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BUSINESS DEVELOPMENT MANAGEMENT COURSES

The most comprehensive training programs to improve efficiency and increase productivity.

The most practical and comprehensive training in an interactive classroom setting.

No.	CK	Duration	Course Name
1.	100	4 days	Healthcare Collection Techniques for Healthcare and Hospital Staff
2.	200	4 days	Healthcare Collection Management for Managers and Supervisors
3.	300	4 days	Healthcare Collection Techniques for Healthcare and Hospital Staff
4.	400	4 days	Healthcare Collection Management for Managers and Supervisors
5.	500	4 days	Credit and Collection Management for Collectors, Managers and Supervisors
6.	500B	4 days	Advanced Credit and Collection Management for Collectors, Managers and Supervisors
7.	600	4 days	Debt Collection and Revenue Management
8.	600A	4 days	Debt Collection and Revenue Management for Utility Corporations
9.	600B	4 days	Advanced Debt Collection and Revenue Management
10.	600M	4 days	Revenue Management for Regional Medical Health Systems
11.	600N	4 days	Revenue Management for National Insurance Schemes (NIS)
12.	700	4 days	Debt Collection Strategies and Techniques
13.	700A	4 days	Debt Collection Strategies and Techniques for Utility Corporations
14.	800	4 days	Customer Services, Marketing, Sales and Public Relations Management Procedures

No.	CK	Duration	Course Name
15.	800A	4 days	Customer Service, Sales, Marketing and Public Relations Procedures for Utility Corporations
16.	900	4 days	Call Center and Contact Center Procedures for Private and Public-Sector Corporations
17.	900A	4 days	Call Center and Contact Center Management Procedures for Utility Corporations
18.	1000	4 days	Marketing and Public Relations Techniques for Hotel and Hospital Industry Managers and Supervisors
19.	1100	4 days	Marketing and Public Relation Management
20.	1100B	4 days	Advanced Marketing and Public Relation Management
21.	1200	4 days	Hotel and Hospitality Operations for the 21st Century for Managers and Supervisors
22.	1300	4 days	Human Resources Management for Hotel and Hospitality Industry Managers and Supervisors
23.	1400	4 days	Human Resources Management
24.	1400B	4 days	Advanced Human Resources Management
25.	1800	4 days	Customer Service and Communication Techniques for Airport Front Line Staff, and Customs and Immigration Officers
26.	1900	4 days	Customer Service and Airport Security for Customs and Immigration Officers
27.	2000	4 days	Supervisory Management Techniques for Public and Private Sector Corporations
28.	2000A	4 days	Supervisory Management Techniques for Utility Corporations
29.	2000B	4 days	Advanced Supervisory Management Techniques
30.	2000G	4 days	Supervisory Management Techniques for Government and Statutory Corporations
31.	2001	4 days	Supervisory Management Techniques for Hotel and Hospitality Industries
32.	2002	4 days	Stress and Time Management Techniques for Managers and Supervisors
33.	2006	4 days	Career and Personal Development Techniques for Unemployed, Laid-off or Redundant Workers

No.	CK	Duration	Course Name
34.	2009	4 days	Management Strategies and Techniques for Managers and Supervisors
35.	2009B	4 days	Advanced Management Strategies and Techniques for Managers and Supervisors
36.	4400	4 days	Risk Management Banking Operations
37.	4500	4 days	Anti-Money Laundering Compliance Procedures
38.	4500B	4 days	Advanced Anti-Money Laundering Compliance Procedures
39.	4600	4 days	Risk Management Procedures for Banks and Other Financial Institutions
40.	4700	4 days	Business Continuity Preparedness Management Procedures
41.	4700A	4 days	Business Continuity Preparedness Management Procedures for Utility Corporations
42.	4700B	4 days	Advanced Business Continuity Preparedness Management Procedures
43.	4800	4 days	Business Continuity Preparedness Management Procedures for Banking and Financial Institutions
44.	4900	4 days	Financial Fraud Prevention and Compliance Procedures
45.	4900B	4 days	Advanced Financial Fraud Prevention Compliance Procedures
46.	5300	4 days	Audit Procedures and Techniques for Commercial Banks and Financial Institutions
47.	5400	4 days	Disaster Recovery Planning Procedures for Commercial Banks and Other Financial Institutions
48.	5500	4 days	Call Center Management for Private and Public Corporations
49.	5600	4 days	Customer Service and Call Center Procedures for Customer Service Employees, as well as Collectors, Sales, Marketing, Credit and Back Office Employees
50.	5600A	4 days	Customer Service Management Procedures for Customer Service Employees, Collectors, Sales, Marketing, Credit and Back Office Employees, of Private and Public-Sector Utility Corporations
51.	5600G	4 days	Customer Service Management Procedures for Customer Service Employees, Collectors, Sales, Marketing, Credit and Back Office Employees, of Private and Public-Sector Utility Corporations
52.	5600B	4 days	Advanced Customer Service Management Procedures for Customer Service Employees, Collectors, Sales, Marketing, Credit and Back Office Employees, of Private and Public-Sector Utility Corporations

No.	CK	Duration	Course Name
53.	5700	4 days	Business Communication Management and Office Writing Management
54.	5700B	4 days	Advanced Business Communication Management and Office Writing Management
55.	5800	4 days	Performance Review Procedures for Managers and Supervisors
56.	5900	4 days	Customer Service Management and Supervision
57.	6112	4 days	Treasury Department Management
58.	6113	4 days	Automated Clearing House Procedures and Management
59.	6114G	4 days	Government Tax, Debt Collection and Revenue Management Procedures
60.	6114B	4 days	Advanced Government Tax, Debt Collection and Revenue Management Procedures
61.	6116	4 days	Banks Main Branch or Head Office Audit Procedures
62.	6117	4 days	Trust Department Audit of Banks and Other Financial Institutions
63.	6118	4 days	Financial Risk Based Auditing of Banks and Other Financial Institutions
64.	6119	4 days	Banks Cash and Demand Deposit Audit and Compliance Procedures
65.	6120	4 days	Banks Branch Audit and Compliance Procedures
66.	6121	4 days	Banks Loans Audit and Compliance Procedures
67.	6121B	4 days	Advanced Bank Loans Audit and Compliance Procedures
68.	6122	4 days	Banks IT Audit and Compliance Procedures
69.	6123	4 days	Banks Oversight Requirements and Procedures
70.	6123B	4 days	Advanced Banks Oversight Requirements and Procedures
71.	6124	4 days	Government Revenue, Tax and Debt Collection Procedures
72.	6124G	4 days	Government Revenue, Tax and Debt Collection Procedures for New and Experienced Collectors and Tax Compliance Officers
73.	6125	4 days	Bank Loan Portfolio Administration and Management
74.	6126	4 days	Bank Credit Appraisal Management Procedures
75.	6127	4 days	Credit and Collection Counseling Management
76.	6131	4 days	Airport and Seaports Customer Service Management

No.	CK	Duration	Course Name
77.	6132	4 days	Information Security Policy Management
78.	6133	4 days	Succession Planning and Leadership Management
79.	6131	4 days	Airport and Seaports Customer Service Management
80.	6132	4 days	Information Security Policy Management
81.	6133	4 days	Succession Planning and Leadership Management
82.	6144	4 days	Loan Modification and Collections Procedures for Managers and Supervisors in Financial Institutions
83.	6144B	4 days	Advanced Loan Modification and Collections Procedures for Financial Institutions
84.	6145	4 days	The Foreign Account Tax Compliance Act (FATCA), Procedures Including Anti-Money Laundering Compliance
85.	6145B	4 days	Advanced the Foreign Account Tax Compliance Act (FATCA), Procedures Including Anti-Money Laundering Compliance
86.	6146A	4 days	Performance Management for Utility Corporations
87.	6146B	4 days	Advanced Performance Management for Financial Institutions and Private Sector Corporations
88.	6147	4 days	Change Management Procedures for Private and Public-Sector Corporations
89.	6147A	4 days	Change Management Procedures for Utility Corporations
90.	6147B	4 days	Advanced Change Management Procedures for Private and Public-Sector Corporations
91.	6147G	4 days	Change Management Procedures for Government and Statutory Corporations
92.	6147L	4 days	Change Management Procedures for Law Enforcement Officers
93.	6148	4 days	Business Ethics and Professional Management Procedures (Same as CK 6128)
94.	6149	4 days	Team Building and Empowerment Techniques
95.	6150	4 days	Airport Debt Collection and Revenue Management
96.	6151	4 days	Hotel Management Procedures for Managers and Supervisors
97.	6152	4 days	Business Writing and Communication Management
98.	6153	4 days	Leadership and Communication Management for Public and Private Sector

No.	CK	Duration	Course Name
			Organizations
99.	6154	4 days	9-1-1 Emergency Call Procedures and Standards
100.	6155	4 days	Sexual Harassment Compliance Procedures for Law Enforcement
101.	6156	4 days	Conflict Resolution Management Procedures
102.	6156B	4 days	Advanced Conflict Resolution Management Procedures
103.	6156G	4 days	Conflict Resolution Management Procedures for Government and Statutory Corporations
104.	6157	4 days	Credit Underwriting Management
105.	6157B	4 days	Advanced Credit Underwriting Management
106.	6158	4 days	Utility Regulatory Management Procedures
107.	6159	4 days	Health and Safety Compliance Management
108.	6159B	4 days	Advanced Health and Safety Compliance Management
109.	6161	4 days	Business Operations Management
110.	6169	4 days	Mail Service Provider Operational Procedures and Customer Service (for Post Offices)
111.	6170	4 days	Inventory and Warehouse Management Procedures
112.	6175	4 days	Recruitment and Selection Management Procedures
113.	6206	4 days	Trust Company Management Procedures
114.	6207	4 days	Financial Services Commission Management Procedures
115.	6208	4 days	Financial Regulatory Services Management Procedures
116.	6216	4 days	Credit Union Revenue Management Procedures
117.	6223	4 days	Securities Exchange Commission Management Procedures
118.	6224	4 days	Reinsurance Management Procedures
119.	6234	4 days	Customs Collection Procedures for New and Experienced Custom Officers
120.	6235	4 days	Customs and Revenue Management Procedures for New and Experienced Managers and Supervisors
121.	6408	4-Sya	Product Development Management

No.	CK	Duration	Course Name
122.	6313	4-days	Government Economic Resilience Management
123.	6314	4-days	Disaster Risk Mitigation Management
124.	6315	4-days	Mergers and Acquisitions Management
125.	6316	4-days	Airport Operational Development Management
126.	6317	4-days	Sea Ports Operational Development Management
127.	6318	4-days	Economic and Social Development Management
128.	6319	4-days	Social Development Management
129.	6320	4-days	Government Economic Development Management
130.	*6352	4 days	Organizational Development Management
131.	6360	4 days	Employee Development Management Procedures (Same as 6205)
132.	6361	4 days	Quality Control Operations Management
133.	6362	4 days	Business Development Management Procedures (same as CK 6309)
134.	6408	4 days	Product Development Management
135.	6409	4 days	Climate-Smart Operations Management
136.	6410	4 days	Airport Development Operations Management
137.	6438	4 days	Urban Development Management
138.	6447	4 days	Sea Ports Development Management
139.	6453	4 days	Learning and Development Operations Management
140.	6454	4 days	Trade Policy Development Management
141.	6455	4 days	Training and Education Policy Management
142.	6457	4 days	Liquid Petroleum Operations Management
143.	6458	4 days	Labor and Industrial Relations Management
144.	6459	4 days	Curriculum Standards Design and Development
145.	6460	4 days	Renewable Energy Operations Management
146.	6461	4 days	Credit Reporting Operations Management

No.	CK	Duration	Course Name
147.	6462	4 days	Government Tax Administration Management
148.	6463	4 days	Consumer Affairs and Public Education Management
149.	6464	4 days	Employee Development and Training Management
150.	6492	4 days	Curriculum Development Management
151.	6596	4-days	Roads Development Project Management
152.	6604	4-days	Government Strategic Housing Development
153.	6675	4-days	Business Professional Development
154.	6702	4-days	Airport Development Operations Management
155.			
156.			
157.			

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