

www.igitgroup.org

@ info@igitgroup.org

Optimal Choice for Wider Aspirations

المجموعة الدولية للتدريب
INTERNATIONAL GROUP FOR TRAINING





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INTERNATIONAL GROUP FOR TRAINING





Excellence
in All
We Do

IGIT is one of the leading training and consultancy companies in the Middle East. We are a trusted advisor for many leading businesses, governments, and institutions. We help leaders make distinctive, lasting, and substantial improvements to the performance of their organizations. We tackle their most difficult issues and critical challenges.

We are a network of people who are passionate about taking on immense challenges that matter to leading organizations, and often, to the world.

At IGIT we work hard to maintain and improve our reputation for quality. We have an extensive internal quality, program called "EXCELLENCE IN ALL WE DO"

that ensures our clients receive top quality services at all times.

"Excellence in all we do" is one of our core values and we acknowledge the importance of effectively & efficiently doing the right things.



Our Training
& Consultation
services

Our mission is to ensure that all training or developmental activities will have a positive impact on the future performance of our clients' business. We provide inspiring training that motivates individuals to achieve their full potential thereby helping our clients' achieve their corporate goals.

We work in partnership with our clients devising practical training programs suited for them. Driven by our mission, with extensive training experience in both the public and private sectors, we design and implement organizational and employee training programs in a wide range of subjects.

IGIT group provides high quality solutions to increase skills and knowledge through innovative training and Consultation services in the Middle East, in various sectors. We have a proven track record for our Leadership, Human resources, Interpersonal training, IT, English, Aviation training and consultation services. We summarize our services as follows:



- Design customized leadership and management programs to support organizational business needs.
- Design Organizational Competency Framework.
- Develop Training needs analysis and Organizational Training Plans.
- Develop Departmental Trainers able to design and deliver professional training sessions for their own department / organization.
- Facilitate Teambuilding to coach participants to achieve more through teamwork.
- Coach & mentor individuals at both management and executive level.
- Plan, design, implement and delivering service concepts and training programs to support the organizational business strategy and financial growth.
- Designing Induction & Employee Socialization Programs.
- Designing Code of Conduct and related training sessions.
- Establishing Individual Succession Plans.



Why We Are Different

Expertise

Our competency assurance and training programs prepare your workforce to perform their jobs effectively and confidently.

Desire

It is our motivation, dedication and commitment to an unrelenting pursuit of our client's goals. A commitment to excellence that will enable us to help you to attain the success you seek.

Quality

Our extensive internal quality program ensures clients receive top quality training and developmental services from us at all times.

Support

As part of an international group we have the ability to support you anywhere in the world.

We are what we repeatedly do.
Excellence, then, is not an act,
but a Habit

Our Vision

We aim to be the benchmarked training and consultancy company. We aim to enrich professional competence and provide comprehensive business solutions.

Our Mission

We believe in creating sustainable value first. Our reputation, traditions and educational mission provides us with the inspirational drive in a world where profit motives often direct or confine thinking.

At every stage of involvement, IGIT believes in creating value and spreading priceless knowledge to our clients by:

- Maintaining the highest professional standards of quality, operational excellence and integrity.
- Providing innovative and practical solutions and programs to our valued clients in line the best international business practices.
- Fostering partnerships with our clients through market-driven programs and superior service.
- Depending on loyal and hardworking personnel, who are competent, highly motivated and committed to their own development.
- Utilizing the latest and most effective technology in our pursuit of innovation and continuous improvement.

Values

IGIT helps individuals to achieve their educational and career goals, always a step ahead of everyone else. We have set our core values to help us better serve you as follows:

Integrity

We conduct ourselves with uncompromising integrity and honesty.

Quality

We offer expert professional services to help our clients achieve their goals.

Commitment

We dedicate ourselves to helping our clients achieve greatness.

Support

We help you find the right tools you need to succeed.

Opportunity

We open doors and broaden access to new opportunities of knowledge.

Positivity & Flexibility

We sustain a positive attitude and behavior towards our clients, suppliers and community.



International Partners



Being a Microsoft partner learning provider, we uniquely deliver Microsoft training for the latest products and certifications. We use official curriculum and customized programs in order to help our instructors tailor their IT plan based on their needs. Candidates who are aiming for certificates, looking for practical skills, or need an in-depth training experience to enhance their skills, will find their niche in our training services.



IGIT has developed a fruitful partnership with Cisco, a leader among the network solution providers which offer different certificates starting from beginner's level to advanced level. There are five levels of Cisco Systems Career Certification: Entry, Associate, Professional, Expert and Architect. However various tracks such as Routing and Switching, Network Security and Service Provider are also available. Candidates can match their certification path to their job role or industry.



Oracle training is meant for candidates who want to gain an edge over freshers, The training consists of necessary lab work and practices to help novices turn into IT professionals. IGIT specializes in certified Oracle training. Whether you're looking for a PeopleSoft, Hyperion, Business Intelligence, JD Edwards, or any other Oracle training course, you've come to the right place.



Certipoint manages a sophisticated portfolio of leading certification programs. Partnership with Certipoint gives IGIT the ability to promote and distribute globally recognized certifications such as, Microsoft Office Specialist, IC3, Adobe, CompTIA, Autodesk, HP ATA, and Intuit QuickBooks.



International Partners

The logo for CompTIA, featuring the word "CompTIA" in a red, sans-serif font.

IGIT provides CompTIA courses and training to help you prepare for CompTIA certifications or advance your skills. CompTIA is an internationally-recognized association representing the technology community. CompTIA has developed specialized certification programs which assure employers of a candidate's basic technology skills.



UNIVERSITY of CAMBRIDGE
International Examinations

The University of Cambridge International Examinations (CIE) is the world's largest provider of international qualifications. This body forms a part of University of Cambridge and aims to work with educational services' providers all over the world in order to offer pioneering and high quality services in the fields of Examinations and Assessments. Examinations of International Certificate in IT Skills (Validated by CIE) aims to be the best international provider of assessment services worldwide, maintaining high quality and promoting innovation.



The Project Management Institute (PMI) offers a range of services to the Project Management profession such as the development of standards, research, education, publication, networking-opportunities in local chapters, hosting conferences and training seminars, and maintaining multiple credentials in project management.



Pearson Education Limited (Pearson) is the UK's largest awarding organization, offering academic and vocational qualifications and training to schools, colleges, employers and other places of learning in the UK and internationally. Edexcel academic qualifications include Edexcel GCSE, Edexcel GCE (A level) and Edexcel International GCSE (The Edexcel Certificate for UK state schools). Edexcel vocational qualifications include Edexcel NVQ and BTEC from entry level to Higher National Diplomas. BTECs are recognized in more than 80 countries worldwide, and in 2011/2012, over 2 million learners registered for BTECs and other vocational qualifications, including 650,000 school students taking BTEC Firsts and Nationals.



**American Society
of Management Consulting, USA**

The American Society of Management Consulting is an international non-profit organization based in the USA, dedicated to enhancing managerial, financial skills and professional development. ASMC is responsible for setting membership standards that promote professionalism and ensure the future of the organization as a whole. ASMC is a key international player in business consulting and advisory services within the American, Europe, Middle East & African regions; bridging gaps between the region Management approaches and its western counterpart. ASMC believes that the clients' success is their own success; believing in accreditation and professionalism, consistently maintaining high

standards for training and consultants and the best team of senior managers and consultants. ASMC is responsible for setting worldwide standards in the development and training (Best Practice), and assist institutions in various sectors on the application of the specification, and reviewing it to assure to implement the management practices, training and development practices. IGIT has been awarded by ASMC the degree of Authorized Provider after completing and adhering to the applicable specifications and stages of the audit and review, which makes IGIT programs internationally accredited a unit of constant development CEUs (Continuous Education Units).



University of St.Gallen



The University of St.Gallen (HSG) was founded as a business academy in 1898 – in the heyday of the St.Gallen embroidery industry and is nowadays a School of Management, Economics, Law, Social Sciences and International Affairs. The first lectures were held in 1899. The practice-oriented approach and integrative view have characterized the education they offer since those early days. Today, they are one of Europe's leading business schools and are EQUIS and AACSB accredited.

Professional training and character building

In 2001, St.Gallen introduced Bachelor's and Master's degree courses across the board and fundamentally reformed the education they offer. Since then, they no longer focus just on professional training but also on character building. At university of St. Gallen, you can complete studies of Bachelor's, Master's and Ph.D. level. The close integration of studies, further education and research is important to them.

More than 170 partner universities

Having more than 170 international partner universities, St.Gallen students have the option to gain a double degree in cooperation with other universities or to spend an exchange term abroad.

Numerous further education options

Offering a range of further education options such as postgraduate training, seminars, courses and in-house seminars.

Institutes and research centers

42 institutes, research institutes and centers are St. Gallen's hallmark: Mostly autonomously organized, these institutes finance themselves to a large degree but are closely linked to the university. The institutes are active in research, consulting and further education.



Pearson VUE provides a full suite of services from test development to data management, and delivers exams through the world's most comprehensive and secure network of test centers in 175 countries. Pearson VUE is a company of Pearson (NYSE: PSO; LSE: PSON), the world's leading learning company.



IGIT has a partnership with the International Institute for Languages, IIL is a training institute pioneer in the field of languages training. they distinguish themselves by creating a student centric learning environment, where students' success is the first priority, through partnerships with international leading institutes.

IIL's Partners





Air Service Training Ltd (AST) is a wholly owned subsidiary of Perth College UHI and has had a long and successful history of providing Pilot and Engineer training for the world's airlines, maintenance organizations and military formations. Training Pilots and Engineers for two of the most demanding professions in the world requires a very special approach, and complete dedication to the highest safety standards. From its earliest beginnings, AST has focused on the delivery of high-quality training ensuring the most stringent of safety standards.

AIRWAYS
making your world possible

Our strategic partnership with Airways International will assure that the quality for complete aviation solution and consultancy are effectively in place. Airways is a State-owned Enterprise (SOE), a fully-owned subsidiary of the NZ Government operating as a commercial business. A staff of 750 delivers the services to both NZ and the international community

We Provide
C u s t o m
D e s i g n e d
S o l u t i o n s

Centered Around
Your Needs

We offer a comprehensive service whereby you are able to discuss your training requirements and consultation services with dedicated experts who have the knowledge and the experience to design a custom made program that will completely meet your needs and objectives.





Training & Consultancy

With combined experience of over 30 years in the industry, IGIT experts are committed to delivering world- class training & consultancy to equip executives with the knowledge and tools they need to stay ahead and excel in this most challenging environment.

The concepts in our services are brought to life by our inspiring and distinguished executives, consultants and instructors. These groups of facilitators teach the latest business theories and offer innovative, interactive and practical techniques.

We currently have access to a range of highly specialized services through our strategic partners. Our well- developed portfolio of services spans a variety of vital business disciplines.

Training Services

General Programs

- General Management
- Leadership
- Strategic Management
- Quality
- Human Resources Management
- Marketing and Sales
- Project Management
- Banking
- Islamic Banking
- Secretarial and Office Management
- Accounting and Financial
- Legal
- Health
- Insurance Programs
- Purchasing and Warehouse
- Statistics
- Security and Safety
- Tourism and Hospitality
- Transportation and traffic awareness
- Environmental Protection

Special Programs

- Telecom Solutions
- Automotive Solutions
- Real Estate Solutions
- Retirement Solutions

Languages

- General English
- English for Specific Purposes
- English for Kids
- Test Taking Techniques
- Learning Abroad
- Cultural Awareness
- One to One Tuition
- Training The Trainer
- Other Languages

Exams

- Accredited to deliver official international Exams.
- one of the leading authorized testing centers in the region
- All exams are being conducted by Certified Exam Administrators
- Comfortable environment using latest hardware and software facilities

Professional IT

- Microsoft Products
- Cisco Products
- CompTIA Products
- Oracle Products
- Certiport Products
- IT Cambridge
- IT Applications

Aviation Services

- EASA Part 66 Licensing
- Pilot Training
- Air Traffic Control Training
- Air Navigation Services
- Aviation English Services
- EASA Part 66 Examination



For extensive details and syllabus please send us your inquiry to info@igitgroup.org

Consultation Services

Consultation

- Strategic Management
- Organizational Structuring & Development
- Financial & Accounting Management
- Human Resources Management
- Office Management
- Management Information System (MIS)
- Feasibility Studies





Our Team

We employ the region's **b e s t** instructors & consultants

Our programs are taught by leading faculty members who are in great demand as consultants to corporations, non-profits, and government agencies throughout the region and around the world. They are skilled in making business concepts and skills readily understandable and immediately useful. Our instructors are highly skilled professionals with years of local and international experience and are highly trained in the use of assessment tools and feedback techniques.

Our instructors share a code of professionalism for maximum impact and share our vision to work and develop a workforce helping the development and growth of organizations. Most importantly is their passion to share knowledge with people and their motivation to make a positive change.



Quality Management

IGIT is a provider of innovative training and consultation programs for many companies in the region. We aim to provide companies with a 'one stop shop solution' for their training/consultation requirements.

In IGIT training programs, we use real scenarios from the participants' work environments to ensure they can relate to the information provided.

We have an extensive internal quality assurance program that guarantees clients receive top quality development services. "Excellence in all we do" is one of our core values.

We produce work based on our clients needs and objectives. There are clear processes that ensure all work is appropriately planned and managed. All work is checked and reviewed for accuracy, clarity and completeness to ensure we meet the high standards of performance necessary to help our clients succeed.

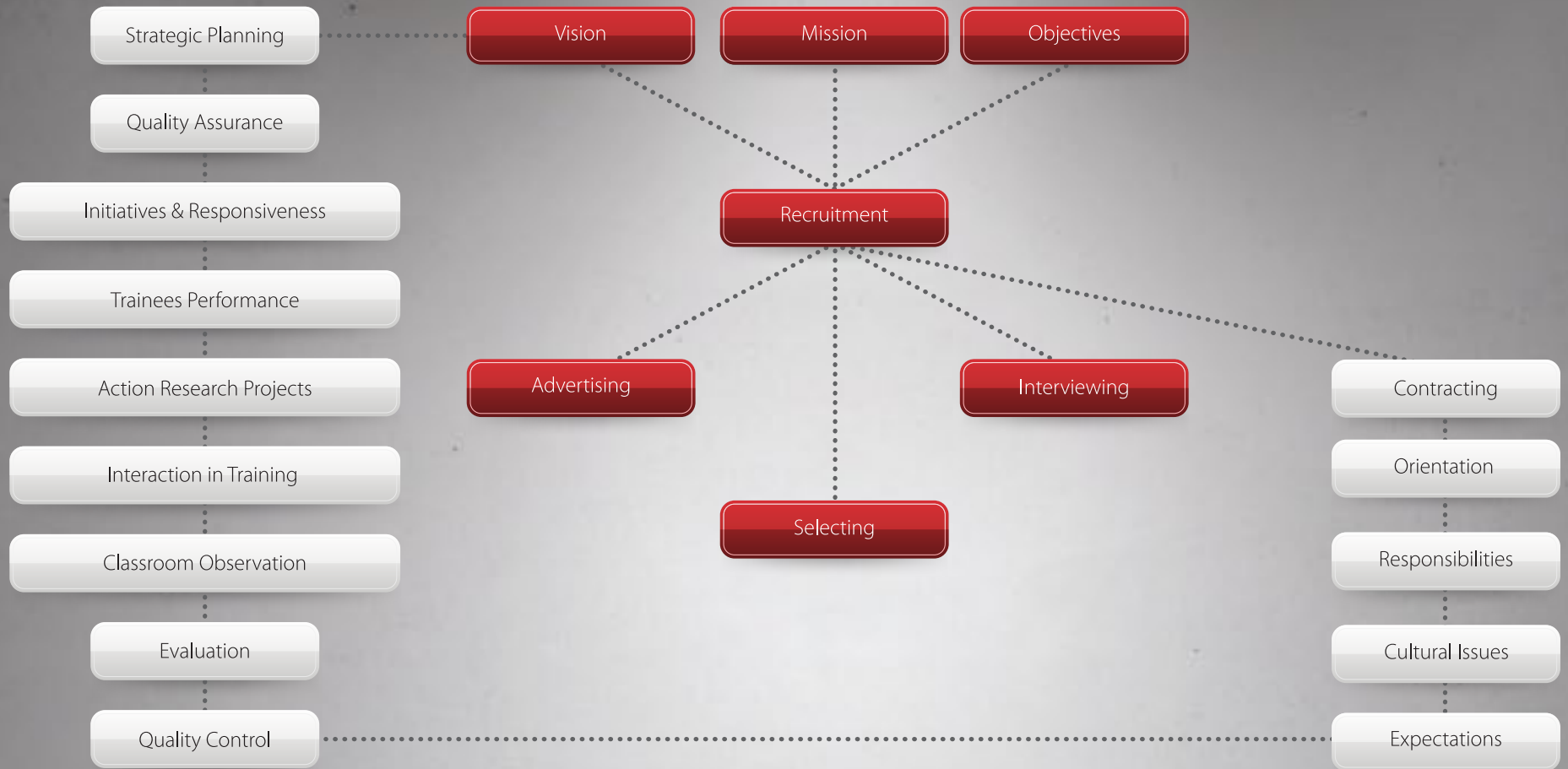
This is done by a set of policies and standards that are compliant with international standards, which can be classified in 8 major areas:

- I. Assessment Policy
- II. Internal Verification Policy
- III. Appeals Policy
- IV. Assessment Malpractice Policy V. Health and Safety policy
- VI. Staff development policy
- VII. Registration & Certification Policy VIII. Equal Opportunities Policy

Our Keys for quality assurance

- **Quality** is everyone's responsibility
- **Standardized** quality management procedures
- Improve staff performance through **teamwork** and **self-assessment**
- Provide trainers with teaching methods, **strategies** and **technology**
- Encourage **creativity** and praise unique performance
- Acknowledge mistakes and weaknesses and improve on them
- Assess the quality of input, processes and outputs
- Original curriculum and **Qualified** personnel recruitment
- **Reliable** assessment tools

“ Productivity is never an accident. It is always the result of a commitment to excellence, planning and focused efforts ”



Quality assurance Life Cycle

Training Format



Class Session

For certain concepts experts will brief participants about related theories, best practices and needed literature.



Group Discussions

Participant are encouraged to interactively exchange ideas, critically think about concepts, as well as share their own experiences.



Hands on Projects

Participants are organized in to groups and share assignments with team members while apply business concepts.



Case Studies

Examples of international organizations which demonstrate excellence in the concepts discussed. Or companies have faced difficulties are linked to topics discussed in each module.



Behavioral Change Techniques

Cognitive-behavioral assistance to change the maladaptive thinking patterns that cause the maladaptive behaviors and negative emotions, focusing on changing the participants' thoughts in order to change their behaviors and attitudes.



Workshop Coaching

Coaching means to guide participants as they work on applying concepts to practical examples during the session to guide them and enable them doing real work implementation in their companies.



Business Games

Providing business scenarios conditions and linking the players' actions to expected or plausible consequences and outcomes.



Tips & Tricks

Guidelines to improve awareness of common incidents in real business world situations in summarized statements, questions, what-to-do-if scenarios.



On Job Training

in order to insure accommodate the skills for trainees that defines them during the training process.



Problematic situations

Teams are presented with a challenging problematic situation to improve it. We address problematic situations from the everyday business environment we experience. Teams brainstorm, summarize and present their thoughts to the group and debate about the case.



Videos

To provide insight and experience to concepts, we demonstrate videos that address certain business concepts.



Role Play & Site Visits

We supply experienced professional role players to role play on training courses and assessment.



Guidance & Counseling

instruct trainees about the concepts of work and general guidance about what is related to the field of work



“
Excellence is the
gradual result of always
striving to do better
”

**Our
Clients**



القوات المسلحة السعودية
Armed Forces of Saudi Arabia



قوات الأمن الخاصة
Special Security Forces



الأمن العام
Public Security



الدفاع المدني
Civil defense



وزارة الداخلية
Ministry of Interior



الحرس الملكي
Royal Guard



وزارة الصحة
Ministry of Health



هيئة الإيداع والتحقيق العام
Bureau of Investigation and Prosecution



وزارة التربية والتعليم
Ministry of Education



مركز المعلومات الوطني
National Information Center



وزارة الحرس الوطني
National Guard



قوات الدفاع الجوي الملكي السعودي
Royal Saudi Air Defense



القيادة العامة لطيران الأمن
General Security Aviation Command



وزارة العدل
Ministry of Justice



المجلس الأعلى للقضاء
Supreme Judicial Council



القوات البحرية الملكية السعودية
Royal Saudi Naval Forces



الهيئة العامة للطيران المدني
General Authority of Civil Aviation



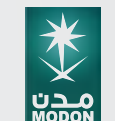
وزارة التعليم العالي
Ministry of Higher Education



برنامج مستشفى قوى الأمن
Medical Services



مدينة الملك فهد الطبية
King Fahad Medical City



هيئة المدن الصناعية ومناطق التقنية
Industrial Property Authority



وزارة النقل
Ministry of Transport



هيئة الأمر بالمعروف والنهي عن المنكر
Promotion for the Command of Virtue and the Prevention of Vices



مجلس الشورى
Consultative Assembly



وزارة الخدمة المدنية
The Saudi Fund for Development



صندوق تنمية الموارد البشرية
HUMAN RESOURCES DEVELOPMENT FUND



الصندوق السعودي للتنمية
The Saudi Fund for Development



الجمعية السعودية للإعاقة السمعية
Saudi Association For Hearing Impairment



مدينة الملك سعود الطبية
KING SAUD MEDICAL CITY



الخدمات الطبية للقوات المسلحة
Medical services of the armed forces



مديرية الأمن العام
Public Security Directorate



وزارة التربية والتعليم
Ministry of Education



وزارة الداخلية - الأردن
Jordan Ministry of Interior



وزارة التخطيط والتعاون الدولي
Ministry of Planning



القيادة العامة للقوات المسلحة الأردنية
Jordan Armed Forces



المؤسسة العامة لصوامع الغلال ومطاحن الدقيق
General Silos & Flour Mills Organization



مجلس التعاون لدول الخليج العربية
Cooperation Council for the Arab States of the Gulf



ديوان الخدمة المدنية - الكويت
civil service bureau



وزارة الإعلام - الكويت
Ministry Of Information Kuwait



الجمارك الأردنية
Jordan Customs



الاتحاد الاردني لكرة القدم
Jordan Football Association



الدفاع المدني - الأردن
Civil defense



كلية الملك فهد الأمنية
King Fahad Seurity College



جامعة الطائف
TAIF UNIVERSITY
كلية الملكة نور الفنية للطيران المدني



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الجامعة السعودية الإلكترونية
Saudi Electronic University



معهد الأمير نايف
للبحوث والخدمات الاستشارية
Prince Naif Institute
For Research and Consulting Services



مدينة الملك عبدالعزيز
للعلوم والتقنية KACST
King Abdulaziz City
for Science and Technology



جامعة الإمام محمد بن سعود الإسلامية
Imam Muhammad bin Saud
Islamic University



معهد النفط للتأهيل والتدريب
Petroleum Training
& Qualifying Institute



Queen Noor Civil Aviation
Technical College
كلية الملكة نور الفنية للطيران المدني



شركة السلام للطائرات
ALSALAM AIRCRAFT CO.



المؤسسة العامة
للتدريب المهني والتقني
Technical and Vocational
Training Corporation



جامعة الملك عبدالعزيز
King Abdulaziz University



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جامعة الحدود الشمالية
NORTHERN BORDER UNIVERSITY



جامعة الاسراء
Isra University



الجامعة الأهلية
AHLIA UNIVERSITY



الجامعة الأردنية
University of Jordan



جامعة البلقاء التطبيقية
Al-Balqa' Applied University



جامعة البتراء
Petra University



سايتكو
SAPTCO



البريد الممتاز
EMS



زين
ZAIN



موبينيل
mobinil



موبيلي
mobily



STC
الاتصالات السعودية



نقابة المهندسين الأردنيين
Jordanian Engineers Association



نقابة الأطباء الأردنية
Jordan Medical Association



بنك القاهرة عمان
CairoAmmanBank



العربي
anb



بنك الأردن
Bank of Jordan



بنك الإسكان للتجارة والتمويل
The Housing Bank for Trade & Finance



العيوني
Al-Ayuni



التعاونية
Tawuniya



Middle East Petroleum Company (MEPC)
شركة الشرق الأوسط لمحركات الطائرات



مستشفى دلة
Dallah Hospital



المراعي
Almarai



وقت اللياقة
FITNESS TIME



مجموعة حديد الاردن
JORDAN STEEL GROUP
Meltshop • Rolling Mill • Cut & Bend • Wire Mesh



نسيج Naseej
النظم العربية المتطورة



المؤتمن للحراسات الأمنية
ELMOTAMEN for security guards



قرية الأطفال
SOS Children's Villages



REDINGTON