



معهد واحة المواهب
Talent Oasis Institute

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No	Job Family	Course Name
1	Logistics (Supply Chain, Postal, Maritime, Ports, Freight)	<ul style="list-style-type: none"> • Supply Chain Management Fundamentals • Freight Forwarding & Customs Compliance • Port Operations & Maritime Logistics • Warehousing & Inventory Management • Last-Mile Delivery & Postal Logistics • Dangerous Goods (Hazmat) Transportation • Cold Chain Logistics & Perishable Goods Handling • Digital Transformation in Logistics (AI, IoT, Blockchain) • Sustainable & Green Logistics Practices • Risk Management & Resilience in Supply Chains
2	Contracts and Procurement (Contract Management, Strategic Sourcing, Shared operations, Procurement and Materials management)	<ul style="list-style-type: none"> • Fundamentals of Contract Management & Administration • Strategic Sourcing & Supplier Relationship Management • Procurement Best Practices & Materials Management • Negotiation Strategies for Procurement Professionals • Shared Services & Collaborative Procurement Operations • Contract Law & Legal Compliance in Procurement • Cost Reduction & Spend Analysis in Strategic Sourcing • Risk Management in Contracts & Procurement • Digital Procurement & E-Sourcing Technologies • Ethics & Sustainable Procurement Practices
3	Technology (information security, Strategy and Innovation, shared operations, operation system, Data management)	<ul style="list-style-type: none"> • Information Security & Cybersecurity Fundamentals • IT Strategy & Digital Innovation Management • Shared IT Operations & Service Management • Operating Systems Administration & Optimization • Data Management & Governance Best Practices • Cloud Computing & Virtualization Technologies • Big Data Analytics & Business Intelligence • IT Risk Management & Compliance • Emerging Technologies: AI, IoT & Blockchain • IT Project Management & Agile Methodologies
4	Finance (Accounts and Treasury)	<ul style="list-style-type: none"> • Fundamentals of Financial Accounting & Reporting • Treasury Management & Cash Flow Optimization • Budgeting, Forecasting & Financial Planning • Corporate Finance & Capital Management • Risk Management in Finance & Treasury Operations • Financial Compliance & Regulatory Standards • Advanced Financial Analysis & Valuation Techniques • Working Capital Management & Liquidity Strategies • Digital Transformation in Finance (FinTech & Automation) • Ethics & Fraud Prevention in Financial Management

No	Job Family	Course Name
5	Internal Audit	<ul style="list-style-type: none"> • Fundamentals of Internal Auditing & Assurance Services • Risk-Based Auditing Methodologies & Frameworks • Internal Controls Evaluation & SOX Compliance • Fraud Detection, Prevention & Forensic Auditing • Audit Data Analytics & Continuous Monitoring • IT Auditing & Cybersecurity Risk Assessment • Operational Auditing for Process Improvement • Governance, Risk & Compliance (GRC) Integration • Audit Reporting & Communication Skills • Emerging Trends in Internal Audit (AI, ESG, Blockchain)
6	Human Resources	<ul style="list-style-type: none"> • Strategic Human Resource Management & Business Alignment • Talent Acquisition & Recruitment Best Practices • Employee Onboarding, Training & Development Strategies • Performance Management & Appraisal Systems • Compensation, Benefits & Total Rewards Management • Workplace Diversity, Equity & Inclusion (DEI) Initiatives • Employee Relations & Conflict Resolution Techniques • HR Compliance, Labor Laws & Ethical Practices • HR Analytics & Data-Driven Decision Making • Change Management & Organizational Development
7	Administrative Services	<ul style="list-style-type: none"> • Essential Office Administration & Executive Support Skills • Records Management & Document Control Best Practices • Meeting & Event Coordination for Administrative Professionals • Business Communication & Professional Correspondence • Time Management & Productivity Tools for Administrative Staff • Travel Coordination & Expense Management • Office Technology & Digital Tools for Efficiency • Customer Service Excellence in Administrative Roles • Procurement & Inventory Management for Office Supplies • Workplace Safety & Emergency Preparedness for Admin Teams
8	Quality, Health, Safety, Security, Environment, and Sustainability	<ul style="list-style-type: none"> • Integrated QHSSE Management Systems (ISO 9001, 45001, 14001, 22301) • Occupational Health & Safety (OHS) Risk Assessment & Mitigation • Environmental Management & Sustainability Best Practices • Incident Investigation & Root Cause Analysis (RCA) Techniques • Process Safety Management (PSM) & Hazardous Materials Handling • Corporate Security & Crisis Management Planning • Waste Management & Circular Economy Strategies • Emergency Preparedness & Business Continuity Planning • Sustainability Reporting & ESG (Environmental, Social, Governance) Compliance • Behavior-Based Safety & Workplace Culture Transformation

No	Job Family	Course Name
9	Corporate Development (Business Planning, Fraud Risk Management)	<ul style="list-style-type: none"> • Strategic Business Planning & Corporate Growth Frameworks • Mergers & Acquisitions (M&A) Strategy & Execution • Fraud Risk Assessment & Mitigation Strategies • Corporate Governance & Ethical Business Practices • Financial Due Diligence for Business Investments • Anti-Fraud Controls & Forensic Accounting Techniques • Enterprise Risk Management (ERM) for Corporate Development • Business Valuation Methods & Deal Structuring • Whistleblower Programs & Fraud Investigation Protocols • Digital Transformation in Corporate Development & Fraud Detection
10	Business Development & Business continue Management	<ul style="list-style-type: none"> • Business Development • Strategic Business Development & Market Expansion Techniques • B2B & B2C Sales Strategies for Revenue Growth • Partnerships, Alliances & Joint Venture Development • Customer Relationship Management (CRM) & Retention Strategies • Competitive Intelligence & Market Analysis • Business Continuity & Resilience • Business Continuity Planning (BCP) & Disaster Recovery • Crisis Management & Organizational Resilience • Supply Chain Risk Management for Business Continuity • ISO 22301 (BCMS) Implementation & Compliance • Digital Transformation in Business Continuity (AI, Cloud, Automation)
11	Commercial (Business Development, Product Development, Portfolio Development)	<ul style="list-style-type: none"> • Business Development • Strategic Business Development & Market Expansion Techniques • B2B & B2C Sales Strategies for Revenue Growth • Partnerships, Alliances & Joint Venture Development • Customer Relationship Management (CRM) & Retention Strategies • Competitive Intelligence & Market Analysis • Business Continuity & Resilience • Business Continuity Planning (BCP) & Disaster Recovery • Crisis Management & Organizational Resilience • Supply Chain Risk Management for Business Continuity • ISO 22301 (BCMS) Implementation & Compliance • Digital Transformation in Business Continuity (AI, Cloud, Automation)

No	Job Family	Course Name
12	Marketing (Communications, Marketing strategy, Customer relationship management etc)	<ul style="list-style-type: none"> • Marketing Strategy & Branding • Strategic Marketing Planning & Competitive Positioning • Brand Management & Digital Branding Strategies • Market Research & Consumer Behavior Analysis • Digital & Content Marketing • Digital Marketing Mastery (SEO, SEM, Social Media) • Content Marketing & Storytelling for Engagement • Influencer & Viral Marketing Strategies • Customer Relationship & Communications • Customer Relationship Management (CRM) & Retention • Marketing Communications (MarCom) & PR Strategies • Data-Driven Marketing & Analytics for Decision-Making • Emerging Trends • AI & Automation in Marketing (Chatbots, Personalization)
13	English Language (speaking and writing)	<ul style="list-style-type: none"> • Business English Speaking: Presentations & Public Speaking • Active Listening & Professional Conversation Skills • Meetings, Negotiations & Persuasion in English • Telephone & Virtual Communication (Calls, Video Conferences) • Written Communication • Professional Email Writing & Business Correspondence • Report Writing & Formal Documentation Skills • Grammar & Vocabulary for Professional Writing • Executive Summaries & Proposal Writing
14	Behavioral & Leadership	<ul style="list-style-type: none"> • Leadership Fundamentals • Foundations of Effective Leadership & Management Styles • Emotional Intelligence (EQ) for Leaders • Coaching & Mentoring for Team Growth • Behavioral Skills • Influence & Persuasion Techniques • Conflict Resolution & Difficult Conversations • Assertiveness & Confidence Building • Advanced Leadership • Change Management & Leading Through Transitions • Strategic Decision-Making & Critical Thinking • Crisis Leadership & Resilience • Team & Culture • Building High-Performance Teams & Psychological Safety
15	International Business Schools	

No	Job Family	Course Name		
16	Professional Certification Programs	CIA		
		Part 1		
		Part 2		
		Part 3		
		CMI		
		Level 3		
		Level 4		
		Level 5		
		CB PMO		
		Project Management PMP		
		Change Management Prosci		
		Six Sigma		
				Yellow Belt
				Green Belt
				Black Belt

No	Job Family	Course Name
16	Professional Certification Programs	CIPD
		CIPD L3 Foundation Certificate in People Practice
		CIPD L5 Associate Diploma in PM OR L&D
		CIPD L7 Advance Diploma in PM or L&D
		CIPS
		CIPS L2 Foundation Certificate in Procurement & Supply
		CIPS L4 Foundation Certificate in Procurement & Supply
		CIPS L5 Advance Diploma in Procurement & Supply
		CIPS L6 Advance Diploma in Procurement & Supply
		ACCA
		Applied Knowledge Modules
		Applied Skills Modules
		Strategic Professional Modules
		CFA
		Level I
		Level II
		Level III
		CMA
		Part I
		Part II

COURSE

Advanced competency development professional

Strategic scope of work

Financial risk management

Integrated time management

Advanced logistics knowledge sector programmer

Compliance and audit

Project management

Contract administration

التفكير الابداعي والنقدي

مهارات التواصل وادارة أصحاب المصلحة

الحوكمة وادارة المخاطر

القيادة والتخطيط الاستراتيجي

تحليل الفرضيات والتحديات

برنامج قيادة المستقبل / المبادرة والتفكير والتطوير