

# SITESPOWER

TRAINING CENTER

A smiling woman with blonde hair, wearing a dark blue pinstriped blazer over a white collared shirt, is the central focus. She is holding a folder or stack of papers. In the background, several other people in business attire are blurred, suggesting a busy office or training environment. The lighting is bright and professional.

**Dedicated  
to Your Success**

# Management

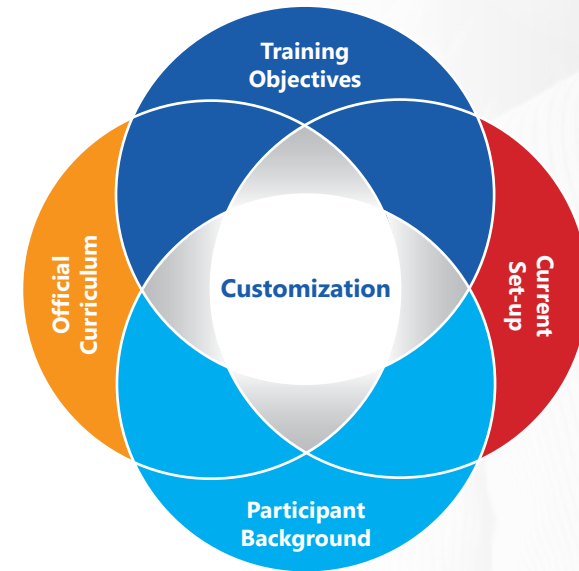
# Technical





## Customer Satisfaction Goals

SitesPower's driving force is helping our clients meet their exact training objectives. As a result, every corporate training course we deliver must be customized to the specific skills needed or projects being implemented by our clients. Even our publicly scheduled courses include as much customization as possible.



Using our Training Customization System that we developed to achieve this goal, we are able to conduct a needs-analysis, followed by the successful design and implementation of training solutions to consistently meet our clients' exact learning objectives. This has resulted in great improvements in our clients' overall returns on investment, achievement of training objectives, and improvement in project implementation time and efficiency.





## Quality Standards

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**Experienced Trainers** (in terms of practical experience) are not only a requirement in our hiring process, but we continue to maximize consultants' expertise and specialization through the engagement process of the training customization itself. This is in addition to the requirement from the Ministry of Education to approve all trainers for each course.

**Certified Trainers** are not only certified in their fields (Management, PMI Approved Trainers, EXIN Approved Trainers, Microsoft Certified Trainers, etc) and the courses they teach, but also receive extensive training beyond their certifications in the most advanced methods of effective skills & knowledge transfer.

**Bi-Lingual Trainers** from various nationalities are also available for the vast majority of courses in order to facilitate communication and comprehension of advanced concepts.

**Official, Original Curriculum** is used exclusively for all authorized training programs.

**Certificates of Achievement** are provided from SitesPower, following the successful completion of each course, which can be attested by the Ministry of Education.

**Training Facilities** in Dubai (11,000 ft<sup>2</sup>) and Sharjah (5,000 ft<sup>2</sup>) are state of the art. SitesPower boasts 20 training & conference rooms from varying specifications. Both centers include cafeterias for lunch, snacks & coffee breaks, catering options from the best restaurants in Dubai, Fiber Optic internet connection, as well as meeting rooms for use during the day if needed.

**Course Prerequisites** are followed strictly to ensure that the pace of each course is appropriate to the high level of our corporate clients.



## Valuable Guarantees

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### **Quality Guarantee:**

Attend up to 10 hours with no obligation.

### **Course Repeat Guarantee:**

Repeat any course or track for free (subject to space and course availability in the public schedule).

### **Corporate HR Investment Guarantee:**

In order to safeguard your training investments, for a staff attending a publicly scheduled course that leaves your company within 6 months of finishing the course, we will allow a replacement to be trained free of charge (subject to seat and course availability in the public schedule).

### **Corporate Customization Guarantee:**

Talk to your trainer prior to registration to ensure the most appropriate courses, and then to customize the required courses as much as possible to meet your training needs.

### **Course Version Upgrade Guarantee:**

If we release a new course version within 6 months of your contract date, or if the course version has only minor changes than the previous version, simply buy the new books to upgrade. If it has been more than 6 months, buy the new books and pay only 35% of the course fees.

## Business Skills

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L1 Award in Customer Service  
L2 Award in Team Leading  
L2 Certificate in Team Leading  
L2 Customer Service  
L2 Business Communication  
L3 Award in Effective Management  
- Leadership  
- Human Resources  
- Business Communication  
L3 Certificate in Leadership & Management  
Giving Briefings & Making Presentations  
Writing for Business  
Building the Team  
Motivating to Perform  
Organizing & Delegating  
Managing Time, Stress & Conflict  
Certified Quality Improvement Associate

## IT Service Management

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ITIL Foundations V3  
ITIL Intermediate Capability OSA  
ITIL Intermediate Capability RCV  
ITIL Intermediate Capability SOA  
ITIL Intermediate Capability POA  
ITIL Intermediate Lifecycle SO  
ITIL Intermediate Lifecycle ST  
ITIL Intermediate Lifecycle SS  
ITIL Intermediate Lifecycle SD

## Project Management

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Certified Associate in Project Management  
Project Management Professional  
Risk Management Professional  
Primavera

## Information Technology

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Microsoft MCITP Server 2008  
Microsoft MCTS Visual Studio 2008/2010  
Microsoft Exchange Server  
Microsoft Forefront  
Microsoft Lync Server  
Microsoft Office SharePoint Server  
Microsoft Operations Manager  
Microsoft SQL  
Microsoft SQL Business Intelligence  
Microsoft Systems Center  
Microsoft Virtualization  
Microsoft Windows 7  
Office 365  
A+ Computer Maintenance  
Cisco CCNA  
Cisco CCNA Security  
Cisco CCNP  
Certified Ethical Hacker  
Java, JSP & J2EE  
Red Hat System Administration I  
Red Hat System Administration II  
Red Hat System Administration III

## Graphics, Web Design & CAD

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Adobe Acrobat  
Adobe Photoshop  
Adobe Illustrator  
Adobe InDesign  
Adobe Flash  
Adobe DreamWeaver  
Autodesk AutoCAD  
Autodesk 3D Studio Max  
Autodesk Maya

## Office Applications

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ICDL  
Microsoft Office  
Microsoft Access  
Microsoft FrontPage  
Microsoft InfoPath  
Microsoft Project  
Microsoft Visio

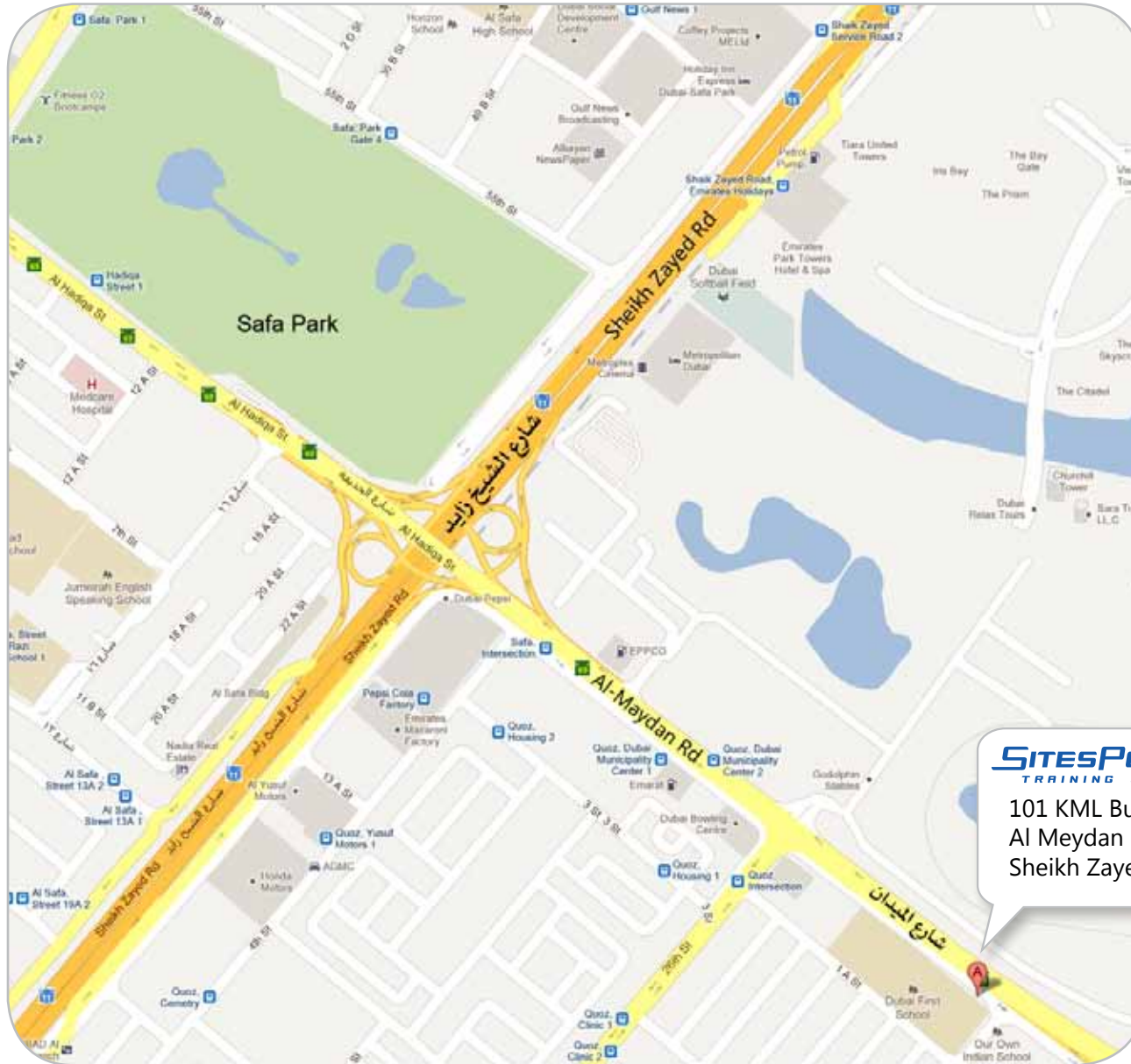
## English Language

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Business English (all levels)  
Business Conversation  
IELTS  
TOEFL



## Dubai Head Office



**SITESPOWER**  
TRAINING CENTER

101 KML Building,  
Al Meydan Road  
Sheikh Zayed Exit 47





**[www.SitesPower.com](http://www.SitesPower.com)**

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