

سبعة وثلاثون : برامج تنفذ باللغة الإنجليزية

No	SUBJECTS	WEEK	2009 FROM : TO	2010 FROM : TO
1315	Managing conflict at work.	1	1/8 - 1/4 7/2 - 6/28	5/13 - 5/9
1316	Taking the step up to supervisor.	1	1/15 - 1/11 7/2 - 6/28	5/13 - 5/9
1317	Interviewing more than a gut feeling.	1	1/15 - 1/11 7/9 - 7/5	5/20 - 5/16
1318	Documenting discipline.	1	1/22 - 1/18 7/9 - 7/5	5/20 - 5/16
1319	Improving work place.	1	1/22 - 1/18 7/9 - 7/5	5/27 - 5/23
1320	performance through coaching	1	1/29 - 1/25 10/1 - 9/27	5/27 - 5/23
1321	Mentoring for success.	1	1/29 - 1/25 10/1 - 9/27	6/10 - 6/6
1322	Leading teams, the skills.	1	2/5 - 2/1 10/8 - 10/4	6/10 - 6/6
1323	Making meeting work.	1	2/5 - 2/1 10/8 - 10/4	6/17 - 6/13
1324	Making change in work.	1	2/12 - 2/8 10/15 - 10/11	6/17 - 6/13
1325	Self-esteem, the power, Be your best.	1	2/12 - 2/8 10/15 - 10/11	6/24 - 6/20
1326	Effective delegation skills.	1	2/12 - 2/8 10/15 - 10/11	6/24 - 6/20
1327	Technical report writing.	1	2/19 - 2/15 10/22 - 10/18	6/30 - 6/27
1328	Operation research.	1	2/19 - 2/15 10/22 - 10/18	6/30 - 6/27
1329	How to write business plan?	1	2/19 - 2/15 10/29 - 10/25	5/13 - 5/9
1330	Management Information System.	1	2/26 - 2/22 10/29 - 10/25	5/13 - 5/9
1331	Budgets and budget preparation.	1	2/26 - 2/22 10/29 - 10/25	5/20 - 5/16
1332	Budgeting.	1	2/26 - 2/22 11/5 - 11/1	5/20 - 5/16

1333	Training of the trainers.	1	3/5 – 3/1 11/12 – 11/8	1/14 – 1/0
1334	Economic principles.	1	3/12 – 3/8 11/12 – 11/8	1/14 – 1/10
1335	Managerial skills for engineers.	1	3/12 – 3/8 11/12 – 11/8	1/21 – 1/17
1336	Advanced Cash Flow & Working Capital Management.	1	3/12 – 3/8 11/19 – 11/15	1/21 – 1/17
1337	Advanced Office Management & Effective Administration Skills.	1	3/19 – 3/15 11/19 – 11/15	1/28 – 1/24
1338	Authentic Leadership: Courage, Coaching & Ethics.	1	3/19 – 3/15 11/19 – 11/15	1/28 – 1/24
1339	Basics of Human Resource Management.	1	3/19 – 3/15 11/26 – 11/22	2/11 – 2/7
1340	Beyond Customer Service.	1	3/26 – 3/22 11/26 – 11/22	2/11 – 2/7
1341	Budget Preparation Skills.	1	3/26 – 3/22 11/26 – 11/22	2/18 – 2/14
1342	Budgeting, Forecasting and the Planning Process.	1	3/26 – 3/22 11/26 – 11/22	2/18 – 2/14
1343	Communicating & Influencing with Impact.	1	3/26 – 3/22 11/26 – 11/22	2/25 – 2/21
1344	Creative & Innovative Leadership.	1	4/2 – 3/29 12/10 – 12/6	2/25 – 2/21
1345	Customer Focused Management.	1	4/2 – 3/29 12/10 – 12/6	3/11 – 3/7
1346	Customer Service Strategy: Building a Customer Centric Organization.	1	4/2 – 3/29 12/10 – 12/6	3/11 – 3/7
1347	Dynamics of Leadership.	1	4/2 – 3/29 12/10 – 12/6	1/14 – 1/10
1348	Effective Management & Leadership Styles.	1	4/9 – 4/5 12/10 – 12/6	1/14 – 1/10
1349	Essential Skills for Effective Training Administration.	1	4/9 – 4/5 12/17 – 12/13	1/21 – 1/17
1350	Financial Analysis, Planning and Control.	1	4/16 – 4/12 12/17 – 12/13	1/21 – 1/17
1351	Financial Awareness.	1	4/16 – 4/12 12/17 – 12/13	1/28 – 1/24
1352	Financial Strategy for Business Professionals.	1	4/23 – 4/19 12/24 – 12/20	1/28 – 1/24

135 3	Fundamentals of Finance & Accounting.	1	4/23 – 4/19 12/24 – 12/20	2/11 – 2/7
135 4	Human Resources Development and Personnel Management.	1	4/30 – 4/26 12/24 – 12/20	3/18 – 3/14
135 5	International Financial Reporting.	1	4/30 – 4/26 12/31 – 12/27	3/18 – 3/14
135 6	Leading & Empowering High Performing Groups & Teams.	1	5/7 – 5/3 12/31 – 12/27	3/25 – 3/21
135 7	Leading & Implementing Change.	1	5/7 – 5/3 12/31 – 12/27	3/25 – 3/21
135 8	Leading Creatively.	1	5/14 – 5/10 7/2 – 6/28	4/8 – 4/4
135 9	Leading High Performing Teams.	1	5/14 – 5/10 7/2 – 6/28	4/8 – 4/4
136 0	Leading Virtual & Remote Teams.	1	5/21 – 5/17 7/2 – 6/28	4/15 – 4/11
136 1	Management Control Techniques for Business Professionals.	1	5/21 – 5/17 10/1 – 9/27	4/15 – 4/11
136 2	Manpower Organization, Succession Planning & Trend Analysis.	1	5/28 – 5/24 10/1 – 9/27	4/22 – 4/18
136 3	Mastering Decision Making.	1	5/28 – 5/24 10/1 – 9/27	4/22 – 4/18
136 4	Mastering International Negotiations.	1	6/11 – 6/7 10/8 – 10/4	4/28 – 4/25
136 5	Mastering People Management & Team Leadership.	1	6/18 – 6/14 10/8 – 10/4	4/28 – 4/25
136 6	Maximizing Personal Potential for Leaders.	1	6/18 – 6/14 10/8 – 10/4	5/6 – 5/2
136 7	Motivation and Behavior.	1	6/25 – 6/21 10/15 – 10/11	5/6 – 5/2
136 8	Negotiation and Conflict Management in Organizations.	1	6/25 – 6/21 10/15 – 10/11	5/13 – 5/9
136 9	Operational Excellence.	1	7/2 – 6/28 10/15 – 10/11	5/13 – 5/9
137 0	Planning, Organizing and Controlling Projects	1	6/25 – 6/21 10/22 – 10/18	5/20 – 5/16
137 1	Powerful Presentations & Public Speaking Skills.	1	6/25 – 6/21 10/22 – 10/18	5/20 – 5/16
137 2	Setting and Controlling Budgets.	1	7/2 – 6/28 10/22 – 10/18	5/27 – 5/23

1373	Strategy and Strategic Planning.	1	7/9 – 7/5 10/29 – 10/25	5/27 – 5/23
1374	Success Skills for PA's and Executive Secretaries.	1	1/15 – 1/11 10/29 – 10/25	6/10 – 6/6
1380	Successful Management for Business Achievement - The 5 Day MBA.	1	1/22 – 1/18 10/29 – 10/25	1/14 – 1/10
1381	The Competent Manager.	1	1/29 – 1/25 11/5 – 11/1	1/14 – 1/10
1382	The Essential Office Professional: Professional Skills for Administrators & Secretaries.	1	2/5 – 2/1 11/5 – 11/1	1/21 – 1/17
1383	The Oxford 5 Day MBA in Finance.	1	2/12 – 2/8 11/5 – 11/1	1/21 – 1/17
1384	The Oxford Behavioral Leadership & Management Program.	1	2/12 – 2/8 11/5 – 11/1	1/28 – 1/24
1385	The Oxford Leadership Seminar.	1	2/19 – 2/15 11/12 – 11/8	1/28 – 1/24
1386	The Senior Secretary Development Program.	1	2/19 – 2/15 11/5 – 11/1	2/11 – 2/7
1387	Understanding Finance to Influence Strategic Decisions.	1	3/5 – 3/1 11/12 – 11/8	2/11 – 2/7

والمناقشة مثل لعبة تنس الطاولة فهي تعتمد على فكرة العمل في اتجاهين (هات وخذ) وليس في اتجاه واحد ويتم من خلالها طرح الموضوع ذي الاهتمام المشترك بين طرفين أو عدة أطراف، ثم تحليله وتشريحه من خلال وجهات نظر كل المشاركين. وغالباً ما تكون وجهات النظر هذه متعددة .

وتتميز المناقشة بالسعي الدائم لدى المشاركين فيها بإقناع الآخرين بالأفكار التي يطرحها كل فرد وقد تجد نفسك من خلال المناقشة موافقاً على بعض وجهات النظر الأخرى أو أجزاء منها وبصفة خاصة تلك الأجزاء التي تدعم وجهة نظرك، ولكنك في نهاية المناقشة تريد لأفكارك أن تسود بشكل أساسي.

من كتاب إدارة الحوار والمناقشات تأليف دكتور محمد عبد الغني هلال