



**BRITISH INSTITUTE**  
*of* **TECHNOLOGICAL**  
**ADVANCEMENT &**  
**PROFESSIONALISM**

# **TRAINING PROGRAMS DIRECTORY**



## LEADERSHIP AND MANAGEMENT

- Anger Management
- Attention Management
- Time Management
- Human Resource Management -Change Management
- Project Management Essentials -Meeting Management
- Performance Management
- Supply Chain Management
- Knowledge Management
- Manager Management
- Talent Management
- Stress Management
- Virtual Team Building Management - Strategic Management
- Risk Management
- Advanced Team Leader
- Leadership and Influence
- Essential Skills for Managers
- Coaching for Growth and Performance - Coaching and Mentoring -Compassionate Leadership -Management Communication
- Coaching, Counselling and Mentoring - Product Research and Development - Leadership Team Development

## PRODUCTION AND OPERATION

- Introduction to Operations and Supply Management - Operations Management
- Designing and Managing the Process That Transforms - Raw Materials into Finished Goods.
- Project Management Techniques
- The Life-Cycle Model
- Total Quality Management (TQM)
- Quality Assurance (QA)
- Statistical Quality Control (SQC)
- Capacity of Operations
- Location Decisions
- Production Lines and Service Operations
- Stock and Inventory
- Inventory Management (Material Requirement Planning (MRP)
- Production control systems
- Project Management
- Manufacturing Processes and Facility Layout
- Quality Management
- Lean Manufacturing
- Demand Management and Forecasting
- Aggregate Sales and Operational Planning
- Inventory Control
- Material Requirements Planning
- Scheduling

## WRITING

- Proposal Writing
- Essential writing & grammar skills
- Advanced writing financial and business news - Writing & delivering presentations
- How to write the perfect brochure
- Effective business writing
- Advanced Business Writing
- Better Emails
- Business Writing Essentials
- Copywriting Essentials
- Customer-Focused Writing
- Editing Skills for Company Publications -Fine-tuning: Writing Skills for Managers -Grammar Foundations
- Minutes of Meetings
- Proof-read to Perfection
- Proposals that Work
- Reports that Work
- Taking Your Grammar to the Next Level - Technical Writing

## ECONOMICS

- Introduction to Macroeconomics
- Introduction to Microeconomics
- Mathematics for Economists
- Statistics for Economists
- Intermediate Macroeconomic Theory
- Intermediate Microeconomic Theory
- Monetary Economics
- Labor Economics
- Economic Development
- Mathematics for Economists
- Introduction to Econometrics
- International Trade
- History of Economic Thought
- Microeconomic Theory and Public Policy
- Principles of Microeconomics

## ENTREPRENEURSHIP

- Entrepreneurial Finance
- Small Business Management
- Entrepreneurial Marketing
- Business Planning
- Project Management
- Strategic Decision Making

## INTERPERSONAL AND COMMUNICATION SKILLS

- Methods of Communication - Basic and Advanced. - Communication Style and Pitfalls.
- How to Achieve Effective Communication?
- Effective Listening Techniques.
- How to Deal with Different Situations.
- Dealing with Difficult People.
- Dealing with People Under Stress.
- Difference Between Passive, Assertive and Aggressive Approaches.
- Interpersonal Techniques.
- Assertiveness Skills.
- Influencing Skills.
- Conflict Management.

## BUSINESS LAW

- White Collar Criminal Law and Procedure
- Veterans Law and Disability Benefits Clinic
- Topics in Policy Reform: Race and Poverty in the Criminal Justice System
- The Warren Court
- The Operations and Ethics of the State Attorney General
- Taxation of Business Corporations
- Tax Law, Finance, and Strategic Planning
- Strategies for Defending Constitutional Democracy Under Stress
- Cyber Criminal Law and Procedure
- Reimmigration: The Intersection of Criminal Law and Immigration Law
- Conflict of Laws

## TIME MANAGEMENT

- Effective Time Management- Get 10X More Done in Less Time
- Productivity and Time Management for the Overwhelmed - Time Management Secrets for Busy People
- Time Management, Prioritization and Productivity
- Time Management & Productivity Best Practices: Get More Done

## PUBLIC RELATIONS

- Communication and Interpersonal Skills - Press Coverage
- Copywriting in Public Relations
- Crisis Communication

## INFORMATION TECHNOLOGY

- Business Information Technology - Cloud Computing
- Computer Security
- Cyber Security
- ICT
- Information Technology Management - IT Security
- Networks

## MARKET RESEARCH

- Marketing Research Process
- Marketing Research Services
- Syndicated Services
- Standardized Services
- Customized Services
- Data Collection Methods
- Qualitative versus Quantitative
- Consumer Behavior
- Infographics and Data Visualization
- Viewpoint Customer: Service Quality. Customer Satisfaction. Customer Loyalty

## ACCOUNTING

- Financial Accounting -Managerial Accounting
- Cost Accounting
- Auditing
- Tax Accounting
- Accounting Information Systems - Fiduciary Accounting
- Forensic Accounting

## FINANCE

- Retail and Commercial Banking - Commercial Finance
- Corporate Finance
- Financial Accounting
- Financial Planning
- Investment Banking -Commercial Banking



## PRODUCTION AND OPERATION

- The Concepts and Definitions of Risk and Risk Management - Risk Management Standards
- Enterprise Risk Management
- Risk Assessment, Identification, Analysis and Evaluation -Risk Responses and Risk Treatment

## RISK MANAGEMENT

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## COMMUNICATION

- Marketing communications
- Effective communication skills for influencers
- Communications skills for managers
- Customer service communications skills
- Communication Strategies
- Communication Skills Interpersonal and Economics

## PRODUCT RESEARCH AND DEVELOPMENT

- Product Research
- Product Development Phases
- Vision in Product Design
- New Product Development
- Digital Product Management: Modern Fundamentals -3D Printing

## HUMAN RESOURCES

- Recruiting and Staffing
- Benefits and Compensation
- Employee Relations
- HR Compliance
- Organizational Design
- Training and Development
- Human Resource Information Systems (H.R.I.S.) and Payroll

## SUPPLY CHAIN AND LOGISTICS

- Principles of Supply Chain
- Procurement Management Strategies
- Supply Chain Management and Operations Strategies - Business Analytics
- Practical Logistics
- Project Management for Business
- International Logistics
- Business Research Design

## SKILLS

- Job Search Skills
- Facilitation Skills
- Interpersonal Skills
- Negotiation Skills
- Organizational Skills
- Presentation Skills

## MANAGEMENT

- Strategic Management
- Performance Management
- Effective Coaching and Motivation
- Managing Performance and Delegation skills
- Secrets of Successful Leadership

## AUDITING

- Internal Audit Basics
- Internal Audit Practice
- Internal Audit Knowledge Elements
- Internal Audit and Control
- Financial Accounting and Detecting Fraud

## PROJECT MANAGEMENT

- Effort management
- Project portfolio management
- Program management
- Project risk management
- Project workforce management

## MARKETING AND SALES

- Marketing Fundamentals
- Brand Management
- Digital Marketing
- Sales Skills
- Market Research

## LEADERSHIP TEAM DEVELOPMENT

- Enhancing Team Effectiveness Workshop
- Team Effectiveness Coaching
- The Power of Collaboration
- Recognizing and Removing Barriers to Performance
- Conflict: from Prevention to Resolution
- Presentation Skills
- Coaching Excellence
- Certified Local Change Agent



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