

YOUR TARGET



[www.smartmanagementcenter.com.tr](http://www.smartmanagementcenter.com.tr)



**S.M.A.R.T**  
Management Center



### *About us:*

Training is a beam in development and promotion and a milestone in the sectors whose success depends on the human thoughtful and managing factor.

The interest in Human Resources has increased being the permanent fortune, and the motive of performance and activity which in turn requires interest in training process. Therefore spending money on training mustn't be regarded as luxury, but as a real investment with revenues, realized through increasing the employees productivity (performance), minimizing the waste and the optimum utilization of the available resources. Nowadays priority is to promote the ability of the cadres of establishments and companies, investing their abilities, and developing the Human Resources through training and development, because man is a basic beam to any economic development process and a competitive advantage that all companies and establishments wish to process.

From this foundation the S.M.A.R.T set a comprehensive training plan to promote the human capital and prepare it properly to achieve the optimum performance, management and investment.

In the light of the fact that training is important to run the development process and to attain successful future plans and projects. The S.M.A.R.T shouldered the responsibility of working hard to achieve this goal in accordance with a practical and interactive plan that focuses on work's values and manners along with developing and promoting skills, this makes our center distinct among other centers, and consequently we do our best to make our center your first choice

To cope with the continuous promotion in training world, we had to devote our efforts to satisfy our trainees ambition through submitting innovative programs especially designed by experts in accordance with world training criteria to promote work performance and productivity in addition to advance promotion forward to put training process in its right track to develop the Arabic training market and gets its important position in world training market.

### ***Our Vision:***

We're determined to be innovative and creative in our job to be our client's first choice and the best in training world based on International Quality Criteria.

### ***Our Values:***

We are looking forward in submitting our services according to the following values: Evaluating clients and colleague's commitment to work ethics – dignity –honesty- transparency – working with team spirit- active communication and showing interest in training's level and quality.

### ***Our Mission:***

Scientific and practical contribution in the different fields of training through Staff training , developing their skills and promoting their capacities, to deepen understanding, promoting Performance's level, realizing communication and coping with the latest.





### ***Our Strategic Goals:***

For the years 2021 - 2025 , proceeding the promoting of training's different fields which in turn enforces the center's success , encouraging the thinking initiative to advance our center's development and promotion , to focus on competition through submitting academic teaching satisfying the recent client's needs and also to continue the confirmation of focusing on the international training criteria on the one hand and to deepen the impacts relevant to the establishment's identity on the other.

**S.M.A.R.T. offers long training courses (starting from three months - six months- nine months or one year) Some of these courses ends obtain a certificate a of H. N. D. &P.G.D. Or Master degree. In all disciplines.**

#### **Important Note**

As we accredited by the International Addiae University in Morocco & Arab International Academy( In USA) and the British College of Cambridge. We issue certificates to our trainees from any of these institutions as the student wishes.





# BENEFITS



## Customized Solutions

In addition to a wide range of public programs which can be presented exclusively for an organization, we also assist by designing customized training solutions.

Working exclusively for one company provides the opportunity to modify contents and emphasis to suit the needs of each organization. The training is presented and discussed against the experiences within the company and therefore seen as completely consistent and relevant to clients' requirements.

Customized training programs are designed to consolidate and integrate the key issues of the learning objectives, which are then linked to organizational strategy and culture, in order to be fully effective. Programs can be followed-up to ensure that the needed change takes places.

## The Benefits of Customized Solutions

### For the Company:

- Workforce motivation
- Increased workforce loyalty
- Improved business performance
- Forming business strategy by identifying strengths and weaknesses

### For the Employee:

- Enhanced personal skills
- Individual sense of achievement
- Renewed ambition
- Increased job satisfaction



## Why Choose Us?

### **Cost Effective**

Customized training delivered at **S.M.A.R.T's** state of the art training center, your offices, or at a local venue can significantly reduce the cost of your training, while enabling you to hold a course which is designed to the specifications of your organization.

### **Convenience and Efficiency**

Courses can be held at a time which is convenient to the needs of your company, to ensure that your staff have the skills and knowledge required when you need it the most. Training can be delivered in a face-to-face environment or online, to minimize time from the office.



## Importance of Training

The training is important because of the following reasons:

### ***CHANGING TECHNOLOGY:***

Technology is changing at a fast place. The employee must learn new techniques to make use of advanced technology. Thus, training should be treated as a continuous process to update the employees in new methods & practices.

### ***QUALITY CONSCIOUS CUSTOMERS:***

The customers have become quality conscious & their requirements keep on changing. To satisfy the customers, quality of products must be improved through training of employees.

### ***GREATER PRODUCTIVITY:***

It is essential to increase productivity & reduce cost of production for meeting competition in the market. Effective training can help increase productivity of the employees

### ***BETTER MANAGEMENT:***

Training can be used as an effective tools of planning and control. It develops skills among workers for the future and also prepares them for promotion. It also helps to increase productivity and quality.



SMART MANAGEMENT CENTER

**PLAN**





### **January 2022 - First Week**

- Coating Inspection Pipeline Course.
- Modern Approach to Analyze the Financial Statements in accordance with International Standards.
- Preparation and Drafting of Security Reports.
- Achieving Leadership and Managerial Excellence

### **January 2022 - Second Week**

- The Skills of Distinguished Director in Facing Crises and Work Pressures.
- Modern Skills of Legal Formulations of Management Contracts.
- Skills of Preparation and Development of the Organizational Structures and Manuals.
- Asset Management Course.

### **January 2022 - Third Week**

- Crude Oil Pipeline Operations
- Managing IT Projects Effectively
- Professional Diploma in Finance for Accountants and Auditors
- Advanced Managerial and Leadership Skills of Technical Managers

### **January 2022 - Fourth Week**

- Telemarketing and Sales
- Fiber Optics 1
- Maintenance Management Best Practices
- The Advanced Management Processes for Projects



### **February 2022 - First Week**

- Fundamentals of Asset Management .
- Sales Competitive Strategies.
- Effective Strategic Planning of Petroleum Products Distribution.
- Preparing and Drafting Effective Financial Reports.

### **February 2022- Second Week**

- Fundamentals of Asset Management.
- Sales Competitive Strategies.
- Effective Strategic Planning of Petroleum Products Distribution.
- Preparing and Drafting Effective Financial Reports.

### **February 2022 - Third Week**

- Reservoir Modelling and Data Integration.
- Management of Arbitration, Negotiation and Contract Preparation.
- Re-engineering Human Resources.
- Electrical Equipment and Safety: Operation, Control, Maintenance and Troubleshooting.

### **February 2022 - Fourth Week**

- Preparation of Financial Reports and Analysis and Financial Scrutiny in Government Sectors .
- Efficiency and Effectiveness in Leadership and Security Management .
- Advanced Leadership, Effective Management and Development of Supervisory Performance.
- Managing Website Operations.



### **March 2022- First Week**

- Instrumentation and Control Systems in Oil and Gas Industry
- Diploma in Leadership Development
- Oracle Reports Developer Build Reports
- Modern Methods of Rationalization of Expenditure and Cost Reduction

### **March 2022 - Second Week**

- Modern Methods of Economic Feasibility Study
- Carbonate Reservoirs and Seismic Characterization
- Qualifying for the International Project Management Professional Certification of (PMP)
- Modern Approach in Media and Public Relations Management

### **March 2022 - Third Week**

- Integrated Skills of Total Quality Management Systems
- Oil field Laboratory Equipment and Analysis
- Recent Methods of Organizing Marketing Campaigns
- Preparation of Occupational Safety Plans and Policies of Fire and Control Systems

### **March 2022 - Fourth Week**

- Recent Trends in Human Resources Management
- Modern strategies for office manager's senior leadership and Management
- Fiber Optics 2
- Pumps and Compressors: Operation, Maintenance and Troubleshooting



### **April 2022 - First Week**

- Advanced Strategies and Competencies in Management and Leadership
- Oracle Reports Developer Build Reports
- Sales Metering Calibration & Operations
- Negotiation Strategies for Better Purchasing Value

### **April 2022 - Second Week**

- Formulating Strategy, Setting Goals and Making Policies Course
- Fundamentals of Electrical Power System Protection
- ITIL V3
- Modern Methods of Preparing Final Accounts in accordance with International Standards

### **April 2022 - Third Week**

- Process Control: Instrumentation, Troubleshooting and Problem Solving
- Methods of Legal Drafting of Contracts
- Creative and Analytical Thinking for Business Leadership
- Gas Turbines: Operation, Technology and Troubleshooting

### **April 2022 - Fourth Week**

- Modern Foundations of Financial Accounting and Processing of Procurement and Warehouse
- Security and safety in the medical sector and confidentiality of medical information
- Preparing and Rehabilitation the Human Resources and Training Specialist and Coordinator
- Process Measurement & Control Technology



# What Is Public Relations (PR)?

Public Relations is the practice of increasing awareness around a company or brand among the public.

## May 2022- First Week

- Safety and Occupational Health
- Managing International Public Relations according to Professional Ceremonial and Protocols
- Modern Marketing Management Using Customer Relationship Management (CRM)
- Diploma of Certified Government Manager

## May 2022 - Second Week

- Measuring and Evaluating the Efficiency of Financial Performance and Financial Risk Management
- Integrated Rehabilitation of Security, Occupational Health and Safety Officials
- Management of Tenders, Specifications and the Conclusion of Contracts Expert
- Project Management Professional (PMP)

## May 2022 - Third Week

- Non-Destructive Testing Inspection and Welding
- Quality Management Professional
- Managerial and Supervisory Skills of Contemporary Office Managers
- Cost Effective Maintenance

## May 2022 - Fourth Week

- SCADA Systems
- Modern Strategies in Human Resources Training and Development
- Advanced Program in Corporate Governance and Institutional Development
- Mechanical Failure Analysis



### **June 2022 - First Week**

- Advanced Maintenance Management
- Legal Procedures in Administrative Investigations and the Imposition of Sanctions
- Negotiation and Conflict Resolution Management
- Hazard and Operability (HAZOP) Leader Participator

### **June 2022 - Second Week**

- Investment Risk management and Securities
- Oracle Forms I & II
- Modern Skills of Competency-based Training
- Strategic Planning using Balanced Scorecard

### **June 2022 - Third Week**

- Modern Strategies in Building an Effective Work Team
- Local and Global Markets Entry Marketing Strategies – Strategic Marketing
- Petroleum Project Management
- Transformers operation and maintenance

### **June 2022 - Fourth Week**

- Modern Approach of Financial Planning and Preparation of Estimated Budgets
- Oracle Database 12c: Administration Workshop
- Oil & Gas Risk Analysis and Management
- Project Management and Implementation



### **July 2022 - First Week**

- Executive Secretariat and Contemporary Office Management
- Risk Assessment and Decision Making
- Modern Methodologies in the Development of Human Resources Systems
- Information and Effective Communication in the Management of Security Crises

### **July 2022 - Second Week**

- International Public Sector Accounting Standards
- Fiber Optics 1
- Advanced Reservoir Management
- Planning and Monitoring in Project Management

### **July 2022 - Third Week**

- Engineering Project Management
- Advanced Reservoir Management
- Oracle Database 12c: Administration Workshop
- Intensive Program in Finance for Non-financial Leaders

### **July 2022 - Fourth Week**

- Managing Shutdowns, Turnarounds and Outages
- Auditing and Reviewing Contracts, and Detection of Irregularities and Fraud
- Design & Construction of Petroleum Pipelines
- Change Management and Organizational Development



### **August 2022- First Week**

- Crisis Management and Difficult Situations
- Well Completion and Well Testing
- Integrated Approach to Prepare the Leaders of Public Relations and Media
- Maintenance Planning, Scheduling and Control

### **August 2022- Second Week**

- Advanced Techniques in Detecting Money Laundering and Fraud in the financial statement
- Interviewing, Selection and Recruitment Skills
- Simplification of Work Processes and Procedures
- Project Risk Management

### **August 2022 - Third Week**

- Oracle Database 12c: PL/SQL Fundamentals
- Certificate in Business and Commercial Law
- Fundamentals of Modern Marketing and How to Measure and Evaluate the Efficiency of Marketing Activity
- Well Production Enhancement

### **August 2022 - Fourth Week**

- Materials and Supply Chain Management
- Advanced Skills of Preparing and Writing Reports and Correspondence
- Developing and Raising the Efficiency of Security and Safety systems and Implementing Quality Standards
- Electrical Circuits Fundamentals





### **September 2022 - First Week**

- Technical Management of Power Plants
- Integrated Management of the Modern Training Process
- Petroleum Tanks Measurement
- Etiquette and Attitude Handling Critical in Office Management

### **September 2022 - Second Week**

- Managerial and Organizational Processes Re-engineering
- Advanced program in the Department of Occupational Health and safety
- Value Engineering
- Advanced Skills in Documentary Credits and Letters of Credit

### **September 2022 - Third Week**

- Industrial Automated Control
- Modern Methods in Developing the Managerial and Leadership Skills
- Corrosion Control in Oil & Gas Industry
- Managing Projects Using Microsoft Project

### **September 2022- Fourth Week**

- Total Quality Management (TQM): Tool Box for Continual Improvement
- API 510 Pressure Vessel Inspector
- Advanced Strategies for Preparing Modern Marketing Plans
- Creating Organizational Culture and Building Institutional Loyalty



### **October 2022 - First Week**

- Risk Assessment & Incident Investigation
- Assessing and Measuring the Return on Training
- Call Centers Management Skills
- Purchasing Management

### **October 2022 - Second Week**

- Certificate in Business and Commercial Law
- Advanced Management of Organizing and Managing Conferences, Events and Exhibitions
- Managing IT Projects Effectively
- Achieving Leadership and Managerial Excellence

### **October 2022 - Third Week**

- Accounting for Non-Accountants
- Advanced Management of Industrial Safety and Occupational Safety
- Advanced Leadership, Effective Management and Development of Supervisory Performance
- Supply Chain Risk Management

### **October 2022- Fourth Week**

- Introduction to Drilling Engineering
- Arbitration and Dispute Resolution
- Planning and Maintenance of Electrical Distribution Systems
- Technology of Indexing, Archiving, Saving and Securing of Electronic Information



# Microsoft

## **November 2022 - First Week**

- Website Operations Management
- Advanced Skills of New Managers (Managerial and Leadership Skills)
- Mergers and Acquisitions
- Oracle Database 12c: SQL Fundamentals

## **November 2022 - Second Week**

- Administrative and Financial Control in Cases of Financial and administrative Corruption
- Advanced Methodologies in Marketing Performance Evaluation
- Logistics Management
- The Foundations of Modern Management, Leadership and Strategic Planning

## **November 2022 - Third Week**

- Fiber Optics 3
- Pipeline Inspection and Testing
- Building a Mental Image and Strengthening Institutional Affiliation
- The Advanced Management Processes for Projects

## **November 2022 - Fourth Week**

- Financial Accounting for Petroleum and Methods of Costing
- Advanced Human Resources Management and Linking the Training and Career Paths
- The Industrial Manager's Toolkit
- Integrated Skills of Total Quality Management Systems



### **December 2022 - First Week**

- Identifying Training Needs and Preparing Training Plan
- Crude Oil Evaluation, Economics & Pricing Course
- Preparing and Drafting Effective Financial Reports
- Modern Approach in Media and Public Relations Management

### **December 2022 - Second Week**

- Transformers for power system
- Telemarketing and Sales
- Training of Trainers T.O.T
- OSHA: Occupational Safety and Health Administration Standards for Power Systems

### **December 2022 - Third Week**

- Business Writing Skills
- Modern Methods of Rationalization of Expenditure and Cost Reduction
- SCADA Systems
- Managerial and Supervisory Skills of Contemporary Office Managers

### **December 2022 - fourth Week**

- Maintenance Management Best Practices
- Crude Oil Pipeline Operations
- Project Management Skills
- Oracle Database 12c: SQL Fundamentals



# Sustainable development



From our belief in the importance of sustainable development in societies, the Smart Management Center has devoted a number of courses in sustainable development especially that is the principle of organizing to achieve human development goals while maintaining the ability of natural systems to provide the natural resources and ecosystem services on which the economy and society depend.

The desired outcome is a social situation in which living conditions and resources are used to continue to meet human needs without undermining the integrity and stability of the natural system. Sustainable development can be defined as a development that meets the needs of the present without compromising the competences of future generations.

While the modern concept of sustainable development is mostly derived from the Brundtland Report from 1987, it also draws on earlier ideas about sustainable forest management and twentieth-century environmental concerns. As the concept has evolved, its focus has shifted more towards economic development, social development and environmental protection for future generations. While it has been argued that the term “sustainability” should be seen as the goal of the ecosystem balance of

humanity, “sustainable development” refers to the holistic approach and temporary processes that take us to the last point of sustainability.

Modern economies try hard to reconcile ambitious economic developments and their obligations to protect their natural resources and ecosystems, because the two are often seen as contradictory. Rather than commit to climate change and other developments, it would be better to turn them into market opportunities and capitalize on them.

The economic development brought about by such organized principles and practices in an economy is called Managed Sustainable Development (MSD)





No limits



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