MindShift Training

MindShift Training is a successful integrated Training Consulting & Recruitment Services company. It is specialized in designing and implementing state-of-the-art training programs and consulting services for organizations throughout the Middle East, North American, Europe, Asia and Africa.

Our talented team of learning experts and consultants create business advantage for our clients by delivering professional training courses and tailored programs in the field of Engineering such as Civil, Electrical, Mechanical, Industrial, Petroleum as well as Architectural, Environment, Finance, and Business Management courses and Soft Skills. Our expert learning and development team create and run training courses designed to educate and motivate delegates.

We have an excellent reputation in the Middle East region for offering and delivering Professional Project Management Services, Risk Management Services, Value Management and Contracts, Claims and Dispute Resolution for the Oil, Gas and Petroleum Sectors, Construction and Contracting companies, Electricity, Real Estate, IT companies, various government department and private industries.


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Vision
Our vision is to give people the power to learn and make the world more enlightened one training course at a time.

Mission
Our mission is to create a global ecommerce platform where anyone can develop themselves or others… making the complex simple.

- Designing and Delivering Cost effective Training Solutions
- To provide top Quality Training, Consultancy, Courses, Seminars and Workshops
- Committing to the highest professional standards of quality, operational excellence and integrity.
- Relying on expert, multi-lingual consultants who have international work experience coupled with in-depth cross-cultural and industry-specific knowledge of the region.
- Providing innovative and practical solutions to our valued clients, based on best practices and current research.
- Depending on loyal and hardworking personnel who are competent, highly motivated and committed to their own development.
- Utilizing the latest and most effective technology in our pursuit of innovation and continuous improvement.

Why Choose us?
- High Quality Trainers
- Delegate Focused Approach
- Wide choice and range of courses
- In-Company Training Programs
- Easily Accessible locations
- Simple Booking and Registration

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Training Strategy

AT MindShift, we have a number of highly qualified training consultants who are specialists in implementing successful training strategies within business. Using their breadth of experience, we offer a consultancy service that can help you to develop the best training strategy that will meet the real needs of your business in a truly integrated manner.

We can also help and advise how best to plan, implement and evaluate a training and development intervention that you are starting to ensure that you achieve the best results in the most cost and time effective way.

What training suits you best?

Call our Hotline and speak to our Training Advisor at 04 431 1611
Mobile No. 050 5782245

Email Us at: info@mishtraining.com
Visit our website www.mindshift.ae to help guide you to the right course or training.
TRAINING COURSES CATEGORIES

- Project Management
- Contract Management
- Construction, Engineering and Management
- Mechanical Engineering
- Chemical Engineering
- Building Maintenance and Facilities Management
- Electrical Engineering
- Industrial Engineering

- Purchasing and Materials Management
- Health, Safety and Environment
- Instrumentation and Process Control
- Finance, Budgeting & Cost Control
- Real Estate and Property Development
- Management & Personal Development
- IT Management
- Mass Communication
<table>
<thead>
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<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
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- Kuala Lumpur, Malaysia
- Istanbul, Turkey
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- Barcelona, Spain
- Madrid Spain
- Sharm el-Sheikh, Egypt
- Doha, Qatar
- London, UK
- Bahrain
- Riyadh, Saudi Arabia
- Ontario, Canada

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<table>
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- **Kuala Lumpur, Malaysia**
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- **Riyadh, Saudi Arabia**
- **Doha, Qatar**
- **London, UK**
- **Ontario, Canada**
- **Bahrain**

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<table>
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- **Dubai, UAE**
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- **Madrid Spain**
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### Management & Personal Development

<table>
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<th>Training and Courses</th>
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**Website:** www.mindshift.ae
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[www.mindshift.ae](http://www.mindshift.ae)
PMP® Exam Preparation Workshop

Daily Outline
• Organizational Influences and Project Life Cycle
• The Project Management Processes for a Project
• Project Integration Management
• Project Scope Management
• Project Time Management
• Project Cost Management
• Project Quality Management
• Project Human Resource Management
• Project Communications Management
• Project Stakeholder Management
• Project Risk Management
• Project Procurement Management
• Project Professional Responsibility

Learning Objectives
• Define the role that projects and project management play in accomplishing the company’s strategic objectives.
• Create a project charter, a Work Breakdown Structure (WBS), and Responsibility Assignment Matrix (RAM).
• Develop precedence relationships among tasks based on a WBS, a network diagram and critical path, and create a schedule that includes initial resource allocations.
• Assess major schedule, cost, and performance risk elements and understand the approach for managing risks using qualitative as well as quantitative techniques.
• Establish ways of monitoring schedule and cost performance using earned value techniques.
• Determine key elements of a communications plan to keep stakeholders acknowledged of progress, problems and controls.
• Establish a closeout strategy that will maximize the value of the project experience to the organization by capturing best practices and lessons learned.

Personal Development Management

Outline
The course covers the key characteristics of business organization and environment and the business functions of human resource management, finance and accounts, marketing and operations management. Links between the topics are central to the course. Through the exploration of six underpinning concepts (change, culture, ethics, globalization, innovation and strategy), the course allows students to develop a holistic understanding of today’s complex and dynamic business environment. The conceptual learning is firmly anchored in business management theories, tools and techniques and placed in the context of real world examples and case studies.

The Aims Of The Development Management Course Are To:
• Encourage a holistic view of the world of business
• Empower students to think critically and strategically about individual and organizational behavior
• Promote the importance of exploring business issues from different cultural perspectives
• Enable the student to appreciate the nature and significance of change in a local, regional and global context
• Promote awareness of the importance of environmental, social and ethical factors in the actions of individuals and organizations
• Develop an understanding of the importance of innovation in a business environment

Design and Maintenance of Electrical Installations

• Day 1: Introduction to design
• Day 2: 21st Century design problems
• Day 3: Cables and breakers
• Day 4: Maintenance considerations
• Day 5: Special installations or locations

Who should attend
• Electrical Design Engineers, Engineering Maintenance Managers, Building Services Engineers, Graduate Electrical Engineer Trainees

Seminar Objectives
This five day course is designed to provide up to date information and training on design and maintenance philosophy. It will consist of in-depth teaching on all aspects of the LV installation design in buildings and the practical application of BS 7671 with many examples and sample design calculations. The course will include references to safety, maintenance and inspection and testing and whole life costing and in addition provide a summary of some of the basic principles necessary for a good understanding of electrical installation technology.
### Fire Fighting

**Objectives & Benefit**
- Learn new approaches and methodologies in risk management principles and techniques to identify and quantify hazards. Ensure safe practices and reduction of errors, mishaps and/or accidents, analyze incidents & near misses.
- Identification of policies and procedures that can have long term effects on the safety culture in workplace.
- Provide the participants with a structured and phased approach to creative safety management.
- Understand the main points in fire prevention.
- Learn and practice how to apply actual firefighting techniques.

**Fire Fighting Technology**
- Fire fighting Equipment, Fixed Systems and Portable Equipment.
- Fire fighting Agents Types and Generation (Types of Foam), Fire Prevention and Detection systems.
- Fire Extinguishing Systems and Fire calculations.

### Finance for Non Finance Managers

**Why Should I Do This Course?**
- Proper communication of finance and accounting concepts is often a problem for non-financial managers, mostly due to a lack of confidence when dealing with often confusing terms. Organizations will invest heavily in financial reporting hardware and software without empowering its people with the skills required to operate effectively.

**What I Will Learn**
- Confidently make decisions about finance, accounts and budgets.
- Weigh up the advantages and disadvantages of different financing techniques.
- Analyze your investment options to fully maximize your rate of return.
- Maximize future growth potential with effective strategy formulation and “best practice” business planning.
- Work through a practical exercise in constructing an income statement and a balance sheet to get a clear understanding of how these statements are composed.
- Defining the accounting process to interpret how the elements of financial statements are constructed.
- Outline how the income statement and the balance sheet interconnect and their respective roles in an annual report.
- Learn how to interpret a cash flow statement to determine the reasons for a company’s positive or negative cash flow.
- Understanding the financial analysis of annual financial statements to assess the financial condition of an organization.

### Team Building Exercise

**Outline**
- Session One: introduction and Course Overview.
- Icebreaker: Exercise you can’t touch my palm.
- Session Two: Organizations Today / Exercise Helium Stick.
- Session Three: Types of Teams / Exercise get yourself free.
- Session Four: Team Norms.
- Session Five: Exercise Towers.
- Tower Construction.
- Tower Presentations.
- Session Six: Exercise Toxic Waste Activity.
- Morning Wrap-Up.
- Session Seven: The Four Stages of Team Development.
- Session Eight: Exercise: The Great Egg Drop.
- Session Nine: Speed Test / Murder Mystery / Some Creative Challenges.
- Session Ten: Exercise: Untie Knots.

**Course Objectives**
- Increase the individual’s knowledge and skill levels in team building and team working skills. Gain skills using methods, techniques and tools which will improve the delegates’ effectiveness as team leaders and team members.
- Improve the individuals understanding of effective communication within the team and as reported to external departments and contacts.
Dealing With Difficult People

Workshop Content
• Introduction to conflict
• Identifying different types of conflict
• Your preferred method of dealing with conflict
• Escalating levels of conflict
• Attitude Behavior & Skills needed in Resolving Conflict with Customers
• Eliminating “Power Over” to build “Power With” others
• Attitude & behaviors in conflict
• WIN/WIN approach Vs Compromise
• Exploring our responses to conflict – react or respond?
• Two models for approaching conflict – perfection & discovery
• The 4 steps to creating a more creative response to conflict
• Converting conflict into opportunity
• Using Assertive Behavior with Difficult People (Customers)
• Effective Communication Techniques

Workshop Objectives
• Identify different types of conflict at work
• Transform problems into creative opportunities
• Apply strategies to attack the problem not the person
• Practice being more assertive in conflict situations
• Improve your communication skills to deal with difficult people more effectively.
• Discover tips and techniques to deal with difficult people

PgMP® – Program Management Professional

Outline
In this workshop you’ll learn from initiation to closing the programs effectively, develop a solid business case, manage stakeholders at all levels, develop a detailed roadmap (governance plans), and define key deliverables and outputs needed for realizing program benefits. This training workshop also include session on PgMP® Certification Exam Prep. PgMP® Certification is globally recognized credential that provides program management knowledge and skills for improving the workings of organizations, groups and individuals by enabling them to deliver projects & program results.

What I Will Learn
• Increase your effectiveness & efficiency as a program manager in achieving the strategic value of a program.
• Follow a systematic approach for establishing and managing a program that is consistent with both the standard and best practices.
• Distinguish between project, program and portfolio management; describe the program life cycle & recognize the value of following this approach. And apply proven tools and techniques to program management.
• Understand the critical success factors of program management; maintaining alignment with strategy, managing benefit and stakeholders and executing program.

FIDIC Conditions of Contracts

Outline
• Review of the most common causes of claims.
• Compensable Vs. “Non-Compensable/Excusable” Delays
• Force-Majeure and delays caused by Authorities-Having-Jurisdiction and third parties
• Analyses of the contractual clauses in the two FIDIC “Red-Book” Forms (1987 and 1999) which closely relate to the most common claims.
• Discussion (Analyses) of typical claim scenarios.
• Types of Time-Impact Studies on Project Schedules
• Preparing a Claims Case, and Responding to a Claim
• General Review of the FIDIC-Based “Rainbow” suite of Contract Forms:
• Selecting the “best” FIDIC Form-of-Contract that matches the particular Project Delivery System (PDS).
• Suitability of the FIDIC 4th Edition (1992 Revision) Conditions of Contract for Construction (“old red”, i.e., the conventional Form that was most widely used)
### Real Estate Development Management

This training course is designed to provide Real Estate professionals with the essential learning components of economics, valuation, construction, investment, law, planning, management and development. It seeks to provide holistic understanding of the complex interactions and dynamics of the property market, including a sound knowledge of valuation and appraisal techniques.

**Training Course Key Objectives**

- To develop further understanding of the issues related to Real Estate principles.
- To develop analysis, critical and lateral thinking skills and discuss and expand on the significant and importance of Core Activities of Property and Real Estate management.
- To develop assessment and “system thinking” skills in relation to the specifications methods of operation and daily management of Real Estate assets to enhance good practice through effective communication, planning and feedback.
- To provide practical insight into property appraisal real life property management in both Qatar, the UK and globally.
  - Writing Persuasively
  - Review

### Risk Management Course

**Daily Outline**

- **Module 1: Introduction & Project Risk Management Processes**
  - The Importance of Project Risk Management
  - The Project Management Framework
  - Project Life Cycle and Organization
  - Project Management Processes for a Project
  - Risk Management Processes, Identify Risk
  - Qualitative Risk Analysis
  - Quantitative Risk Analysis
  - Plan Risk Response, Monitor and Control Risks
- **Module 2: Risk Communication**
  - Project Risk Communication
  - Project Communications Management Processes
  - Organizational Structures
  - Risk Management Policies and Practices
- **Module 3: Risk Analysis**
  - Project Risk Analysis
- **Module 4: Risk Response Planning**
  - Risk Response Planning
  - Project Management Plan
- **Module 5: Risk Governance**
  - Project Risk Governance
  - Work Breakdown Structure

**What You Will Learn**

- Plan Risk Management
- Identify Risk
- Qualitative and Quantitative analysis
- Building a Risk Response Plan
- Selecting Project Control Tools Using Proportionate Expenditure

### Emotional Intelligence

**Outline**

- History of Emotional Intelligence
- Emotional Intelligence Define
- Definitions and Thoughts
- Making Connections
- EI Blueprint
- Optimism
- What is Optimism?
- ABC’s of Optimism
- Pessimism vs. Optimism
- Adversities
- Validating Emotions in Others
- Understanding Emotions
- The Seven Human Emotions
- Positives and Negatives
- The Emotional Map
- Setting Your Personal Vision
- Defining Your Principles
- Understanding Your Values
- Considering Your Strengths and Talents
- What’s standing in Your Way?
- Think in Terms of Relationships
- Creating Your Vision Statement

**By The End This Course You Will Be Able To**

- Learn the connections between physical and emotional health
- Learn the range of emotions, and how to manage them
- Learn how to validate emotion in others
- Learn how to discuss emotions

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