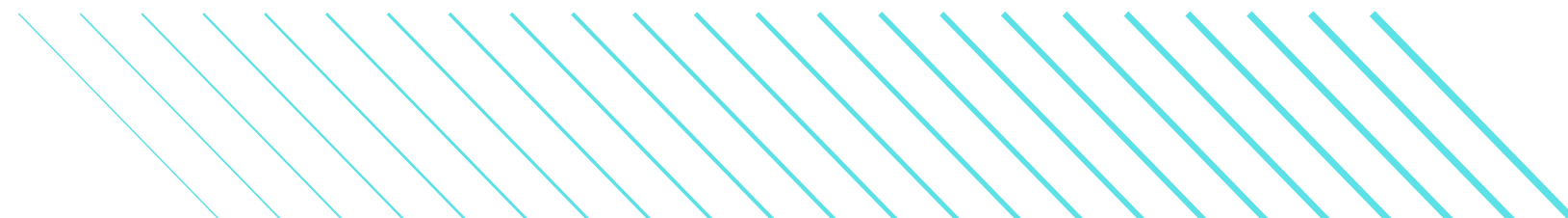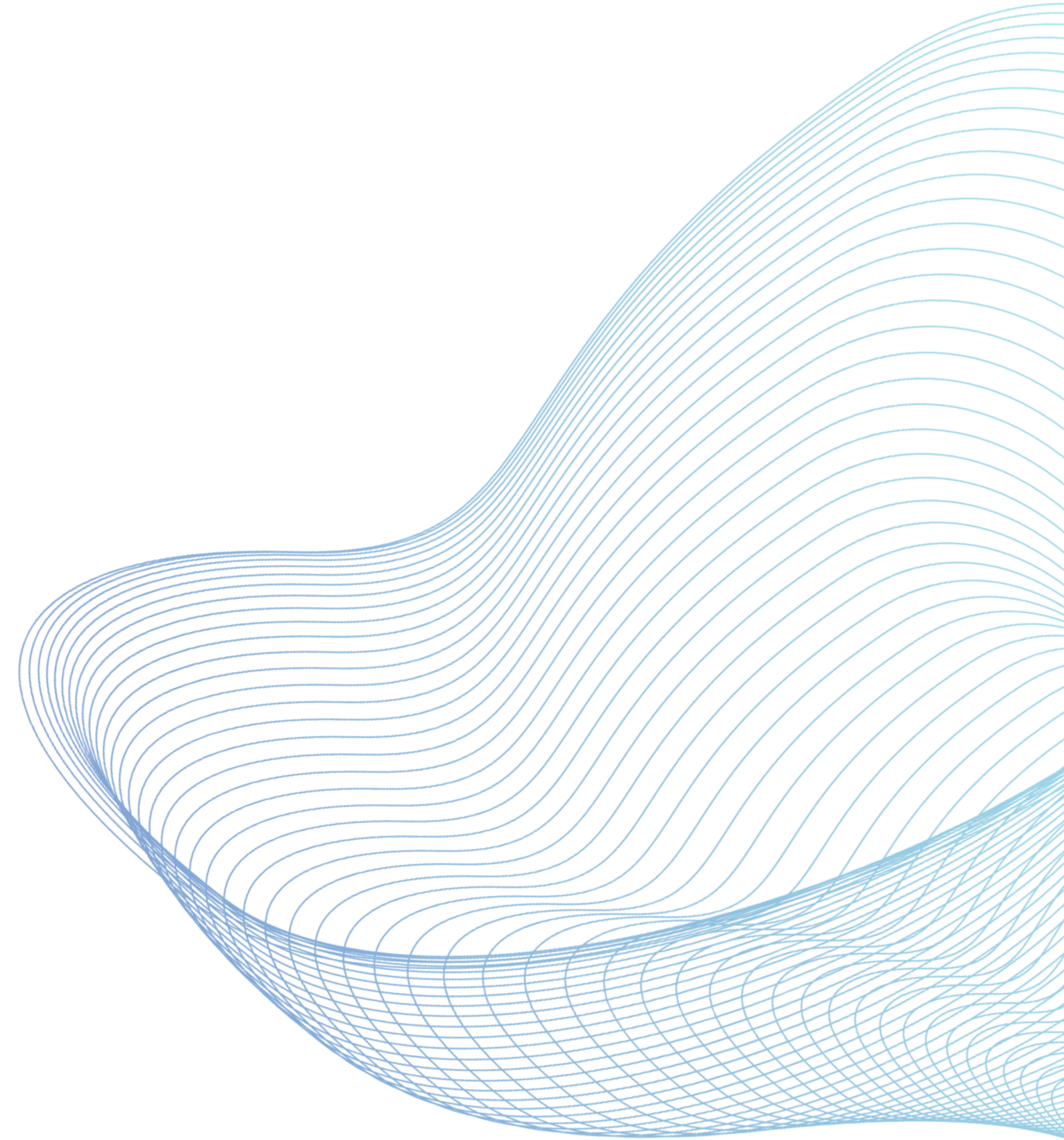# Khaleej Oman Institute

معهد خليج عمان

شريكك في التدريب منذ عام ١٩٨٩

INSTITUTE PROFILE

+968 92028801

info@khaleejoman.com

www.khaleejoman.com

INTRODUCTION

KHALEEJ OMAN INSTITUTE has been training Omani's since **1989**. We focus on the training needs of various verticals such as Oil, Gas and Petrochemicals, Banking and Financial Services, Government Institutions and Ministries, Telecommunications, Ports and Transport. KOI strives to be the best training institute in the Sultanate of Oman, with the highest regards to quality and professionalism.

VISION

To contribute effectively & consistently for the success of Omani participation in job industry, by building their confidence in the delegated jobs, thus enabling the employers move towards their goals.

MISSION

To provide the excellence of training and education for the advancement and expansion of industry and commerce in a changing and competitive world.

OBJECTIVES

- Providing a variety of training and professional development opportunities to suit the need of all Clients.
- Providing the suitable Learning environment for all types of learners.
- Ensuring Satisfaction of students using the best practices in Training and professional development services.

MILESTONE

CELEBRATING 34 YEARS OF SERVICE

34 YEARS

• 1989 to 2023 •

2021 — Association with KUDOS Certiport for conduting IC3, Microsoft and EC-Council Cyber Security Courses.

2022 — Official IELTS test centre approval received enabling us to train and test candidates at our centre

2023 — Strategic Partnership enabling Khaleej Oman Insittute to provide over 1500 specialized courses related to IT Networking & Cyber Security

IELTS **IC3** **Microsoft** Learning Partner **EC-Council**

STAY INSPIRED. NEVER STOP CREATING.

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LANGUAGE COURSES

- **IELTS TRAINING & TEST**

  The IELTS Preparation courses in this specialization are intended for those seeking to boost their scores on the IELTS exam. Whether you have taken the test before, these courses will help you to become more familiar with the various types of questions on the test. The many tips and strategies demonstrated in the courses prepares you to perform your best to attain the scores you seek.

- **ENGLISH LANGUAGE TRAINING**

  Our courses offer a variety of start dates and intensity levels, and you can choose a shorter or longer course depending on your goals. You'll benefit from our specially designed system to help you achieve fluency by using a range of innovative learning techniques.

- **BUSINESS & SPOKEN ENGLISH**

  Supercharge your English speaking fluency and improve your vocabulary, grammar and English language skills.

LANGUAGE SKILLS ENHANCING

- GENERAL ENGLISH LANGUAGE LEARNING

- BUSINESS ENGLISH

- SPOKEN ENGLISH

- IELTS ACADEMIC TRAINING

- IELTS GENERAL TRAINING

- OET (STARTING SOON)

- ART OF DRAFTING

- PRESENTATION SKILLS

COMPUTER COURSES

- **INTERNET COMPUTING CORE CERTIFICATION - IC3**

  The IC3 certification (Internet Core Competency Certification) certification covers basic computer literacy, including operating systems, hardware, software, and networks. The IC3 certifications test concepts and skills that apply to almost any school or career pathway.

- **ADOBE CERTIFIED PROFESSIONAL - ACP**

  The Adobe certification programs will help educators effectively teach and validate digital communication skills while providing students with credentials that demonstrate real-world expertise to potential employers and academic institutions.

- **INFORMATION TECHNOLOGY SPECIALIST- ITS**

  The IT Specialist program is aimed at candidates who are considering or just beginning a path to a career in information technology. Students can certify their knowledge in a broad range of IT topics, including software development, database administration, networking and security, mobility and device management, and coding.

COMPUTER COURSES

- **MICROSOFT CERTIFIED EDUCATOR - MCE**

  Microsoft Certified Educator (MCE) is a professional development program that bridges the gap between technology skills and innovative teaching. This new credential provides robust tools that help educators drive best-in-class integration of information and communication technology (ICT) into classroom instruction.

- **MICROSOFT OFFICE SPECIALIST - MOS**

  Microsoft Office Specialist (MOS) certification is the leading IT certification in the world. MOS enables users to tap the full features and functionality of the Microsoft Office system, resulting in heightened levels of individual performance, confidence, and differentiation.

- **MICROSOFT CERTIFIED FUNDAMENTALS - MTC**

  The future of computing is in the cloud, and the cloud is growing—fast! Whether in data storage, web hosting, CRM management, or online productivity tools, companies are looking for trained individuals who understand the benefits of the cloud. We help students fill these high-demand job roles by getting them certified with the Microsoft Certified Fundamentals exams.

MARKETING COURSES

- INTRODUCTION TO DIGITAL MARKETING
- SEO FOR BEGINNERS
- SEARCH ENGINE MARKETING
- CONTENT MARKETING BASICS
- INFLUENCER MARKETING
- SOCIAL MEDIA MARKETING
- LINKEDIN MARKETING
- INSTAGRAM MARKETING
- AFFILIATE MARKETING
- EMAIL MARKETING
- MARKETING AND RETAIL ANALYTICS

SPECIALISED IT COURSES

- **FEW OF THE COURSES THAT WE OFFER**

Cisco Certified Network Associate (200-301 CCNA)

Certified Information Systems Security Professional (CISSP)

Certified Ethical Hacker v12 - CEHv12

Certified Ethical Hacker V11 -CEH-v11

CompTIA Cybersecurity Analyst (CySA+)

Certificate in Information Security Management Principles (CISMP)

CISSP-ISSAP

Cloud Security Essentials

CompTIA N+

CompTIA Cloud+

Certified Blockchain Professional

MS-500T00: Microsoft 365 Security Administration MS-500T00

ITILÂ® 4 Foundation

CompTIA-SY0-601-Security+

Certified Information Security Manager (CISM)

Certified Cloud Security Professional (CCSP)

Certified Information Systems Auditor-CISA

SC-100T00: Microsoft Cybersecurity Architect SC-100T00

Certified Chief Information Security Officer(CCISO)

Certified Wireless Security Professional (CWSP)

HSE SAFETY COURSES

- **FEW OF THE COURSES THAT WE OFFER**

Basic Fire Extinguisher
Chemical Hazard Awareness
Job Hazard Abalysis
Confined Space Entry Awarness
Supervising Safety
Environmental Awareness
Respiratory Protection
Protection at Home
Basic First Aid
Advanced First Aid
Standard First Air CPR
Managing Safely
Chemical Handling Management
Safety Leadership for Frontline Supervisors
H2S Awareness and Escape
H2S Awareness and Escape Recertification
Safe Journey Management

(OPAL Approval under process)

HR COURSES

TAILOR MADE HR COURSES
Our HR Courses provide comprehensive knowledge about theories and practices associated with hiring processes. It also offersadministrative services, performance management, and staff administration. Regardless of your experience level, continuous development in HR is always valuable.

WHY HR COURSES ARE IMPORTANT
Our HR courses focus on cultivating a strategic mindset in sourcing and retaining the talents in an organization. We nurture them into future leaders who drive organizational success. These courses emphasis the utmost significance of an organization's most valuable asset : Its people. Pursuing HR courses can enhance your expertise and competencies, making you prepared for well-compensated positions.

WE HAVE OUR HR COURSES BOTH IN ENGLISH AND ARABIC

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PERSONALITY DEVELOPMENT COURSES

- PUBLIC SPEAKING

- INTERVIEW SKILLS

- CRITICAL THINKING STRATEGIES

- WORKPLACE COMMUNICATION

- LEADERSHIP SKILLS

- SUCCESSFUL NEGOTIATION SKILLS

- LEADING DIVERSE TEAMS

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COMMERCIAL & FINANCIAL COURSES FOR VARIOUS SECTORS

ACCOUNTING & FINANCE COURSES FOR ALL SECTORS

- Anti-Money Laundering Specialist
- Know your Customer Specialist
- Regulatory Compliance Specialist
- Sanctions Compliance Specialist
- FATCA & SRS Specialist
- Certified Compliance Manager
- International Financial Reporting Standards
- Prince2 Foundation
- Prince2 Practitioner
- Microsoft Power BI
- Forensic Accounting
- Foundations of Cyber Security
- Business Impact Analysis
- Crisis Management
- Risk Management
- Anti-Bribery Management System
- Compliance Management System
- Operational Risk Management in Financial Institutions
- Whistleblowing Management System
- Root Cause Analysis

ACCOUNTING & FINANCE COURSES FOR ALL SECTORS

COMMERCIAL & FINANCIAL COURSES FOR VARIOUS SECTORS

- Privacy Information Management System
- Social Responsibility Management System
- Guidelines for Sustainable Procurements
- Management System for sustainable development in communities
- Digital Transformation
- Outsourcing
- Governance Risk & Compliance
- Advanced Budgeting & Forecasting
- Internal Control , Compliance , Operational & Financial
- Cost Analysis , Control & Optimization
- Finance for Non Finance Professionals
- Budgeting & Cost Control
- Financial Risk Management
- Operational Risk Management

SENIOR MANAGEMENT COURSES

TURNAROUND MANAGEMENT

- Marketing Turn-Around Strategies
- Money Turn-Around Strategies
- Management Turn-Around Strategies
- Methods Turn-Around Strategies
- Material Turn-Around Strategies
- People Turn-Around Strategies
- Machine Turn-Around Strategies
- Effective Budget Preparation and Control
- Practical Workshop on Turnaround Management
- Gamut of Managerial Skills for Turnaround Management

ADVANCED TECHNOLOGIES

- Introduction to Industry 4.0
- Introduction to Supply Chain Analytics
- Introduction to Digital Transformation
- Introduction to Big Data Analytics

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SENIOR MANAGEMENT COURSES

WORLD CLASS MANAGEMENT PRACTICES

- How to implement 5S
- How to implement Poka-Yoke
- VANVA Analysis
- Value Stream Mapping
- Maximising Value Addition through 3M Elimination
- Introduction to Talking Shopfloor
- Introduction to 3C
- How to implement FIFO and VAS
- Core Tool – APQP, PPAP, FMEA, MSA, SPC..
- Introduction to World Class Manufacturing
- World Class Manufacturing Thru Lean
- Productivity & Effectiveness Enhancement Kourse (PEEK)
- Implementing Kaizen through GIFTS approach
- TPM Implementation
- MPCP Methodology – Policy Deployment
- Introduction to World Class Management
- Effective Quality management

SENIOR MANAGEMENT COURSES

MANAGERIAL / SOFT SKILLS TRAINING

- CEO Acumen
- Effective Competence Building
- Introduction to Multiskilling and Deskilling
- How to get maximum out of meetings
- Goals and Roles
- Business Process Reengineering
- Unbiased Scientific Decision Making
- Entrepreneur Mindset
- Introduction to MPCP – Policy Deployment
- 360 Degree Feedback System
- Audit Training
- Benchmarking
- Creating Customer Driven Organization
- Change Leadership
- Change Management
- Coaching & Mentoring
- Business Communication
- Creative Problem Solving
- Creating Dynamic Enterprise
- Employee Motivation
- Group Dynamics

SENIOR MANAGEMENT COURSES

MANAGERIAL / SOFT SKILLS TRAINING

- Human Resource Management
- Recruitment & Selection System
- Interpersonal Skills
- Interviewing Skills
- Strategic Management
- Effective Leadership & Delegation
- Leadership and Influence
- Managing Conflict
- Organizational Behavior
- Performance Appraisal
- Project Management
- Effective Quality management
- Strategic Decision Making
- Strategy Leadership & Culture
- Strategic Management and Measurement
- Stress Management
- Training Need Analysis
- Technical Reporting and Writing Skills
- The Work Organization

SKILL DEVELOPMENT COURSES

- **ENTREPRENEURSHIP & SMALL BUSINESS - ESB**

  Successful completion of this certification will validate skills and knowledge for those students interested in working in a middle-skill trade profession as their own boss and those with entrepreneurship and small business career aspirations.

- **PROJECT MANAGEMENT**

  Project Management Institute® (PMI) is the world's leading association for those who consider project, program, or portfolio management their profession.
  The PMI Project Management Ready™ certification is a way for students to immerse themselves in the project management industry and connect with this passionate community of professionals.

- **SOFT SKILLS DEVELOPMENT**

  Soft skills necessary for today's workplace as well as how to develop and improve them. We will cover teamwork skills, conflict and time management skills, communication skills, problem solving and decision making skills, interpersonal skills as well as basic leadership skills.

FACILITIES

- Car Parking
- Reception Disk
- Waiting & Rest zone
- Cold & Hot Drinks Corner
- Mini-Library
- Wi-Fi Connection
- Computer Lab (02)
- Multi-functional Lab / Conference Room (01)
- Language Labs Classrooms (03)
- Prayer room
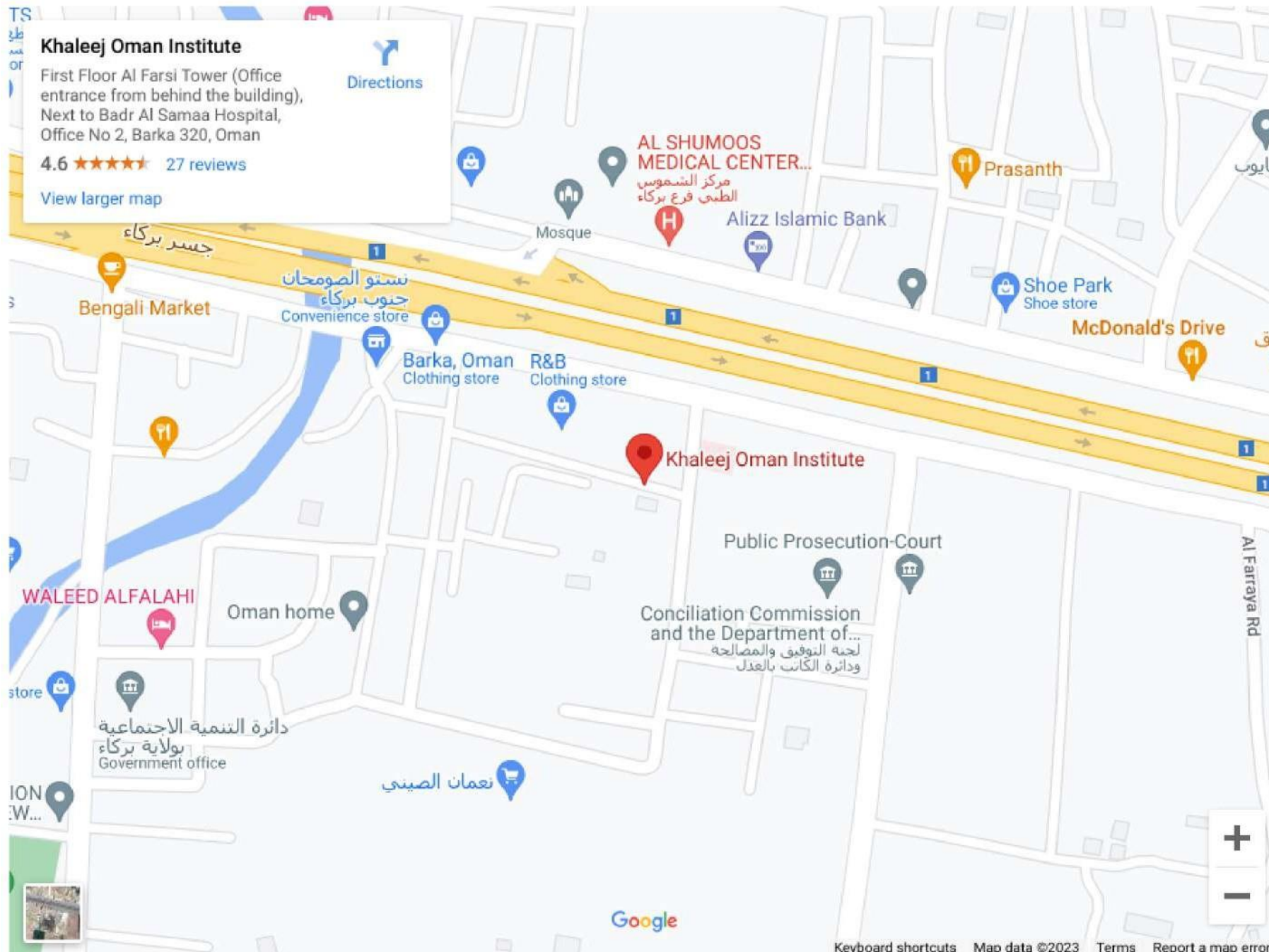- Trainers Room (01)

Combined seating capacity : 120 Students

LET'S CONNECT!

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