

www.nasconsult.org

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NASConsult

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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.



Executive Training



Management Training

Programs

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Formation Professionnelle

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Adapted to the Middle East/GCC.

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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

Business Management & Organization Training Program

General Enterprises		
Section	Торіс	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

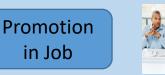


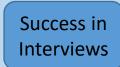
Business Organization				
Entrepreneurship				
Projects Construction				
Engineering & Design				
Planning & Control				
Estimation & Tendering				
Contracts & FIDIC				
Machinery & Vehicles				
To ISO 9001 Standard Adapted to the				

Middle East Business

Success in Business







What is not Taught in Business or Engineering Schools"

General Contracting Enterprises

<u>Who Can Attend</u>: (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	Торіс	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.

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