معهد الأصول البشرية للتدريب

Human Assets Training Institute (HATI)

A real investment is by investing in Human Assets

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Training & Consultation Services

HATI

Human Assets Training Institute

We are the Best!

6th Floor Taba Tower Prince Sultan Rd.
Al-Khobar, Kingdom of Saudi Arabia

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Company Profile

HUMAN ASSETS TRAINING INSTITUTE (**HATI**) is one of the best training institute that provides a wide range of Health and Safety Trainings, Food Safety Trainings, Management Courses and English Courses all over the kingdom.

HATI was originally established in 2011 with **CR** no. (**2051047202**), as a provider of training services and consulting services and in assisting companies in developing safe and healthy workplace and environment to meet local and international standards.

HATI is an approved training provider of **Saudi Aramco** with vendor no. (**10050417**), **Technical and Vocational Training Corporation** (TVTC) with registration no. (**224526161567**), and an approved vendor of **Sadara Chemical Company** with vendor no. (**1000000854**).

As a training institute, it is our shared responsibility with our client to ensure safe, healthy and competent workplace and environment by delivering high quality and excellent trainings.

HATI is accredited by awarding bodies such as **OSHAcademy, IADC**, **Highfield International** and **NSC**. All courses are delivered with different methods, approaches and strategies such as Face-To-Face, E-Learning and Blended learning. We are flexible to respond for clients' needs. We invite organizations and individuals to invest in their human assets.

With our continuous success and dedication, every year we are adding more training courses to our list.

We conducted more than 10,000 sessions for Saudi Aramco and their contractors. HATI instructors and certifications are recognized by awarding bodies. Our certificates are tracked by integrated locking system through our website.

Approved Training Fields:

- English Courses.
- Computer Programs.
- Management and Finance.
- Social and Self-Development.
- Technical Courses.
- Occupational Safety & Environment Protection.
- Develop Organizational Structure.

Studies & Consultation:

- Methodology to Increase Productivity.
- Safety Review & Environmental Protection.
- Develop friendly work Environment.
- Improving Performance at the work place.

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Why We are different from others?

- We follow International and Saudi Aramco Training Standard.
- Minimum class hours per day 6 hours.
- Minimum attendance 90% for each trainee.
- Each trainee is required to pass the test for a completion certificate.
- Each trainer must be evaluated by all trainees. Each trainee's date tracked and logged in certificate tracking system.
- If the client is not satisfied his money back guaranteed.

Why is HATI the leading and preferred Training and Consultancy Center in KSA?

- We conduct multilingual training programs (Arabic, English, Hindi and Urdu)
- We meet our customer training requests within short notice (less than 1-day notice) We respond promptly to customer requests, by phone, email, fax or in-person (less than 1 working day).
- We offer quality, high powered, interactive training programs. Our prices are competitive and affordable.
- Our trainers and consultants are experienced. We deliver consistently high-quality services.
- We are equipped with 10 classrooms and qualified trainers ready to be deployed at any time.
- We conduct training at any time (weekdays, weekends, evening and public holidays) We conduct training at customer sites, rig sites and remote location in KSA and GCC countries.
- We include both theory and practical training programs to ensure optimum learning experience for all levels of participants.
- Our training programs are customized to meet our customers' requirements.

Our Values

| Credibiity | Commitment | Competitiveness | Effectiveness | Masterie | Quality |

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Achievements

Our commitment to excellence has been recognized internationally and Locally with several achievements

Below are some of our achievements:

(iosh)	2021 - HATI was approved as IOSH Training Provider.
PROMETRIC	2020 - HATI was approved as Prometric Testing Center.
CWQAP	2020 - HATI was the only approved training provider in Al Khobar for Saudi Aramco Contractor Workforce Qualification Assurance Program (CWQAP).
Saudi Aramco Contractors	HATI - conducted more than 10,000 training sessions for Saudi Aramco contractors in different fields of training.
صدارة Sadara	2019 - HATI conducted the "Train the Trainer" Training for SADARA Defensive Driving.
ارامكو السعودية Saudi Aramco	2016 - Saudi Aramco approved HATI as one of only ten training providers to deliver Work-permit-receiver in KSA.
IADC DIT	2016 - IADC Accreditation and Credentialing Department has granted HATI "Full Accreditation" The Drilling Industry Accreditation System.
THE LANGUAGE COMPANY U.S.A.	2016 - HATI sent the first batch of students to study English Language in Toledo-Ohio USA.
NASCO National Advanced Systems Co. Ltd.	2015 - HATI completed successfully Safety Management System (SMS) project for NASCO.
Royal Commission Yanbu Colleges & Institutes	2015 - HATI - Royal Commission Colleges & Institutes approved and signed a contract with HATI to deliver HSE training courses for colleges and Institutes students.
جامعة الدمام UNIVERSITY of DAMMAM	2015 - HATI completed successfully "DAFE" project for University Of Dammam.

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Our Accreditations

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Contractor Workforce Qualification Assurance Program (CWQAP)

CWQAP Contractor Workforce Qualifications Assurance Program is to assure the technical knowledge and awareness of Aramco's safety and security procedures of the technicians who will be working in Aramco's sites. The Qualification Process involves a computer-based test (CBT) and if passed the certificate is issued.

Course Objective

To ensure that the contractor technicians working in Saudi Aramco facilities are qualified to do the required or assigned job. The program authenticates the safety compliance of contractor employees. It includes the documentation, validity and competencies of contractor workforce in the following crafts:

- ✓ **ELECTRICAL**
- ✓ **INSTRUMENTATION**
- ✓ **HVAC**
- ✓ **MACHINIST**
- ✓ **METAL FABRICATOR**
- ✓ **METAL PIPEFITTING**

APPROVED BY:

ارامكو السعودية
Saudi Aramco

PROMETRIC

Target Attendees

For Electrical technicians, HVAC technicians, Instrumentation technician, Machinist, Metal Fabricators, Metal Pipefitters who are aspiring to pass the Contractor Workforce Assessment Test. The course is not suitable for fresh graduate or no experience candidate. Candidates must have prior knowledge and experience upon taking the course.

Course Duration

- 3 Days per craft (6 Hours per day)
- 2 Hours Prometric Examination
- 3-Years Certificate validity

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Contractor Work Permit Receiver Prerequisite (WPR)

Introduction

The Permit To Work system (PTWs) authorizes construction, maintenance, inspection or repair activities to be conducted that pose a hazard to personnel, damage to equipment or facilities, disruption of operations or harm to the environment. A work permit is an essential part of a process that determines the hazards associated with a particular activity and the precautions to take so the job can be carried out safely.

Qualifications and Certification of Work Permit Receiver

Provide tools and insights to your managers, supervisors and HSE officers to effectively lead, manage, create and sustain a safety culture in your company.

- Work permit receivers shall have sufficient knowledge and experience, be capable of recognizing hazards and be competent in the requirements of this instruction.

- Work permit receivers shall attend and pass the classroom work permit certification course every two years in order to maintain certification. Work permit receivers shall complete all required prerequisite training and certifications.

- Candidates are required to successfully complete the following classroom courses as prerequisites before being allowed to take the Receiver's certification course:

  - ✓ Hazard Recognition and Control. (2 Days - 12 Hrs)
  - ✓ Lock Out/Tag Out (LOTO System). (1 Day - 06 Hrs)
  - ✓ Confined Space Entry (1 Day - 06 Hrs)
  - ✓ Exam

Course Duration

- 4 Days

About the Trainers

Our training centers are approved as special training provider of Permit To Work system, our training Programs are supervised and managed by SAUDI ARAMCO approved trainer.

Certificate Validity

- 2 Years

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Contractor Work Permit Receiver Prerequisite (WPR) Course Objectives

Confined Space Entry

Terminal Objectives:

You will be able to summarize the confined space entry process based on the information in General Instructions 2.100, 2.709 and the construction safety manual.

Enabling Objectives:

1.1 Define and identify confined space entry.

1.2 State the requirements of the confined space entry program.

1.3 Define the requirements to plan and prepare a confined space entry.

1.4 Identify work hazards and control measures.

Hazard Recognition and Controls

Terminal Objective:

At the end of this course, you will be able to recognize common work site hazards and related controls when issuing or receiving work permits based on the information in General Instruction 2.100.

Enabling Objectives:

2.1 Identify practices, hazards, and conditions that can lead to an incident.

2.2 List methods to recognize and control hazards.

2.3 List common Saudi Aramco workplace hazards and associated controls.

2.4 Isolation, lockout and hold tags.

Isolation, lockout and hold tags

Terminal Objective:

You will correctly identify the main requirements to comply with the Saudi Aramco corporate isolation, lock out and hold tag program as per General Instruction (GI) 6.012.

Enabling Objectives:

3.1 Summarize the roles and responsibilities of employees and contractors involved in isolation and lock and tag (LOTO).

3.2 Recognize the equipment, energy or systems that require the application of isolation/ LOTO.

3.3 Identify the correct types of isolation methods to make equipment, energy or systems safe.

3.4 Summarize how to return equipment to a safe operational condition.

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Health and Safety Programs

HATI provides QHSE training and consultation services according to establish global standards like National Safety Council (**NSC**), International Association of Drilling Contractors (**IADC**), OSHAcademy organization (**OSHA**) and Highfield for Food and Safety Training.

IADC accredited Training Programs:

- Confined Space Entry & Inspection TTT
- Crane, Rigging & Lifting Safety TTT
- Defensive Driving (LTV, HTV, & Desert) TTT
- Emergency Response Team Leader
- Fall Protection (Work & Rescue at Height) TTT
- Fire Fighting Awareness
- Fire Fighting TTT
- First Aid & CPR TTT
- Gas Testing TTT
- H2S & SCBA Training
- H2S TTT

- Hazard Recognition TTT
- HazCom Awareness
- HazCom TTT
- Lock out Tag Out TTT
- Rescue at Height TTT
- Respiratory Protection TTT
- Risk Assessment & Management Testing TTT
- Safety Officer
- Scaffolding Safety, Erection & Dismantling TTT
- Spill Prevention TTT
- Train the Trainer

OSHAcademy Programs:

- OSHAcademy 10-Hour and 30-Hour General Industry
- OSHAcademy 10-Hour and 30-Hour Construction Industry

IOSH Program:

- Managing Safely

NSC accredited Training Programs:

- Defensive Driving Course 6/8 Hrs (DDC)

Highfield International Training Programs:

- Highfield Level 1 Award in Food Safety in Catering, Manufacturing & Retail (RQF)
- Highfield Level 2 Award in Food Safety for Catering, Manufacturing & Retail (RQF)
- Highfield Level 2 in International Certificate in Food Safety
- Highfield Level 3 Award in Food Safety for Catering, Manufacturing & Retail (RQF)
- Highfield Level 3 in International Certificate in Food Safety
- Highfield Level 4 in International Certificate in Food Safety

www.nsc.org

www.iadc.org

www.oshatrain.org

www.iosh.com

www.highfieldqualifications.com

More Courses could be developed or conducted according to client's request.

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Most Popular Safety Training Programs

- Authorized Gas Testing
- Basic Fire Fighting
- Basic First Aid & CPR
- Basic Rigging & Lifting
- Basic Life Support (BLS) – Saudi Heart Association
- Chemical Spill Response
- Confined Space Entry & Inspection
- Confined Space Entry Attendant & Standby-Man
- Dangerous Goods
- Defensive Driving
- Desert Driving
- Effective Accident Investigation
- Effective Use of Personal Protective Equipment's
- Electrical Hazard Recognition
- Electrical Safety
- Emergency Response and Reporting
- Environmental Management System (EMS) ISO 14001
- Excavator Safety
- Fall Protection & Working at Height
- Fire and Emergency
- Fire Watch
- First Aider – Saudi Heart Association
- Flag-Man
- Forklift Safety
- Hazard Communication (HAZCOM)
- Hazard Identification (HAZID)
- Hazard Recognition
- Health and Safety Induction
- Heat and Cold Stress
- Hole Watch
- Hydrogen Sulfide (H2S)
- Hygiene and Housekeeping
- Incident / Accident Investigation
- Industrial / Occupational Hygiene
- Industrial Safety
- Infection Control Laboratory
- Lockout / Tagout (LOTO)

- Machine Safety
- Manual and Mechanical Handling
- Occupational Health and Safety and Management System (OHS & MS) ISO 45001 Guidelines
- Permit-To-Work (PTW) Receiver/Issuer
- Preventing Workplace Violence
- Rescue at Height / Oblique Working at Height
- Respiratory Protection
- Response Fire Extinguisher
- Rigger Level-3
- Rigging Supervisor
- Risk Assessment and Management
- Risk Management / Job Hazard Analysis
- Root Cause Analysis
- Safe Chemical Handling
- Safe Lifting Operation
- Safe Storage of Flammable & Combustible Materials
- Safety Harness
- Safety Supervision and Leadership Commitment
- Safety Officer
- Saudi Aramco Contractors
- Work Permit Receiver Prerequisite
- Scaffolding Erection and Dismantling (Theoretical and Practical)
- Scaffolding Supervisor
- Security Guard
- Self-Contained Breathing Apparatus (SCBA)
- Slips, Trips and Falls
- Standby-Man
- Supplied Air Breathing Apparatus (SABA)
- Synthetic Mineral Fiber
- Train the Trainer (GENERAL)
- The Importance of Housekeeping in the Workplace
- Traffic Control and Management
- Victim Handling
- Waste Management
- Workplace Hygiene and Illness Prevention

More Courses could be developed or conducted according to client's request.

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OSHAcademy
Occupational Safety & Health Training

IADC

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Highfield
International

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OSHAcademy Courses and Programs

HUMAN ASSETS TRAINING INSTITUTE (HATI) as an **Authorized Training Provider** (APT) of **OSHAcademy** provides convenient, high-quality, affordable, and effective occupational safety and health training to employees to participate in the safety process for the advancement of all.

OSHAcademy
Occupational Safety & Health Training

We offer the following OSHAcademy Training Programs:

1. OSHAcademy 10-Hour and 30-Hour General Industry
2. OSHAcademy 10-Hour and 30-Hour Construction Industry

General Industry:

- 105 Hazard Communication: Basic
- 107 Emergency Action and Fire Prevention Plans
- 108 Personal Protective Equipment: Basic
- 112 Introduction to Safety Supervision
- 113 Introduction to Safety Leadership
- 115 Electrical Safety for Employees: Basic
- 116 Introduction to Safety Accountability Programs
- 117 Introduction to Safety Recognition Programs
- 121 Introduction to Safety Training
- 122 Introduction to Hazard Controls
- 123 Introduction to Job Hazard Analysis (JHA)
- 144 Introduction to OSHA
- 153 Ergonomic Hazards in General Industry
- 154 Machine Safeguarding: Basic
- 155 Welding Safety: Basic
- 156 Forklift Safety: Basic
- 161 Industrial Hygiene: Basic
- 162 Accident Investigation: Basic
- 170 Hospital Hazards and Solutions: Latex Allergy
- 171 Hospital Hazards and Solutions: Hazardous Drugs
- 173 Hospital Hazards and Solutions: Mercury
- 600 Introduction to Occupational Safety & Health
- 601 Essentials of Occupational Safety & Health
- 602 Heat and Cold Stress Safety
- 603 Stairway and Ladder Safety
- 604 Scaffold Safety
- 605 Confined Space Safety
- 606 Hazard Communication for the Employee
- 610 Housekeeping Safety
- 612 Work Zone Traffic Safety
- 613 Young Worker Safety in Restaurants
- 615 Electrical Safety: Hazards and Controls
- 617 Managing Safety and Health - General Industry
- 619 Materials Handling Safety
- 621 Controlling Hazardous Energy (Lockout/Tagout)
- 629 Planning for Workplace Emergencies
- 644 Understanding OSHA
- 654 Lead Safety in General Industry
- 655 Bloodborne Pathogens in the Workplace
- 660 HAZWOPER I

More Courses could be developed or conducted according to client's request.

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OSHAcademy Courses and Programs

General Industry:

- 661 HAZWOPER II
- 662 HAZWOPER III
- 663 HAZWOPER IV
- 664 HAZWOPER V
- 665 HAZWOPER VI
- 666 HAZWOPER VII
- 667 HAZWOPER VIII
- 668 HAZWOPER IX
- 669 HAZWOPER X
- 700 Introduction to Safety Management
- 702 Effective Accident Investigation
- 703 Introduction to OSH Training
- 704 Hazard Analysis and Control
- 705 Hazard Communication Program
- 706 Job Hazard Analysis
- 707 Effective OSH Committee Meetings
- 708 OSHA Recordkeeping Basics
- 709 Personal Protective Equipment (PPE)
- 710 Energy Control Program (Lockout/Tagout)
- 712 Safety Supervision and Leadership
- 714 Fall Protection Program
- 715 Electrical Safety for Technicians & Supervisors
- 716 Safety Management System Evaluation
- 717 Emergency Action Plans
- 718 Fire Prevention Plans
- 723 Conducting OSH Training
- 725 Powered Industrial Truck Safety
- 726 Introduction to Machine Guarding
- 738 Workplace Hygiene and Illness Prevention Program Management

- 744 Working with OSHA
- 745 Welding, Cutting, and Brazing Safety
- 750 Introduction to Industrial Hygiene
- 756 Respiratory Protection
- 765 Managing Workplace Stress
- 773 Preventing MSDs in Healthcare
- 790 Environmental Management Systems (EMS)
- 800 Introduction to Construction Safety Management
- 802 Trench and Excavation Safety
- 803 Scaffold Safety Program Management
- 804 Safe Scaffold Erection and Inspection
- 805 Fall Protection in Construction
- 806 Focus Four - Fall Hazards
- 810 Hand and Power Tool Safety
- 813 Construction Worksite Safety
- 814 Heavy Equipment Safety
- 816 Confined Space Safety in Construction
- 820 Crane and Derrick Safety I
- 900 Oil and Gas Safety Management

OSHAcademy
Occupational Safety & Health Training

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IOSH Managing Safely

At IOSH we know that the best way to achieve safety and health training success is to get people fully involved, having fun and learning by doing. We want to get delegates really thinking about what they're learning – and having the confidence and enthusiasm to put it into practice when they're back at work – so that everyone notices the difference.

Managing Safely is unlike any other course. You'll find a practical programme, full of step-by-step guidance, and a sharp business focus. But you'll also find that the highly innovative format and content engages and inspires your staff – critical to getting safety and health embedded across the whole organisation.

Who is *Managing Safely* for? *Managing Safely* is designed for managers and supervisors in any sector, and any organisation worldwide. They won't suddenly become safety experts – but they'll get up-to-speed on the practical actions they need to take, and gain the knowledge and tools to tackle the safety and health issues they're responsible for. Importantly, *Managing Safely* makes a powerful case for safety and health being an integral part of day-to-day management and business.

What does the business get?
- Peace of mind from training that's designed and quality-controlled by the Chartered body for safety and health professionals, IOSH
- Flexibility – the programme can be delivered flexibly so that it suits your business

- Efficient and effective learning – health, safety and environmental basics are covered in a single programme
- Globally-recognised, respected and certificated training for your managers and supervisors

Memorable and thought-provoking facts and case studies from across the globe help drive the points home over the whole course. Each module is backed by crystal-clear examples and recognisable scenarios, and summaries reinforce the key learning points.

Managing Safely covers…
- Assessing risks
- Controlling risks
- Understanding responsibilities
- Understanding hazards
- Investigating incidents
- Measuring performance

Successful delegates are awarded an IOSH *Managing Safely* certificate.

What results can I expect?
- Greater productivity, from fewer hours lost due to sickness and accidents
- Improved company-wide safety awareness culture and appreciation of safety measures
- Active staff involvement to improve the workplace
- Enhanced reputation within your supply chain

(iosh) Training and Skills

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Train The Trainer Course

Human Assets Training Institute's IADC Train-The-Trainer certification program will provide your participants the skills to help them deliver engaging and compelling workshops. Skills such as facilitating, needs analyses, and managing tough topics will give your trainees what they require to become a trainer themselves.

The general objective of this course is to equip participants with the necessary skills and knowledge in delivering effective trainings. This course is also designed for instructors, training specialists or staff who delivers lessons in a training environment.

Course outlines:

1. An Overview
2. Program Logistics
3. Introductions
4. Course Objectives
5. Practice Presentation
6. Effective Instructor Techniques
7. An Effective Introduction
8. Tips for Effective Introductions
9. Effective Instructors
10. Traits of Effective Instructors
11. The Inner Traits
    o WILLINGNESS TO WORK LONG HOURS
    o WILLINGNESS TO BE A HAULER
    o STAMINA
    o MENTAL ALERTNESS
    o WILLINGNESS TO BE A GIVER
    o WILLINGNESS TO BE A ROLE MODEL
    o ABILITY TO PROCESS FAILURE
12. Know Your Audience
13. Analyze Your Audience
14. Audience Analysis Exercise
15. Tips for Adjusting the Training to the Audience
16. Why Do We Learn?
17. Factors that Influence Motivation
18. Adult Learner Characteristics

19. Respect Your Learners
20. Difficult Participants
    o Know-it-Alls
    o Derailers
    o Whiners
    o Attackers
    o Clowns
    o Side Talkers
    o Silent types
21. Handling Difficult Participants
22. Create Participant Involvement
23. Create a Positive Learning Environment
24. Facilitation Activities
25. Assessing Course Activities
26. Facilitating Effective Large Group Discussions
27. Discussion Starters
    o Ask an open-ended question
    o Make a provocative statement
    o Ask someone's opinion
    o Ask for pros and cons of an issue.
28. Effective Listening
29. Suggestions for Better Listening
30. Participant Questions
31. Tips on Handling Questions
32. It's Your Turn

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Train The Trainer Course

33. Presentation Skills
34. The Symptoms of Nervousness
35. Controlling Your Nervousness
36. Managing the Way You Sound and Look
37. Benefits of Effective Eye Contact
38. Guidelines for Using Visuals
39. Using PowerPoint

40. Remember the following when using PowerPoint
41. Using Paper Tear Charts
42. Equipment
    o Troubleshooting Your Equipment
    o Equipment failures
43. Idea Sheet
44. Presentation Assessment

Course duration:
02 Days

Human Assets Training Institute (HATI) is accredited by **International Association of Drilling Contractors (IADC - USA)** as training provider to deliver more than 20 Train The Trainer Programs

International Association of Drilling Contractors (IADC) certificate is awarded to all those who attended the course and successfully completed the written and practical assessments.

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Soft Skill Courses

The objective of Management training is to provide trainees with Management, Administrative, and financials skills that they can improve their communication, problem solving, time management and negotiation skills.

Our Institute is committed to deliver high quality output training. We strive for customer's satisfaction and ensure making difference in management training through our qualified and certified trainers by using the latest technology.

Most Popular Soft Skill Courses:

- Administrative Support
- Anger Management
- Applied Project Management (APM)
- Budgets & Financial Reports
- Building Effective Team Work
- Business Etiquette
- Change Management
- Coaching and Mentoring
- Communication Skills
- Correct Action Report (CAR)
- Customer Services Training
- Effective Decision Making
- Effective Reports Writing
- Effective Supervisor Skills
- Emotional Intelligence
- Excellence in Customer Care
- Human Resources (HR)
- Leadership & Influence
- Meeting Management
- Negotiation Skills
- Problem Solving
- Record Keeping of Key Performance Indicators (KPI)
- Risk Management
- Supervisory Skills
- Time Management

More Courses could be developed or conducted according to client's request.

المؤسسة العامة للتدريب التقني والمهني
Technical And Vocational Training Corporation

nsc

OSHAcademy
Occupational Safety & Health Training

IADC

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Highfield
International

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English Programs

Human Assets Training & The Language Company:

On March 2016, Human Assets Training Center and The language Company signed an agreement, based on that agreement Human Assets Training became official representative for The Language Company

TLC (The Language Company) is a company where you achieve your dream. You can improve your English skills, and at the same time build great memories of the United States and its people. You will study under teachers highly skilled in teaching English to international students. You will have academic counsellors to guide you every step of the way. With TLC cooperating college network will make it easier for you to enter the American university of your choice.

Overall Goals:

1. Develop and deliver quality programs with distinctly qualified personnel and delivery systems that ensure client and sponsor satisfaction.
2. Ensure effective governance, leadership, and communication throughout the entire organization.
3. Ensure a strong financial foundation for the company.
4. Set standards and ensure opportunities for professional growth and development for all employees.
5. Develop and deliver quality services to ensure client and sponsor satisfaction.
6. Ensure company vitality through client diversification and fiscal management.
7. Ensure the company's strategic activities and planning are in line with ESL industry standards and drive the company's mission.

English Courses:

- General English (30-hour per Level)
- English for Juniors (30-hour per Level)
- Business English (30-hour per Level)
- IELTS Preparation (30-hour)
- Individual Training (30-hour per Level)
- English for Specific Purposes (30-hour per Level)
- English Conversation (30-hour per Level)
- Teacher Training (30-hour)

More Courses could be developed or conducted according to client's request.

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Computer Programs

The Computer Programs are designed for different levels of computer skills, from beginners, intermediate to advance. The computer programs will allow trainees to keep-pace and learn new techniques with the latest technology in the field of IT.

Microsoft Office Applications:

- Operation System (Level 1) - Windows 10
- Operation System (Level 2) - Windows 10
- Operation System (Level 3) - Windows 10
- Microsoft Word (All Levels)
- Microsoft Excel (All Levels)
- Microsoft PowerPoint (All Levels)
- Microsoft Access (All Levels)
- Microsoft Publishers (All Levels)
- Microsoft Outlook
- Microsoft OneNote
- Microsoft InfoPath
- Microsoft Project
- Microsoft Visio
- Expression Web 4

Autodesk Application:

- AutoCAD

Computer Programming:

- Basic Programming & Logic Formulation using C/C++
- Microsoft Visual Studio (C#)

Web Development and Designing:

- Hypertext Preprocessor (PHP)
- Phyton
- Using Content Management System (CMS)

Computer Networking:

- Basic Networking Concept
- Local Area Networking (LAN)
- Internet + Communication
- IT Security Awareness

More Computer Courses:

- Data Entry
- Typing Tutorial

More Courses could be developed or conducted according to client's request.

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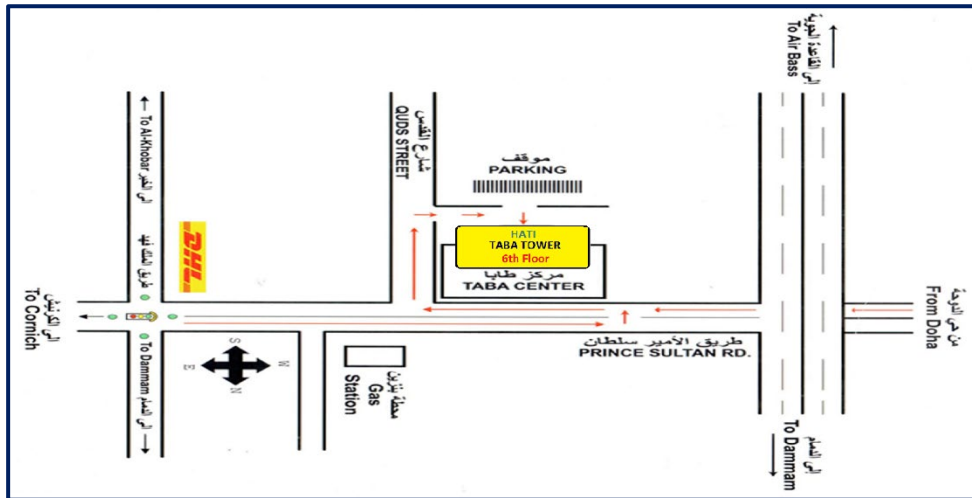KINGDOM OF SAUDI ARABIA

Contact Us

📞 +966 13 849 3360

@ www.hatc-ksa.com

📍 6th Floor Taba Tower Prince Sultan Rd.
P.O. Box 76717 Al-Khobar 31952, Kingdom of Saudi Arabia

Click the map to open location.