



Public Training Schedule

Lebanon

2020

Management Mix Types of Trainings



Public Trainings

Management Mix delivers public sessions at Management Mix training center in Saifi village

In-house Trainings

Management Mix designs and delivers customized inhouse trainings according to your audience needs



**management
mix**

Areas of Expertise

Strategic Management	Structure
Sales	Marketing
Talent Management	Customer service
Resources Management	Information technology
Process Management	Self-development Skills
Managerial Skills	Quality Management Systems
Food Safety Management Systems	Health & safety management systems
Warehouse Management	Procurement Management

January 2020

Training	Date	Timing	Cost
Strategic Management: Assess your current strategy and develop long term strategies	January 15/16	2 PM – 6 PM	200 USD
Talent Management: Motivate your employees for an improved efficiency and productivity	January 22/23	2 PM- 6 PM	200 USD
Interviewing Skills for Managers: Best interviewing practices to hire the right candidate	January 29/30	2 PM – 6 PM	200 USD

JANUARY						
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*January 1: New Year day

* January 6: Armenian Orthodox Christmas day

February 2020

Training	Date	Timing	Cost
HR KPI's: Track your human resources process performance	6/7 February	2 PM- 6 PM	200 USD
Sell like a champion: Master the selling skills, gain new customers, close more deals	21/28/6/13/20 February	2 PM – 6 PM	450 USD
ISO 9001:2015 QMS: Increase your processes efficiency by implementing ISO 9001:2015 requirements	19/20 February	9 AM – 5 PM	350 USD
Fundamentals of effective warehouse management	27/28 February	2 PM- 6 PM	200 USD

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*February 9: St. Maroun Day

March 2020



Training	Date	Timing	Cost
ISO 22000:2018 Food Safety Management System standard requirements	March 3/4/5	9:30 AM – 1:30 PM	250 USD
Quality Management Auditing: Certified Internal Quality Auditor – ISO 9001:2015 QMS	March 12/13	9 AM – 5 PM	350 USD
Human resources scorecard: Align the HR process with your organization strategic goals	March 19/20	2 PM- 6 PM	200 USD
Leadership Skills: Effective leading skills for excellent team results	March 26/27	2 PM – 6 PM	200 USD
Telephone Skills: Respond professionally to customer calls and complaints	March 26/27	2 PM – 6 PM	200 USD
Presentation Skills: Present with confidence and impact	March 30/31	2 PM – 6 PM	200 USD

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April 2020

Training	Date	Timing	Cost
Cross-cultural management: Handle effectively cross and inter-cultural differences	8/9 April	2 PM – 6 PM	200 USD
Leading the onboarding process for new employees: Build highly impactful onboarding programs	15/16 April	2 PM – 6 PM	200 USD
Best Practices in Team Building: Build high performing teams and encourage teamwork	23/24 April	2 PM – 6 PM	200 USD
Telephone Selling: Master the telephone selling techniques	29/30 April	2 PM – 6 PM	200 USD
Quality tools and indicators: Monitor and control the efficiency of your quality management system	28/29 April	9:30 AM- 1:30 PM	200 USD

April						
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- *April 10: Good Friday (Wester)
- *April 13: Easter Sunday
- * April 17: Good Friday (Eastern)
- *April 20: Orthodox Easter Monday

May 2020

Training	Date	Timing	Cost
ISO 45001:2018: Health & Safety Management System Standard Requirements	7/8 May	9 AM – 5 PM	350 USD
Talent acquisition techniques: Strategies and techniques to acquire the best talents for your team	14/15 May	2 PM – 6 PM	200 USD
Customer Service: Dealing professionally with difficult and demanding customers	21/22 May	2 PM – 6 PM	200 USD
Quality Management Auditing: Lead Auditor ISO 9001:2015 QMS CQI IRCA Certified	25 to 29 May	9 AM – 6:30 PM	1 100 USD
Best practices in talent mapping: Evaluate your employees' performance and identify future talent needs	28/29 May	2 PM – 6 PM	200 USD

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*May 1: Labour day

* May 24: Eid Al-Fitr

June 2020

Training	Date	Timing	Cost
Process Management: Business Process Management and improvement	5/6 June	9:30 AM – 1:30 PM	200 USD
Career Planning: Create a visionary career development plans for your employees	12/13 June	2 PM – 6 PM	200 USD
Food Safety Auditing: Certified food safety internal auditor – ISO 22000:2018	17/18 June	9 AM – 5 PM	350 USD
Customer Service: Effective Strategies for client's retention	19/20 June	2 PM – 6 PM	200 USD
Talent Management Skills for non-HR Managers	24/25 June	2 PM – 6 PM	200 USD
Procurement Management: Techniques and strategies for optimizing the procurement process	26/27 June	2 PM – 6 PM	200 USD

June						
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July 2020

Training	Date	Timing	Cost
Training Impact Analysis: Measure and analyze the impact of training programs on employee behavior and performance	2/3 July	2 PM – 6 PM	200 USD
Conflict Management: Introducing an effective conflict management strategy	9/10 July	2 PM – 6 PM	200 USD
Lead auditor ISO 45001:2018 Health & safety management system CQI IRCA Certified	13 to 17 July	9 AM – 6:30 PM	1100 USD
ISO 10006:2017 : Achievement of quality management in projects	23/24 July	9 AM – 5 PM	250 USD
Food Hygiene: Comply with food hygiene regulations and minimize the chances of food contamination	30/31 July	9:30 AM – 1:30 PM	200 USD

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*July 31: Eid Al Adha

August 2020

Training	Date	Timing	Cost
Motivation in the workplace: Implement a motivating work culture	6/7 August	2 PM – 6 PM	200 USD
Time Management: Prioritize your tasks and work efficiently	13/14 August	2 PM – 6 PM	200 USD

August						
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*August 1: Eid Al Adha

*August 29: Ashoura

September 2020



Training	Date	Timing	Cost
Change Management: Leading the change management process	3/ 4 September	2 PM – 6 PM	200 USD
Inventory & Stock Management: World class tools for inventory and stock management	9/10/11 September	2 PM – 6 PM	250 USD
Creative problem solving; Enhance creativity and generate solutions for complicated problems in the workplace	17/18 September	2 PM – 6 PM	200 USD
Customer Service: Provide Exceptional Customer care	24/25 September	2 PM – 6 PM	200 USD
Personal Resilience: Master Mental Toughness and Thrive	28/29 September	2 PM – 6 PM	200 USD

September						
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October 2020



Training	Date	Timing	Cost
Crisis Management: Manage incidents and organizational crisis	8/9 October	2 PM – 6 PM	200 USD
Compensation and benefits: Designing an effective pay for performance compensation system	14/15/16 October	2 PM – 6 PM	300 USD
Emotional Intelligence: Understand and manage your emotions for an increased productivity in the workplace	22/23 October	2 PM – 6 PM	200 USD
Written communication skills: Professional skills and techniques for writing reports	27/28 October	2 PM – 6 PM	200 USD

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*October 29: Birthday of Prophet Muhammad

November 2020

Training	Date	Timing	Cost
Employee Satisfaction & Retention: Implement a successful retention and engagement strategies	5/6 November	2 PM – 6 PM	200 USD
Written communication skills for secretaries and administrative assistants: Write professional letters, emails and minutes of meetings	12/13 November	2 PM – 6 PM	200 USD
Sales KPIs: Achieve your sales goals through sales KPIs	19/20 November	2 PM – 6 PM	200 USD
Customer Service: Customer profiling techniques for an increased customer satisfaction	26/27 November	2 PM – 6 PM	200 USD

November						
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*November 22: Independence day

December 2020

Training	Date	Timing	Cost
Purchasing Negotiation Techniques: Successful purchasing negotiations strategies and techniques	3/ 4 December	2 PM – 6 PM	200 USD
Balanced Scorecard: Align business activities to your company vision and strategy	10/11 December	2 PM – 6 PM	200 USD
Performance Appraisals: Planning and conducting effective performance appraisals	17/18 December	2 PM – 6 PM	200 USD

December						
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For more info:



Call us on:

01.983838 or 01.983838

Email us :

mso@managementmix.eu

Info@managementmix.com

www.managementmix.com

Management Mix training center location:



Saifi village, Fouad Chehab avenue, Ring
building, 4th floor