

## Business Essentials Certificate (BEC)

Month	Course	Dates	Premises
Sep.	Communication skills (12 Hours)	3, 5, 10, 12	Dokki
	Business Writing (12 Hours)	17, 19, 24, 26	Dokki
Oct.	Business Etiquette (8 Hours)	1, 3, 8	Dokki
	Presentation Skills (12 Hours)	10, 15, 17, 22	Dokki
	Problem Solving (6 Hours)	24, 29	Dokki
	Time Management (6 Hours)	31, / 5 Nov.	Dokki
Nov	Stress Management (6 Hours)	7, 12	Dokki
	Critical Elements of Customer Service (12 Hours)	14, 19, 21, 26	Dokki
	Team Building (12 Hours)	28, / 3, 5, 10 Dec.	Dokki
Dec.	Basic Selling Skills (16 Hours)	12, 17, 19, 24, 26	Dokki
2019 Jan.	Giving Effective Feedback (6 Hours)	2, 9	Dokki
	Creating an effective Job Portfolio (4 Hours)	14	Dokki
	Basic Marketing Skills (15 Hours)	16, 21, 23, 28, 30	Dokki

Certificate Fees: 5500 LE

- ESLSCA ALUMNI & CORPORATE CLIENTS ENJOY 20% DISCOUNT.
- ESLSCA'S CURRENT STUDENTS ENJOY 40% DISCOUNT
- ESLSCA CERTIFICATES AND TRAINING PROGRAMS CAN BE DELIVERED ON CUSTOM BASE UPON REQUEST AT A DAILY PREFERRED RATE

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