Developing customized e-courses
Training films
Professional Qualifications
Customized training films
Training films
Professional Qualifications
Customized e-courses
e.training

www.knowledgehorizon.com
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
Vision

"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

Dr. Ma’en Al Qatamin
Founder & Chairman

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!
أن نقود الابتكار عالمياً لجعل التعليم مبسطاً، سهل المنال، وعممته.

قيمنا
نحن نقدر ونحترم:
• رقي وتعقيد العقل البشري.
• الإبداع والإبداع.
• أن يكون التعليم مبسطاً.
• حاجة البشر للتطور.
• أن يكون التعليم منهجاً متماماً.
• المسؤولية تجاه المجتمع.

رسالتنا
تسعى أفكارنا لمعرفة إلى تزويد المتعلمين في جميع المستويات بتعلم مبسط وسهل المنال، وممتع من خلال:
• إبتكار وسائل تعلم فعالة.
• تطوير الشراكات والتحالفات الاستراتيجية.
• توظيف التكنولوجيا المتقدمة.
• البحث عن الطرق الأمثل للتعلم.
• الرجوع معيون الاهتمام.

التخصصات التعليمية
• تدريب الكورسات الإلكترونية مخصص.
• تدريب كورسات تدريبية متخصصة.
• شهادات معينة دولية.
• أقسام تدريبية.
• تدريب أقسام تدريبية مخصصة.

المؤسس والرئيس:
الدكتورة معن القطامين

الرؤية
أن نقود الابتكار عالمياً لجعل التعليم مبسطاً، سهل المنال، وعممته.
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>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Marketing</td>
<td>11:00 hrs</td>
</tr>
<tr>
<td>Strategic Management</td>
<td>9:00 hrs</td>
</tr>
<tr>
<td>Human Resource Planning</td>
<td>10:00 hrs</td>
</tr>
<tr>
<td>Organisational Behaviour and Change Management</td>
<td>10:00 hrs</td>
</tr>
<tr>
<td>Delegation</td>
<td>11:00 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>11:00 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>12:00 hrs</td>
</tr>
<tr>
<td>Problem Solving</td>
<td>12:00 hrs</td>
</tr>
<tr>
<td>Information Monitoring</td>
<td>12:00 hrs</td>
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<tr>
<td>Negotiation Skills</td>
<td>12:00 hrs</td>
</tr>
<tr>
<td>Planning and Organising</td>
<td>13:00 hrs</td>
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<tr>
<td>Managing Finance</td>
<td>14:00 hrs</td>
</tr>
<tr>
<td>Quality Management</td>
<td>12:00 hrs</td>
</tr>
<tr>
<td>Managing Teams</td>
<td>10:00 hrs</td>
</tr>
<tr>
<td>Managing Change</td>
<td>10:00 hrs</td>
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<tr>
<td>Managing the Market</td>
<td>10:00 hrs</td>
</tr>
<tr>
<td>Text Processing</td>
<td>8:00 hrs</td>
</tr>
<tr>
<td>Quality Orientation</td>
<td>8:00 hrs</td>
</tr>
<tr>
<td>Personal Development</td>
<td>8:00 hrs</td>
</tr>
<tr>
<td>Adaptability</td>
<td>10:00 hrs</td>
</tr>
<tr>
<td>Time Management</td>
<td>11:00 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>8:00 hrs</td>
</tr>
<tr>
<td>Customer Care</td>
<td>8:00 hrs</td>
</tr>
</tbody>
</table>
Professional Qualifications

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.

Our programmes include e-training, training films, customized training films, and professional qualifications.

Programme Details:

**Programme Name:** Effective Manager & Supervisor

Effective Manager & Supervisor programmes provide 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, participants must complete the two core modules, plus any four optional modules; after which they must pass the relevant examination.

### Core Modules:

- Managing Teams
- Delegation
- Negotiation Skills
- Managing Change
- Managing the Market
- Decision Making
- Planning and Organising
- Performance Maximisation
- Customer Service
- Communication Skills

### Optional Modules (choose 4 of 5):

- Delegation
- Managing the Market
- Decision Making
- Planning and Organising
- Performance Maximisation

### Course Schedule:

- 8:00 hrs - 12:00 hrs (Monday - Friday)
- 11:00 hrs - 12:00 hrs (Saturday)

Our programmes include e-training, training films, customized training films, and professional qualifications.
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.

Global Professional Qualification

Endorsed by the Institute of Leadership and Management

International Professional Qualification

What do employers look for? Adoption of "first job" skills

Communication Skills

Time Management

Presentation Skills

High Performance Team

Quality Orientation

Customer Service

Career Essentials

High Performance Team

Communication Skills

Time Management

Presentation Skills

Quality Orientation

Customer Service
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.
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

- 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!

- التركيز على تقديم أفضل للتدريب.
- بناء ونماذج أفكار الوسائط والأساليب التدربية القائمة على التفاعل والتحفيز.
- الاستعانة بأفضل الكفاءات والخبرات المهنية.
- التركيز على إكساب المتدرب أحدث المهارات العملية التي يمكن تطبيقها في بيئة العمل.

بعض مجالات التدريب:

- المهارات الأساسية
- قيادة الفريق
- المهارات الإشرافية
- برامج القيادة
- إدارة الموارد البشرية
- إدارة الأعمال
- إدارة الجودة
- البرامج المالية
- التطور الشخصي

Our clients

بلدية مسقط شركة مسقط لتوظيف الكهرباء
The Wave Muscat Electricity Distribution Company Mazoon electricity OIFC Muscat Municipality Crown Plaza, Kuwait

Air Arabia

Bank of Dubai Commercial Bank

G.H.Q. Armed Forces

Dubai Municipality

Dubai Ports

Dubai Economic Department

Oman Oil

Department of Tourism & Commerce Marketing, Dubai

Dubai Ports Customs & Freezone

Sharjah Economic Department

Sharjah Electricity and Water Authority

Dubai Islamic Bank

Maersk Line (Bahrain, Iran, Oman, Kuwait, Qatar, Jordan)

Rasgas, Qatar

Maersk Line (Dubai)

many & more...

Le Meridien Mina Seyahi

Emirates Post Authority

Dubai Electricity & Water Authority

Ministry of Interiors, Naturalization & Residency Administration, Dubai

Air Arabia

Emirates Post Authority

Dubai Ports

Dubai Economic Department

Oman Oil

Department of Tourism & Commerce Marketing, Dubai

Dubai Ports Customs & Freezone

Sharjah Economic Department

Sharjah Electricity and Water Authority

Dubai Islamic Bank

Maersk Line (Bahrain, Iran, Oman, Kuwait, Qatar, Jordan)

Rasgas, Qatar

Maersk Line (Dubai)
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.
**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.

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**تطوير أفلام تدريبية تخصصية**

إن التعليم بالمشاهدة واستخدام الوسائل المرئية تعتبر من أحدث طرق التعليم وتجدها على الإطلاق. وذلك لما فيه من محاكاة حية للواقع بحيث يوضخ للمتعلم المفاهيم والأفكار، والآملا في إطارها التطبيقية والعملي إضافة إلى الجانب النظري. وعليه فإن النتيجة الحتمية لذلك هي تسريع المعلومات ونقل الأفكار في ذهن المتعلم بكل سهولة ويسر وإمتاع.

**الميزات 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 يتناسب مع احتياجاتهم التدريبية والمؤسسية الخاصة. بحيث يقوم العميل بتنزيل 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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Virtual Induction

استخدام البرامج التعليمية الإلكترونية

يتم من خلال برنامج التدريب المكتبي الإلكتروني، التدخل في الموقف الممتد للموظفين، وتوفر البرامج المعمقة المعلومات المتعلقة بالعمل، وقائمة المواقف والإجراءات الداخلية بطريقة قوية مدعمة بأفلام تدريبية تجعل النشاط ممتعاً وسريعاً ومؤثراً وقابلًا لقياس مدى نقل المعرفة.

عناصر برنامج التدريب المكتبي الإلكتروني

- رسالة مصورة من قبل الإدارة العليا للترحيب بالموظفين الجدد.
- رسالة مصورة من قبل إدارة الموارد البشرية للترحيب بالموظفين الجدد.
- جولة مصورة لخايفة أرجاء المؤسسة وإداراتها الرئيسية.
- تصميم الهيكل التنظيمي بأسلوب تفاعلي مدعوم بموزع تقليدي ولحية وصور مراقبة.
- جميع المعلومات المهمة بالنسبة للمؤسسة مثل الرؤية والرسالة والقيم.
- مكتبة الصور.
- سياسات وأجراءات المؤسسة وأي نماذج يتم استخدامها.

ميزات برنامج التدريب المكتبي الإلكتروني

- يخفض تكاليف دمج الموظفين الجديد بشكل كبير جداً.
- يوفر الكثير من الجهود المبذولة بعملية دمج الموظفين الجدد.
- يضمن البرنامج نقل المعرفة من خلال اختبارات المعرفة.
- يقلل وقت دمج الموظفين الجدد بشكل كبير جداً.
- يزيد ويجعل من احتفاظ بالمعلومات من قبل الموظفين الجدد.
- يتيح انطباع إيجابي عن المؤسسة لدى الموظفين الجدد.
- يقلل من توتر الموظفين الجدد أثناء الفترة الأولى للانضمام للعمل.
- يتيح للموظفين الجدد الدخول للبرنامج قبل الانضمام الفعلي للعمل.
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.

Youth Leadership Programme

لقد صُمّم هذا البرنامج للمساعدة على التعلّم باستخدام الأساليب العملية والكتابية والشفهية، مما سيطموح الطلبة من المشاركة بشكل كامل.

تم تصميم برنامج خاصاً لفئتين عمريتين:
- مستوى القياديين الناشئين، وهم الشباب الذين تتراوح أعمارهم بين العاشرة والرابعة عشرة.
- مستوى القياديين الباقعيين، وهم الفتية الذين تتراوح أعمارهم بين الرابعة عشرة والثامنة عشرة.

الأهداف والغايات
- إيجاد الوعي الذاتي لدى الطلبة تجاه قدراتهم القيادية الخاصة.
- تزويد الطلبة بمهارات القيادة الأساسية التي ستوفرهم لتحمل المسؤولية في كافة مناحي الحياة.
- ترسخ المهارات القيادية وتحقيقها لدى الشباب الباقعي بطريقة تمكنهم من مواجهة التحديات الحالية والمستقبلية في مجتمعنا العالمي المعاصر بنجاح.
- إتاحة الفرصة للطلبة بأن يتعلموا مهارات القيادة نظرياً ومن ثم يطبقونها عملياً ضمن بيئة تعلمية ملائمة.

برنامج تطوير القيادات الشابة