



Exclusive Affiliate To

CAMBRIDGE
INTERNATIONAL COLLEGE



SPARK Training & Development

Trust.. and Entrust

The Leading Accredited International College, From Britain, Across the World

2000

EXCLUSIVE
AFFILIATE SINCE

150+

CAMBRIDGE
COURSES

52+

CORPORATE
PARTNERS

25+

YEARS OF
EXCELLENCE

EXCLUSIVE CAMBRIDGE AFFILIATE SINCE 2000

A Transformation Partner, Not Just a Training Provider

For more than two decades, Spark for Training & Development has been the trusted bridge between ambitious professionals across Egypt and the MENA region and internationally accredited Cambridge qualifications, without ever needing to travel to Britain.

Study in Arabic or English. Pay in flexible installments. Every program is designed around one outcome: a real career upgrade, backed by a credential the market trusts.

- No need to travel to Britain
- Study in Arabic or English
- Flexible installment plans

25+

Years of Success

6

Program Categories

150+

Cambridge Courses

52+

Corporate Partners



Leadership & Management Programs

28
COURSES

- 1 Ultra-Fast Management and High-Achievement Leadership
- 2 How to Become an Outstanding Manager and a Successful Leader
- 3 Modern Strategy for Creativity, Excellence Planning, and Achieving Strategic Goals
- 4 Modern Methods and Trends in Management
- 5 The Nine Pillars for Department Managers and Section Heads in Administrative and Personnel Affairs
- 6 Planning, Follow-Up, and Performance Evaluation
- 7 How to Build an Effective Relationship with Your Boss at Work
- 8 The Integrated System for Developing Supervisory Skills for Administrators
- 9 Developing Core Skills for the Professional Manager
- 10 Leadership Skills and Administrative Excellence: Workshop
- 11 Modern Approaches to Supervision, Leadership, and Performance Development
- 12 How to Prepare Administrative Letters and Reports
- 13 Modern Creative Skills in Managing Crises
- 14 Administrative Engineering in Development and Implementation in Government Departments
- 15 Administrative Conflicts and How to Handle Them Effectively
- 16 Second-Line Leadership Preparation Skills
- 17 Developing Communication Skills and the Art of Effective Interaction
- 18 Modern Methods for Transportation Management
- 19 Delegation and Motivation Strategies and Managing a Multicultural Workplace
- 20 Administrative Excellence and Creative Thinking for Leaders and Managers
- 21 Leadership in Measuring and Developing High-Performance Creative Work Teams
- 22 Executive Leadership and Distinguished Strategic Planning to Achieve Goals
- 23 Hospital Management
- 24 Management and Strategic Planning Using the Balanced Scorecard Concept
- 25 Managing Work Pressure and Transitioning from Paper-Based to Electronic Work in Government Departments
- 26 Building and Leading Work Teams



Human Resources Management Programs

25
COURSES

- 1 Human Resource Management from a Strategic Perspective
- 2 Strategic Training Management and Developing Integrated Training Plans
- 3 The Art of Conducting Interviews, Direct Dialogue, Selection, and Recruitment
- 4 Foundations and Tools of HR Planning
- 5 Modern Methods for Optimal Workforce Recruitment and Measuring Employee Satisfaction
- 6 Career Path Planning and Development for Optimal Use of Human Resources
- 7 Training the Trainers: Are You a Trainer
- 8 Leadership in Preparing Training Specialists and Officers
- 9 Developing Employee Affairs Information Using Computers Under E-Government
- 10 Accounting Systems for Human Resource Costs
- 11 The Role of Managers in Implementing On-the-Job Training
- 12 How to Analyze and Design Jobs in Government Institutions
- 13 How to Prepare Training Plans and Budgets
- 14 Developing Methods and Organizational Skills to Improve Work and Procedures
- 15 Job Description Studies and Preparing Organizational Manuals
- 16 Methods for Measuring Training Cost and Return on Investment
- 17 The Nine Skills for Training and Practical Teaching Specialists
- 18 Training Effectiveness and Identifying Future Training Needs
- 19 Training and Human Resource Development Amid Information Technology
- 20 Innovation in Field Training Management and Achieving Total Quality
- 21 The Nine Skills for Practical Teaching and Field Training Specialists
- 22 Educational and Professional Supervision in Educational Institutions
- 23 Training and Career Path Development
- 24 Foundations of Job Description, Analysis, and Evaluation
- 25 The Culture of Counseling, Guidance, and Field Training in Organizations



Secretarial & Information Management

20
COURSES

- 1 Electronic Management of Secretarial Work and Office Administration
- 2 Modern Secretarial Skills and Speed-Reading for Shorthand and Memory Activation
- 3 Skills for Dealing with Your Boss and Colleagues at Work (Executive Secretary)
- 4 The Art of Classification Skills (Periodicals and Printed Articles) and Computer Applications
- 5 Office Work Management Using Computers
- 6 Developing Private Secretary Skills for Senior Leadership
- 7 Information Systems Analysis and Design Engineering
- 8 Administrative and Behavioral Skills for Office Managers
- 9 Excellence in Secretarial Work and Advanced Office Management
- 10 Filing and Retrieval Engineering for Records Using Computers
- 11 The Contemporary Secretary: The Mind and Heart of the Organization
- 12 Office Management for Senior Leadership Using Computers
- 13 Advanced Electronic Indexing and Archiving, and File Applications
- 14 Modern Methods for Organizing and Simplifying Procedures: Paperless Management
- 15 Developing Core Capabilities for Senior Office Managers and Executive Secretaries
- 16 Excellence in Modern Secretarial Work and Office Management
- 17 Managing the Offices of Ministers and Undersecretaries: Modern Skills and Techniques
- 18 Information Systems Applications in Preparing Administrative Reports
- 19 Documentation, Electronic Archiving Skills, and Integrated Document Storage
- 20 Managing Electronic Office Business Systems



PR, Marketing & Sales Programs

16
COURSES

- 1 Ceremonial, Protocol, and Etiquette for VIPs
- 2 Public Relations and Electronic Media Using Information Technology
- 3 Public Relations and Its Role in Client Management
- 4 Strategic Planning for Media Campaigns
- 5 How to Deal with the Media
- 6 Reception and Hospitality Ceremonies for VIPs
- 7 The Integrated Role of Public Relations Management
- 8 Foundations of Effective Media and Press Report Writing
- 9 Organizing Conferences and Official Events
- 10 Effective Collection Behaviors
- 11 Developing Professional Salesperson Skills
- 12 The Art of Selling Skills Inside Sales Exhibitions
- 13 Methods for Preparing Marketing Plans
- 14 Modern Trends in Marketing
- 15 Excellence in Customer Service: How to Retain Your Customer
- 16 Administrative and Behavioral Skills for Senior Sales Management



Safety, Legal & Health Programs

30
COURSES

- 1 Industrial Security and Occupational Safety Management
- 2 Preparing and Qualifying Administrative Security Personnel
- 3 How to Handle Hazardous Materials in Laboratories
- 4 Food Safety
- 5 Occupational Health for Restaurant and Food Company Employees
- 6 Contract, Tender, and Bid Management: Workshop
- 7 Drafting Administrative and International Contracts
- 8 Legal Drafting of Administrative Decisions
- 9 The Art of Administrative Investigation Management
- 10 Skills for Drafting Government and Private Employment Contracts
- 11 Skills for Writing Legal Memoranda and Correspondence
- 12 First Aid: How to Prepare for It
- 13 Hospital and Medical Center Management
- 14 Local Purchasing Systems and Methods
- 15 Supporting Professional Performance for
- 16 Contractual Negotiation in Procurement
- 17 Warehouse and Store Management
- 18 How to Deal with Market Fluctuations
- 19 World Bank-Funded Contracts and Procurement
- 20 Seminar: Resolving and Settling Procurement Contract Disputes
- 21 Inventory Control
- 22 How to Dispose of Dead Stock: Problems and Solutions
- 23 Modern Methods for Rationalizing Electrical Energy
- 24 Workshop: Fiber Optic Usage Techniques in Communications
- 25 Skills for Controlling Electric Motor Speed
- 26 Modern Methods for Preparing Technical Reports for Engineers and Technicians
- 27 Operating and Maintaining Electrical Networks
- 28 How to Prepare for Fire Prevention
- 29 Modern Methods for Electrical Transformers and Diagrams
- 30 Modern Methods for Managing



Finance & Accounting Programs

16
COURSES

- 1 Financial Analysis and Performance Efficiency Evaluation in Institutions
- 2 Applications of Cost Accounting in Rationalizing Administrative Decisions
- 3 Fundamental and Technical Analysis of Stocks in the Financial Market
- 4 Reading and Analyzing Financial Reports for Non-Financial Professionals
- 5 Modern Trends for Raising Accountant and Controller Performance Efficiency
- 6 Modern Methods in Financial Planning and Budget Preparation
- 7 Administrative Accounting and Expense Management in Government Units
- 8 Developing Technical and Financial Performance for Cash and Treasury Officers
- 9 Feasibility Studies for Investment Projects and Evaluation Methods
- 10 Developing Comprehensive Planning Budgets for Planning and Control Purposes
- 11 Auditing and Review Under Electronic Accounting Data Processing
- 12 Rebuilding Financial Structures to Support Success and Manage Financial Crises
- 13 Documentary Credits and Letters of Guarantee
- 14 Accounting and Bookkeeping in Government Units
- 15 Financial Control Systems, Internal Audit, and Interpreting Financial Performance
- 16 Accounting in Petroleum Companies

Real Training. Real Rooms. Real Results.



Across Egypt, the Gulf & Beyond



Trusted by 52+ Organizations Across the Region

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|--|---|--|
| 01 Ministry of Interior, Kingdom of Saudi Arabia | 19 Royal Saudi Air Force, Kingdom of Saudi Arabia | 36 Al-Magrabi Eye Hospital, Saudi Arabia |
| 02 Ministry of Communications and Information Technology, Kingdom of Saudi Arabia | 20 Arabian Agricultural Services Company (ARASCO), Kingdom of Saudi Arabia | 37 Al Ain Center, Dubai and Abu Dhabi |
| 03 Abdul Latif Jameel Group, Saudi Arabia | 21 Bank Riyadh, Kingdom of Saudi Arabia | 38 Ministry of Health, Kuwait |
| 04 Anbi Petroleum Company, Arab Republic of Egypt | 22 The National Commercial Bank, Kingdom of Saudi Arabia | 39 Bamaarroof Group, Kingdom of Saudi Arabia |
| 05 Juhayna Company, Arab Republic of Egypt | 23 Professionals Institute, Kingdom of Saudi Arabia | 40 Al-Husseini Company |
| 06 Abu Dhabi Islamic Bank, Arab Republic of Egypt | 24 Saudi Economic Development Company (SEDCO), Kingdom of Saudi Arabia | 41 Saudi Binladin Group for Projects, Kingdom of Saudi Arabia |
| 07 Ashley Egypt Furniture Company, Arab Republic of Egypt | 25 Military Attaché, Embassy of the Sultanate of Oman | 42 General Authority for the Development of Riyadh City, Kingdom of Saudi Arabia |
| 08 Dawaa Company, Kingdom of Saudi Arabia | 26 Administrative Environment Institute, Sultanate of Oman | 43 Petroleum Marine Services (PMS), Arab Republic of Egypt |
| 09 HSBC Bank, Arab Republic of Egypt | 27 Muscat College, Sultanate of Oman | 44 Public Authority for Applied Education and Training, Kuwait |
| 10 The Holding Company for Insurance, Arab Republic of Egypt | 28 Ministry of Regional Municipalities, Sultanate of Oman | 45 Diwan of Royal Court Affairs, Sultanate of Oman |
| 11 QNB Bank, Arab Republic of Egypt | 29 Qatari Rail Company, Qatar | 46 Emaar Arabia Company, Kingdom of Saudi Arabia |
| 12 Arabian Gulf Oil Company, Benghazi, Libya | 30 Khafji Joint Operations | 47 Qatar Petroleum Company, Qatar |
| 13 Al-Shamsi Trading Company, Arab Republic of Egypt | 31 Saudi Industrial Development Fund, Kingdom of Saudi Arabia | 48 Dar Al-Hekma College, Kingdom of Saudi Arabia |
| 14 Al-Ahly Real Estate Development Company, Arab Republic of Egypt | 32 General Authority of Civil Aviation, Saudi Arabia | 49 Qatar Spark Training Institute |
| 15 Experts Institute, Kingdom of Saudi Arabia | 33 Sultan Qaboos University, Sultanate of Oman | 50 King Abdullah Institute, Kingdom of Saudi Arabia (Strategic and Operational Partner, 2002 to 2006) |
| 16 Petromin Egypt Company, Arab Republic of Egypt | 34 Belayim Petroleum Company, Arab Republic of Egypt | 51 Bashaer Saudi Holding Company, International Development and Education Division |
| 17 Middle East Oil Refining Company (MIDOR), Arab Republic of Egypt | 35 Chamber of Commerce and Industry of Makkah, Kingdom of Saudi Arabia | 52 Cordoba Institute, Dubai, United Arab Emirates |
| 18 Ministry of Municipal and Rural Affairs, Hail Region Secretariat | | |