



ABOUT US

SKILLS was established in 2006. It provides comprehensive consultancy and training services dedicated to human capital development in your organization. We work on identifying gaps and then design and execute tailor-made consultancy and training solutions to upscale your human capital and provide them the knowledge and expertise to deal with the current market.

SKILLS also works on developing and delivering bespoke training solutions for organizations that already have a set of training objectives. Our qualified team of providers and specialist facilitators have consistently demonstrated that they have knowledge and experience to adapt seamlessly to our clients' style of working.

We have a distinguished history of working with a variety of banks, other financial institutions, and government organization in the MENA region.

OUR CORE VALUES

- Enabling the success of our clients by constantly seeking to drive value within their business through our expert consultancy services
- Customizing tailor made and cost effective in-house training programs that address each client's unique needs and requirements
- Providing up to date information conveyed using high transfer solutions in all our customized short intensive programs, seminars and workshop
- Maintaining high levels of customer satisfaction by ensuring exceptional quality and excellence
- Ensuring that all our providers are highly qualified with ample experience and knowledge in their chosen field

OUR PROGRAMS

Banking & Finance

Accounting

- Financial Mathematics
- Financial Accounting
- Understanding Financial Statements
- Valuation of Companies
- Evaluating Company Performance
- Corporate Finance
- Finance for the Non-Financial Manager

Compliance

- Brief AML/CFT (yearly Refresher Training)
- Anti-Money Laundering
- Corporate Governance and Business Ethics
- Crime Prevention in Banks
- Regulatory Compliance Program

Banking Induction Courses

- Elements of Banking
- Introduction and Functions of Central Banks
- Negotiable Instruments
- Introduction to Bankcard Industry
- Introduction to Custody Management
- Banking Law and Practice
- Introduction to Conventional Banking
- Introduction to Islamic Banking and Finance
- Introduction to Capital Markets
- Risk Management and Value at Risk (VaR)

Credit

- Consumer Loan Collection Techniques
- Project Finance
- Project Appraisal and Financing

OUR PROGRAMS

Islamic Banking

- Accounting Standards on Financial Reporting
- Governance Standards on Shari'a Compliance
- Islamic Trade Finance
- Islamic Leasing (Ijarah)
- Murabaha and its Applications
- Structuring Sukuk
- Shari'a Standards on Islamic Finance Products and Practices

Trade Finance

- International Trade Finance
- Documentary Letters of Credit
- Uniform Rules for Demand Guarantee (URDG) 758

Risk Management

- Risk Management
- Basel III Credit, Operations and Market Risk
- Operational Risk Management
- Counterparty Credit Risk in Derivatives
- Intensive Bank Analysis

Treasury, Capital Markets and Asset Management

- How Financial Markets Work
- Foreign Exchange Markets
- Money Market & Interest Rate Calculations
- Derivatives - Level 1
- Derivatives - Level 2
- Foundations of Investment Analysis
- Asset Valuation
- Portfolio Management
- Asset Liability Management
- Technical Analysis
- Life Cycle of a Trade for Securities
- Trading & Investing in Financial Markets
- Treasury Operations – Level 1
- Treasury Operations – Level 2

OUR PROGRAMS

Leadership & Management

Executive & Leadership

- Executive Coaching
- Leadership for Tomorrow
- Transformational Leadership

Personal Development

- Setting and Achieving Successful Goals
- Creative and Critical Thinking
- Effective Communication Skills
- Time Management
- Stress Management
- Workplace Ethics

Human Resources

- Interview Techniques
- Performance Evaluation
- Staff personal and professional development
- Effective Recruitment
- Developing a Competency Framework

Management Development

- Management Development Program
- Building a Dream Team
- Problem Solving & Decision Making
- Powerful Presentations
- Managing Meetings
- Effective Supervision
- Leading Change Management
- Managing Conflict
- Performance Management
- Measuring Goal Achievement (KPIs)
- Business Writing with Impact for Managers
- Professional Telephone Techniques
- Business English Conversation

Marketing & Sales

- Customer Relationship Management
- Developing a Marketing Strategy
- Delivering Customer Service Excellence
- Business Writing for Excellent Customer Communications
- Professional Telephone Techniques
- Business English Conversation

OUR CLIENTS

Our Clients include a list of respective organizations in the GCC countries from government organizations, financial institutions, and other international companies. A sample of them is listed below:

Court of Crown Prince	Bahrain
Ministry of Finance	Bahrain
Bahrain Bourse	Bahrain
Ahli United Bank	Bahrain
Bahrain Development Bank	Bahrain
Bahrain Islamic Bank	Bahrain
BBK	Bahrain
BMI Bank	Bahrain
CrediMax	Bahrain
Gulf International Bank	Bahrain
Ithmaar Bank	Bahrain
Khaleeji Commercial Bank	Bahrain
Liquidity Management Centre	Bahrain
Osool Asset Management	Bahrain
Tadhamon Capital	Bahrain
T'azur Islamic Insurance Company	Bahrain
The Arab Investment Company	Bahrain
The Family office	Bahrain
Venture Capital Bank	Bahrain
Kuwait Investment Authority	Kuwait
Kuwait Stock Exchange	Kuwait
International Turnkey Systems	Kuwait
BankMuscat	Oman
Qatar Finance and Business Academy	Qatar
Qatar Investment Authority	Qatar
Ministry of Finance	Qatar
Ministry of Justice	Qatar
Supreme Education Council	Qatar
AlKhaliji Commercial Bank	Qatar
Qatar International Islamic Bank	Qatar
Qatar Islamic Bank	Qatar
Qatar National Bank	Qatar
Islamic Development Bank	Saudi Arabia
National Bank of Abu Dhabi	U.A.E

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