



الطويل للاستشارات و التدريب
ALTAWAIL Consulting & Training

Training Courses Schedule 2025

 (+966) 11 208 6895

 www.altawail.com

 Training@altawail.com



ALTAWAIL Consulting and Training is recognized as one of the most reliable and esteemed service providers within the Kingdom of Saudi Arabia, with an impressive track record spanning over the last three decades. The organization adheres to best practices in managing consultancy projects and delivering high-quality training services throughout the Kingdom and abroad.

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2025 Training Courses

Management and Leadership Courses

TRAINING COURSES	DURATION + FEES SR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Management and Leadership Skills (ILM)	5 Days 9900		16 - 20 Riyadh AR			4 - 8 Dubai EN				7 - 11 London EN			21 - 25 Dubai EN
Leading in a Rapidly Changing Work Environment	5 Days 8800				27/4 - 1/5 Riyadh AR				3 - 7 London EN			2 - 6 Barcelona EN	
Making Impactful Decisions	5 Days 7800				20 - 24 Dubai EN			6 - 10 Jeddah AR			5 - 9 London EN		
Excellence Competencies in Transition Periods	5 Days 8800								31/8 - 4/9 Amsterdam EN				14 - 18 Riyadh EN
Practicing Your Supervisory Roles Professionally	5 Days 8800		16 - 20 Dubai EN					6 - 10 Cairo EN			12 - 16 Riyadh AR		
Leading with Emotional Intelligence	5 Days 8800					11 - 15 Jeddah AR		20 - 24 Abha AR		28/9 - 2/10 Barcelona EN			7 - 11 Dubai EN
Building High-Performing Teams	5 Days 7800					18 - 22 Dammam EN			10 - 14 Amsterdam EN			9 - 13 Jeddah AR	
Effective Leadership to Build a Culture of Excellence and Creativity	3 Days 5900							13 - 15 Amsterdam EN			26 - 28 Dubai EN		28 - 30 Jeddah EN
Building an Environment of Empowerment and Organizational Belonging	3 Days 5900		25 - 27 Dammam EN			18 - 20 Dubai EN				28 - 30 AlMadina AR			
Effective Leader's Role in Crisis Management	5 Days 8800					25 - 29 London EN			24 - 28 Dubai EN			16 - 20 Jeddah AR	
Utilizing Artificial intelligence to Lead	3 Days 6900				13 - 15 Dammam EN					28 - 30 Dubai EN			21 - 23 Riyadh AR
Ethical Leadership, Building Trust and Establishing Integrity in the workspace	5 Days 7800								17 - 21 Cairo EN			23 - 27 Dubai EN	
Impactful Leadership and Communication Skills	5 Days 8800						29/6 - 3/7 Dubai EN					30/11 - 4/12 Riyadh EN	
Operational Planning: From Concepts to Implementation	5 Days 8800	26 - 30 Riyadh EN				11 - 15 Dubai EN		13 - 17 Abha AR					

Strategic Management Courses

TRAINING COURSES	DURATION + FEES SR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Vision Development and Execution: Strategic Planning Tools	5 Days 7800				27/4 - 1/5 Dubai EN				31/8 - 4/9 Riyadh EN			30/11 - 4/12 Dammam EN	
Strategic Management	5 Days 8800					18 - 22 Amsterdam EN	15 - 19 Riyadh EN				12 - 16 Dubai EN		
Advanced Methodologies for Corporate Performance Management	5 Days 7800							13 - 17 Jeddah EN				16 - 20 Dubai EN	
Objectives and Key Results (OKR)	3 Days 5900						22 - 24 Dammam AR						28 - 30 Jeddah EN
Balanced Scorecard (BSC)	5 Days 7800		2 - 6 Riyadh EN						3 - 7 Riyadh AR				
Key Performance Indicators (KPIs)	3 Days 5900				27 - 29 Riyadh AR				10 - 12 Jeddah EN				28 - 30 Riyadh AR
Achieving the Vision: Proactive Change Leadership	5 Days 8800				6 - 10 Dubai EN								21 - 25 Jeddah AR

2025 Training Courses

Communication and Influencing Courses

TRAINING COURSES	DURATION + FEES SR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Impactful Communication Skills	3 Days 5400	26 - 28 Jeddah AR							3 - 5 Riyadh AR				28 - 30 Riyadh EN
Impactful Communication Skills (Virtual)	3 Days 3200						10 - 12 Virtual EN		24 - 26 Virtual AR				
Persuasion through Presenting	3 Days 5400				20 - 22 Riyadh EN		15 - 17 Jeddah AR			7 - 9 Jeddah AR			
Interacting Constructively with Others at Work	3 Days 5400		2 - 4 Riyadh EN			25 - 27 Jeddah AR			24 - 26 Riyadh AR			9 - 11 Dammam EN	
Positive Thinking and Influencing Others	5 Days 7300							20 - 24 Riyadh AR			19 - 23 Barcelona EN		14 - 18 Jeddah EN
Successful Negotiations: Mastering Negotiation Skills	3 Days 5400				13 - 15 Jeddah EN			6 - 8 Abha AR				16 - 18 Riyadh AR	
Successful Negotiations: Mastering Negotiation Skills (Virtual)	3 Days 3200				27 - 29 Virtual EN				3 - 5 Virtual AR				
Effective Communication: Creativity in Writing, Designing, and Presenting Impactful Content	5 Days 7300						15 - 19 Riyadh AR				12 - 16 Jeddah AR		

Personal Development and Effectiveness Courses

TRAINING COURSES	DURATION + FEES SR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Boost Your Focus and Productivity: Time and Stress Management	3 Days 5400		25 - 27 Dammam EN					20 - 22 Jeddah AR		21 - 24 Riyadh EN			
Utilizing Emotional Intelligence in the Work Environment	5 Days 7300							27 - 31 Dammam AR		7 - 11 Cairo EN			
Creative Thinking: Techniques and Tools to Excel	5 Days 7300								10 - 14 Abha AR			16 - 20 Dammam EN	
Managing Multiple Tasks, Priorities and Deadlines	5 Days 7300		9 - 13 Jeddah AR			11 - 15 AlMadina AR				14 - 18 Jeddah EN			
Problem Solving and Decision Making	5 Days 7300				13 - 17 Barcelona EN			27 - 31 Malaysia EN		28/9 - 2/10 Riyadh AR			14 - 18 Dubai EN
Effective Teamwork for Higher Team Productivity	5 Days 7300		16 - 20 Riyadh AR						17 - 21 Jeddah AR				14 - 18 Riyadh EN
Habits of Distinguished Professionals	3 Days 5400						15 - 17 Riyadh AR				5 - 7 Dammam EN		
Habits of Distinguished Professionals (Virtual)	3 Days 3200					18 - 20 Virtual EN				21 - 24 Virtual AR			

Quality and Operational Process Improvement Courses

TRAINING COURSES	DURATION + FEES SR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Achieving Excellence Through Quality	5 Days 7300					4 - 8 Riyadh AR			17 - 21 Dubai EN		12 - 16 Dammam EN		
Quality Assurance	5 Days 7300				20 - 24 Jeddah AR							23 - 27 Riyadh EN	
Continuous Improvement and Productivity	5 Days 7300						15 - 19 Jeddah AR				5 - 9 Riyadh EN		
Business Process Analysis and Simplification	5 Days 7300				13 - 17 Riyadh EN				3 - 7 Abha AR				7 - 11 Dammam AR

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Quality and Operational Process Improvement Courses

TRAINING COURSES	DURATION + FEES SR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Advanced Quality and Compliance Auditing	5 Days 7800					11 - 15 Jeddah AR				14 - 18 Dammam EN			
Operational Risk Management and Mitigation Strategies	5 Days 7300		9 - 13 Jeddah EN					27 - 31 Jeddah AR					
Operational Process Management: From Planning to Implementation	5 Days 7300		16 - 20 Dammam EN								26 - 30 Riyadh AR		
Sustainable Development and the Environment	3 Days 5900						10 - 12 Jeddah EN			22 - 25 Riyadh AR			
Sustainable Development and the Environment (Virtual)	3 Days 3600							6 - 8 Virtual EN					

Human Resources Management Courses

TRAINING COURSES	DURATION + FEES SR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Smart Recruitment: Competency-Based Interviewing Skills	3 Days 5900				27 - 29 Dammam AR						5 - 7 Riyadh EN		
Train the Trainer (ILM)	5 Days 9900	26 - 30 Riyadh AR						20 - 24 Dubai EN		28/9 - 2/10 Dammam EN			
Labor Law	3 Days 5400					4 - 6 Dammam AR						23 - 25 Jeddah AR	
Labor Law (Virtual)	3 Days 3200				20 - 22 Virtual AR				10 - 12 Virtual AR				
Innovation in Workforce Planning and Organizational Development	5 Days 7800						29/6 - 3/7 Riyadh AR				19 - 23 Dammam EN		
Talent Management Specialist	3 Days 5900								31/8 - 2/9 Jeddah AR				28 - 30 Dammam EN
Strategies for Excellence in HR Governance	5 Days 7800					25 - 29 Malaysia EN					5 - 9 Jeddah AR		
Work Ethics in the AI Era: Aligning Technology with Human Values	3 Days 5900								17 - 19 Abha AR			2 - 4 Riyadh AR	
Professional Specialist in Strategic HR Auditing	5 Days 8800									14 - 18 Riyadh AR			
Employee Performance Evaluation: Appraisal and Goal Setting Strategies	5 Days 7800				13 - 17 Dubai EN			6 - 10 Riyadh AR				23 - 27 Dammam EN	

Project Management Courses

TRAINING COURSES	DURATION + FEES SR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Project Management Professional (PMP)	5 Days 9900				27/4 - 1/5 Jeddah EN					31/8 - 4/9 Dammam EN			7 - 11 Riyadh EN
Project Management Professional (PMP) (Virtual)	5 Days 6800								17 - 21 Virtual EN			9 - 13 Virtual AR	
Certified Associate in Project Management (CAPM)	5 Days 9400							13 - 17 Riyadh AR			26 - 30 Dammam EN		
Risk Management Professional (PMI-RMP)	5 Days 9900						22 - 26 Jeddah AR					16 - 20 Riyadh EN	
Professional in Business Analysis (PMI-PBA)	5 Days 9400				13 - 17 Dammam EN					28/9 - 2/10 Jeddah EN			

2025 Training Courses

Project Management Courses

TRAINING COURSES	DURATION + FEES SR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Agile Certified Practitioner (PMI-ACP)	5 Days 9400		16 - 20 Riyadh EN						17 - 21 Jeddah AR				

Office Management and Secretarial Skills Courses

TRAINING COURSES	DURATION + FEES SR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Computer Applications for Preparing Business Reports	3 Days 5400				20 - 22 Dammam EN					7 - 9 Riyadh EN			14 - 16 Jeddah AR
The Art of Report Writing: Analyzing and Presenting Data	3 Days 5400		16 - 18 Jeddah AR				15 - 17 Dammam AR				19 - 21 Riyadh AR		
The Art of Report Writing: Analyzing and Presenting Data (Virtual)	3 Days 3200				8 - 10 Virtual EN			13 - 15 Virtual AR					
Emotional Intelligence and Interpersonal Skills for Office Managers	5 Days 7300		2 - 6 Jeddah EN							14 - 18 Jeddah AR			
Basics of Digital Transformation in Offices: Cloud Computing, Automation, and Cybersecurity	5 Days 7300				6 - 10 Riyadh EN				24 - 28 Jeddah AR			23 - 27 Dammam EN	
AI in Office Management: Leveraging ChatGPT for Higher Efficiency	3 Days 5900					11 - 13 Dammam EN			17 - 19 Riyadh AR		26 - 28 Jeddah EN		

Marketing, Sales and Customer Service Courses

TRAINING COURSES	DURATION + FEES SR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Excellence in Customer Service	5 Days 7300				13 - 17 Dammam EN				3 - 7 Jeddah EN				21 - 25 Riyadh AR
Excellence in Customer Service (Virtual)	3 Days 5300					4 - 8 Virtual EN				7 - 11 Virtual AR			
Digital Marketing	5 Days 7300									7 - 11 Dammam EN		30/11 - 4/12 Dubai EN	
Customer Experience Professional	5 Days 7300					18 - 22 Riyadh AR						9 - 13 Dammam EN	
Sales Skills: Converting Opportunities into Tangible Results	3 Days 5400						10 - 12 Riyadh AR		24 - 26 Jeddah EN				
Artificial Intelligence in Marketing	3 Days 6800							27 - 29 Riyadh AR		22 - 25 Jeddah AR			
Artificial Intelligence in Marketing (Virtual)	3 Days 3900		25 - 27 Virtual EN					27 - 29 Virtual AR					
Understanding Customers' Behaviors and Gaining Their Loyalty	5 Days 7300		16 - 20 Riyadh AR				29/6 - 3/7 Jeddah AR				12 - 16 Riyadh AR		

Accounting and Finance Courses

TRAINING COURSES	DURATION + FEES SR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Financial Planning, Forecasting and Budgeting	5 Days 7800						15 - 19 Cairo EN				19 - 23 Riyadh AR		
Financial Statement Analysis	5 Days 7800				20 - 24 Jeddah AR				3 - 7 Dubai EN				14 - 18 Malaysia EN

2025 Training Courses

Accounting and Finance Courses

TRAINING COURSES	DURATION + FEES SR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Finance for Non-financials	5 Days 7800								10 -14 Riyadh AR			9 - 13 Dubai EN	
International Financial Reporting Standards (IFRS)	5 Days 7800						29/6 - 3/7 Jeddah AR				19 -23 Dammam EN		
Financial Analysis and Risk Management	5 Days 7800				13 - 17 Riyadh AR			27 - 31 Abha EN					
Cash and Liquidity Management	5 Days 7800								31/8 - 4/9 Riyadh AR				14 - 18 Dammam EN

Banking and Insurance Courses

TRAINING COURSES	DURATION + FEES SR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Fundamentals of Credit	5 Days 7800						29/6 - 3/7 Riyadh AR				12 - 16 Jeddah AR		
Fundamentals of Insurance	5 Days 7800					25 - 29 Riyadh AR						2 - 6 Dammam AR	
Fundamentals of Banking	5 Days 7800									14 - 18 Dammam AR		30/11 - 4/12 Jeddah AR	
Credit Consultant	5 Days 8800					18 - 22 Jeddah EN					26 - 30 Riyadh AR		
Insurance Claims Management and Fraud Detection	3 Days 5900		9 - 11 Riyadh AR								12 - 14 AlMadina AR		
Insurance Products in the Digital Era: Innovation and Market Trends	5 Days 8800				20 - 24 Riyadh AR				24 - 28 Riyadh AR				7 - 11 Jeddah AR
Ethics and Corporate Governance in Financial Services	5 Days 8800							20 - 24 Riyadh AR			12 - 16 Dammam AR		
Artificial Intelligence in Financial Services	3 Days 6900						22 - 24 Riyadh AR					2 - 4 Jeddah EN	
Artificial Intelligence in Financial Services (Virtual)	3 Days 4700									14 - 16 Virtual EN			
Combating Financial Fraud	3 Days 5900		2 - 4 Dammam AR			25 - 27 Riyadh AR						9 - 11 Riyadh AR	
Fundamentals of Personal Banking	5 Days 7800								10 - 14 Riyadh AR			30/11 - 4/12 Dammam AR	

Procurement, Warehouse and Supply Chain Courses

TRAINING COURSES	DURATION + FEES SR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Warehouse and Storage Management Using Modern Technologies	5 Days 7800							27 - 31 Riyadh AR				2 - 6 Riyadh EN	
Modern Purchasing and Contract Management	5 Days 7800								24 - 28 Malaysia AR			9 - 13 Riyadh AR	

2025 Training Courses

Procurement, Warehouse and Supply Chain Courses

TRAINING COURSES	DURATION + FEES SR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Supply Chain Professional	5 Days 8800						15 - 19 Dammam EN				5 - 9 Riyadh AR	30/11 - 4/12 Jeddah AR	
Logistics and Transportation	5 Days 7800					25 - 29 Dammam EN					19 - 23 Riyadh AR		21 - 25 Jeddah AR

Data Courses and AI Tools Courses

TRAINING COURSES	DURATION + FEES SR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Statistical Analysis for Better Decision Making	5 Days 7800		9 - 13 Riyadh AR							28/9 - 2/10 Jeddah AR			14 - 18 Dammam EN
Business Data: How to Manage Data and Make Smart Decisions	5 Days 7800						22 - 26 Riyadh AR					16 - 20 Dammam EN	
Data Collection, Analysis and Reporting Techniques	5 Days 7800				27/4 - 1/5 Dammam EN			13 - 17 Riyadh AR					
Using ChatGPT in Business	3 Days 5900					4 - 6 Jeddah AR				14 - 16 Riyadh AR			7 - 9 Dammam EN
Using ChatGPT in Business (Virtual)	3 Days 4200							20 - 22 Virtual EN				23 - 25 Virtual AR	
Google Data Analytics	3 Days 5400							6 - 8 Riyadh AR				16 - 18 Jeddah EN	
Google Data Analytics (Virtual)	3 Days 3200		16 - 18 Virtual AR				22 - 24 Virtual EN						
Data Management: From Archiving to Cloud Storage	5 Days 7300					4 - 8 Jeddah AR						23 - 27 Jeddah EN	

Security and Safety Courses

TRAINING COURSES	DURATION + FEES SR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Occupational Health and Safety Management System, (ISO 45001:2018)	5 Days 7800					25 - 29 Dammam EN							7 - 11 Jeddah AR
Preventive Safety and Accident Investigation	5 Days 7300							6 - 10 Jeddah AR			19 - 23 Jeddah EN		
Understanding Security Risks: Methodologies for Assessing and Controlling Them	5 Days 7300				6 - 10 AlMadina AR				10 - 14 Jeddah EN				
Security Awareness and Dealing with the Public	5 Days 7300										26 - 30 Jeddah AR		
Security Skills for Security and Safety Personnel	5 Days 7300									7 - 11 Riyadh AR			21 - 25 Dammam EN
Creating Safe Work Environments	3 Days 5400						10 - 12 Riyadh AR		31/8 - 2/9 Jeddah AR				
Communication Skills for Accident and Crisis Response	3 Days 5400						29/6 - 1/7 Dammam AR				26 - 28 Dammam EN		
Occupational Safety and Health (OSHA)	5 Days 7800		9 - 13 Dammam EN									23 - 27 Riyadh AR	

2025 Training Courses

Computer Applications Courses

TRAINING COURSES	DURATION + FEES SR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Basics of Microsoft Excel	3 Days 4700					4 - 6 Riyadh AR					5 - 7 Jeddah AR		28 - 30 Dammam EN
Advanced Microsoft Excel Skills	3 Days 4900				27 - 29 Jeddah EN				17 - 19 Riyadh EN				7 - 9 Riyadh AR
Data Analysis Using Excel	3 Days 4900				6 - 8 Riyadh AR			13 - 15 Jeddah AR				2 - 4 Dammam EN	
Data Analysis and Reporting Using Power BI	5 Days 6800		16 - 20 Jeddah EN				22 - 26 Jeddah AR		31/8 - 4/9 Dammam AR			30/11 - 4/12 Riyadh AR	
Cloud Computing	3 Days 4900					11 - 13 Riyadh AR							21 - 23 Dammam EN

Hospitality Courses

TRAINING COURSES	DURATION + FEES SR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Hospitality Management	3 Days 6800					18 - 20 Riyadh AR						9 - 11 Jeddah EN	
Event Management	5 Days 7800				13 - 17 Jeddah AR						5 - 9 Dubai EN		

In-House Training Courses

In addition to the training schedules, we recognize that organizations differ in their objectives, nature of work and training needs; consequently, we provide tailored training courses to respond to the special training needs of our clients.

This process takes place through following five main stages:





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