

COURSES MANUAL 2019



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Our Vision

To be the first training center of choice in the GCC through providing variety of valued and accredited learning programmes.



Our Mission

To bring the benefits for learning to many organizations and individuals in the form of sustainable post learning impact.



Our Values

- Integrity.
- Credibility.
- Innovation.
- Transparency.
- Trust.

Introduction

THE CENTRE

Origin Training Centre (OTC) is an arm of Origin Group which was established in 1998, a leading company in Human Capital Development in the GCC, the MENA region and Europe.

OTC was established with an approach to train, enhance and develop Human Capital, ranging from employees of the private and public sectors in addition to job seekers.

The training is delivered in a simulative and innovative methodology and digitized solutions taking into consideration the market needs and trends.

THE PROGRAMMES

Our programmes are designed to ensure that our trainees are competent to adopt up-to-date skills to apply them in today's demanding work environment and proficient to turn challenges into opportunities.

Our impressive range of innovative and diversified training programmes are designed and delivered by a team of multilingual and multinational professionals experienced in providing training solutions applicable to today's business challenges.

THE AWARDING BODIES

We are committed to provide quality training in the standards and practices that govern the way we approach our business. This is reinforced through alliances that we have formed with distinguished local, regional and international professional and accreditation bodies.



Management & Leadership

MANAGEMENT AND LEADERSHIP COURSES LIST

COURSE	HRS	CERTIFICATE
ILM Level 2 Certificate in Leadership & Team Skills	45	ILM
LCCI -Level 2 Certificate in Business Administration	140	LCCI
Certified Project Officer (CPO)	40	IPM - Australia
360 Degree Feedback	30	Completion Certificates
Leadership Skills	21	Completion Certificates
Management & Leadership	20	Completion Certificates
Advance Management & Leadership (Effective Leaders)	50	Completion Certificates
Competency & Talent Management (CTM)	16	Completion Certificates
Risk Management	30	Completion Certificates
Business Intelligence	30	Completion Certificates
Administration and Office Management	33	Completion Certificates
The Six Thinking Hats	20	Completion Certificates
Blue Ocean Strategy	30	Completion Certificates
Artificial Intelligence	30	Completion Certificates
Performance Management	16	Completion Certificates

POPULAR COURSES



ARTIFICIAL INTELLIGENCE

This course provides an overview of A.I., and explains how it can be used to build smart environment that helps organizations be more efficient. Learn how software can be used to process, analyse, and extract meaning from natural language; how to utilize the A.I. processes for business growth, enhance creativity and innovation in the workplace and find out how to build intelligent bots that enable conversational communication between humans and A.I. systems.

THE SIX THINKING HATS

The Six Thinking Hats Corporate Program is a simple & powerful tool that will change the way people think. It promotes the kind of innovative thinking and creative problem solving that is vital to success in today's changing economy & technologies.



ADVANCE MANAGEMENT & LEADERSHIP (EFFECTIVE LEADERS)

Leadership & Development has a place of great importance in today's world as leaders are viewed as the driving force for high team performance. Therefore, leadership skills are fundamental to create, manage, and sustain the changes in the organization.

BLUE OCEAN STRATEGY

Blue Ocean is a new methodology and is the latest in the science of strategy, a necessity in today's rapid business world, knowing how to set up an effective strategy that best suits your skills and fits with your country and culture is crucial to be able have a successful organization.



Accounting, Banking & Finance

COURSE	HRS	CERTIFICATE
AAT- Level 2- Foundation Certificate in Accounting	211	AAT - UK
AAT- Level 3- Advanced Diploma in Accounting	390	AAT - UK
AAT-Access Award in Business Skills	75	AAT - UK
AAT-Access Award in Accounting Software	45	AAT - UK
AAT-Access Award in Bookkeeping	45	AAT - UK
CISI L-3 Certificate in Islamic Finance	132	CISI
CISI Level 4 Certificate in Investment Management	70	CISI
CISI - Level 4 Certificate in Advanced Wealth Management	75	CISI
Digital Transformation in Financial Services	30	Completion Certificates
Banking & Teller Security	30	Completion Certificates
VAT Implementation	30	Completion Certificates
Banking Mystery Shopping	21	Completion Certificates
Detecting and Combating Retail Bank Fraud	21	Completion Certificates
Detecting and Combating ATM Fraud	14	Completion Certificates
FinTech	30	Completion Certificates
Detecting Forgery & counterfeiting Documents & Banknote	21	Completion Certificates
Anti-Money Laundering	18	Completion Certificates

POPULAR COURSES



DETECTING FORGERY & COUNTERFEITING DOCUMENTS & BANKNOTE

This program was developed and designed to develop the participants skills in identifying characteristics of genuine banknotes, documents and signatures and detecting the forged, falsified and counterfeited ones utilizing their personal abilities and capabilities in line with the nature of the banking business, and training them on using modern scientific detection techniques to do this.

ANTI-MONEY LAUNDERING

This comprehensive program will provide participants with the definition and concept of anti-money laundering (aml), the various stages of aml, and the legal and regulatory requirements and initiatives by the international, regional and local communities against ml/ft. Participants will also develop skills on conducting customer due diligence and detecting suspicious transactions. Special emphasis will be placed on the financial action task force (fatf) recommendations, forty and the special nine, which are the principal sources of aml legislation as well as ml preventive measures unveiled.



DIGITAL TRANSFORMATION IN FINANCIAL SERVICES

Digital Transformation in Financial Services (DTF) will help you understand these technologies and see how you can create value and revenue from them. In a world where disruptive technology enables you to monetize almost anything, you will discover new opportunities from fintech, blockchain, big data and machine learning amongst other innovations.

VAT IMPLEMENTATION

This three days course covers an introduction on VAT history worldwide, GCC states' decision to adopt VAT, everything else related to VAT, such as regulations, terminologies, VAT accounting, VAT return reporting, and what businesses need to do to prepare for VAT. Also provided is Information on the risks of business failure to comply and how to help with that. This is an interactive course with extensive practical exercises and problem-solving through case studies and VAT accounting entries.



Sales, Marketing & Customer Service

SALES, MARKETING AND CUSTOMER SERVICE COURSES LIST

COURSE	HRS	CERTIFICATE
Professional Diploma in Digital Marketing	40	Digital Marketing Institute - Ireland
NISM- Social Media Strategist	40	NISM
ISMM Level 6 Diploma in Strategic Sales Management	220	ISMM
Customer Centricity	16	Completion Certificates
Customer Relationship Management	20	Completion Certificates
The Leadership in Building Customer Service Cultures	18	Completion Certificates
Advanced Sales Management	21	Completion Certificates
Strategic Sales	50	Completion Certificates
Writing to Mass Media	50	Completion Certificates
Writing Effectively on Social Media	30	Completion Certificates
Brand Me	16	Completion Certificates
Level 2 Certificate in International Retail Operations	55	Completion Certificates
Proficiency in Retail Operations	90	Completion Certificates

POPULAR COURSES



ADVANCED SALES MANAGEMENT

Discover new tools for turning the art of sales management into a reliable science. Help your people motivate themselves. Become a better coach. Learn to adapt your management style for difficult personalities. Get more accurate forecasts. Manage sales campaign risks. Deal effectively with stress. Make meetings more productive. Above all, achieve your sales goals with more ease and certainty.

CUSTOMER CENTRICITY

Customer centricity is a way of doing business with your customer in away that provides a positive customer experience before and after the sale in order to drive repeat business, customer loyalty and profits. And a customer-centric company is more than a company that offers good service.



ISMM LEVEL 6 DIPLOMA IN STRATEGIC SALES MANAGEMENT

The course develops your core attitudes, skill set and knowledge at this level and extends complex management and leadership skills focusing on areas including sales and marketing planning, competitive strategies and resources management.

WRITING EFFECTIVELY ON SOCIAL MEDIA

Writing effectively on social media course is designed to communicate professionally and to create online content of all kinds. It covers how to write content for blogs, social media and many other online platforms. You will learn to write in a way that makes your ideas resonate and stick in the digital world. You will also learn practical techniques to translate plain “good writing” into effective writing.

Leadership and
learning are
indispensable to
each other.

John F. Kennedy

- 35th President of the United States



Self Development

PERSONAL DEVELOPMENT PROGRAMS COURSES LIST

COURSE	HRS	CERTIFICATE
Negotiation Skills	21	Completion Certificates
Communication Skills	25	Completion Certificates
Creative Problem Solving	21	Completion Certificates
Critical & Analytical Thinking	30	Completion Certificates
Presentation Skills	30	Completion Certificates
Advanced Skills for Professional Trainer	50	Completion Certificates
Emotional Intelligence	20	Completion Certificates
Employee Motivation	14	Completion Certificates
Time Management	21	Completion Certificates
Conflict Management	18	Completion Certificates
Team Building Skills	20	Completion Certificates
Administration in Medical Secretary	60	Completion Certificates

POPULAR COURSES



COMMUNICATION SKILLS

Communication skills are central to success in everyone's role, but quite often, it's all about having the confidence to get your message across. When encountering difficult situations it is essential to have the confidence to make yourself heard and understood. This practical four day course is designed to boost your confidence and it offers tips and techniques that will enable you to improve your communication skills.

EMOTIONAL INTELLIGENCE

Emotional intelligence, also called EQ, is the ability to be aware of and to manage emotions and relationships. It's a pivotal factor in personal and professional success. IQ will get you in the door, but it is your EQ, your ability to connect with others and manage the emotions of yourself and others, that will determine how successful you are in life.



TEAM BUILDING SKILLS

Team building is a training course that is both challenging and practical. We aim to teach the ‘people management skills’ in a positive and constructive environment. It has been designed to enable delegates to understand the strategy and motivational skills in team building. You will benefit by learning tips and techniques that will increase your competence and confidence when managing, influencing and leading teams and individuals.

ADVANCED SKILLS FOR PROFESSIONAL TRAINER

This intensive program is designed to provide professional trainers an extensive guide to assist them in developing and presenting quality training programs. At course completion, participants will be able to thoroughly prepare for and deliver an effective training program according to the training principles discussed and practiced during the sessions.



Human Resources

HUMAN RESOURCES COURSES LIST

COURSE	HRS	CERTIFICATE
Associate Professional In Human Resources - International (aPHRi)	60	HRCI
CoachME Level 4 Accredited Professional Certificate in Coaching For Career Guidance and Workforce Capacity Building	40	CoachMe
CoachME Level 4: Accredited Professional Organizational and Leadership Coaching	40	CoachMe
CoachMe Level 5: Accredited Organizational and Leadership Coaching	40	Completion Certificates
Recruitment Analyst	16	Completion Certificates
Introduction to Coaching	30	Completion Certificates
TNA-Training Needs Analysis	50	Completion Certificates
Compensation and Benefits	16	Completion Certificates

POPULAR COURSES



COACHME LEVEL 4: ACCREDITED PROFESSIONAL ORGANIZATIONAL AND LEADERSHIP COACHING:

This qualification is designed to understanding the context for effective workplace coaching and understand the process and content of effective workplace coaching to Draw conclusions on your own abilities as a coach to develop and improve others performance by guided conversation and questioning.

ASSOCIATE PROFESSIONAL IN HUMAN RESOURCES INTERNATIONALTM (APHRI)

If you are new to HR and want to distinguish yourself early on, the Associate Professional in Human Resources - InternationalTM (aPHRiTTM) from HRCI is the perfect certification to help propel your career growth and provide you with the confidence to launch into the HR profession.



TNA-TRAINING NEEDS ANALYSIS

This course will help the organization to perform an in-depth analysis to identify the right training gaps for the employees and to select the training programs needed and how to measure the level of improvement after taking the course.

RECRUITMENT ANALYST

This course is intended to provide you with an understanding of recruitment and selection methods and processes as well as give you an opportunity to develop a critical approach to R&S and HRM. This critical approach is necessary because choosing whom to employ is an important way in which employers pursue their interests in the workplace.



Law & Legal

LEGAL PROGRAMS COURSES LIST

COURSE	HRS	CERTIFICATE
Diploma L4- In Paralegal Studies	100	NALP
Innovative Legal Tech Toolkits	10	Completion Certificates
Legal Design	10	Completion Certificates
Block Chain & Smart Contracts	10	Completion Certificates



POPULAR COURSE

Level 4 | Diploma in Paralegal Studies

This course is designed to bridge the gap between an academic degree and the practical, procedural knowledge and skills necessary to be able to function effectively as a Career Paralegal. It's designed to give learners a sound knowledge and understanding of both the English legal system and other substantive legal areas together with Procedural Law.

LEARNING OUTCOMES

- Understand the Nature and Development of English Law.
- Understand the formation of a contract. Understand the nature of liability in Tort. Understand the nature of Criminal Law.
- Understand the concept of wills; including the formalities required, capacity and how to make additions or alterations.
- Understand the Civil Court structure and the preliminary considerations that should be made before commencing an action.
- Understand the three principle methods of commencing a prosecution.
- Understand what constitutes valid, void and voidable marriages and civil partnerships.
- Understand what information to obtain when taking instructions and why it is required.
- Understand the formalities for making a Will.

TARGET AUDIENCE

Law Graduates, diploma holders or any qualification equivalent to L.L.B.

**Learning how
to learn is life's
most important
skill.**

Tony Buzan

- Inventor of Mind Mapping



Linguistics

LANGUAGE COURSES LIST

COURSE	HRS	CERTIFICATE
Certificate in English for Business Preliminary Level	70	LCCI
LCCI - Level 1 Certificate in English for Business	70	LCCI
LCCI- Level 2 Certificate in English for Business	80	LCCI
LCCI -Level 3 Certificate in English for Business	140	LCCI
General English Level 1	32	Completion Certificates
General English Level 2	32	Completion Certificates
General English Level 3	32	Completion Certificates
IELTS Preparation Course	40	Completion Certificates
Report Writing	16	Completion Certificates

POPULAR COURSE

LCCI - Certificate in English for Business (4 Levels)

LCCI International Qualifications in English for Business help learners to develop their reading, writing, listening and speaking business English language skills. They're suitable for those wanting to develop these skills at a basic functional level.

LEARNING OUTCOMES

- Understanding the basic use of English at the workplace.
- Develop listening, reading, and writing skills.
- Be able to speak with greater confidence through an increased vocabulary.
- Have a greater understanding of the English language grammatical structure.
- Gain the ability to participate in short English conversations.
- Developing presentation and speech skills in English.
- Gain and develop formal communication skills.

EXAMINATION

The LCCI English for Business is a paper-based exam and can be taken throughout the year.

LCCI English for Business Exam differs in content according to each level. It contains reading, writing, and some business language questions (100 marks) and lasts 2 hours.

WHO SHOULD ATTEND?

Those who wish to develop English skills whether job seekers and employees.



Information Technology

INFORMATION TECHNOLOGY COURSES LIST

COURSE	HRS	CERTIFICATE
CISI - Level 3 Certificate in Managing Cyber Security	30	CISI
NCFE Level 1 Certificate in IT User Skills	100	NCFE
LCCI -Level 1 Certificate in Practical IT Skills	70	LCCI
Cyber Security	30	Completion Certificates

POPULAR COURSE

Cyber Security

This course is about 'Cyber Security' as a holistic discipline. It examines both 'Cyber' and 'Security' domains which relate to it security. It is therefore in most parts a non-technical qualification that looks at both Cyber-technical and cyber-physical security threats, risks, responses and risk treatments.

COURSE DELIVERABLES

- Threat and Risk: Expecting the Unexpected
- Network Architecture, Communications and Protocols
- Mobile Data Risks and IoT
- Investigations and Incident Response
- Solutions: Future-Proofing your Business
- EU GDPR and Data Security
- To have a high value of Data Security in Organization

WHO SHOULD ATTEND?

The course's primary focus is to prepare administrators and executives to manage and operate generic and non-technical Cyber security activities within a business, third sector and government organization. This course is particularly suited for employees in full-time work and individuals who seek to protect and prevent their computer and mobile device technology being attacked by Cyber criminals, Cyber terrorism and other physical threats.

Organizations such as banks, telecommunications, insurance, airlines and many financial institutions are highly demanded such programme



Logistics

LOGISTICS PROGRAMS COURSES LIST

COURSE	HRS	CERTIFICATE
CIPS- Certificate in procurement and Supply Operations - level 2	100	CIPS
CIPS- Advanced Certificate in Procurement and Supply - level 3	100	CIPS
CIPS- Advanced Diploma in Procurement and Supply - level 5	250	CIPS
CIPS- Advanced Diploma in Procurement and Supply - level 6	250	CIPS
Supply chain management	9	Completion Certificates

POPULAR COURSE

CIPS- Certificate in procurement and supply operations

This course will give you the knowledge base to reduce cost, improve quality and timescales, manage the supply chain and deal with legal issues.

COURSE OBJECTIVES

- Capability to apply key tasks associated with procurement and supply operations.
- Recognise and describe key transactional processes of procurement and supply.
- Understand and apply demand management through manual or IT based systems.
- Carry out stock valuation and ordering.
- Arrange supply logistics and the necessary paperwork.
- Implement new contracts, including queries on performance, and financial management and contract review.

WHO SHOULD ATTEND?

- If you want to start a career in procurement.
- If you have a bachelor degree in Management, Logistics & Accounting, this will give you more knowledge within your degree.
- If procurement and supply are part of your work and looking for a way to develop it.



Health and Safety

HEALTH AND SAFETY COURSES LIST

COURSE	HRS	CERTIFICATE
Basic Occupational Health & safety	24	HighField
HABC Level 2 Award in Risk Assessment	6	Completion Certificates

POPULAR COURSE

Basic Occupational Health & Safety

The Occupational Basic Health & Safety Training Course provides participants with a comprehensive knowledge of their duties and actions to be followed during a medical emergency or in case of fire. As an important component of the training a practical demonstration regarding escape routes and identification of hazards is also included.

LEARNING OUTCOMES

- Define workplace safety.
- Create a safety plan and identify hazards at work place.
- Learn how to implement a safety plan at work place
- Implement Basic Safety procedures.
- Be able to recognize life-threatening situations.
- Be able to offer vital assistance before more experienced help arrives.
- Understanding Fire - the fire triangle, fire classes, and fire extinguishers.
- Fire Safety Arrangements - the fire plan, fire safety arrangements, housekeeping, fire detection and warning systems, emergency routes and exits, fire safety signs, and emergency lighting.

**Develop a
passion for
learning. If you
do, you will
never cease to
grow.**

Anthony J. D'Angelo

- Author



Travel and Tourism

TRAVEL AND TOURISM COURSES LIST

COURSE	HRS	CERTIFICATE
Foundation in Travel and Tourism with Saber	199	IATA
IATA-Selling & Marketing Airline Reservation & Travel in Saber	80	IATA
Travel & Tourism Consultant	160	IATA

Foundation in Travel and Tourism with Saber

The Foundation in Travel and Tourism Course provides an understanding of the travel and tourism industry, describes the travel professionals role in the travel industry, the role of technology and the importance of exceeding customer expectations. Fundamental skills and competencies linked to industry regulations, standard coding, world geography, quoting air fares and interpreting fare rules, electronic ticketing, GDS functionality, passenger travel documents such as passports, visas and health certificates and reservations procedures are learned in this course. This course also introduces the complete spectrum of travel products and services sold by travel professionals, including hotels, car hire, cruises, and rail and tour products.

OBJECTIVES AND BENEFITS

- Advise customers on passport and visa requirements, as well as on travel insurance options.
- Promote services and facilities available to airline passengers during their travel.
- Interpret standard industry codes to plan and reserve travel itineraries.
- Sell rail travel, car rental, hotel accommodation, cruises and pre-packaged tour products.
- Provide good customer service and retain customer loyalty.
- Use the Global Distribution System to make and maintain reservations and issue travel documents.

WHO SHOULD ATTEND?

- Airline reservation agents
- Agency back-office personnel
- Independent travel consultants
- Airline reservation agents
- Tour operators
- Call centre agents

EVENTS' CALENDAR - 2019

TYPE	EVENT	COUNTRY
Workshop	Employee performance development through Emotional Intelligence	Oman
Conference	Technology, Innovation and the Law in the Mena Region	Bahrain
Workshop	Detecting ATM Fraud	Oman
Conference	The 7th Annual Leadership Conference	Oman
Conference	Leadership Sustainability Conference	KSA
Conference	The 48th IFTDO Conference and exhibition	BiH
Workshop	Mind Mapping for Business Growth	Oman
SECOND QUARTER		
Workshop	Managing Crisis and Business Continuity	Oman
Conference	Blue Ocean Strategy Course	Oman
Workshop	Excellence and creativity through NLP	Oman
THIRD QUARTER		
Conference	The 8th GCC Wellbeing Conference	Oman
Workshop	Ethical Values for Productivity Development	Oman
Conference	The 9th Annual GCC Productivity Conference	Oman
Workshop	Advanced Management and Leadership	Oman
FOURTH QUARTER		
Conference	The 6th Annual Customer Service	Oman
Workshop	Bedazzling in communication and Negotiation	Oman
Workshop	HR for non HR	Oman
Workshop	Social Media Strategies for Business Growth	Oman
Conference	Junior world Entrepreneurship Forum	Oman

AWARDING BODIES



What is your development plan for 2019?

Tick the courses you'd like to enrol in:

MANAGEMENT AND LEADERSHIP

- ☐ 360 Degree Feedback
- ☐ Leadership Skills
- ☐ Management & Leadership
- ☐ Advance Management & Leadership Programme (Effective Leaders)
- ☐ Competency & Talent Management (CTM)
- ☐ ILM Level 2 Certificate in Leadership & Team Skills
- ☐ LCCI -Level 2 Certificate in Business Administration
- ☐ Risk Management
- ☐ Business Intelligence
- ☐ Administration and Office Management
- ☐ The Six Thinking Hats
- ☐ Blue Ocean Strategy
- ☐ Artificial Intelligence
- ☐ Performance Management
- ☐ Certified Project Officer (CPO)

ACCOUNTING, BANKING AND FINANCE

- ☐ AAT- Level 2- Foundation Certificate in Accounting
- ☐ AAT- Level 3- Advanced Diploma in Accounting
- ☐ AAT-Access Award in Business Skills
- ☐ AAT-Access Award in Accounting Software
- ☐ AAT-Access Award in Bookkeeping
- ☐ Digital Transformation in Financial Services
- ☐ Banking & Teller Security
- ☐ VAT Implementation
- ☐ Banking Mystery Shopping
- ☐ Detecting and Combating Retail Bank Fraud
- ☐ Detecting and Combating ATM Fraud
- ☐ FinTech
- ☐ Detecting Forgery & counterfeiting Documents & Banknote
- ☐ Anti-Money Laundering
- ☐ CISI L-3 Certificate in Islamic Finance
- ☐ CISI Level 4 Certificate in Investment Management
- ☐ CISI - Level 4 Certificate in Advanced Wealth Management

What is your development plan for 2019?

Tick the courses you'd like to enrol in:

SALES, MARKETING AND CUSTOMER SERVICE

- ☐ Professional Diploma in Digital Marketing
- ☐ NISM- Social Media Strategist
- ☐ ISMM Level 6 Diploma in Strategic Sales Management
- ☐ Customer Centricity
- ☐ Customer Relationship Management
- ☐ The Leadership in Building Customer Service Cultures
- ☐ Advanced Sales Management
- ☐ Strategic Sales
- ☐ Writing to Mass Media
- ☐ Writing Effectively on Social Media
- ☐ Brand Me
- ☐ Proficiency in Retail Operations
- ☐ Level 2 Certificate in International Retail Operations

SELF DEVELOPMENT PROGRAMS

- ☐ Negotiation Skills
- ☐ Communication Skills
- ☐ Creative Problem Solving
- ☐ Critical & Analytical Thinking
- ☐ Presentation Skills
- ☐ Advanced Skills for Professional Trainer
- ☐ Emotional Intelligence
- ☐ Employee Motivation
- ☐ Time Management
- ☐ Conflict Management
- ☐ Team Building Skills
- ☐ Administration in Medical Secretary

HUMAN RESOURCES

- ☐ Associate Professional In Human Resources - International (aPHRi)
- ☐ CoachME Level 4 Accredited Professional Certificate in Coaching For Career Guidance and Workforce Capacity Building
- ☐ CoachME Level 4: Accredited Professional Organizational and Leadership Coaching
- ☐ CoachMe Level 5: Accredited Organizational and Leadership Coaching
- ☐ Recruitment Analyst
- ☐ Introduction to Coaching
- ☐ TNA-Training Needs Analysis
- ☐ Compensation and Benefits

Tick the courses you'd like to enrol in:

LEGAL PROGRAMS

- ☐ Diploma L4- In Paralegal Studies
- ☐ Innovative Legal Tech Toolkits
- ☐ Legal Design
- ☐ Block Chain & Smart Contracts

ENGLISH LANGUAGE

- ☐ Certificate in English for Business Preliminary Level
- ☐ LCCI - Level 1 Certificate in English for Business
- ☐ LCCI - Level 2 Certificate in English for Business
- ☐ LCCI -Level 3 Certificate in English for Business
- ☐ General English Level 1
- ☐ General English Level 2
- ☐ General English Level 3
- ☐ IELTS Preparation Course
- ☐ Report Writing

HEALTH AND SAFETY

- ☐ Basic Occupational Health & safety
- ☐ HABC Level 2 Award in Risk Assessment

INFORMATION TECHNOLOGY

- ☐ CISI - Level 3 Certificate in Managing Cyber Security
- ☐ NCFE Level 1 Certificate in IT User Skills
- ☐ LCCI -Level 1 Certificate in Practical IT Skills
- ☐ Cyber Security

TRAVEL AND TOURISM

- ☐ Foundation in Travel and Tourism with Saber
- ☐ IATA-Selling & Marketing Airline Reservation & Travel in Saber
- ☐ Travel & Tourism Consultant

+973 17 552 078 | 17 552 878





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