

The image shows two young men sitting at a desk, looking at a computer screen. The man in the foreground is wearing a grey hoodie, and the man behind him is wearing a blue and white striped shirt. They are both focused on the screen. On the desk, there is a white keyboard, a mouse, and some papers. The background is a light blue wall with various educational icons like a lightbulb, a magnifying glass, a percentage sign, and a gear. The text 'Academia Training Center' is written in a red, italicized font in the upper right corner. The entire image is framed by a thick brown border.

Academia Training Center

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OVERVIEW

Academia is a leading service provider of Technology solutions. It provides a high level of services for delivering courses of a various number of vendors.

Academia provides Technical, Personal Development, Languages and Art & Design courses.

Professional and certified instructors lead the classes in small groups to ensure in-class participation.

Academia's labs are well equipped with the latest market technology and tools to guarantee that our clients get the hands-on-experience needed to set and maintain professional careers.

Academia training center provides programs designed for employees to develop their personal skills and enhance their abilities by learning new tools and talents to manage people effectively, to build and work as a team, to enhance memory skills, to gain interviewing skills and how to brand yourself for better career chances..etc.

Academia is keen to provide programs that can help the employees to tackle and solve the problems in their organization. The programs are tailored to meet all the requirements for different industry fields using Academia's innovative tools for participants' engagement and interesting learning experience.

This guide provides a list of personal development courses that can be customized and tailored to fit all organizational sectors



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ABOUT US

Vision

To be one of the top Information Technology, Industrial training and Personal development training provider in the Middle East and Africa to help people accomplish limitless success in their professional career.

Mission

To serve our clients with excellent training delivery and superior customer experience.

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Skillful Business Writing

The skill of clear communication through writing is the most important key to achieve results. The course gives you a chance to help you write persuasive reports, proposals, technical writings, emails, business plan, and memos expressing your ideas and points of view.

This one day workshop is very crucial to your day to day jobs. It focuses on giving you the techniques of writing convincing reports, documents, targeted emails and business papers based on understanding the audience, collecting material, structure planning and organization.

Duration: 4 days



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Professional Telephone Techniques

The telephone is the most effective way of communication and widely used in the business world. The call is simply a personal response that connects the customer to a human voice that leads to building trust and credibility. A customer who is satisfied with the call will definitely re-dial your company number in the future. Thus, treasured business can be lost if simple techniques are not used to ensure customer satisfaction.

This course pinpoints specific selling techniques and strategies that help sales people to be more effective over the phone. It shows techniques for relieving the unease of picking up the phone; lists to make sure you are prepared for that all important conversation, and techniques for improving your approach of handling a call.

Duration: 1 day



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Lean Six Sigma Yellow Belt

Lean Six Sigma is a process improvement to improve the quality of manufacturing and business process.

It focuses on identifying and removing the root cause of errors or variations, determine and observe source of time waste and how to eliminate the process to save time and effort, concentrates on outputs critical to customers. Applying Six Sigma methodology leads to better performance, higher productivity and more profits.

Lean Six Sigma yellow belt is for employees who wish to build a foundation in the lean six sigma principles and the DMAIC problem solving technique. This course is tailored for operators, technicians, supervisors and managers.

Duration: 1 day



Time Management

Do you always feel that your tasks are endless? Are you drowning every day in the pile of emails, reports, limitless projects and meetings that need your immediate action? Do you find yourself over stressed because of the unrealistic expectations and demands? This course will change your daily routine. Now it is time to take control of your day and become more effective and less stressed. This workshop will make you work smarter and not harder. Following time management techniques will help you focus on opportunities and results with less stress and more productivity and better company reputation. It will discuss also on the concept of delegation to get all your teammates engaged to increase reliability and sense of ownership.

Duration: 2 days



Powerful Presentations

Presentations are considered to be the most powerful technique for better communication and delivering the message. They have the effect of motivating people through using visual tools, voice tone, and body language techniques.

This course gives you the tools and techniques of delivering high impact presentations through planning, organizing structure, maintain positive impression by engaging the audience. During the workshop you will deliver at least 6 presentations that will be video-taped and mentored in one to one coaching meeting. During the workshop you will gain more self-confidence, and become more natural and relaxed while giving the presentations and selling your ideas.

Duration: 4 days



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Conflict Resolution and negotiating Skills

Conflict is an inevitable action that occurs due to different beliefs and background, goals and needs. Conflict is not always a bad behavior if people can deal and resolve it productively. How to deal with conflicts and unresolved disputes is the purpose of the course. The course aims to enable participants to identify the cause of the conflict, listen to each other's point of view, and develop strategies to manage the conflict.

The course will also discuss the Art of Negotiation, what it means by having different interests; analyze actions and needs, show how to reach a final agreement with agreeable results.

Duration: 2 days



Personal Branding

The course is designed for people who are seeking jobs that wish to develop new career opportunities. The course provides techniques on how to brand yourself right, understand your strengths and weakness to land more chances.

Duration: 1 day
workshop



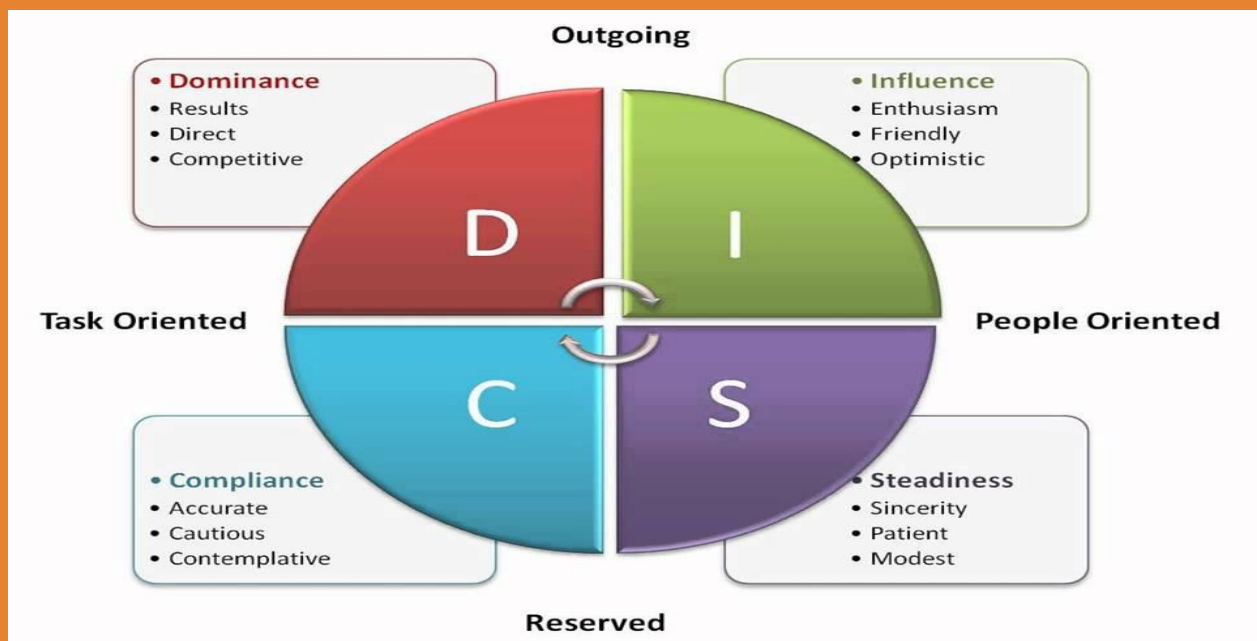
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Disc Analysis

DISC analysis is one of the top personal assessment tool used by over 1 million people every year to improve work efficiency and productivity, teamwork and team communication.

DISC analysis increase self-knowledge, people awareness to behavioral difference, and develop higher sales rate by responding to customers based on their character and behavior type. You will gain an understanding of everyone's priority and different work style due to the difference in character types. During the course, you'll be asked to complete a character test that produces a detailed report about your personality and behavior which will enable you to understand the different characters around you and how to deal with them.

Duration: 2 days



Enjoy a positive life

This workshop will give you tips on how to change your negative thoughts to have a positive inspiring life. It gives you practices to observe your talks, your behavior, your attitude and how to change it to affect yourself and people around you positively.

Duration: 1 day
workshop



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Public Speaking

This course will focus on how to master self-confidence while standing in front of the audience and start discussing and persuading others with your ideas. This course concentrates on how to deliver speech and argument clearly and how to articulate your thoughts. During the course, you will practice giving speeches and examine the speeches of others. This course is not about presentation skills but how to deliver an effective speech with less stress or anxiety.

Duration: 2 days



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Successful Job Interviews

This one day workshop is designed for job seekers or people who wish to create a new career path. It provides the participants to improve their interview skills and maximize their chances. During the workshop, you will gain skills to help you get the best out of the job interview, how to keep calm under pressure, how to listen and not to speak too much, how to get dressed appropriately, and how to prepare for an interview.

Duration: 3 days



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Diplomatic Communication Skills

Communication is to convey your message clearly to other parties. When there is an error in sending the message or the message is ambiguous, this leads to disastrous outcomes, wasted effort, missed opportunity, and less profitability. This course will introduce to you the different methods of communication and when to use each one of them. For example, written communication, oral communication ...etc

Duration: 2 days



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Building Influential Team

Team building is a challenging experience but productive when the team leader has the skills to discover each team member's points of strength and utilize it to capitalize and get the maximum benefits and work out of this strong bond.

Building an influential team brings a unique mind-set, diversity, communication and work style that is characterized by different qualifications, skills, experience and knowledge. It is all about the ability to establish a strong relationship between team members and their strength with continuous mentoring and knowledge sharing to achieve the organization's goals.

Duration: 3 days



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Workplace Stress Management

Nowadays, the number of stress factors is increasing tremendously. People are now living in a very stressful society and always under pressure. Some started to act aggressively while others are so passive that they are not any more caring. This definitely affects the productivity of the person and of course the productivity of the company leading to affecting the company's sales, profitability rate, and reputation. Employees are no more creative, no more enthusiastic and no more active. This course helps you to have a control over your reaction, how to deal with stress and how to increase your potentials and productivity.

Duration: 2 days

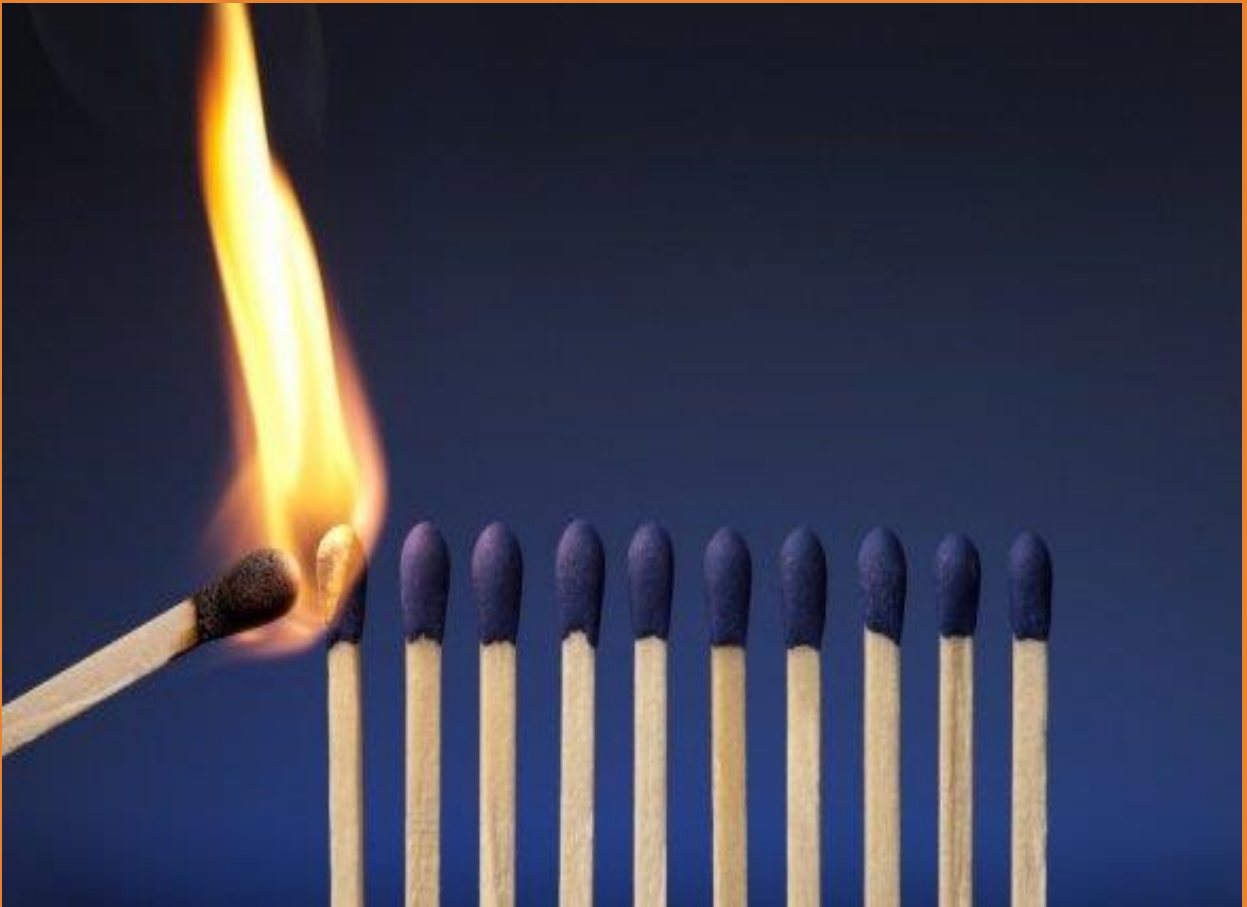


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Influencing People

This course is designed to affect people without using a formal authority. It introduces different tactics to be able to persuade, motivate, and influence superiors and colleagues.

Duration: 3 days



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Cold call New Customers

Cold calling is very tough and challenging. As soon as the call recipient figures out you're a sales person the immediate responses are demotivating "no money," "purchasing is on hold", or "call me later, I am busy now." This one day workshop will help you find a buy in to these customers. It will give you the techniques of convincing customers to buy your products.

Duration: 1 day



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Approaches for Service

Customer service is what defines customer experience. The level of service and attitude are significant key points in setting customer's expectations. To earn a satisfying customer expectation, crucial principals need to be applied and followed to build a strong relationship with the customer and maintain the professionalism in all customer service situations.

In this course you will be able to identify customers' needs, how to meet them professionally with less pressure while maintaining a friendly workplace, how to turn any complaint to opportunity, and how to win a customer's trust to achieve a high service level environment. Since customers will continue to do business with organizations that deliver what they promised on time with professional attitude.

Duration: 2 days



Create Your Work-Life Balance

Most of us are desperate to enjoy the work –life balance. However, most of the time we fail to keep the balance and always get busy with work endless tasks, projects and meetings. This course gives you ways and practices to spend balanced life with enough energy to complete work tasks and family commitments. The course will teach you how to achieve work goals, spend enough time and energy with family, participate in community work, and also have time for social life. You will be introduced to techniques on how to achieve this balance with no stress or pressure.

Duration: 2 days



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Generations in one Workplace

It is definitely a challenge to lead a team but what a challenge to lead a team consisting of different generations. It can be a golden chance to have a variety of skills, mind-set, skills and experience but how to manage and create an easy communication channel among team members is the real challenge. This course gives you the knowhow to deal with different attitudes, gender, age, and cultural differences to create a productive and healthy environment. It will discuss the difference of oral and written communications across generations, different perceptions, behavior, culture, and conflict resolution.

Duration: 2 days



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Problem solving and Decision making

This course gives you the skills to think critically, collect and analyze data, then make the right decision accordingly. You will learn how to take quick decisions in a stressful environment but correctly. You will know how to organize your thoughts, avoid obstacles, test your assumptions, and evaluate the possible solutions with less risk. The course also engages creativity with problem thinking and decision making and how to think out of the box.

During this course, we will use case studies and different problem scenarios where taking decisions is inevitable

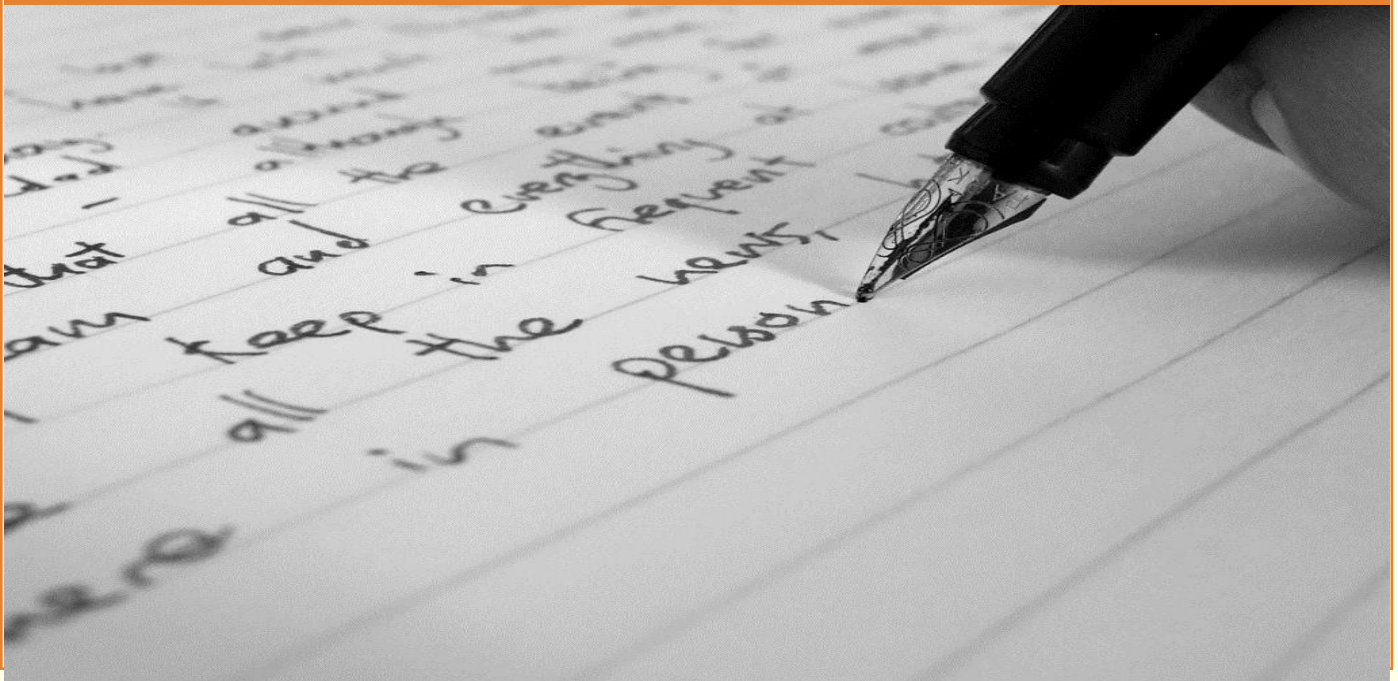
Duration: 3 days



English writing for Entrepreneurship

This course is designed especially for entrepreneurs, for people who are interested in learning more about business terms and techniques. In this course, you will learn about different business topics and language terms that are necessarily to succeed in the international workplace. You will explore business English through readings, learning about business vocabulary concepts and issue. During this course entrepreneurs will be able to share their ideas, products, and opportunities. You will know more about the basics of market research; including how to identify an opportunity. You will learn about business plan and why it is important. At the end of this course we will present basics for funding a business and will help you create a persuasive presentations based on a business plan.

Duration: 4 days

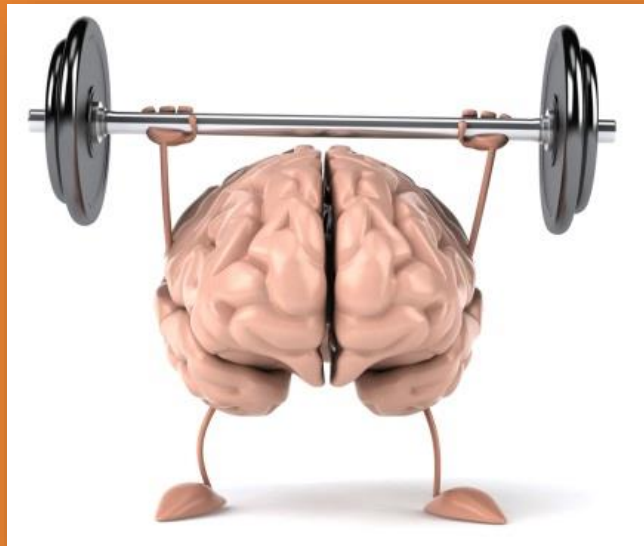


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Mental techniques to master tough subjects

This course gives you learning techniques used by artists, musicians, mathematicians, and scientists. We'll learn how the brain works and how it retrieves and manipulate new data. You will learn different memory techniques, and how to understand difficult subjects. Using these approaches by the end of the course, you will start thinking differently, and memorize data in a very simple way with no effort exerted. The course will also discuss how to conceive the information quicker and how to get your assignments and tasks done in a good time manner because your brain will think differently.

Duration: 3 days

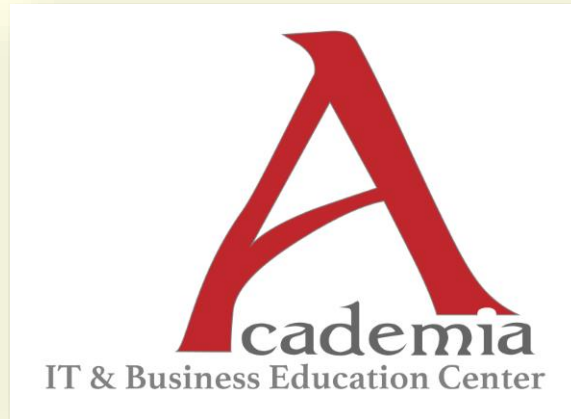


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Emotional intelligence means being aware that emotions can drive our behavior and impact people (positively & negatively). Learning how to manage our and others, especially when we are under pressure, is the way to a successful leadership. This 2 day workshop will help you recognize, understand and manage our emotions and influence emotions of others and how we can relate it to leadership.

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