

نجعل أهدافك واضحة  
Make Targets Clear



MTC Profile



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# Welcome from MTC

I would like to welcome you to MTC. We are delighted that you have chosen to study with us and hope you enjoy this period of studying. At MTC we are very proud of the services we provide to you. We know that by working together, MTC can be one of the successful centres in Bahrain and Middle east.

All of MTC staff will be happy to be around you to facilitate everything you need, so please do not hesitate to contact us anytime and anywhere. Again, we are looking for establishing a loyal and sustainable relationship with all of our customers.

Thank you and best of luck

**MTC**  
General Manager





# MANAHEL TRAINING CENTRE MTC

MTC provides guidance for efficient, effective improvement across multiple process disciplines in an organization. It benefits both the organization and the individual by providing a common, integrated vision of improvement.

The ultimate benefit is improved performance that means decreased cost, improved on time delivery, improved productivity, improved quality, and improved customer satisfaction.

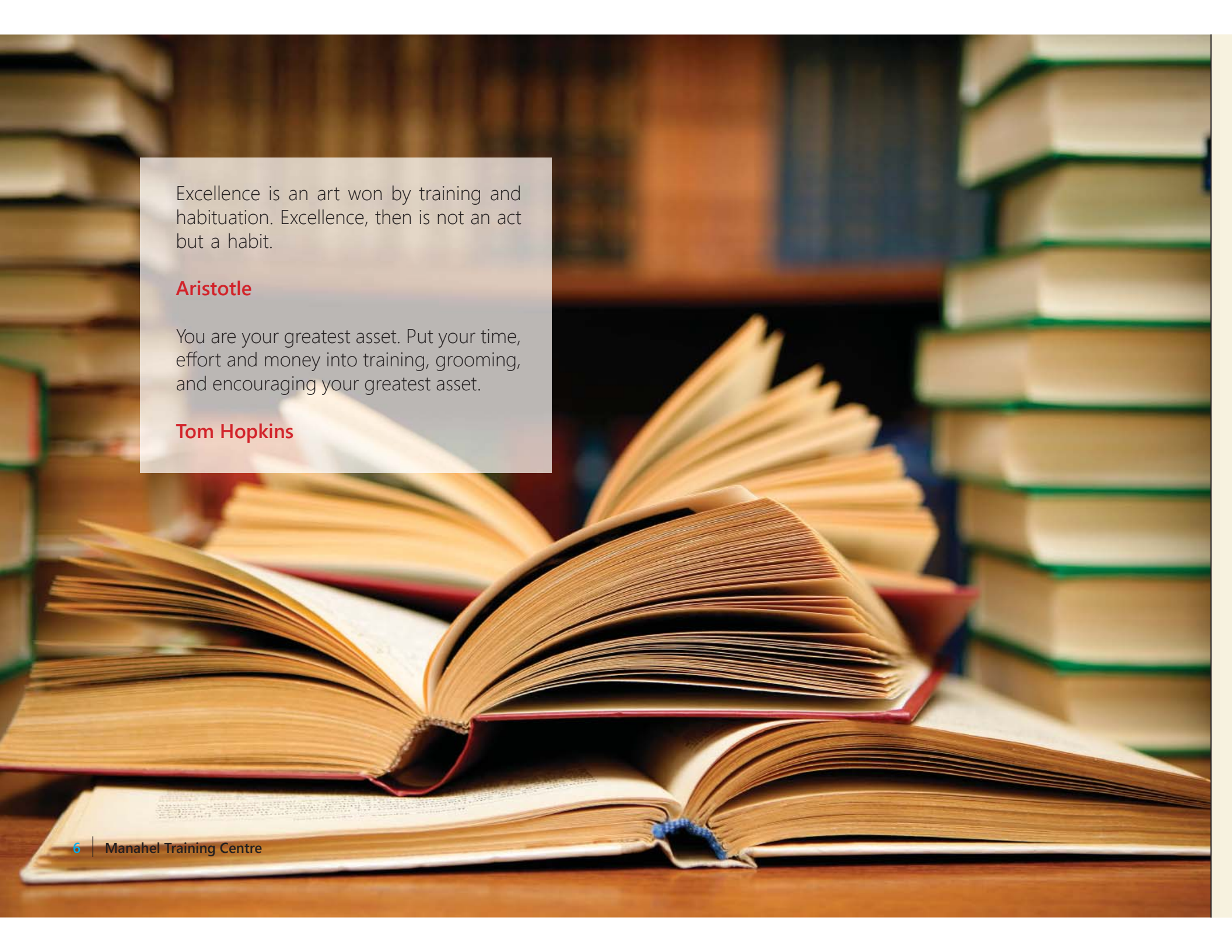
MTC succeeds in mixing and investing the long history of the founders in the field of training and development to engage quickly and professionally in providing training and consultancy services in

the area of business, management, health and safety to both public and private sectors in the kingdom of Bahrain and other GCC or regional countries.

MTC, from the beginning, tries to build strong and efficient cooperation with the well-known international professional and awarding bodies.

In MTC, there are specialized training options that offer something for every role and every budget.

In short, MTC offers the best, most flexible training available anywhere and anytime you need it.



Excellence is an art won by training and habituation. Excellence, then is not an act but a habit.

**Aristotle**

You are your greatest asset. Put your time, effort and money into training, grooming, and encouraging your greatest asset.

**Tom Hopkins**

# TRAINING & Development

Training and development plays an important role in the effectiveness of organizations and to the experiences of people in work. Training has implications for productivity, health and safety at work, and personal development. All organizations employing people need to train and develop their staff.



Most organizations are cognizant of this requirement and invest effort and other resources in training and development. Such investment can take the form of employing specialist training and development staff and paying salaries to staff undergoing training and development.

Investment in training and development entails obtaining and maintaining space and equipments. It also means that operational personal, employed in the organizations main business functions such as production, maintenance, sales, marketing and management support, must also direct their attention and effort from time to time towards supporting training development and delivery.

This means they are required to give less attention to activities that are obviously more productive in terms of the organizations main business. However, investment in training and development is generally regarded as good management practice to maintain appropriate expertise now and in the future.



## MISSION

To provide both creative and innovative solution for our local and regional clients to develop the human capital through specialized professional training courses and management consultations. This is achieved by the most efficient trainers and consultants academically and professionally, committing with the highest international standards to achieve top professional excellence and quality.

## VISION

To be the best and preferred choice for our clients, to provide all the training and consulting services with the highest international standards.

## VALUES

We are proud to provide:

1. Creativity: as a slogan for our services.
2. Cooperation: as a model for our team.
3. Professionalism: as an example in our transactions /dealings.
4. Trust: as a principle in our relationship.



Our formula is:

Knowledge + Skill + Quality = Excellence





# QUALITY POLICY

MTC regards quality as a means to achieve our client's satisfaction in relation to all services provided to them.

MTC objective is to provide our clients with a quality service which «exceed their expectations» in order to retain permanent and loyal clients by providing «added value» services to meet their needs and exceed their expectations.

Our team endeavors to achieve this objective through proper blends of high conceptual and practical skills supported by excellent infrastructure, teaching methodology, research, consulting, and commitment to a quality management system.

## STAFF AND ORGANIZATIONAL STRUCTURE

MTC team is divided into three different categories, the board members, the training staff and the administrative staff. In your first visit or dealing with MTC, you can see and sense the concept «team work» obviously in all transaction.

Internally, the professional and administrative work is directed and led by the board members, who have very rich experience and history in the business and training.

All MTC trainers and expert have experience in the area they provide training. So, we are choosing our training staff carefully and according to the highest professional and academic criteria. We prefer to join those trainers and

consultants who have mixture of academic qualification and professional experience to blend the theoretical knowledge with the practical skills.

This is not an optional, but it is a must to enable you to gain the best practices from them.

There is also many staff in the center that has genuine experiences in the field of training, human resources development, and information technology. The staff is still around to help and facilities all things for you.



# OUR SERVICES

## Training Programs

- Managerial & Supervision Skills
- Training & Human Development
- Health & Safety
- Marketing, Sales & Customer Service
- Accounting & Finance
- Legal Affairs
- Educational Organizations Management
- Hospital and Health Organization Management
- Quality Assurance & Management
- Urban Planning
- Maritime Security

## Consultancies

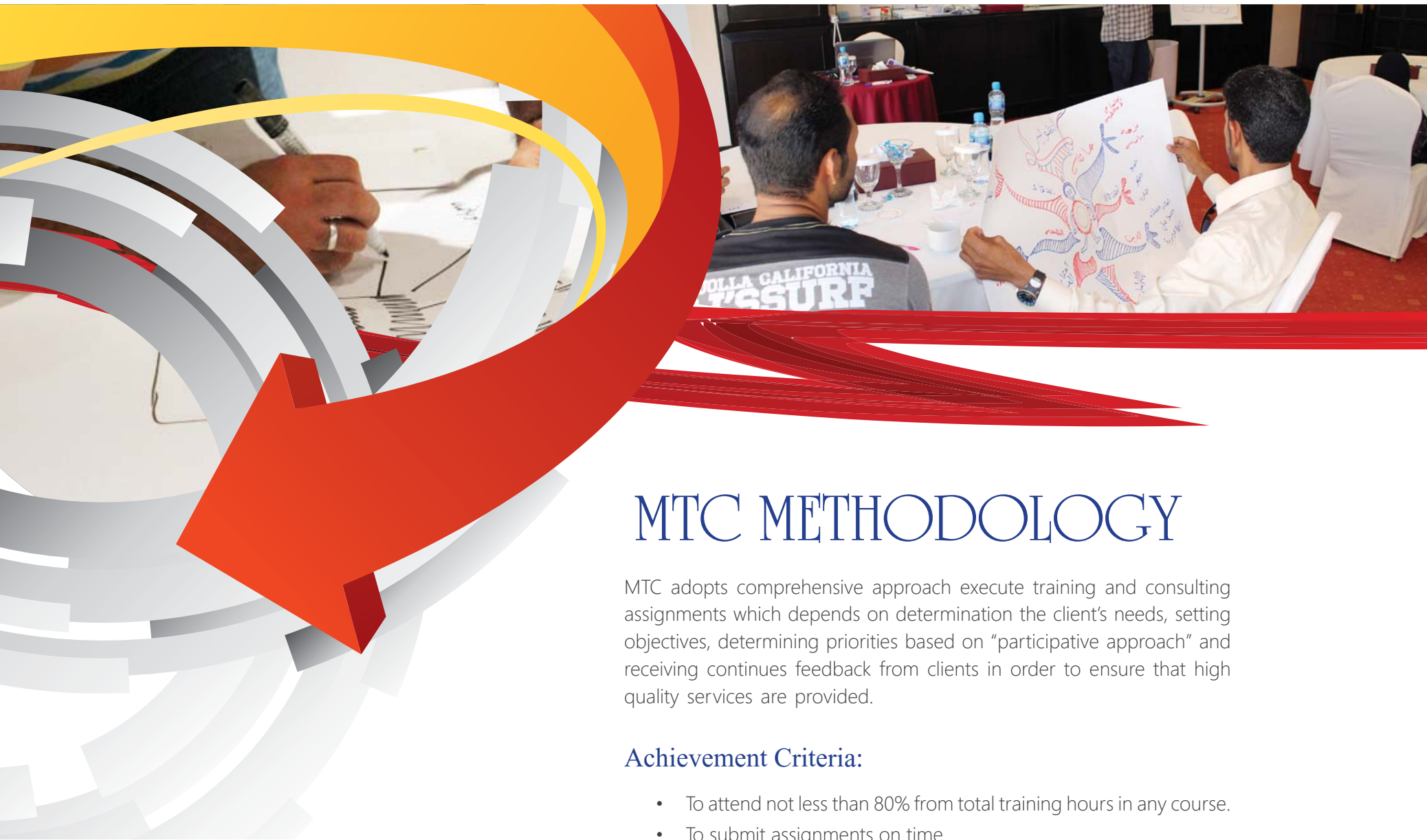
- OHSAS 18001
- ISO 14001
- ISO 9001
- Management & business Administrations





"Success is getting what you want, happiness is wanting what you get"

\* W.P. Kinsella



## MTC METHODOLOGY

MTC adopts comprehensive approach execute training and consulting assignments which depends on determination the client's needs, setting objectives, determining priorities based on "participative approach" and receiving continues feedback from clients in order to ensure that high quality services are provided.

### Achievement Criteria:

- To attend not less than 80% from total training hours in any course.
- To submit assignments on time.
- To succeed tests or exams (According to the criteria of the awarding\professional bodies).





### Target Attendance:

- To be discussed and determined according to the type of each training course.

### Certification:

- MTC attendance certificate.
- Achievement Certificate (According to the criteria of the awarding or the Professional bodies and MOL).

### Training Venues:

- All training courses\seminars are held in MTC venues or highly equipped and furnished venues.

### Pricing Policy:

- We provide competitive prices to match every person needs and capability.



# MAJOR ALLIANCES



**Edexcel:**  
 Pearson Education Limited (Pearson) is the UK's largest awarding organization, offering academic and vocational qualifications and training to schools, colleges, employers and other places of learning in the UK and internationally.



**The National Examination Board in Occupational Safety and Health:**  
 NEBOSH is an awarding body with charitable status to offer a comprehensive range of globally-recognized, qualifications designed to meet the health, safety and environmental management needs of all places of work.



**The Chartered Institute of Environmental Health:**  
 CIEH is a registered charity and the professional voice for environmental health in UK.





Approved HABC Centre

**Highfield Awarding Body For Compliance:**

HABC is the UK and Middle East's leading supplier of compliance qualifications and apprenticeships in different fields of training.



**OSHAcademy Occupational Safety and Health Training:**

OSHAcademy is a division of Geigle Safety Group Inc. It offers training courses and programs in the field of occupational safety and health education.



**Professional Evaluation and Certification Board:**

PECB is a personnel certification body for a wide range of professional standards, including ISO 9001, ISO 14001, ISO/IEC 20000, ISO/IEC 27001, ISO/IEC 27005, ISO 22301, ISO 26000, ISO 22000, OHSAS 18001 and ISO 28000.



**Regional Maritime Security Institute:**

RMSI is related to the Arab Academy for Science and Technology and Maritime Transport. RMSI has been approved as the Recognized Security Organization (RSO) from Egyptian authority in Saudi Arabia and Lebanon and United Arab Emirates.



**Urban Training Institute Egypt:**

UTI is specialized in institutional building and raising human capacity centers in order to develop the urban environment and improve living conditions in Egypt and the Middle East urban areas.



**Union of Arab trainers**

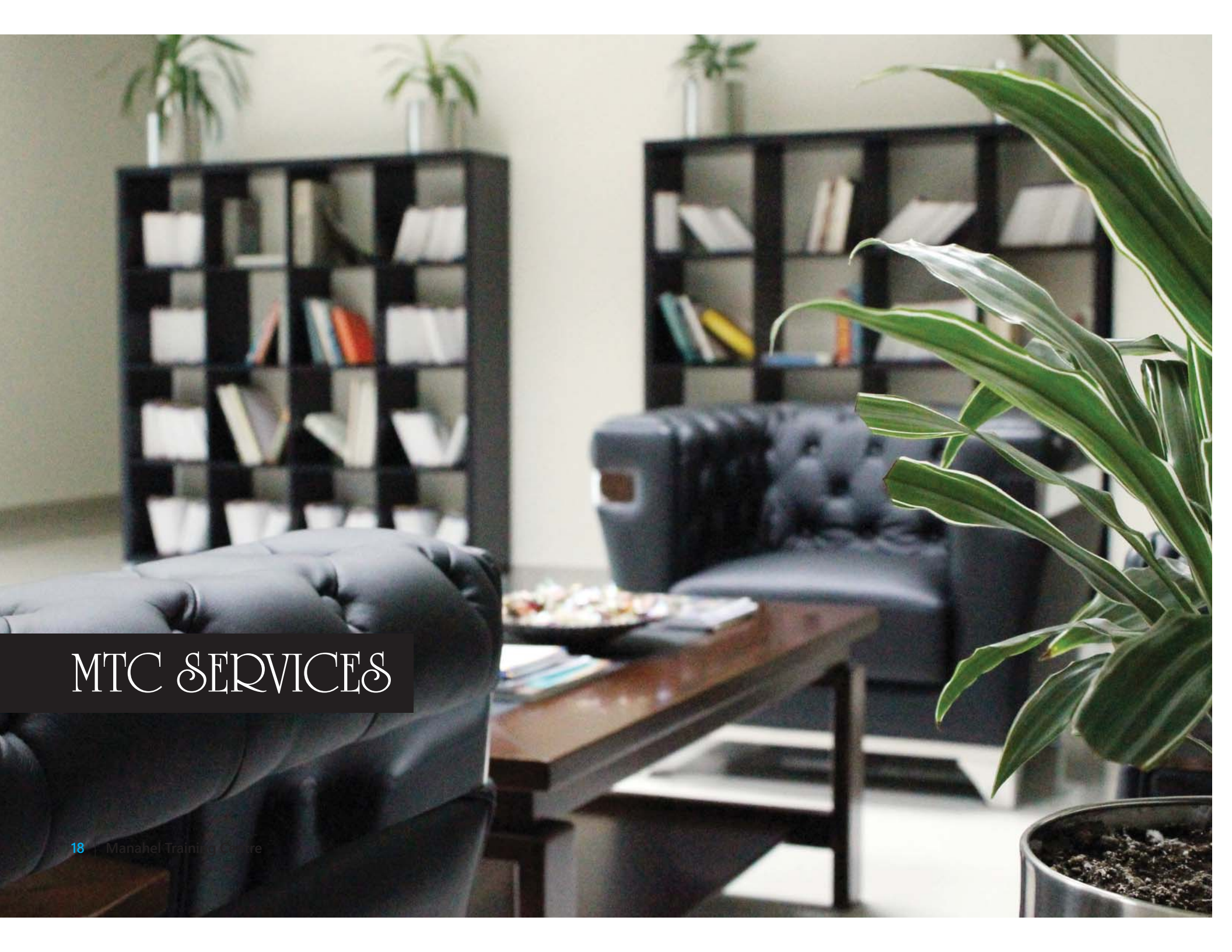
Founded the Union of Arab trainers to be the largest gathering of coaches in the Arab world and works dedication and sincerity to secure a stable work environment, attractive, and stimulating, to promote and maintain the highest levels matched credibility of all the members of the Union by supporting concepts, tools and literature training and standardization efforts and the exchange of expertise and access to excellence.



**Safety Nett Consultancy UK**



**B-Cert Management System UK**



# MTC SERVICES



# MANAGEMENT & SUPERVISION PROGRAMS



Bahrain Society for Training & Development (BSTD)



## HEALTH & SAFETY PROGRAMS



CIEH Level 4 Award in Health and Safety in the Workplace







How to develop yourself



## TRAINING & HUMAN DEVELOPMENT PROGRAMS



CIEH Level 3 Award in Training Principles and Practice (TPP)





# MARKETING, SALES & CUSTOMER SERVICE PROGRAMS



Smart Selling Skills



## HEALTH & SAFETY PROGRAMS

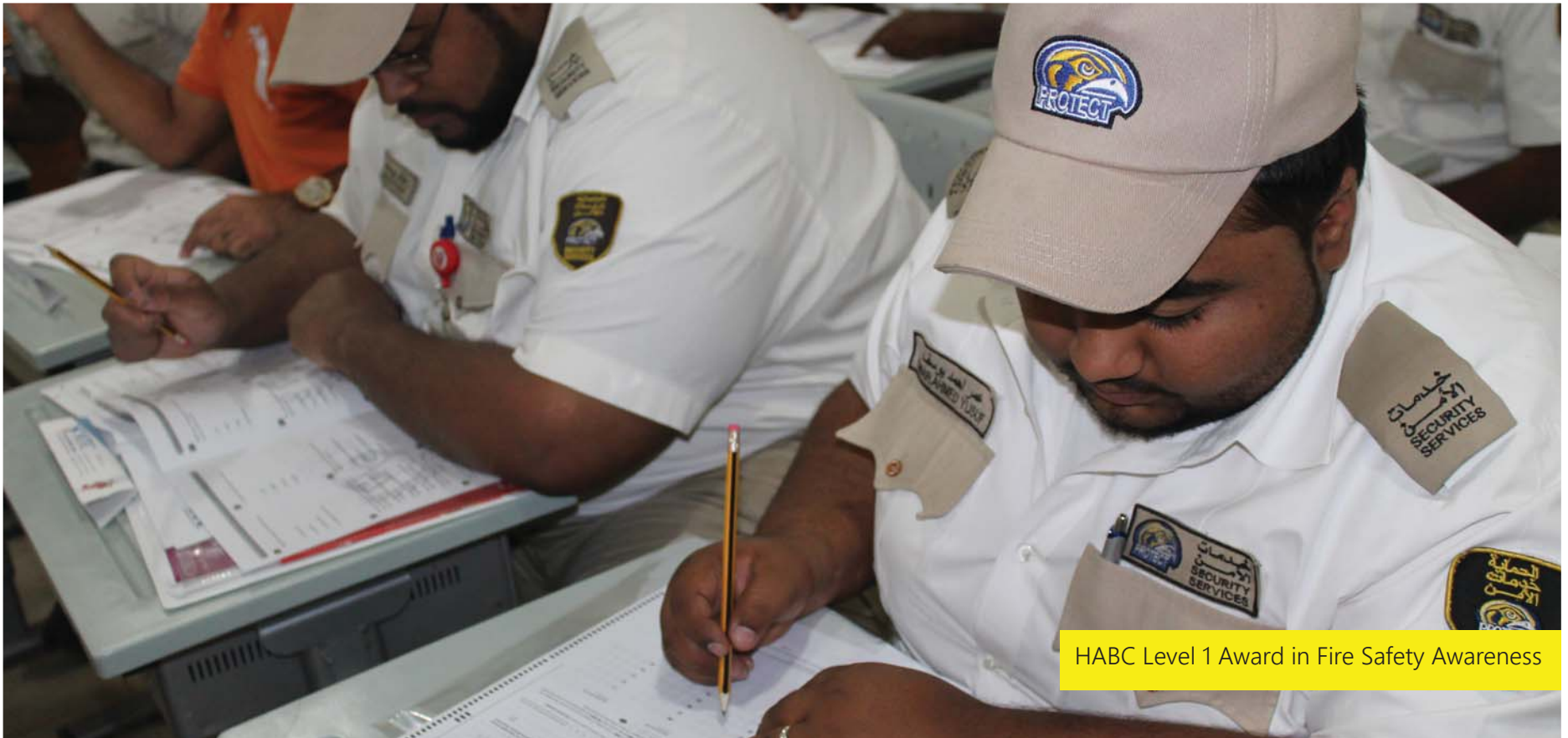


NEBOSH International General Certificate for Occupational Health and Safety





## HEALTH & SAFETY PROGRAMS



HABC Level 1 Award in Fire Safety Awareness



# FACILITIES AND LOCATION

The center is comprised of three well-designed and equipped training rooms, furnished with the latest equipment and electronic network.

MTC is located in Seef district, which is an area that access to it is too easy from anywhere in Bahrain.

The work flow inside MTC is run by the most advanced equipment using the best programs, via internal communication network, of high quality modern laptop.



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