Knowledge Horizon is an international knowledge transfer organisation that promotes excellence in all aspects related to the acquisition of knowledge and skills. At Knowledge Horizon, we understand the need for continuous improvement; improvement which is based on learning and adopting innovative solutions. We work closely with a number of top international and Arab expert centres to offer services which are specialised, customer-focused, skills-based and up-to-date. We firmly believe that learning is a life-long pursuit, especially for organisations wishing to be at the forefront of business success, customer satisfaction and orientation.

www.knowledgehorizon.com
"To be the global innovative leaders of simple, easily accessible and enjoyable learning"

**Values (SIMPLE)**

We honor and cherish:
- Sophistication of the human mind
- Innovation and creativity
- Making learning simple
- People’s need to grow
- Learning as a life-long pursuit
- Emphasis on social responsibility

**Mission (IDEA)**

To provide learners with simple, easily accessible and enjoyable learning through continuous:
- Innovation in effective learning methods
- Development of strategic linkages and partnerships
- Employment of advanced technology
- Analysis of how people learn best

It is such a privilege to be in the knowledge and development field. Providing people with development opportunities demands credibility, nobility, ability, and personality.

Knowledge Horizon is a solid company because of its underlying philosophies. We have built a team of professionals who have the right attitude and motivation to offer our clients the best possible service in the most professional manner. We know that we have to continuously mould ourselves to meet our customers’ changing needs and requirements. We also try to keep one step ahead in order to serve our partners the latest learning techniques and training tools, and to act as a gateway to the future of development and knowledge transfer in our domain.

If you have not yet experienced Knowledge Horizon, or it’s pleasant personality, then we invite you to do so.

As they say, success is a journey not a destination. I welcome you all to the Knowledge Horizon experience. We promise you a journey for life!

**Dr. Ma’en Al Qatamin**  
Founder & Chairman
أن نقود الإبتكار عالمياً لجعل التعليم مبسطاً، سهل المنال... وممتع.

قيمنا
نحن نقدر ونحترم:
  ❖ رقي وتعقيد العقل البشري.
  ❖ الإبتكار والابداع.
  ❖ أن يكون التعليم مبسطاً.
  ❖ حاجة البشر للتطور.
  ❖ أن يكون التعلم منهج حياة.
  ❖ المسؤولية تجاه المجتمع.

رسالتنا
تسعى أفاق المعرفة إلى تزويد المتعلمين في جميع المستويات بتعلم مبسط وسهل المنال. وممتع من خلال:
  ❖ الإبتكار ووسائل تعلم فعالة.
  ❖ تطوير الشراكات والتحالفات الاستراتيجية.
  ❖ توظيف التكنولوجيا المتقدمة.
  ❖ البحث عن الطرق الأمثل للتعلم.

الرؤية
أن نقود الإبتكار عالمياً لجعل التعليم مبسطاً، سهل المنال... وممتع.

الدكتور معن القطامين
مؤسس ورئيس مجلس الإدارة
The Training Time system provides interactive community features for a rich learning experience and the ability to track learners’ progress across all training programmes.

The primary aim of the Training Time system is to deliver training programmes to learners in a highly engaging and interactive environment.

Knowledge Horizon’s Training Time solution is ideal for those committed to continuously sharpening their people’s skills. Training your staff is now easier, more cost effective and flexible.

In today’s dynamic business environment, learning has become an integral part of an organisation’s competitive mindset. Building a sustainable competitive advantage starts with providing trainees with continuous access to just-in-time learning opportunities.

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Available e-training courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Marketing</td>
<td>9:00 hrs</td>
</tr>
<tr>
<td>Strategic Management</td>
<td>11:00 hrs</td>
</tr>
<tr>
<td>Human Resource Planning</td>
<td>10:00 hrs</td>
</tr>
<tr>
<td>Organisational Behaviour and Change Management</td>
<td>11:00 hrs</td>
</tr>
<tr>
<td>Delegation</td>
<td>10:00 hrs</td>
</tr>
<tr>
<td>Leadership Skills</td>
<td>9:00 hrs</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>11:00 hrs</td>
</tr>
<tr>
<td>Follow Up</td>
<td>11:00 hrs</td>
</tr>
<tr>
<td>Customer Service</td>
<td>10:00 hrs</td>
</tr>
<tr>
<td>Presentation Skills</td>
<td>10:00 hrs</td>
</tr>
<tr>
<td>Financial Management</td>
<td>8:00 hrs</td>
</tr>
<tr>
<td>Information Systems Management</td>
<td>9:00 hrs</td>
</tr>
<tr>
<td>Negotiation Skills</td>
<td>12:00 hrs</td>
</tr>
<tr>
<td>Planning and Organising</td>
<td>13:00 hrs</td>
</tr>
<tr>
<td>Performance Maximisation</td>
<td>11:00 hrs</td>
</tr>
<tr>
<td>Decision Making</td>
<td>9:00 hrs</td>
</tr>
<tr>
<td>Problem Solving</td>
<td>10:00 hrs</td>
</tr>
<tr>
<td>Information Monitoring</td>
<td>12:00 hrs</td>
</tr>
<tr>
<td>Managing Finance</td>
<td>10:00 hrs</td>
</tr>
<tr>
<td>Managing Teams</td>
<td>12:00 hrs</td>
</tr>
<tr>
<td>Managing Change</td>
<td>10:00 hrs</td>
</tr>
<tr>
<td>Managing Information</td>
<td>12:00 hrs</td>
</tr>
<tr>
<td>Managing the Market</td>
<td>10:00 hrs</td>
</tr>
<tr>
<td>Text Processing</td>
<td>9:00 hrs</td>
</tr>
<tr>
<td>Quality Orientation</td>
<td>10:00 hrs</td>
</tr>
<tr>
<td>Personal Development</td>
<td>11:00 hrs</td>
</tr>
<tr>
<td>Adaptability</td>
<td>11:00 hrs</td>
</tr>
<tr>
<td>Time Management</td>
<td>11:00 hrs</td>
</tr>
<tr>
<td>High Performance Teams</td>
<td>12:00 hrs</td>
</tr>
<tr>
<td>Customer Care</td>
<td>13:00 hrs</td>
</tr>
<tr>
<td>Office Procedures</td>
<td>8:00 hrs</td>
</tr>
<tr>
<td>Communication and Task Management</td>
<td>9:00 hrs</td>
</tr>
<tr>
<td>Interpersonal Business Skills</td>
<td>11:00 hrs</td>
</tr>
<tr>
<td>Customer Care</td>
<td>12:00 hrs</td>
</tr>
</tbody>
</table>

& many more...

Our clients

Dubai Police | The Ministry of Finance | Board Marks | Haggar Holding Company | Capital Bank | Next Education | Hilmis | Madrasati | Cairo Bank | Ambuja Cements | Dubai Courts | Emirates Identity Authority | Emirates Airline | Bank Sohar | Sharjah Media Corporation | Emirats Identity Authority | Aramex | Info KSA | Dubai Culture | Saudi Aramco | Tectonic Systems | Tata Interactive Systems | Ministry of Education | Jordan | Educational Forum | Ministry of Education | Jordan | Al Quds open University | India | Indira group of Management institute | India |...
Our Effective Manager & Supervisor programmes are a unique learning opportunity. They are targeted at current and aspiring managers and supervisors who are willing to take the lead in dealing with their management challenges; and who want to optimise both their personal and organisational performance. To obtain the Effective Manager & Supervisor Awards must complete the two core modules, plus any four optional modules; after which they must pass the relevant examination.

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**Core Modules**
- Managing Teams
- Delegation
- Decision Making
- Planning and Organising
- Performance Maximisation
- Problem Solving
- Quality Management
- Customer Service
- Communication Skills
- Negotiation Skills
- Delegation
- Planning and Organising
- Problem Solving
- Performance Maximisation
- Customer Service
- Communication Skills
- Negotiation Skills

**Optional Modules**
- Managing the Market
- Managing Change
- Managing Teams
- Negotiation Skills

**Professional Qualifications**
- Managing Teams
- Delegation
- Decision Making
- Planning and Organising
- Performance Maximisation
- Problem Solving
- Quality Management
- Customer Service
- Communication Skills
- Negotiation Skills
Soft Skill competencies are essential for success as a graduate in the corporate sector. These competencies are essential behaviours which all employers understand, recognise and desire. Many employers invest heavily in the further development of these competencies in order to improve employee productivity and maximise performance.

The good news is that every graduate can develop good behaviours that will work for them in their future careers. Honing and developing soft skills early-on are key to the success which is such an important factor for many graduates seeking their first job in the corporate sector. As many graduates do not possess the practical competencies required in the workplace, their academic reward of performance in the final year of university is the only way for them to compete for employment opportunities.
Knowledge Horizon offers a large selection of “32 Corporate Business Training Films” covering the main areas of business and management. All these Films have been produced by us with the Arab world in mind, Egypt, Jordan, and Emirates. This means that they are culturally sensitive and address the specific corporate business issues of the region. Most of the Films are in Arabic with English subtitles. This makes the films produced by Knowledge Horizon the largest, most up-to-date and relevant Arabic Training Films collection - in the world!
We undertake commercial consultancy work and contract research in areas such as:

- Training needs analysis
- e.Learning
- Change management
- Corporate performance
- Corporate culture
- Compensation schemes
- HR and re-structuring
- Compensation plans
- Appraisal systems

A consultancy firm, Knowledge Horizon continually seeks to create value for customers by providing them with innovative solutions to varied business challenges. We work with international experts and expert houses ensuring that we maintain the highest degree of professionalism and confidentiality in our conduct at all times.

We provide a wide range of consultancy services, including:

- Training needs analysis
- Change management
- Corporate performance
- Corporate culture
- Compensation schemes
- HR and re-structuring
- Compensation plans
- Appraisal systems

Our consultants are highly qualified and experienced professionals who undertake consultancy work taking into account the cultural and unique realities of the region.

We are proud to work with a diverse range of clients, including:

- TATWEER National Trading & Developing Est.
- Al Fahim Group Aldar
- Ministry of Education – Oman
- Muscat Municipality
- Hamdan Bin Mohammed Bin Rashid Al Maktoum International Photography Award
- Oman Brand Management Unit
- Executive Council – Abu Dhabi
- Hamdan Bin Rashid Al Maktoum Award for the Distinguished Academic
- Abraj
- CSC Kuwait
- Juma Al Majid Group
- Al Tayer Group

And many more...

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Training | التدريب

- Customer-focused: We focus on the needs of trainees.
- Skills-based: We equip trainees with skills which are measurable, usable and relevant.
- Up-to-date: We are at the forefront in our field of expertise.
- Bilingual: We provide training in both Arabic and English.
- Delivered by professionals: Our trainers are among the most experienced and innovative professionals in the world.
- Their reputations, both with institutions and as sought-after individuals, are testaments to their skill. The proof is in the results!

Some of our Training Areas

- Soft Skills
- Team Leading
- Supervision Skills
- Leadership Skills
- Human Resource Management
- Business Skills
- Information Technology
- Quality Management
- Finance & Accounting
- Personal Development

Some of our clients

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This is the e-training age, where you can maximize your resources by delivering training to a large number of trainees, round the clock and at very low cost. If your organization requires customized course development, Knowledge Horizon is most certainly the right partner for you, since we have our own course development technologies and approaches.

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Customized training films

Visual learning and the use of visual aids is latest and most successful trend in teaching methods. It simulates vivid real life situations in a manner that captures the concepts, notions, and examples in their practical and theoretical frames. Accordingly, the end result will be the solidification of such information and ideas in the learners mind with ease, flexibility and fun.

Training Films Features

- Tackles real time situations
- Culturally sensitive
- Real life dialogues
- Objective based

Production of customized training films

Knowledge Horizon produces customized films for its clients in line with their training and institutional needs. Clients provide us with the topics of the films to be developed and our team produces them in a specific order.

إن التعلم بالمشاهدة واستخدام الوسائل المتنغمة يعتبر من أحدث طرق التعليم وأتضحها على الإطلاق. وذلك لما فيه من محاكاة حية للواقع بحيث يوضح للمتعلم المفاهيم والأفكار والآثبار في إطارها التعليمي والعملي إضافة إلى الجانب البحوثي، وعلى ين النتيجة الحتمية لذلك هي ترسيخ المعلومات والأفكار في ذهن المتعلم بكل سهولة وبس وابتعاد.

مميزات الأفلام التدريبية

- تعالج قضايا واقعية
- ملائمة للعادات والتقاليد العربية
- تحتوي على حوارات واقعية
- مصممة حول أهداف تعليمية

الأفلام التدريبية الخاصة

تقوم مؤسسة آفاق المعرفة بإنتاج أفلام خاصة للعملاء بما يتناسق مع احتياجاتهم التدريبية والمؤسساتية الخاصة. بحيث يقوم العميل بتزويد مؤسسة آفاق المعرفة بموضوعات الفيديو المرغوب بتطويرها ويعمل فريق العمل في مؤسسة آفاق المعرفة بإنتاج الأفلام وحسب تسلسل خاص.
Virtual Induction

E-Induction is an E solution that transforms the usual induction process used in any organization to enable new employees to have access to all information needed about the organization.

The E-Induction provides clear understanding of the organization, its values, vision, mission, services, staff, and all related issues.

E-induction components
- Welcome and introduction video from the top Management.
- Welcome and introduction video from the Human resources Department.
- Video tour for the departments and offices within the organization.
- Interactive organizational structure with pictures, videos, & voice over.
- Any related information such as history, vision, mission and value.
- Photo Gallery.
- Company policies and procedures, and frequently used forms

Benefits of the Virtual Induction
- Reduce the costs of organization e-induction.
- Reduce the efforts related to induction.
- Reduce Tension.
- Comprehensive and systematic.
- Follows the optimum training standards.
- Fun and interactive.
- One-stop shop for all the organization requirements.

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Youth Leadership Programme

This programme is specifically designed to assist learning through practical, written and oral learning techniques, enabling students with a lower English proficiency to participate fully. All students, whether lacking in confidence or naturally self-assured will benefit from this course.

programme has two levels:
- Flyer level (for ages 10-14)
- High-Flyer level (for ages 14-18)

Aims
- to develop in students an awareness of their own leadership potential
- to provide young people with leadership skills that will enable them to act responsibly in all aspects of their lives
- to develop in young citizens the leadership abilities that will enable them to meet present and future challenges in a global society
- to provide students with opportunities to learn and practice leadership skills within a learning community.

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الأهداف والغايات
- إيجاد الوعي الذاتي لدى الطلبة
- توازي القيادة بمهارات القيادة الأساسية التي تؤهلهم لتحمل المسؤولية في كافة مناحي الحياة.
- ترسيلهم لحمل المسؤولية في كافة مناحي الحياة.
- توزيع القيادة بطريقة تمكنهم من مواجهة التحديات الحالية والمستقبلية في مجتمعنا العالمي.
- توفير الفرصة للطلبة بأن يتعلمو مهارات القيادة نظريا ومن ثم يطبقونها عمليا ضمن بيئة تعليمية ملائمة.

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برنامح تطوير القدرات الشابة

لقد صمّم هذا البرنامج للمساعدة على التعلم باستخدام الأساليب العملية والكتابية والشفهية مما سيتمكن الطلبة من المشاركة بشكلٍ كامل.

تم تصميم برنامج خصيصاً لفئتين عمريتين:
- مستوى القيادات التاسعَين: وهم الشباب الذين تتراوح أعمارهم بين العاشرة والرابعة عشرة.
- مستوى القيادات الباقيين: وهم الفتية الذين تتراوح أعمارهم بين الرابعة عشرة والثامنة عشرة.

أهداف البرنامج:
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- توفير القيادة بمهارات القيادة الأساسية التي تؤهلهم لتحمل المسؤولية في كافة مناحي الحياة.
- ترسيلهم لتحمل المسؤولية في كافة مناحي الحياة.
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