

# 2018 Open Enrollment Plan

Month	Course	Dates	Fees (LE)	Certificates	Premises
January	Performance Management & Measurement (12 Hours)	<b>13, 14, 20</b>	1200	HR	Dokki
	Communication Strategies (15 Hours)	29, 31 – 5, 7, 12 February	1500	CPM	Heliopolis
	Business Writing (12 Hours)*	<b>20, 27</b>	1200	CPM	Nasr City
	Organizing, Motivating & Management Control (12 Hours)	<b>20, 21, 27</b>	1200	HR	Dokki
	Train The Trainer (18 Hours)	<b>3, 4, 10</b> February	1800	HR	Dokki
	<b>Beginning of International Credit Diploma (252 Hrs)</b>	<b>30 January – 8 September</b>	22,500	ICD	Nasr City
February	Managing Training Needs (12 Hours)	11, <b>17</b> , 18	1200	HR	Dokki
	Emotional Intelligence (12 Hours)*	<b>17, 24</b>	1200	CPM	Nasr City
	HR Scorecard: Measuring Return on Investment (12 Hours)	<b>24, 25 – 3</b> March	1200	HR	Dokki
	Leadership: Principals & Techniques (18 Hours)	19, 21, 26, 28 February – 5, 7 March	1800	CPM	Heliopolis
March	<b>Beginning of The Trainer Certificate (87 Hrs)</b>	<b>3 March – 15 May</b>	10,440	The Trainer	Nasr City
	Labor & Employment Relations (21 Hours)	<b>3, 4, 11, 17, 18, 24</b>	2100	HR	Dokki
	<b>Beginning of Professional Real Estate Certificate (56 Hrs)</b>	<b>19 March – 30 May</b>	6500 LE	PREC	Dokki
	Executive Human Resources (12 Hours)	<b>24, 25, 31</b>	1200	HR	Dokki
April	Presentation Skills (18 Hours)*	<b>14, 21, 28</b>	1800	CPM	Nasr City
	Leadership: Principals & Techniques (18 Hours)*	15,17,22,24, 29 – 6 May	1800	CPM	Nasr City
	Change Management (6 Hours)*	<b>21</b> April	600	CPM	Nasr City
	Anger Management (6 Hours)*	<b>28</b> April	600	CPM	Nasr City
	Advanced Sales Skills (12 Hours)	<b>21, 28</b> April	1200		Nasr City
	Train The Trainer (18 Hours)	22, 29 – 2,6,9,13 May	1800	HR	Heliopolis
	Project Management (24 Hours)	2, 4, 9, 11, 16, 18, 23, 30	2400	CPM	Heliopolis
	<b>Beginning of International Credit Diploma (252 Hrs)</b>	<b>4 April – 5 Jan. 2019</b>	22,500	ICD	Dokki
May	<b>Beginning of International Credit Diploma (252 Hrs)</b>	<b>27 April – 8 Jan. 2019</b>	22.500	ICD	Heliopolis
	Problem Solving & Decision Making (6 Hours)*	<b>5</b>	600	CPM	Nasr City
	Art of Delegation (6 Hours)	<b>12</b>	600	CPM	Nasr City
	Building Successful Teams (12 Hours)	<b>19, 26</b>	1200	CPM	Nasr City
	Advanced Sales Skills (12 Hours)	<b>19, 26</b>	1200		Nasr City
	Change Management (6 Hours)*	<b>26</b>	600	CPM	Nasr City
	Leadership: Principals & Techniques (18 Hours)*	<b>26 – 2, 9</b> June	1800	CPM	Nasr City
	Supply Chain Management (24 Hours)	2, 7, 9, 14, 16, 21, 23, 28	2400	CPM	Nasr City
	Communication Strategies (15 Hours)	2, 7, 9, 14, 16	1500	CPM	Heliopolis
	Finance & Accounting for Managers (24 Hours)	2, 7, 9, 14, 16, 21, 23, 28	2400	CPM	Heliopolis

<b>June</b>	Customer Services (12 Hours)*	<b>2-9</b>	1200	CPM	Nasr City
	Anger Management (6 Hours)*	<b>2</b>	600	CPM	Nasr City
	Time Management (6 Hours)*	<b>2</b>	600		Nasr City
	Negotiation Skills (6 Hours)	<b>23</b>	600		Nasr City
	Marketing Skills (15 Hours)	4, 6, 11, 13, 18	1500	CPM	Heliopolis
<b>July</b>	<b>Beginning of The Trainer Certificate (87 Hrs.)</b>	<b>17 July – 22 September</b>	10,440	The Trainer	Nasr City
<b>September</b>	<b>Beginning of International Credit Diploma (252 Hrs.)</b>	<b>31 August 2018 – 20 May. 2019</b>	22,500	ICD	Mohandessin
	<b>Beginning of Business Essentials Certificate (127 Hrs.)</b>	<b>3 September – 30 Jan. 2019</b>	5,500	BEC	Dokki
	<b>Beginning of HR Certificate (147 Hrs.)</b>	<b>29 September – 2 February 2019</b>	13,500	HR	Heliopolis
<b>October</b>	<b>Beginning of The Trainer Certificate (87 Hrs.)</b>	<b>20 October – 30 December</b>	10,440	The Trainer	Nasr City
<b>November</b>	<b>Beginning of Certified Professional Manager Certificate (210 Hrs.)</b>	<b>10 November – 23 April 2019</b>	19,700	CPM	Nasr City

- Days in **bold** are weekends

<b>CPM</b>	Certified Professional Manager Certificate
<b>HR</b>	Professional Human Resources Executive Certificate

- Module Application Fees: 50 LE (Nonrefundable)
  - Certificate Application Fees: 200 LE (Nonrefundable)
  - ESLSCA Academic Students are privileged 40% Discount
  - ESLSCA Corporate Clients are privileged 20% Discount
  - ESLSCA Alumni are privileged 20%
  - Members of Medical & Engineering Syndicates are privileged 20% Discount
- For booking & Inquiries, Please call or email:**

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