



**65 Years**

# **Training Programs Guide**

## **Institute of National Planning**





# 5

## Management & Governance Programs



- Contemporary Management Systems
- Leadership Skills Development
- Tourism Marketing
- Labor Markets and Employment Policies
- Program Management and Project Preparation
- Governance, Risk and Compliance (GRC)
- Crisis Management and Emergency Planning
- Crisis Management and Emergency Planning
- Management of Intangible Assets in Organizations
- Management of Industrial Zones in Egypt
- Integrated Water Resources Management

5 days  
5 days

# 6

## Legal Programs



- Proper Practical Understanding and Application of Civil Service, Labor and Company Laws
- Arbitration and Mediation (Rules - Procedures - Documents )
- Legal and Procedural Aspects of Administrative Investigations and Lawsuits
- Principles of Law for Non-Lawyers
- Judicial Procedures and Records
- Drafting Treaties and International Agreements
- Preparation, Drafting and Review of Contracts (including FIDIC and BOT contracts)

10 days  
10 days  
5 days  
5 days  
5 days  
5 days  
5 days

# 7

## Political Analysis Programs



- Political Analysis Strategies
- Development and Implementation of Public Policies
- Role of Think Tanks in Supporting Decision-Makers
- Political Communication Skills
- Political Discourse Analysis
- Implementation, Monitoring and Evaluation of Public Policies

20 days  
20 days  
15 days  
7 days  
7 days  
5 days

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## Public Relations & Media Programs



- Effective Communication Skills
- Conference and Event Management and Organization
- Official Spokesperson and Effective Press Release
- Crisis Management and Dealing with Media
- Social Responsibility for Public Relations
- Journalistic Writing and Media Monitoring

5 days  
5 days  
5 days  
5 days  
5 days  
5 days

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## IT & Digital Transformation Programs



- Digital Public Services
- Artificial Intelligence and Its Applications
- Digitization and Digital Transformation
- Applying Change Management in Digital Transformation Projects
- Digital Transformation and Emerging Technologies
- Digital Transformation and Document Management
- Modern Methods of Data Analysis in the Era of Digital Transformation

5 days  
5 days  
5 days  
5 days  
5 days  
5 days  
5 days

10

## Scientific Research & Statistical Analysis Programs



- Statistical Analysis Using SPSS
- Advanced Statistical Analysis Using SPSS
- Statistical Analysis Using R
- Building a Digital Reference Library (EndNote)
- Tools and Skills for Using Academic Search Engines
- Fundamentals of Scientific Research
- Survey Design and Research Preparation Principles
- Research Tools and Future Studies - Delphi Method
- Statistical Analysis Using STATA
- VBA & Macros in Excel
- SQL Tutorials

10 days  
10 days  
10 days  
6 days  
5 days





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