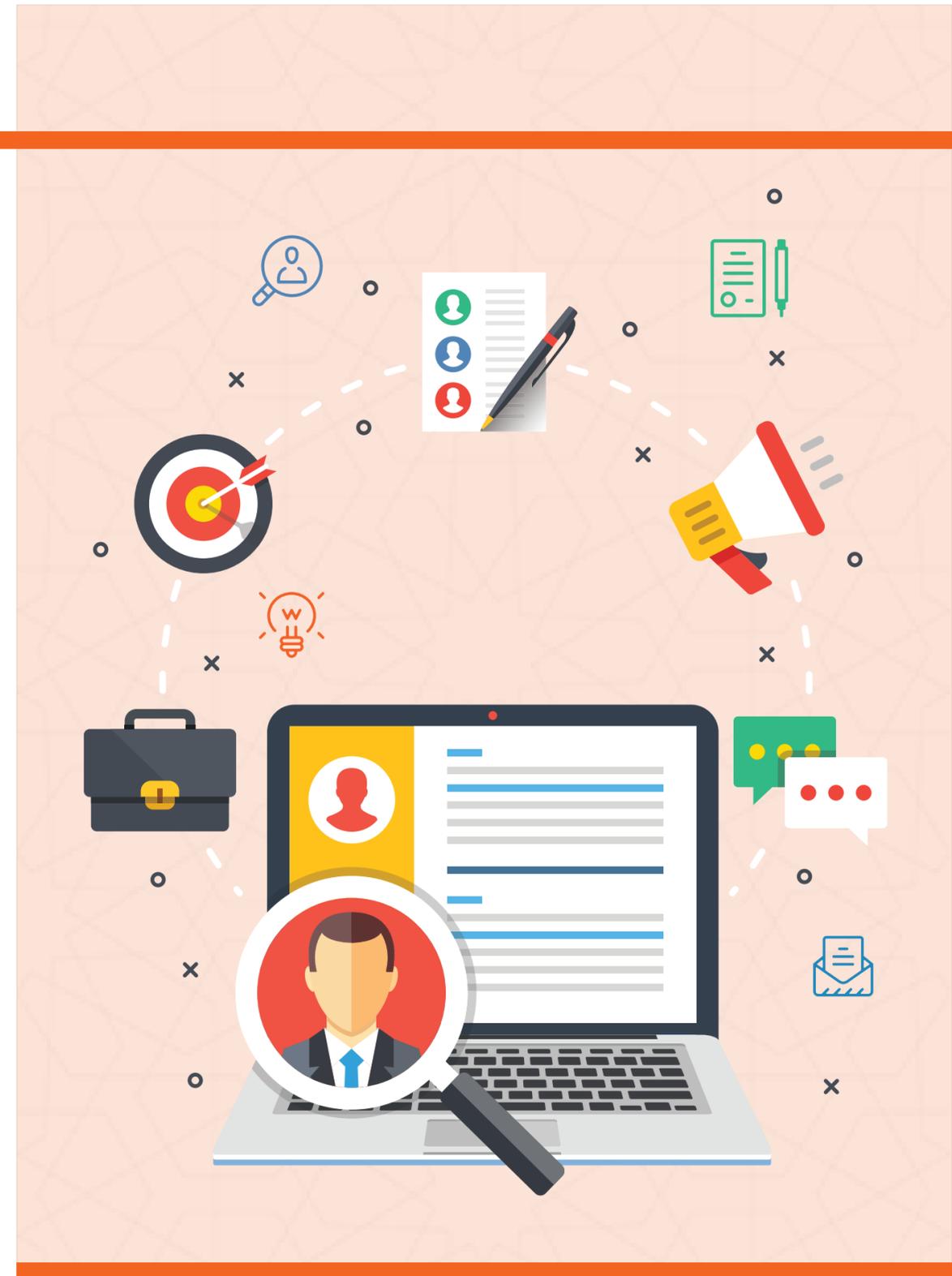
HUMAN RESOURCES

Our Human Resources programmes are designed to improve competencies by developing the knowledge, skills and attitudes of the participants, as well as ensuring a positive learning environment.

In addition, we work in partnership with organisations to deliver innovative learning solutions directly linked to business goals and objectives, designed by specialist training consultants.

The workplace is a dynamic and evolving culture that is constantly subjected to stressors and changes, added responsibilities as an employee and rising expectations. In order to maintain their competitive edge, organisations need to increase flexibility and bridge the skills gap of their employees. In order to meet market expectations, we are introducing a number of new programmes to our Open Enrolment courses.

The dates and fees mentioned in this section are subject to change at the Institute's discretion. Please visit www.bibf.com for the latest updates.



EFFECTIVE PERFORMANCE APPRAISALS

COURSE CODE 513

Performance Management is a holistic approach to managing performance, which is making ever-greater demands on the knowledge and skills of managers, as they must carry a greater responsibility for their colleagues' results. With a stronger understanding of the Performance Management sequence, participants will come to the realisation that APPRAISALS are only one small, but extremely important aspect of this sequence. The course will allow participants to be able to:

- Relate all aspects of performance to the Performance Management sequence
- Formulate performance objectives
- Establish clear standards, expectations and performance objectives
- Encourage strong achievement attitudes in staff
- Accurately assess and document performance
- Adapt an appraisal style to make the appraisals process a positive experience

LEARNING OUTCOMES

- Assess the importance of the performance management cycle
- Identify the function of a performance review and appraisal
- Analyse the effectiveness of the current appraisal systems
- Establish SMART objectives
- Formulate the competency framework
- Examine the barriers to effective performance appraisals

TARGET AUDIENCE

Managers and supervisors actively involved in the performance management of personnel as well as those who complete performance reviews and staff appraisals.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

04 - 05 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



HUMAN RESOURCE
MANAGEMENT



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TALENT & RETENTION MANAGEMENT

COURSE CODE 569

Employees are the most important assets of any organization, especially when significant time and money is invested into their development. Retaining top talent has never been more important in maintaining a competitive edge. Yet in many organizations, this critical function is often left unplanned and without an organizational support system for retention.

This workshop is aimed at examining the best practices that organizations should employ to retain and manage their human talent productively. It offers frameworks for both line and human resource managers to take the lead within their organizations and develop talent management and retention systems that provide clear career paths for highly valued employees.

LEARNING OUTCOMES

- Identify factors influencing talent management culture in organizations
- Assess linkages that exist between HR mechanisms and talent management in organizations
- Analyse methods to retain, develop and promote talents in organizations
- Examine managerial competence for implementation of talent management systems

TARGET AUDIENCE

Supervisors and managers

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

06 - 07 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



HUMAN RESOURCE
MANAGEMENT



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HR PLANNING TECHNIQUES

COURSE CODE 590

Human resources are one of the most important assets in any organization. A significant aspect of a manager's job is to plan for this in a systematic manner. Human resources planning involves planning for the right number of employees, in the right place, at the right time, doing the right job. This course is especially designed to keep in view the requirements of the corporate world, and focuses on an integrated approach to the planning function in organizations.

It aims to provide participants with the opportunity to evaluate various techniques of planning and facilitates important skills managers and supervisors need to master how to recruit suitable employees efficiently. It also covers a structured approach to 'skilled' interview processes.

LEARNING OUTCOMES

- Assess the importance and implications of human resources planning in their workplace
- Examine current human resources requirements in their workplace
- Apply an integrated approach to human resources planning in their workplace
- Evaluate various human resources planning techniques in their workplace
- Identify and follow the necessary steps in recruiting an employee
- Formulate a process of short-listing and selection from several applicants
- Construct a plan and conduct interviews using systematic recruitment techniques
- Use a systematic approach to making valid recruitment decisions

TARGET AUDIENCE

Managers and supervisors involved in the HR Planning, recruitment and selection process of their organization. Those who will benefit most are people who have not received either any formal training or wish to improve their skills.

ASSESSMENT TYPE

This course is assessed.



DURATION
• 2 DAYS
(5 hours per day)



START DATE(s)
02 - 03 OCT 2019



FEES
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



**HUMAN RESOURCE
MANAGEMENT**



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HR MANAGEMENT FOR NON-HR MANAGERS

COURSE CODE 591

Human resources management, a multi-disciplinary subject, is the responsibility of all managers in an organization. In order to be more effective, managers of different functional areas need to have the required knowledge base in human resources management, as they are involved in the formulation of human resources policies, decisions and implementation. It is imperative that these practitioners assess the various human resources techniques that are best suited for their employees and organization. Above all, they need to appreciate their roles as human resources managers.

LEARNING OUTCOMES

- Identify the interrelated function of human resources management in organizations
- Examine key human resources mechanisms at the workplace
- Assess the role of managers in the human resources function in organizations
- Evaluate the effectiveness of the acquisition process in organizations
- Analyse maintenance, development, and utilization policies in organizations

TARGET AUDIENCE

Supervisors and Managers

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

04 - 05 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



HUMAN RESOURCE
MANAGEMENT



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REWARD MANAGEMENT

COURSE CODE 594

This reward management course provides participants with a good understanding of the significance of reward systems in an organizational context. Organizations need to formulate equity-based reward systems to sustain the motivation and engagement of employees. This course is aimed at examining the best compensation practices that organizations should employ to reward their employees, and enables participants to focus on ethical principles of reward, policy initiatives and key practices in compensation planning. Establishing fair compensation and reward system, effectively managing the system and being proactive in improving the reward system forms a vital part of the course.

LEARNING OUTCOMES

- Identify the significance of a reward system in employee management
- Analyse the factors influencing reward systems in organizations
- Examine the role of internal/external equity in employee management
- Assess key reward principles, policies and practices in organizations

TARGET AUDIENCE

Supervisors, line managers, HR specialists, generalists, compensation and reward analysts

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

03 - 04 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



HUMAN RESOURCE
MANAGEMENT



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CONSULTING SKILLS

COURSE CODE 5090

The main aim of this course is to develop the consulting skills of participants to perform effectively as internal or external free-lance consultants. The course covers the employees/consultants' role in diagnosing the problem or opportunity areas in organizations. It deals with the initiation of the consulting project and contract terms. The research methods, survey tools and data collection methods to be employed is a part of the course. Analysing the data, assessing the problem/opportunity of the project and the validation process would also be discussed in the course. Arriving at feasible and practical solutions and giving alternative options to the client organization are examined.

LEARNING OUTCOMES

- Conduct an initial diagnosis of client/organization needs
- Determine the framework of the diagnosed project
- Research, analyse, assess and propose practical business options and solutions given the project constraints
- Present findings and business solutions (both written and oral) in a professional and persuasive manner; and
- Build an on-going and ethical relationship with clients

TARGET AUDIENCE

The course is for teamleaders, line managers, supervisors, managers, consultants, researchers, and those aspiring to be consultants or have consulting as a major part of their job.

PREREQUISITES

Good communication, interpersonal, and analytical skills

ASSESSMENT TYPE

This course is assessed.



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

11 - 13 JUN 2019
12 - 14 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



HUMAN RESOURCE MANAGEMENT



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NEW CHALLENGES IN LABOUR CASES – IN PRIVATE SECTOR COURSE CODE 5113

Understanding the rights of employees and employers as set by the labour law is very important for organizations that wish to remain relevant in today's business environment.

This workshop deals with problems and challenges faced in labour cases which arises in Bahrain labour courts; learners will understand a range of important aspects of the labour law, such as the rights of employees and employers, the procedures for terminating labour contracts, financial rights and salaries, and holidays and vacations

LEARNING OUTCOMES

- Describe the basics of Employment contracts
- Identify the rights of Employee and Employer
- Explain Discipline and Grievance procedures
- Analyse the reasons for terminating labour contract
- Understand the procedures of Labour Case management

TARGET AUDIENCE

Individuals with oversight of staff or who are interested in making a difference in their organizations through application of best practice principles that are compliant with current employment legislation.

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 5 DAYS
(5 hours per day)



START DATE(s)

24 - 28 MAR 2019
21 - 25 JUL 2019
15 - 19 SEP 2019
24 - 28 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 130

BHD 525



HUMAN RESOURCE
MANAGEMENT



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NEW DEVELOPING COMPETENCY FRAMEWORK COURSE CODE 5114

Competencies define the knowledge, skills, and attributes needed for employees at the workplace. This workshop provides participants with an understanding of the roles and associated competencies within the organisation. It deals with the set of competencies an employee needs to perform the job effectively. Participants will learn how to develop competency frameworks for their organization. The workshop also covers how employee competencies are linked to other HR mechanisms.

LEARNING OUTCOMES

- Identify the job levels in the organisation.
- Assess the competencies applicable for each job level
- Differentiate the categories of competencies
- Design a competency framework
- Evaluate the relevance of a competency framework

TARGET AUDIENCE

Managers/supervisors/team leaders/HR generalists and specialists

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

17 - 18 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



HUMAN RESOURCE
MANAGEMENT

RESOURCING TALENT

COURSE CODE 5020

Organizational success is dependent on possessing the right skills mix. This course provides an introduction to the resourcing and talent planning process, and the factors that impact an organization's resourcing and talent planning activities. Participants will learn about the relationship between recruitment and selection by identifying the key stages in each separate, but related process.

The benefits to the organization of attracting and retaining a diverse workforce will also be emphasized. Participants will be able to make a positive contribution to the recruitment and selection process by developing their knowledge and skills in defining and writing job descriptions, contributing to the job advertisement process, shortlisting, conducting face-to-face or telephone interviews and contributing to job offer and rejection letters. Key legislation pertaining to recruitment and selection will be covered along with best practices in employee induction and retention, and the importance of collaborative working with other stakeholders.

LEARNING OUTCOMES

- Explain the factors that affect an organization's talent planning, recruitment and selection policy
- Identify appropriate recruitment and selection methods
- Contribute to the recruitment and selection interviewing process for a job role
- Assess the importance of effective induction

TARGET AUDIENCE

This course is suitable for those who:

- are seeking or embarking on a career in human resource management and development (HRM/HRD)
- are working in the field of HRM/HRD in a support role and want to develop their knowledge and skills
- are responsible for HRM/HRD activities and decisions within an organization without a specialist function
- are involved in resourcing talent, recruitment and selection activities in an organization or as a recruitment consultant

Continues on the
next page →

RESOURCING TALENT

COURSE CODE 5020

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.

NOTE

This is a professional course awarded by the Chartered Institute of Personnel and Development (CIPD). Participants who wish to obtain the CIPD award for this course are required to complete a skills-based assessment and pay an additional fee of BHD 50 towards the CIPD award fees.



DURATION

• 5 DAYS
(6 hours per day)



START DATE(s)

10 - 14 MAR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 150

BHD 600

CIPD

CIPD LEVEL 3
AWARDS IN HR
ESSENTIALS



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SUPPORTING GOOD PRACTICE IN PERFORMANCE & REWARD MANAGEMENT

COURSE CODE 5021

This course provides an introduction to the purpose and processes of performance and reward management, and the role of human resources (HR) in promoting and supporting good practice. It will enable learners to develop their understanding of how motivational theories and associated tools can be used within the context of performance and reward management, and how these can have a positive impact on an organization's business objectives.

It also provides an overview of the appropriate skills and good practices associated with performance management reviews and follow-up, and the data management aspects. Additionally, learners will understand the role of financial and non-financial benefits, and important determinants of reward decisions. On completion, participants will be able to effectively provide first-line support to managers and employees on the subject of performance and reward management.

LEARNING OUTCOMES

- Explain the link between organizational success, performance management and motivation
- Explain the relationship between performance management and reward
- Contribute to effective performance and reward management in the workplace
- Conduct and reflect upon a performance review

TARGET AUDIENCE

This course is suitable for those who:

- are seeking or embarking on a career in HR management and development (HRM/HRD)
- are working in the field of HRM/HRD in a support role and want to develop their knowledge and skills
- are responsible for HRM/HRD activities and decisions within an organization without a specialist function
- seek to develop knowledge, skills and capabilities in performance and reward management

Continues on the
next page →

SUPPORTING GOOD PRACTICE IN PERFORMANCE & REWARD MANAGEMENT

COURSE CODE 5021

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.

NOTE

This is a professional course awarded by the Chartered Institute of Personnel and Development (CIPD). Participants who wish to obtain the CIPD award for this course are required to complete a skills-based assessment and pay an additional fee of BD 50 towards the CIPD award fees.



DURATION

- 5 DAYS
(6 hours per day)



START DATE(s)

14 - 18 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 150

BHD 600



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DEVELOPING YOURSELF AS AN EFFECTIVE HUMAN RESOURCES PRACTITIONER

COURSE CODE 5019

This course is designed to enable participants to develop a sound understanding of the knowledge, skills and behaviours required by human resources (HR) and learning and development (L&D) professionals in a generalist or specialist role. It will help learners to develop a personal development plan, following a self-assessment of learning and development needs that meet their personal and professional requirements.

LEARNING OUTCOMES

- Identify the knowledge, skills and behaviours required to be an effective HR or L&D practitioner.
- Effectively deliver HR services to meet users' needs
- Reflect on their own practice and development needs and maintain a plan for personal development

TARGET AUDIENCE

This course is suitable for those who:

- are seeking or embarking on a career in HR management and development (HRM/HRD)
- are working in the field of HRM/HRD in a support role and seek to develop their knowledge and skills
- are responsible for HRM/HRD activities and decisions within an organization without a specialist function
- are contracted as employees or independent consultants within the field of HRM/HRD
- engage in CPD to enhance and maintain their professional practice and membership

Continues on the
next page →

DEVELOPING YOURSELF AS AN EFFECTIVE HUMAN RESOURCES PRACTITIONER COURSE CODE 5019

PREREQUISITES

None

ASSESSMENT TYPE

This course is assessed.

NOTE

This is a professional course awarded by the Chartered Institute of Personnel and Development (CIPD) UK. Participants who wish to obtain the CIPD award for this course are required to complete a skills-based assessment and pay an additional fee of BD 50 towards the CIPD award fees.



DURATION

- 4 DAYS
(5 hours per day)



START DATE(s)

16 - 19 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 400

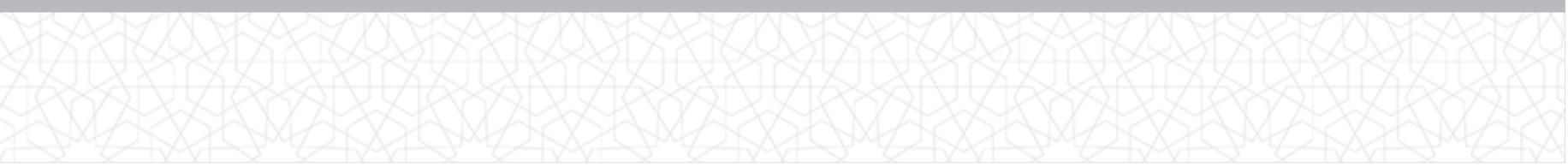


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COURSES CALENDAR



ACCOUNTING & FINANCE

2019 COURSES

No.	COURSE TITLE	DAYS	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
FUNDAMENTAL SKILLS															
1	Basic Business Mathematics	4	200										06 - 09		
2	Intermediate Business Mathematics	4	250												08 - 11
ACCOUNTING															
3	Accounting 1: Recording Financial Transactions	10	210				07 - 18							17 - 28	
4	Accounting 2: Maintaining Financial Records	10	211						16 - 27						
5	Accounting 3: Drafting Financial Statements	10	212										06 - 17		
6	Accounting 4: Managerial Accounting	5	213											24 - 28	
7	Accounting for Decision Making	5	214										13 - 17		
8	Introduction to IFRS for Financial Institutions	5	219			10 - 14								03 - 07	
9	Project Accounting	5	255									15 - 19			
10	Islamic Accounting Standards	5	258			17 - 21									
11	Accounting for Banks	5	271							21 - 25					
12	Insurance Accounting	5	275										20 - 24		
FINANCE															
13	Cases in Finance	5	223									22 - 26			
14	Valuation of Companies	3	224		10 - 12									24 - 26	
15	Financial Analysis	5	226		17 - 21							15 - 19			
16	Managing Finance	5	257											17 - 21	
17	Cash Management	5	207									22 - 26			
18	Credit Management	5	208				21 - 25								
19	Financial Reporting & Analysis	5	206				07 - 11								
20	Corporate Finance	5	238			24 - 28									
21	Advanced Financial Analysis	3	237						16 - 18						22 - 24

ACCOUNTING & FINANCE

2019 COURSES

No.	COURSE TITLE	DAYS	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
22	Financial Crimes & Fraud Prevention	3	218							07 - 09					
23	Fraud Investigation Using Excel	4	289									02 - 05			
MANAGEMENT ACCOUNTING															
24	Understanding Financial Statements	3	220E		10-12		01 - 03		23 - 25				01 - 03		01 - 03
25	Financial Statement Analysis	5	221			10 - 14				07 - 11				17 - 21	
26	Finance for the Non Financial Manager	5	240E			03 - 07				07 - 11					08 - 12
27	Budgeting: Preparation & Control	3	241						10 - 12						
PERFORMANCE MANAGEMENT															
28	Evaluating Company Performance	3	222							14 - 16					
29	Evaluating Commercial Bank Performance	3	272						10 - 12						
SECTOR SPECIFIC															
30	Understanding Bank Financial Statements	3	230		24 - 26					01 - 03			27 - 29		
31	Understanding Insurance Company Financial Statements	3	231				01 - 03								
32	Understanding Islamic Bank Financial Statements	3	232			03 - 05						02 - 04			
33	Analysing Bank Financial Statements	5	266						23 - 27						
34	Analysing Insurance Company Financial Statements	5	267				21 - 25								
35	Analysing Islamic Bank Financial Statements	5	268												22 - 26
FINANCIAL MODELLING															
36	Financial Modelling with Excel - Introduction	5	252		17 - 21		14 - 18		16 - 20					24 - 28	
37	Advanced Financial Modelling with Excel	5	253												01 - 05
38	Financial Modelling for Project Finance	5	254									22 - 26			
39	Cash Flow Modelling	4	298												08 - 11
40	Computerized Accounting	5	256										06 - 10		

ACCOUNTING & FINANCE

2019 COURSES

No.	COURSE TITLE	DAYS	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
AUDIT & INTERNAL CONTROLS															
41	Understanding the External Auditor's Report	2	242		13 - 14										
42	Internal Audit	5	278											03 - 07	
43	Internal Audit Techniques Workshop	2	288												18 - 19
44	Internal Controls, Policies & Procedures	3	264												29 - 31
PROFESSIONAL ETHICS															
45	Introduction to Business & Professional Ethics	2	274I		20 - 21										
46	Advanced Business & Professional Ethics	4	274A					05 - 08							
IFRS															
47	Annual IFRS Updates	2	FIN243										16 - 17		
TAX ACADEMY															
48	Principles of Value Added Tax	4	259	06 - 09	03 - 06	03 - 06	07 - 10		10 - 13	07 - 10			06 - 09	03 - 06	01 - 04
49	Advanced Principles of Value Added Tax - NEW	4	FIN286	20 - 23	24 - 27	17 - 20	28 - 30	05 - 08	23 - 26	28 - 31		22 - 25		24 - 27	22 - 25
50	VAT Implementation & Control - NEW	3	287	27 - 29			21 - 23					02 - 04			29 - 31
51	VAT for Financial Sector - NEW	2	283	13 - 14	10 - 11	10 - 11	14 - 15		16 - 17	21 - 22		15 - 16	13 - 14	17 - 18	18 - 19
52	Managing Excise Tax - NEW	1	284					02		04			31		
53	VAT for Insurance Sector - NEW	2	2000		12 - 13		16 - 17		18 - 19	16 - 17		17 - 18		12 - 13	
54	VAT for Real Estate Sector - NEW	2	2001	15 - 16		12 - 13				23 - 24			15 - 16		11 - 12
55	VAT for Digital Economy - NEW	1	261	10			11					05			

BANKING

2019 COURSES

No.	COURSE TITLE	DAYS	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
CORPORATE / RETAIL BANKING															
1	Elements of Banking	5	100		10 - 14		07 - 11		16 - 20					03 - 07	
2	Negotiable Instruments	2	101			24 - 25							02 - 03		
3	Cards Fraud Risk	1	1018										24		
4	Complaint Management & Dispute Resolution in Banks	2	1021		27 - 28										
5	Total Quality Management in Banks (TQM)	2	1022										20 - 21		
6	Relationship Managers (RM) Skills & Techniques	2	1057				28 - 29								
7	Contractor Finance	3	1058										01 - 03		
8	Writing Effective Credit Proposal	3	1059											26 - 28	
9	Cards 1.01	2	1084				24 - 25								
10	Acquiring 1.01	1	1085										17		
COMPLIANCE & RISK															
11	Anti Money Laundering Awareness Programme	3	102	06 - 08		26 - 28	23 - 25	14 - 16	11 - 13			29 - 01		26 - 28	
12	Banking Law and Practice	3	129					07 - 09							
13	Compliance Framework	3	136	15 - 17						09 - 11					
14	Corporate Governance	2	139	30 - 31										20 - 21	
15	Regulatory Compliance Programme	3	170		05 - 07									12 - 14	
16	KYC (Know Your Customer) The Regulator's Perspective	1	172				04			18					
17	Risk Based Approach to Regulations, Compliance & AML	3	173				28 - 30						29 - 31		
18	Advanced Anti Money Laundering	1	1000										17		
19	Complying with FATCA & Its Impact on Business	1	1014										31		
20	AML for Alternative Remitters	2	1029										09 - 10		
21	AML for the Insurance Sector	1	1032		03										
22	AML for Trade Finance	2	1033		10 - 11								23 - 24		
23	Compliance Requirements from Volume 1 CBB Rulebook	3	1054												10 - 12

BANKING

2019 COURSES

No.	COURSE TITLE	DAYS	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
INTERNATIONAL BANKING															
24	Introduction to International Trade Finance	4	140				01- 04								
25	Uniform Customs & Practices for Documentary Credit (UCP 600)	3	143										29 - 31		
26	Documentary Letter of Credit	4	149							22 - 25					
27	Uniform Rules for Demand Guarantees (URDG 758)	2	155									29 - 30			
28	Advanced International Trade Finance	3	1006									17 - 19			
29	International Trade Policies & Globalisation	2	1007			10 - 11									
30	International Standard Banking Practices (ISBP 745) (For Trade Finance)	2	1026				28 - 29								
31	Stand-by-Letters of Credit (SBLCs) & Letters of Credit (LCs) - Comparison	2	1049												18 - 19
TREASURY & CAPITAL MARKETS															
32	Quantitative Methods for Risk Management	3	106				02 - 04								
33	Corporate Finance	3	122									03 - 05			
34	Foreign Exchange - Level 1	3	165						11 - 13						
35	Money Markets - Level 1	3	166			19 - 21									
36	Introduction to Treasury Operations	3	167			26 - 28							29 - 31		
37	Derivatives - Level 1	3	169							21 - 23					
38	Foreign Exchange - Level 2	3	175									03 - 05			
39	Money Markets - Level 2	3	176												24 - 26
40	Portfolio Management	3	179											12 - 14	
41	Asset Liability Management	3	181					26 - 28							
42	Private Equity & Venture Capital	3	183		17 - 19										
43	Derivatives - Level 2	3	184										08 - 10		
44	Asset Valuation	3	185									24 - 26			
45	Foundations of Investment Analysis	3	186				14 - 16								
46	Fixed Income Management	3	187										06 - 08		

BANKING

2019 COURSES

No.	COURSE TITLE	DAYS	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
47	Repo Market	2	195						19 - 20						
48	Mergers & Acquisitions (M&A)	3	1017											19 - 21	
CREDIT															
49	SME Financing	3	109				14 - 16								
50	Project Appraisal & Financing	3	110												24 - 26
51	Real Estate Investment & Financing	3	112		26 - 28										
52	BIBF Credit Programme Level 1	3	117A		03 - 05			21 - 23							
53	BIBF Credit Programme Level 2	3	117B									15 - 17			
54	Corporate Credit Risk Analysis	3	119							02 - 04					
55	Loan Syndication	2	1050						25 - 26						
RISK															
56	Bank and Country Risk Analysis	4	121											11 - 14	
57	Basel III Framework & Implementation	2	171										16 - 17		
58	Risk Management & Value at Risk (VaR)	3	188			12 - 14									
59	Operational Risk Management	2	1031			24 - 25				10 - 11					
MANAGEMENT PROGRAMMES (DEVELOPMENT)															
60	Economics for Bankers - Part A	3	133A						11 - 13						
61	Economics for Bankers - Part B	3	133B										01 - 03		
62	Performance Analysis of Banks Using CAMELS	1	1027				18								

INSURANCE

2019 COURSES

No.	COURSE TITLE	DAYS	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN 19
BIBF INTERMEDIATE INSURANCE DIPLOMA (BIID) - ENGLISH																
1	Introduction to Insurance & Insurance Documentation	5+1	401E	06 - 10	09		07 - 11	11		28 - 1 - 31	15 - 19	19				
2	Motor Insurance	5+1	412E		17 - 21	23				07 - 11	17			24 - 28	28	
3	Commercial Property & Business Interruption Insurances	6+1	423E	27 - 03		09	21 - 28		01				20 - 27	30		
4	Personal Insurances	5+1	409E			24 - 28	27					22 - 26	26		22 - 26	25
5	Medical Insurance	5+1	470E			10 - 14	13		30 - 04		03	29 - 03		02		
BIBF INTERMEDIATE INSURANCE DIPLOMA (BIID) - ARABIC																
6	Introduction to Insurance & Insurance Documentation	5+1	401A	06 - 10	09		07 - 11	11		28 - 01 - 31						
7	Motor Insurance	5+1	412A		17 - 21	23								24 - 28	28	
8	Commercial Property & Business Interruption Insurances	6+1	423A				21 - 28		01				20 - 27	30		
9	Personal Insurances	5+1	409A			24 - 28	27					22 - 26	26			
10	Medical Insurance	5+1	470A						30 - 04		03	29 - 03		02		
BIBF ADVANCED INSURANCE DIPLOMA (BAID) - ENGLISH																
11	Liability Insurance	5+1	413E						23 - 27	27					08 - 12	11
12	Engineering Insurance (CAR / EAR)	5+1	422E		10 - 14	16				14 - 18	17					
13	Cargo and Goods in Transit Insurance	5+1	424E				07 - 11	11						17 - 21	21	
14	Reinsurance	6+1	433E			03 - 10	13						06 - 13	16		
15	Life Assurance	5+1	440E	20 - 24	23								13 - 17	16		
BIBF ADVANCED INSURANCE DIPLOMA (BAID) - ARABIC																
16	Liability Insurance	5+1	413A						23 - 27	27						
17	Engineering Insurance (CAR / EAR)	5+1	422A							14 - 18	17					
18	Cargo and Goods in Transit Insurance	5+1	424A											17 - 21	21	
19	Reinsurance	6+1	433A			03 - 10	13									
20	Life Assurance	5+1	440A										13 - 17	16		

00 Exam Day

INSURANCE 2019 COURSES

No.	COURSE TITLE	DAYS	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN 19
BIBF INSURANCE MANAGEMENT DIPLOMA (BIMD) - ENGLISH																
21	Risk Management	5+1	462E											03 - 07	07	
22	Insurance Marketing	5+1	465E												01 - 05	04
23	Advanced Underwriting	5+1	483E				14 - 18	18								
24	Advanced Claims	5+1	484E							21 - 25	24					
25	Insurance Corporate Management	5+1	485E			17 - 21	20									
BIBF INSURANCE MANAGEMENT DIPLOMA (BIMD) - ARABIC																
26	Risk Management	5+1	462A											03 - 07	07	
27	Insurance Marketing	5+1	465A												01 - 05	04
28	Advanced Underwriting	5+1	483A				14 - 18	18								
29	Advanced Claims	5+1	484A							21 - 25	24					
30	Insurance Corporate Management	5+1	485A			17 - 21	20									
SPECIALISED COURSES - ENGLISH																
31	Induction to Insurance	3	493	20 - 22		12 - 14		12 - 14		01 - 03			06 - 08		08 - 10	
32	Reserving for Non-actuaries	3	434										06 - 08			
33	Principles of Insurance Broking	2	435				29 - 30									
34	Insurance Fraud	2	436		24 - 25											
35	Underwriting fundamentals	5	494	13 - 17												
36	Insurance for Bankers	3	499			26 - 28										
37	Life Insurance Underwriting	3	408											17 - 19		
38	Claims Workshop	5	411						16 - 20							
39	Insurance for HR Professionals	2	415									15 - 16				

(A) There is a gap between the final day of the course & the examination day to allow participants additional study time. The Exam dates are indicated by the color green in the above schedule.

(B) If any public holidays fall during the course, an hour and fifteen minutes will be added to each of the remaining days of the week

(C) All English courses will take place from 8:00 AM to 1:00 PM with the exception of Commercial Property which take place from 8:00 AM to 3:00 PM

(D) All Arabic courses will take place from 3:00 PM to 8:00 PM with the exception of unit 401A Introduction to Insurance which will take place from 8:00 AM to 1:00 PM

00 Exam Day

ISLAMIC FINANCE

2019 COURSES

No.	COURSE TITLE	DAYS	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
OPEN ENROLMENT															
1	Islamic Banking & Finance - 1	5	ISB600E			17 - 21			23 - 27			22 - 26			
2	Islamic Banking & Finance - 2	3	ISB641E					12 - 14						03 - 05	
3	Islamic Banking & Finance - 3	3	ISB642E												22 - 24
4	Shariah for Bankers	3	ISB630E			31 - 02									
5	Shariah Auditing for Non-Auditors (English)	3	ISB638E				07 - 09								
6	Istisnaa & its Applications	2	ISB632E							07 - 08					
7	Foundations of Strategic Management from an Islamic Perspective	3	ISB652					05 - 07							
8	التدقيق الشرعي لغير المدققين	3	ISB638A							14 - 16					
9	Murabaha & its Applications	2	ISB631E									22 - 23			
10	Islamic Mutual Funds	2	ISB611E									29 - 30			
11	مبادئ الصيرفة الإسلامية	5	ISB624A										13 - 17		
12	Ijarah & its Applications	2	ISB609E											10 - 11	
13	Musharakah-Mudharaba & their Applications	2	ISB645E												01 - 02

ISLAMIC FINANCE

2019 COURSES

No.	COURSE TITLE	DAYS	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
EXTERNAL COURSES															
1	Islamic Banking Ethics & Corporate Governance (English)	2	EX605E		03 -04							15 - 16		10 - 11	
2	IFRS 9 & Implications for Islamic Banks	2	EX601E			17 - 18									
3	Understanding Islamic Banking Products for Business	2	EX682E			03 - 04									
4	Islamic Product Development	3	EX649E				07 - 09								
5	CBB Islamic Banking Regulations (Rulebook 2) Compliance and Regulation for Islamic Banks Under CBB	3	EX676E					05 - 07							
6	Recording Transactions in Accordance with AAOIFI - with standards update	3	EX683E					05 - 07							
7	Hedging in Islamic Finance: Concept, Strategies & Instruments	2	EX602E										13 - 14		
8	مواضيع متقدمة في الرقابة والمراجعة في المؤسسات المالية الإسلامية	4	EX614A										06 - 09		
9	Marketing & Branding for Islamic Financial Institutions	2	EX681E										13 - 14		
10	Understanding IIFM Contracts - Updates on New Contracts	3	EX684E									01 - 03			
11	Islamic Credit Cards	3	EX658E											10 - 12	
12	Islamic Financial Management Certificate with Simulation	3	EX679E												08 - 10
13	Family Offices Continuity using Awqaf	2	EX618B86				14 - 15								
14	المؤسسات التجارية والصناعية والمصارف الإسلامية شركاء في الاستثمار	2	EX685A											24 - 25	
15	شرح المعايير الشرعية الجديدة الصادرة عن هيئة المحاسبة والمراجعة الشرعية للمؤسسات المالية الإسلامية 31 - 54	3	EX610A												08 - 10

IT & PROJECT MANAGEMENT

2019 COURSES

No.	COURSE TITLE	DAYS	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
IT MANAGEMENT															
1	Fundamentals of IT Audit	4	3001			24 - 27								03 - 06	
2	IT Disaster Recovery Planning	3	344				07 - 09							17 - 19	
3	IT Governance	4	345		10 - 13					07 - 10					
4	IT Risk Management	4	310						23 - 26						
5	IT Service Management	4	329		03 - 06							29 - 02			
6	Business Continuity Management – BCM	4	380		24 - 27									03 - 06	
7	Cloud Computing: Business Trends & Technologies	2	368			13 - 14									
8	IT Service Level Agreements Management	3	346				21 - 23								
9	IT Strategy & Management	4	311	27 - 30									27 - 30		
10	Businesss Impact Analysis for an effective IT Disaster Recovery Plan	2	3035			13 - 14									
11	Information Risk Management: Maximizing the Value of Data & Information	4	3039		24 - 27								13 - 16		
12	Building the Internet of Things: Implement New Business Models	2	3040							24 - 25					18 - 19
13	Big Data: Principle & Best Practices of Scalable Real-Time Data Systems	2	3041				24 - 25								29 - 30
14	Automation & Web-Scale IT	2	3042							28 - 29					
15	Introduction to Digital Banking	3	3043		03 - 05							03 - 05			
16	FinTech in Flash: Financial Technology Made Easy	2	3044				10 - 11					18 - 19			
17	Digital Transformation in Financial Services	3	3055			10 - 12									
18	Innovation Strategy: Developing your Fintech Strategy - NEW	2	3057							12 - 13					
19	Artificial Intelligence & Robotic Process Automation in Banking - NEW	2	3061					05 - 06							
SECURITY															
20	Management of Information Security	4	328		10 - 13										01 - 04
21	Information Security Policies, Procedures & Standards	3	3000			17 - 19						15 - 17			
22	IT Security: Defense Against the Digital Dark Arts - NEW	3	3056							21 - 23					
23	Introduction to Artificial Intelligence & Machine Learning for Cyber Security - NEW	2	3062			20 - 21						29 - 30			

IT & PROJECT MANAGEMENT

2019 COURSES

No.	COURSE TITLE	DAYS	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
MS OFFICE AUTOMATION															
24	MS Access	4	340			24 - 27									01 - 04
25	MS Outlook	3	356			31 - 02									
26	MS Excel – Basic	3	315B	20 - 22	10 - 12	10 - 12	07 - 09			07 - 09		22 - 24	13 - 15	11 - 13	08 - 10
27	MS Excel – Intermediate	4	315I	27 - 30	17 - 20	17 - 20	14 - 17		16 - 19	14 - 17		15 - 18	20 - 23	17 - 20	22 - 25
28	MS Excel – Advanced	4	315A		24 - 27		21 - 24		23 - 26			22 - 25		24 - 27	
29	MS PowerPoint	3	350		17 - 19								06 - 08		
30	MS Project	4	395										06 - 09		
31	MS Word - Basic	2	330B			10 - 11									
32	MS Word - Intermediate	3	330I							07 - 09					
33	MS Word - Advanced	4	330A											03 - 06	
34	MS Excel Business Dashboard	4	3023			24 - 27							27 - 30		
35	MS Excel Data Analysis & Visualization	3	3024				07 - 09							12 - 14	
36	Business Process Modelling	2	3025						12 - 13						
37	Microsoft Excel Conditional Formatting	1	3036							11					
38	MS Excel Data Cleansing & Data Presentation	2	3037				28 - 29								
39	Microsoft Power BI	3	3048									29 - 01			
40	MS Excel Data Forecasting - NEW	3	3058							28 - 30					
41	MS Excel VBA - Level 1 - NEW	4	3059			03 - 06							13 - 16		
42	Advanced PowerPoint & Infographic Design - NEW	4	3060				14 - 17							17 - 20	

IT & PROJECT MANAGEMENT

2019 COURSES

No.	COURSE TITLE	DAYS	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
PROJECT MANAGEMENT															
1	IT Project Management	4	394A			31 - 03								24 - 27	
2	Project Management – Fundamentals	4	394F		03 - 06				30 - 03				06 - 09		
3	Project Management - Scheduling & Cost Control	4	394C			03 - 06							20 - 23		
4	The Principles of Earned Value Management - A Cost & Schedule Control System	2	3005						30 - 01						
5	Identifying & Managing Project Risk	4	3007			17 - 20								11 - 14	
6	WBS: A Building Block of Sound Project Management	2	3023				17 - 18							20 - 21	
7	Project Scheduling & Crush Time Made Clearer	2	3024						19 - 20						
8	Engaging Stakeholder for Project Success	2	3025	20 - 21						17 - 18					
9	Project Change Management	3	3026	22 - 24											
10	PMP® Roadmap: Project Integration, Scope & Scheduling Management	3	3047		17 - 19										
11	PMP® Roadmap: Project Cost, Quality & Resource Management	3	3046						16 - 18						
12	PMP® Roadmap: Project Communications, Risk, Procurement & Stakeholder Management	4	3048									22 - 25			
13	Fundamentals to Agile Project Management	3	3037				14 - 16								08 - 10
14	LEGO Project Management: A FUN WAY TO LEARN PROJECT MANAGEMENT	2	3038		20 - 21										11 - 12
15	Setting up a Project Management Office (PMO)	2	3039							03 - 04					
16	Innovation and Project Management	1	3040				04								
17	Business Analysis for IT Professionals	2	3041							21 - 22					
18	Project Quality Management: Why, What & How?	3	3042				28 - 30								
19	The Project Charter- A Step by Step Approach	1	3043		28							26			
20	Using Critical Path Method for an Effective Scheduling Analysis	1	3044			21							10		
21	Project Tools and Techniques: A Tale of Project Success	3	3045				21 - 23					03 - 05			
22	Transformation Approach to Projects: Agile Way - NEW	3	3053						16 - 18						22 - 24
23	Managing the Project Budget for an effective Control - NEW	3	3054							14 - 16					

LEADERSHIP & MANAGEMENT

2019 COURSES

No.	COURSE TITLE	DAYS	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
MANAGEMENT / LEADERSHIP															
1	Effective Supervisory Skills	2	502	13 - 14	24 - 25		10 - 11	19 - 20		03 - 04		15 - 16		03 - 04	
2	The Professional Manager	2	504E		06 - 07		10 - 11		19 - 20			04 - 05		06 - 07	
3	The Professional Manager (Arabic)	2	504A							14 - 15					
4	Managing Change	2	508E	30 - 31			17 - 18			14 - 15					01 - 02
5	Managing Quality	2	509			10 - 11			19 - 20			29 - 30		17 - 18	
6	High Impact Leadership	2	519		03 - 04	17 - 18	28 - 29		12 - 13	28 - 29			02 - 03		01 - 02
7	Coaching Techniques	3	553			10 - 12							01 - 03		
8	Building High Performance Teams	2	563E			06 - 07			23 - 24	28 - 29			27 - 28		11 - 12
9	Building High Performance Teams (Arabic)	2	563A									22 - 23			
10	Train the Trainer	3	568				02 - 04			14 - 16			13 - 15		
11	Organisational Behaviour	3	593									15 - 17			
12	Lean Six Sigma Yellow Belt Certificate	5	5063			03 - 07	14 - 18		23 - 27						
13	Lean Six Sigma Green Belt Certificate	9	5064										20 - 24 & 24 - 27		
14	Management Communication	2	5051						12 - 13						08 - 09
15	Conflict Management	2	5055			27 - 28				21 - 22			27 - 28		
CMI LEVEL 5 QUALIFICATIONS IN LEADERSHIP & MANAGEMENT															
16	Personal Development as a Manager & Leader	4	5013		17 - 20										
17	Information Based Decision Making	4	5014			17 - 20									
18	Managing Team & Individual Performance	4	5083				21 - 24						06 - 09		
19	Meeting Stakeholder & Quality Needs	4	5016						23 - 26						
20	Planning for Development	4	5017							01 - 04				04 - 07	
21	Being a Leader	4	5018							28 - 31					01 - 04
22	Strategic Planning	4	5067			03 - 06							20 - 23		
23	Implementing Organisational Change Strategies	4	5084									22 - 25			

LEADERSHIP & MANAGEMENT

2019 COURSES

No	COURSE TITLE	DAYS	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
BUSINESS COMMUNICATION															
24	English for the Corporate World (ECW) – Level 2 (2.1/2.2/2.3)	4	ECW 2.1/2.2/2.3		10 - 13	10 - 13	07 - 10								
25	English for the Corporate World (ECW) – Level 3 (3.1/3.2/3.3)	4	ECW 3.1/3.2/3.3					05 - 08	16 - 19	07 - 10					
26	English for the Corporate World (ECW) – Level 4 (4.1/4.2/4.3)	4	ECW 4.1/4.2/4.3									22 - 25	14 - 17	17 - 20	
27	Effective Business Correspondence	4	545		04 - 07		01 - 04			01 - 04		15 - 18	27 - 30		08 - 11
28	Business Report Writing	4	548		17 - 20		14 - 17			14 - 17		29 - 02		17 - 20	22 - 25
29	Effective Email Writing	4	5085	28 - 31		17 - 20			17 - 20	21 - 24			13 - 16		01 - 04
30	Professional Presentation Skills	4	552			10 - 13			24 - 27	22 - 25			07 - 10	11 - 14	
31	Effective Meeting Management	2	5054				21 - 22						23 - 24		
32	Banking English Programme Level 1	4	5056				21 - 24								
33	Banking English Programme Level 2	4	5057						23 - 26						
34	Banking English Programme Level 3	4	5058							28 - 31					
INTERPERSONAL SKILLS															
35	Communicating for Success	2	541	20 - 21		03 - 04	14 - 15	26 - 27		10 - 11		04 - 05		13 - 14	
36	Stress Management	2	564E		13 - 14	24 - 25		05 - 06	19 - 20			04 - 05	09 - 10		
37	Time Management & Organisational Skills	2	526	13 - 14	24 - 25		07 - 08	19 - 20		03 - 04		22 - 23		03 - 04	18 - 19
38	Emotional Intelligence	2	556E	23 - 24		24 - 25		12 - 13		24 - 25		29 - 30			11 - 12
39	Negotiating for Success	2	567		03 - 04		28 - 29			28 - 29			27 - 28		
40	Influencing Behaviour	2	585E		20 - 21							29 - 30			
41	Influencing Behaviour (Arabic)	2	585A							07 - 08					
42	Business Etiquette	2	595			27 - 28		29 - 30					20 - 21		
43	Work Ethics	2	587				28 - 29			21 - 22				13 - 14	
44	Critical Thinking	3	5059		24 - 26		02 - 04		11 - 13			03 - 05		12 - 14	
45	Creativity & Innovation	3	5086	20 - 22			28 - 30			09 - 11			01 - 03		

LEADERSHIP & MANAGEMENT

2019 COURSES

No.	COURSE TITLE	DAYS	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
46	The Power of Positive Thinking	2	5087		10 - 11			12 - 13				29 - 30		24 - 25	
47	Intrapreneurship - NEW	2	5107						26 - 27					20 - 21	
MARKETING & SALES															
48	Customer Service Excellence	2	524E	16 - 17		03 - 04		05 - 06		21 - 22			09 - 10		
49	Customer Service Excellence (Arabic)	2	524A						12 - 13					24 - 25	
50	Social Customer Service - NEW	2	5112			31 - 1						25 - 26			
51	Fundamentals of Marketing	3	580												08 - 10
52	Selling Smarter	2	581		10 - 11								13 - 14		
53	Introduction to Public Relations	2	582			20 - 21									
54	Marketing Communications	2	583E				24 - 25								
55	New Rules of Relationship Marketing	3	586						23 - 25						
56	Digital Marketing Essentials	3	578							07 - 09					
57	Social Media Marketing	2	577				03 - 04						06 - 07		
58	Call Centre Customer Service	2	5065									15 - 16			
59	Sales & Key Account Planning	2	5066										16 - 17		
60	Crisis Management & Communications - NEW	2	5115										20 - 21		
61	Conference & Event Management - NEW	2	5109											27 - 28	
CIM LEVEL 3 AWARDS IN MARKETING															
62	Customer Communications	3	5012											19 - 21	
Assessment & Development															
63	Assessment Methods for HR	2	5088				21 - 22								
64	Competency Based Interviewing Skills	2	5089									18 - 19			

LEADERSHIP & MANAGEMENT

2019 COURSES

No.	COURSE TITLE	DAYS	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
HUMAN RESOURCES															
65	Effective Performance Appraisals	2	513												04 - 05
66	Talent & Retention Management	2	569											06 - 07	
67	HR Planning Techniques	2	590										02 - 03		
68	HR Management for Non-HR Managers	2	591									04 - 05			
69	Reward Management	2	594							03 - 04					
70	Consulting Skills	3	5090						11 - 13					12 - 14	
71	Challenges in Labour Cases - In Private Sector - NEW	5	5113			24 - 28				21 - 25		15 - 19		24 - 28	
72	Developing Competency Framework - NEW	2	5114											17 - 18	
CIPD LEVEL 3 AWARDS IN HR ESSENTIALS															
73	Resourcing Talent	5	5020			10 - 14									
74	Supporting Good Practice in Performance and Reward Management	5	5021				14 - 18								
75	Developing Yourself As an Effective Human Resources Practitioner	4	5019						16 - 19						



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