

**TRAINING PROFILE**



## Introduction

Capacity building is a strategic process designed to develop and enhance human resources by providing education, training, and skill development opportunities. In addition, it focuses on establishing and refining social and legal frameworks, which are essential for creating an environment conducive to sustainable growth and development. Through the formation of strong partnerships and collaborations between various stakeholders, capacity building fosters a sense of shared responsibility in addressing complex issues and overcoming obstacles. Furthermore, this approach seeks to strengthen organizations by promoting internal change, problem-solving capabilities, and the implementation of best practices, ultimately enabling them to operate more efficiently and contribute to economic growth. The overarching goal of capacity building is to add value to the communities being served, empowering individuals, institutions, and societies to become more resilient, self-reliant, and capable of addressing their own unique challenges and needs.



## Introduction

Manhattan Capacity Building Sector is a comprehensive initiative that focuses on two primary areas:

- 1- Training & Capacity Building
- 2- Scholarship services.

This sector aims to foster the development of human resources by offering targeted training programs that enhance skills and promote personal and professional growth. Moreover, it manages a range of scholarships designed to provide administrative support for deserving individuals seeking to further their education and career aspirations. By combining these two critical components, Manhattan Capacity Building Sector plays a vital role in empowering individuals and organizations, ultimately contributing to the overall prosperity and advancement of the community.



## Training & Capacity Building

Manhattan is a highly-regarded organization dedicated to working collaboratively with an extensive array of partners, which include international institutions, private and public sector corporations, as well as non-governmental organizations. Our primary objective is to build and bolster capacities across a multitude of pivotal sectors, enabling individuals and organizations to thrive in an increasingly competitive and dynamic environment.

Our expertise spans six main areas:

1. Health, Safety, and Environment (HSE) - We prioritize the well-being and safety of individuals and organizations, while promoting environmental responsibility.
2. Oil and Gas - Our curriculum is designed to impart essential knowledge and skills for navigating the complexities and challenges of the energy industry.
3. Soft Skills - We understand the importance of interpersonal and communication skills in fostering a positive and productive work environment, and our training programs are tailored to nurture these abilities.
4. Supply Chain - Our courses delve into the intricacies of effective supply chain management, ensuring seamless operations and strategic optimization.
5. Management and Leadership - We cultivate the next generation of leaders by honing their decision-making, problem-solving, and team-building skills.
6. Business - Our comprehensive business training programs equip individuals and organizations with the tools and insights necessary for sustainable growth and success.



## Training & Capacity Building

By forging strong partnerships and maintaining close working relationships with our collaborators and clients, Manhattan strives to facilitate the acquisition of indispensable skills and expertise that are crucial for attaining success in the aforementioned sectors. This cooperative approach allows our participants to glean valuable insights from industry leaders, thereby contributing to the cultivation of a more competitive, innovative, and sustainable workforce.

With a steadfast commitment to excellence and a focus on continuous improvement, Manhattan is well-positioned to serve as a catalyst for growth and progress in today's rapidly evolving global landscape.



## HSE Courses

Manhattan presents a comprehensive suite of HSE courses to its clients, tailored to accommodate the unique requirements of various industries. In the healthcare sector, our expert trainers employ a practical, hands-on approach to facilitate learning in a wide array of clinical disciplines, including but not limited to Anesthesia, Cardiology, Obstetrics and Gynecology, Healthcare Management, Trauma, and Rehabilitation. Our goal is to empower healthcare professionals with the essential skills and knowledge needed to navigate the ever-evolving landscape of medical practice.

In addition, Manhattan offers specialized courses in the realm of Safety and Environment, emphasizing high-quality technical training in critical areas such as environmental and incident management, industrial hygiene, hazard identification, risk assessment, and emergency response planning. These courses are designed to help clients develop a robust safety culture, implement best practices, and ensure compliance with relevant regulations and standards.



## HSE Courses

Furthermore, under the HSE umbrella, Manhattan is proud to offer accredited IOSH and NEBOSH certification and preparation courses, facilitated by our distinguished, certified instructors. This comprehensive suite of offerings underscores our commitment to delivering high-quality, tailored training solutions that empower our clients to excel in their respective fields

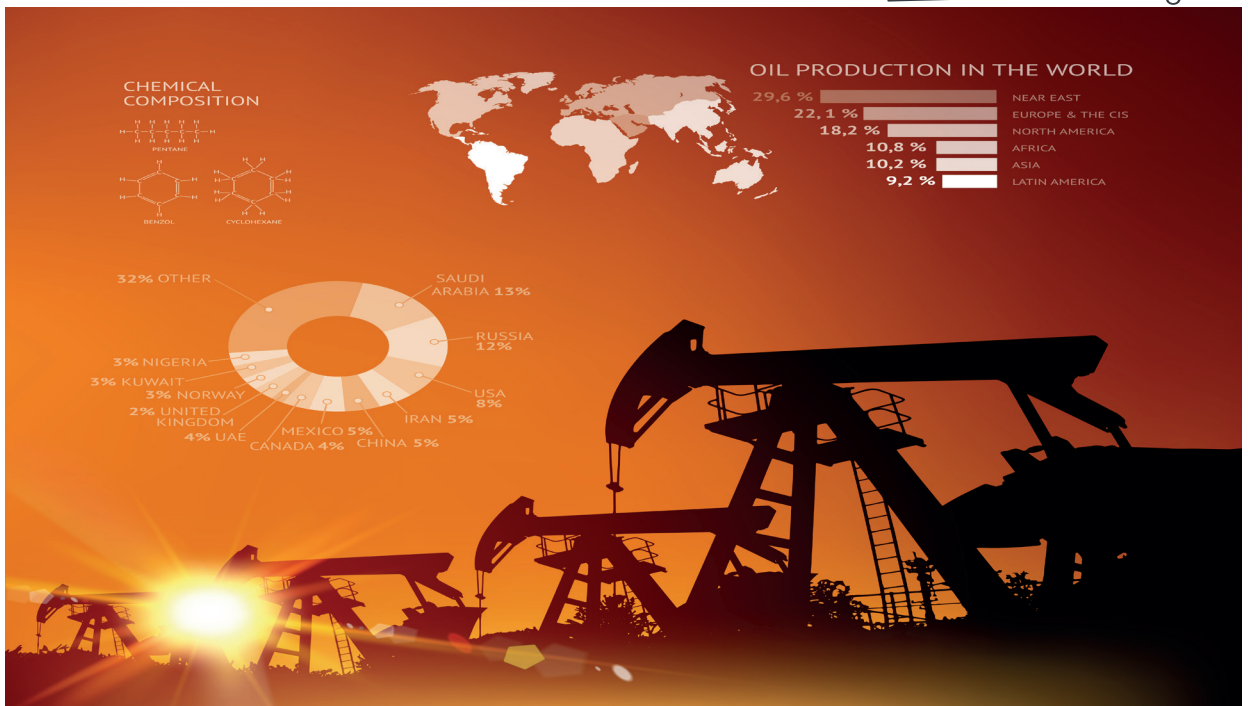
By combining in-depth theoretical knowledge with practical applications, our HSE courses aim to foster a well-rounded understanding of the subject matter, enabling clients to effectively address real-world challenges and enhance their overall performance in their respective fields



## Oil and Gas Courses

Manhattan is committed to delivering an extensive range of high-quality, professional training courses in the oil and gas sector, tailored to address the unique needs and requirements of our clients. Capitalizing on our robust partnerships with industry leaders and experts, we provide your staff with the technical expertise necessary to excel in various oil field operations through immersive, hands-on fieldwork procedures that follow a step-by-step approach.

Our comprehensive curriculum encompasses tens of training courses, spanning a wide array of sub-disciplines within the oil and gas sector. These include, but are not limited to, Drilling, Geology, Geophysics, Production, Reservoir, Electrical, Instrumentation, Mechanical, and Process Engineering. Our diverse selection of courses ensures that participants acquire a well-rounded understanding of the oil and gas industry, equipping them with the skills and knowledge needed to tackle complex challenges and optimize operations effectively.





## Oil and Gas Courses

At Manhattan, we recognize the ever-evolving nature of the oil and gas industry and the need for professionals to continuously adapt and grow. As such, our training courses are designed to reflect the latest industry trends, best practices, and technological advancements. Our expert instructors, who possess extensive experience in their respective fields, deliver engaging and interactive sessions that combine theoretical concepts with real-world applications, fostering a deep understanding of the subject matter.

Furthermore, we understand the importance of providing targeted, industry-specific training to empower professionals with the tools required to excel in the competitive oil and gas landscape. By investing in the development of their workforce, our clients can cultivate a culture of continuous improvement and innovation, ultimately contributing to the overall growth and success of their organizations.



## Soft Skills Courses

At Manhattan, we understand that achieving workplace success goes beyond possessing professional qualifications and technical expertise. Consequently, we offer a wide array of courses and workshops aimed at fostering the development of personal attributes crucial for thriving in any work environment. These "soft skills" significantly influence individual and organizational performance, improving interactions with colleagues, clients, vendors, and partners through enhanced communication, leadership, problem-solving, and teamwork.

Our comprehensive offerings cover a diverse range of skills, including but not limited to:

1. Negotiation Skills
2. Communication Skills
3. Presentation Skills
4. Public Relations
5. Training of Trainers



## Soft Skills Courses

By honing these essential competencies, we empower professionals to excel in their roles and contribute to the overall success of their organizations.

Moreover, Manhattan recognizes the need for industry-specific soft skills training, particularly in sectors such as Oil and Gas. To address this, we provide specialized courses tailored to professionals working in these fields, ensuring that they acquire directly applicable knowledge and expertise. Examples of such courses include HR Development in the Oil and Gas Industry and Finance for Oil and Gas Projects, among others.

Through our holistic approach to professional development, Manhattan aims to equip individuals with the comprehensive skillset required to navigate the complexities of today's workplace and drive their organizations forward.



## Supply Chain Courses

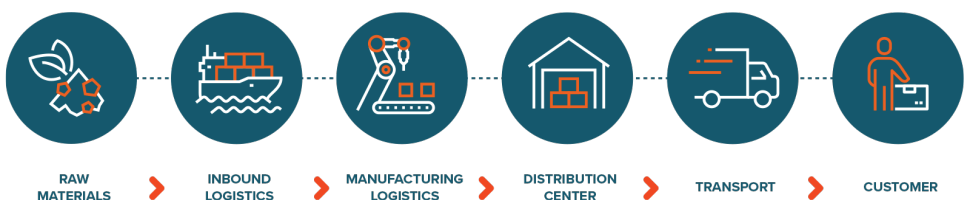
In light of the increasingly complex challenges faced by professionals in the field of Supply Chain across the globe, Manhattan has developed a comprehensive suite of training courses aimed at equipping these individuals with the necessary tools, strategies, and best practices. Our courses focus on enabling professionals to establish and implement robust standard operating procedures for effectively collaborating with suppliers, managing warehousing and storage, maintaining inventory control, overseeing fleet management, and coordinating with program staff. Additionally, our training programs facilitate the systematization of procurement and logistics processes, the optimization of roles and responsibilities, as well as the enhancement of financial, legal, and distribution operations.



## Supply Chain Courses

Manhattan's supply chain courses are meticulously organized into four main categories, ensuring a thorough coverage of the subject matter and the ability to address various aspects of the supply chain:

1. **Supply Chain Management and Operations:** This category covers topics such as demand planning, forecasting, and inventory management, as well as strategies for improving efficiency and reducing costs throughout the supply chain.
2. **Warehousing:** This section delves into warehouse management techniques, storage optimization, safety regulations, and the implementation of modern technology to enhance warehouse operations.
3. **Bidding and Contracting:** Participants learn best practices for preparing and evaluating bids, managing contracts, and mitigating risks throughout the contracting process.
4. **Procurement:** This category focuses on procurement strategies, supplier selection and evaluation, negotiation tactics, and compliance with ethical and legal standards. By offering targeted training in these critical areas, Manhattan enables professionals to develop a deep and well-rounded understanding of the intricacies of the global supply chain landscape. Our training programs combine theoretical knowledge with practical applications, fostering an environment in which participants can acquire relevant skills and expertise that can be directly applied in their professional roles. Ultimately, our goal is to empower supply chain professionals to optimize their performance, effectively address challenges, and contribute to the overall success of their organizations in an increasingly competitive and interconnected global marketplace.



## Management and Leadership Courses

At Manhattan, we recognize the crucial role that effective management and leadership play in driving organizational success and fostering a positive workplace culture. To support the development of strong leaders and managers, our Management and Leadership training sector offers a comprehensive suite of courses designed to equip professionals with the essential skills, knowledge, and strategies needed to excel in their roles and navigate the complexities of today's dynamic business environment.

Our Management and Leadership training courses cover a wide range of topics, including but not limited to strategic planning, decision-making, performance management, change management, team building, conflict resolution, and emotional intelligence. These courses are tailored to meet the needs of professionals at various stages of their careers, from emerging leaders to seasoned executives. Our expert trainers, who possess extensive experience and expertise in their respective fields, deliver highly engaging, interactive sessions that blend theoretical concepts with practical, real-world applications.

At the core of our Management and Leadership training approach is a commitment to facilitating personal and professional growth. We believe that effective leadership is grounded in self-awareness, empathy, and a deep understanding of one's own strengths and areas for development. Through a combination of assessments, feedback, coaching, and experiential learning activities, our courses enable participants to gain valuable insights into their leadership styles, identify potential blind spots, and develop actionable plans for improvement.



## Management and Leadership Courses

Furthermore, our Management and Leadership training programs recognize the importance of cultivating a strong organizational culture that supports innovation, collaboration, and continuous learning. To this end, our courses emphasize the development of critical soft skills, such as communication, negotiation, and problem-solving, which are essential for building trust, fostering teamwork, and driving employee engagement. By equipping leaders and managers with the tools and strategies needed to create inclusive, high-performing teams, our training courses contribute to the long-term success and sustainability of our clients' organizations.

In addition to our standard course offerings, Manhattan also specializes in designing and delivering customized Management and Leadership training solutions that address the unique needs, objectives, and challenges of our clients. Our team of instructional designers and subject matter experts work closely with clients to develop tailored training programs that align with their organizational culture, values, and strategic priorities, ensuring maximum impact and return on investment.



## Business Courses

At Manhattan, we understand the importance of equipping professionals with the necessary skills and knowledge to thrive in today's fast-paced and ever-evolving business landscape. Our Business training sector is dedicated to providing a diverse range of high-quality courses designed to enhance the capabilities of professionals across various industries and job functions. By participating in our Business training courses, individuals will gain valuable insights and practical tools to drive innovation, efficiency, and growth within their organizations.

Our Business training courses encompass a wide array of essential topics, including but not limited to financial management, marketing, sales, project management, human resources, and business strategy. Each course is carefully crafted to address the unique challenges and opportunities facing modern businesses, with an emphasis on practical, real-world applications and best practices. Our expert instructors, who possess extensive experience in their respective fields, deliver engaging, interactive sessions that combine theoretical concepts with hands-on learning activities and case studies.

Manhattan recognizes that the business environment is constantly changing, and that professionals must adapt to remain competitive and successful. To this end, our Business training courses are designed to promote continuous learning, critical thinking, and adaptability, enabling participants to stay abreast of emerging trends, technologies, and market dynamics. By fostering a growth mindset and honing essential skills, our courses empower individuals to excel in their roles and contribute to the long-term success of their organizations.





## Business Courses

Manhattan Training Team is dedicated to providing our clients with comprehensive, high-quality training courses tailored to their specific needs and industries. If you are interested in knowing more about our diverse range of training programs, we invite you to explore our detailed training catalogue, which offers a representative sample of courses for each sector.

As a leading provider of professional training services, Manhattan is committed to ensuring that our clients receive the highest level of support, guidance, and resources to help them succeed in their chosen fields. Our team of industry experts and seasoned professionals are dedicated to delivering cutting-edge training programs that empower individuals and organizations to reach their full potential, driving innovation and growth in an increasingly competitive global market.



## Scholarship Services

In today's highly competitive landscape, scholarships have become increasingly important in attracting and retaining talent, stimulating business growth, and bolstering an organization's community presence. As a result, they are now an indispensable component for businesses and industries across the globe. Acknowledging the complexity of the scholarship process, we offer comprehensive scholarship management services for companies seeking to invest in their existing personnel and establish scholarship programs that empower their staff to pursue graduate degrees in prestigious institutions located in leading countries around the world.

Our scholarship management services draw upon our unique strengths in this field, which encompass enduring partnerships with top-tier universities and esteemed educational institutes worldwide, as well as extensive experience in navigating travel-related governmental procedures. Our professional approach, with a focus on efficiency and cost-effectiveness, guarantees the success of the scholarship process through its various stages, each meticulously planned and executed:



### Phase 1 (Orientation):

- **Programme Orientation:** Introducing prospective candidates to the scholarship program, outlining its objectives, benefits, and requirements, as well as providing an overview of the application process, academic matching, and visa procedures.
- **Documentation:** Guiding candidates in gathering and preparing all necessary documents for the application process, ensuring compliance with university and visa application requirements.

### Phase 2 (Application):

- **Academic Matching:** Assisting candidates in identifying suitable academic programs and institutions that align with their goals, qualifications, and areas of interest, ensuring an optimal match for success.
- **University Application:** Supporting candidates in completing and submitting university applications, providing guidance on personal statements, letters of recommendation, and other application components.
- **University Acceptance:** Following up with universities to track application status, addressing any concerns or issues that may arise during the review process.
- **Confirmation of Acceptance for Studies (CAS):** Securing the CAS from the chosen university, which serves as a necessary component for the visa application process.

### Phase 3 (Visa and Logistics):

**Visa Application Process:** Assisting candidates in completing and submitting their visa applications, providing guidance on required documentation and addressing any concerns or issues that may arise during the process.

- **Medical Examination (TB Test):** Coordinating the mandatory medical examination, such as the TB test, ensuring compliance with visa application requirements.
- **Visa Approval:** Following up with the relevant authorities to track visa application status and addressing any concerns or issues to secure visa approval.
- **Logistics Arrangements:** Coordinating travel arrangements, accommodation bookings, and other logistical requirements to ensure a smooth transition to the destination country.

## Phase 4 (Arrival and Enrollment):

- **Arrival in the destination country:** Supporting candidates upon their arrival in the host country, addressing any immediate needs or concerns, and facilitating their transition to the new environment.
- **University Registration and Enrollment:** Guiding candidates through the university registration and enrollment process, ensuring a smooth start to their academic journey.
- **Cultural Orientation:** Providing candidates with cultural orientation sessions to familiarize them with the customs, norms, and practices in the host country, enabling them to adapt more effectively to their new surroundings.
- **Banking Support:** Assisting candidates in setting up bank accounts and addressing any financial concerns or requirements, ensuring their financial stability during their stay in the host country.
- **Monitoring and Evaluation:** Regularly monitoring and evaluating candidates' academic progress and personal well-being, providing ongoing support, guidance, and feedback as needed to ensure their success throughout the program.

By offering a holistic and meticulously planned approach to scholarship management, we ensure that our clients receive the support they need at every stage of the process. Our commitment to professionalism and excellence fosters an environment in which candidates can thrive academically, personally, and professionally, ultimately contributing to the success of their organizations in an increasingly competitive global market.





# Featured Universities



THE SCHOLARSHIP SYSTEM . COM

## HOW TO CHOOSE A COLLEGE

THAT'S RIGHT FOR YOU





ultimate solutions

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