



www.nasconsult.org

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NASConsult



Management Training Programs

Formation Professionnelle

Adapted to the Middle East/GCC.

www.nasconsult.org



General Trading & Services

- >>> AGENCIES
- >>> MARKETING
- >>> RETAIL
- >>> IMPORT/EXPORT
- >>> SALES
- >>> LOGISTICS

General Contracting

- >>> BUILDINGS
- >>> INDUSTRIAL
- >>> INFRASTRUCTURE
- >>> EPC

Real Estate Development

- >>> PROPERTY CONSTRUCTION
- >>> FACILITIES MANAGEMENT

Business Management Training Programs Offered



**TRAINING IN ENGLISH
W/ARABIC
FRENCH
EXPLANATIONS**

WHO SHOULD ATTEND



Management Training

>>> FOR CORPORATE EXECUTIVES

Professional Training

>>> FOR UNIVERSITY STUDENTS & GRADUATES

Orientation Programs

>>> FOR HIGH SCHOOL STUDENTS

AUB Graduates

FIELD EXPERIENCED TRAINING CONSULTANTS

Business Management ISO 9001 Quality Standard

Consultancy & Training Services, Lectures, Courses & Conferences



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Training
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To ISO 9001 Quality Standard

Success in
Business



Promotion
in Job



Success in
Interviews

QMS
Quality Management System

Diagnostic Studies
List Activities & Identify Processes

Quality Policy
Mission & Scope of Company

Office Administration - Documents Control

Resources Management

Human Resources

Materials

Equipment

Product Realization - Project Construction

SOP's – Flow Charts – OC's - JD's - Forms

Work Processes - Measure of Success – KPI's

Management Review
Corrective Action & System Improvement

Eliminate wastage of Funds & Resources

Welcome

NASConsult (NASC) is a private professional management consultancy based in Beirut and serves the Lebanese as well as the Dubai & Abu Dhabi Markets.

NASC offers the following main Management Consultancy, Training, Vocational Orientation and other advisory services:

- Corporate Management Consultancy.
Corporate organization, restructure as well as development, Draft and Implementation of efficient work Procedures.
(QMS to ISO 9001 Standard, Organization Charts, SOP's, Jobs Descriptions, Work Flow Charts, Forms, KPI's Etc.)
- Management Training of Executives and Graduates.
- Management and Professional Orientation Lectures, Conferences and Courses in:
 - Companies and other private or public Organizations on Management Systems.
 - Universities - Professional Orientation lectures and Management Training Courses.
 - High Schools and Technical Schools on Professional Vocational Orientation.





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General Enterprises Business Management



**Business
Organization**

Entrepreneurship

Office Administration

Finance & Accounts

HR & Personnel

Procurement & Stores

Marketing & Sales

Quality Assurance

**To ISO 9001 Standard
Adapted to the
Middle East Business**

**Success in
Business**



**Promotion
in Job**



**Success in
Interviews**

Business Management & Organization Training Program

General Enterprises

Section	Topic	Content
1	Administration	Office Management, I.T, Corporate Status, Legal issues, Administrative Supplies, Accommodation & Camps, Premises Maintenance, Security, Safety, Drivers & Vehicles
2	Human Resources (HR & Personnel)	Policies, Recruitment, Interviews, Psychometric Tests, Performance Appraisal, Training, Grievances, Welfare, Benefits,
3	Finance & Accounts	Income Statements (P&L), Balance Sheets, Financial Banking Facilities, Financial Projections, Cash Flow & Billing Forecasts
4	Procurement	Import, Purchasing, Export, Stores, Inventory & Logistics Management, Plants/Vehicles/Machinery
5	Marketing & Sales	Business Development, Markets surveys, Advertisements, Brochures, Quotations, Sales, Customer Care.
6	Quality Assurance	Quality Assurance & Quality Control. QA/QC. ISO 9001 Standard.

General Contracting Enterprises **Business Management**



Nasr Shaed – BSc.EE - PMD

Success in
Business



Promotion
in Job



Success in
Interviews

**Business
Organization**

Entrepreneurship

Projects Construction

Engineering & Design

Planning & Control

Estimation & Tendering

Contracts & FIDIC

Machinery & Vehicles

**To ISO 9001 Standard
Adapted to the
Middle East Business**

General Contracting Enterprises

Who Can Attend: (Individually in private or in Groups).

This specialized training program is suitable for Engineers, Architects and other contracting specializations and majors staff. These persons will also have to attend the separate administrative course for the General Enterprises in order to complete their training.

Section	Topic	Content
1	Projects Construction & Management	Project Start Up, Execution, Hand Over, Maintenance, Warrantee, After Care.
2	Projects Estimation & Contracts	Contracts, FIDIC, Tendering, Proposals, Pricing, Billing, Variations and Claims, Disputes, Projects Reports.
3	Projects Engineering & Control	Conceptualization, Design, Drawings, variations, Planning, Construction Scheduling, Cost Control.

Contact us.

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