

AVICENNA
Innovative Healthcare Solutions

CORPORATE TRAINING

Empowering Minds, Inspiring Success

COURSE CATALOG



TABLE OF CONTENTS

DATA ANALYSIS, REPORTING, AND VISUALIZATION

Microsoft 365 (M365) Fundamentals

Get Started with Excel

Excel for Improvers

Advanced Excel Functions

Business Analytics Decision-Making Using Data

Data Analytics for Internal Auditors

PowerBI for Business

No Code process Automation Using Power Apps

Data Base Management Using Power Queries

Data Privacy and Ethics

FINANCE, ACCOUNTING, AND TAXATION

Cash to Accrual Conversion

ACCA Certificate in Finance for Non-Finance Professionals

ACCA Certificate in International Public Sector Accounting Standards

ACCA Certificate in Business Valuations

ACCA Certificate in Sustainability for Finance

Financial Accounting

Financial Reporting

Management Accounting

Value Added Tax

PROJECT MANAGEMENT AND FEASIBILITY STUDY

ACCA Certificate in Public Financial Management

Public Sector Asset Management

Feasibility Study & Financial Modelling

Project Management

Planning and Budgeting

Successful Planning, Organizing, and Control

Business Continuity Planning for governmental organizations

Segregation of Duties Matrix

HEALTHCARE MANAGEMENT AND AUTOMATION

Supply Chain in Healthcare

Healthcare Process Automation

AI Strategy and Governance

Healthcare AI for Non-Medical Professionals

Visualization for Healthcare Practitioners

AUDITING RISK AND FRAUD MANAGEMENT

International Governance principles and best practices

Internal Control Frameworks

Fundamentals of Internal Auditing

ACCA Certificate in international Auditing

Audit Leadership

Operational Risk Management for governmental Organizations

Enterprise Risk Management for governmental Organizations

Risk Appetite and Risk Tolerance Quantification

Fraud Management

Financial Statement fraud

Fraud Analytics

COMMUNICATION, LEADERSHIP, AND PERSONAL DEVELOPMENT

Attitude and Motivation

Time Management

Setting Priorities, Time Management, and Stress Reduction

Leadership & Management Skills for New Managers

Advanced Communication Skills

Change Management Leading Successful Transformations

Emotional Intelligence in Leadership

EXECUTIVE COACHING

Executive Coaching

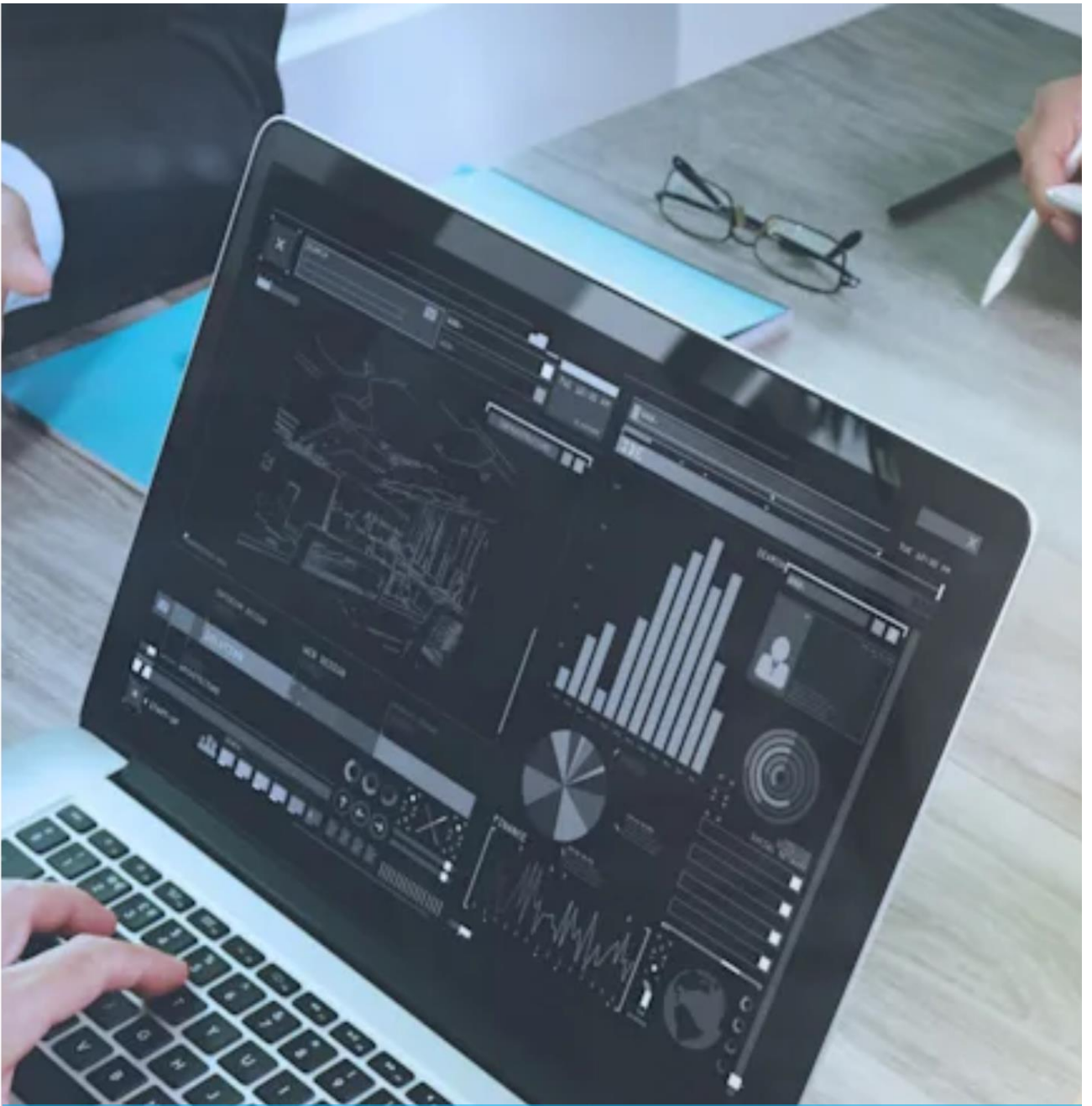
ABOUT US

Avicenna is a leading training institute that designs and delivers a transformative educational journey to strengthen the workforces of many types of organizations, from large multinationals to small, niche companies, by improving the skills and approach of organizations' leaders, managers, and staff.

What sets Avicenna apart is our team of qualified instructors, certified with cutting-edge, practical, and industry-relevant expertise that we convert into transferrable learning for our participants through providing comprehensive programs with a wide range of courses, spanning various disciplines, such as technology, finance, healthcare, business management, and executive coaching.

Avicenna's unwavering commitment to developing people ensures that our solutions come with flexible scheduling options, including part-time and online courses, to accommodate the busy lifestyles of our vibrant community of learners and produce valuable business results.





DATA ANALYSIS, REPORTING AND VISUALIZATION



DATA ANALYSIS, REPORTING AND VISUALIZATION

Microsoft 365 (M365) Fundamentals

COURSE LENGTH

Twelve (12) training hours

DESCRIPTION

This course will help participants take a tour at the tools and apps in M365 disposed in their hands. They will focus on several applications within the M365 suite that fits their need for collaboration with other colleagues. It is a course that teaches the essential skills that professionals need to use Microsoft 365 in their day-to-day operations for the utmost work experience.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Familiarize with the various components of Microsoft 365
- Enhance productivity
- Collaborate and communicate
- Enhance security

TARGET AUDIENCE

- All levels of professionals from all industries

Get Started with Excel

COURSE LENGTH

Twelve (12) training hours

DESCRIPTION

This introductory Excel course is designed for beginners who want to learn the basics of Excel. Learn how to navigate Excel, enter data, format cells, use basic formulas and functions, sort and filter data, and create basic charts.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Navigate and familiarize yourself with the Excel interface
- Enter, edit, and format data in worksheets
- Sort and filter data
- Create basic charts like column and pie charts

TARGET AUDIENCE

- Beginners or new Excel users with no prior experience using spreadsheets

DATA ANALYSIS, REPORTING AND VISUALIZATION

Excel for Improvers

COURSE LENGTH

Twelve (12) training hours

DESCRIPTION

This course is designed for users with basic Excel skills who wish to improve their spreadsheet skills. Learn intermediate Excel features like using advanced functions and formulas, pivot tables and charts, data analysis tools, and linking worksheets.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Create and format pivot tables and charts
- Use data analysis tools like Goal Seek and Scenarios
- Link data across multiple worksheets
- Automate tasks with macros

TARGET AUDIENCE

- Excel users with basic skill level looking to upgrade their skills

Advanced Excel Functions

COURSE LENGTH

Eighteen (18) training hours

DESCRIPTION

This course is designed to equip participants with an in-depth understanding of complex and powerful functions within Microsoft Excel. Throughout this comprehensive course, participants will explore a wide array of sophisticated Excel functions, ranging from mathematical and statistical functions to lookup, logical, and financial functions. They will learn to leverage these advanced tools effectively, making data manipulation and analysis more efficient, accurate, and insightful.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Master Mathematical and Statistical Functions
- Empower Decision Making with Logical Functions
- Explore Financial Functions
- Analyze data with PivotTables and Pivot Charts

TARGET AUDIENCE

- Business Professionals
- Financial Analysts and Accountants

DATA ANALYSIS, REPORTING AND VISUALIZATION

Business Analytics Decision-Making Using Data

COURSE LENGTH

Eighteen (18) training hours

DESCRIPTION

This course provides an introduction to the field of business analytics and how it can be used to make data-driven decisions. Participants will learn about the different types of biases that can affect decision-making, how to identify and avoid these biases, and how to collect and analyze data to make informed decisions. It will also cover the implementation challenges of creating a data-driven organization and the ethical and regulatory issues involved in making decisions using data.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Learn about the sources of data, the intermediary software services that can fetch those data into your database, and then assess the quality of the collected data
- Predict future outcomes by choosing the appropriate machine learning algorithm to use in a business context
- Learn the implementation challenges of creating a data-driven organization
- Understand the ethics and regulatory issues involved in making decisions using data

TARGET AUDIENCE

- All professionals, especially in managerial roles
- Data analysts

Data Analytics for Internal Auditors

COURSE LENGTH

Eighteen (18) training hours

DESCRIPTION

This course is designed to equip participants with an in-depth understanding of complex and powerful functions. Building upon the foundational skills, this course delves into the realm of advanced formulas, enabling participants to streamline data analysis, automate tasks, and gain a competitive edge in the professional world. Participants will learn to leverage these advanced tools effectively, making data manipulation and analysis more efficient, accurate, and insightful.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Have the knowledge, skills, and competencies required to lead a high-performing internal audit function and add value to their organization
- Understand the basics of data analytics
- Use data analytics to enhance audit procedures
- Make data-driven decisions that contribute to improved risk management, operational efficiency, and overall organizational performance.

TARGET AUDIENCE

- Audit committee members
- Audit Executives
- Audit managers

DATA ANALYSIS, REPORTING AND VISUALIZATION

PowerBI for Business

COURSE LENGTH

Eighteen (18) training hours

DESCRIPTION

This course provides a comprehensive introduction to Microsoft Power BI and how it is used for business intelligence and analytics. Participants will learn to connect, model, and visualize data in Power BI to uncover insights and create interactive reports and dashboards. Real-world examples demonstrate how Power BI is applied in business contexts.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Understand PowerBI capabilities for BI and data visualization
- Connect to data sources and shape data for analysis
- Create interactive reports and dashboards in PowerBI
- Implement Power BI for common business use cases

TARGET AUDIENCE

- Professionals, or staff who want to apply PowerBI for business analytics

No Code Process Automation Using Power Apps

COURSE LENGTH

Eighteen (18) training hours

DESCRIPTION

This course teaches no-code techniques for automating business processes and workflows using Microsoft Power Apps. Participants will learn to build and deploy custom apps and automate tasks without writing code. Real-world examples and hands-on exercises reinforce skills.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Understand the capabilities of Power Apps for process automation
- Build automated workflows, approvals, and notifications with Power Apps
- Develop custom forms, dashboards, and other app interfaces
- Deploy finished apps and integrate with other tools like Power BI

TARGET AUDIENCE

- Business analysts
- Operations managers
- IT professionals

DATA ANALYSIS, REPORTING AND VISUALIZATION

Data Base Management Using Power Queries

COURSE LENGTH

Eighteen (18) training hours

DESCRIPTION

This course provides participants with the skills to leverage Power Query for efficient data importing, shaping, transforming, and enriching within Excel and Power BI. Participants will learn best practices for improving data quality and automating repetitive tasks.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Import data from a wide variety of sources into Excel
- Clean, transform, and enrich data using Power Query tools
- Automate refreshing and transformation of queries
- Improve data quality

TARGET AUDIENCE

- Data analysts, BI professionals who need to manage data workflows in Excel and PowerBI

Data Privacy and Ethics

COURSE LENGTH

Eighteen (18) training hours

DESCRIPTION

This course provides an overview of data privacy laws, regulations, and ethical principles required to collect, store, use, and share data responsibly. Participants will gain an understanding of developing a privacy program that earns trust while supporting business objectives.

LEARNING OBJECTIVES

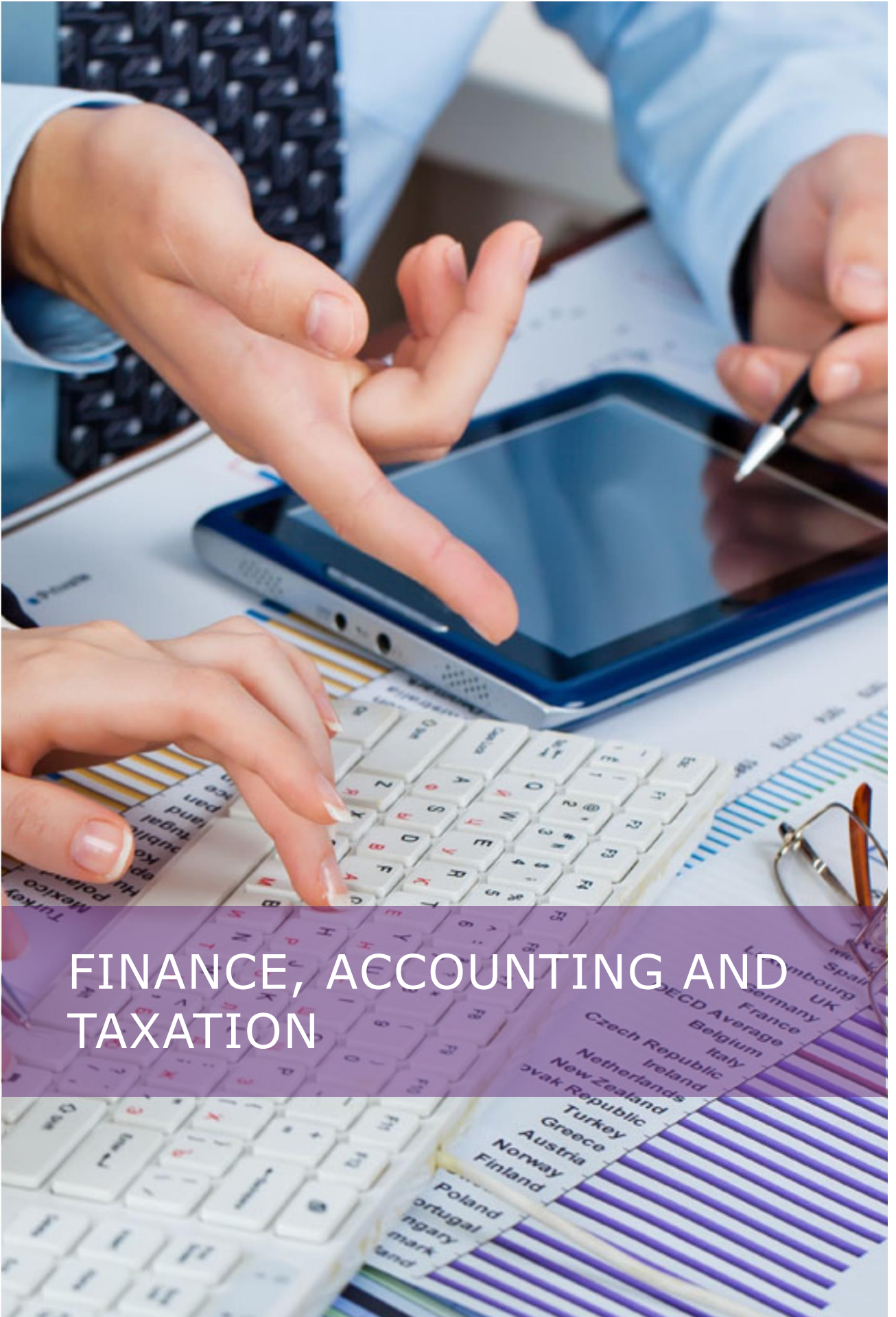
Participants who successfully complete this course will be able to:

- Learn key data privacy laws and regulations
- Implement privacy by design principles in managing data
- Develop data governance policies for ethical data use
- Understand privacy impact assessments and risk mitigation

TARGET AUDIENCE

- Data professionals, compliance officers, legal counsel, and information security leaders seeking to develop skills in data privacy





FINANCE, ACCOUNTING AND
TAXATION

Cash to Accrual Conversion

COURSE LENGTH

Eighteen (18) training hours

DESCRIPTION

This course is designed to help participants understand the basics of accrual accounting, and how to convert from cash to accrual accounting in your business. Converting from cash to accrual accounting can be a daunting task, but it is essential for businesses that want to accurately track their financial performance and comply with accounting standards. This course will guide participants through the process of making the conversion, step-by-step.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Identify the steps involved in converting from cash to accrual accounting
- Understand the impact of accrual accounting on financial statements
- Analyze financial statements prepared using accrual accounting to evaluate the financial health of a business
- Apply accrual accounting principles to real-world scenarios

TARGET AUDIENCE

- Accounting professionals
- Financial managers and analysts

ACCA Certificate in Finance for Non-Finance Professionals

COURSE LENGTH

Eighteen (18) training hours

DESCRIPTION

A solid foundation of finance is a key to succeed at any employment level and position. Finance for Non-Finance Professionals certificate transforms Non-Finance Professionals certificate transforms accountancy and finance concepts into decision making tools that individuals can use in their workplace.

This program will help participants apply the fundamentals of finance to improve budget and cash management, to assess and monitor the financial performance of business activities. In addition, it will enable finance professionals to develop their strategic thinking and ability for planning and helps them to think big in the corporate world.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Increase understanding of financial concepts
- Improve decision-making skills
- Enhance strategic thinking skills, and analyze investment opportunities
- Increase confidence in dealing with financial matters

TARGET AUDIENCE

- Non-financial managers
- Professionals

ACCA Certificate in International Public Sector Accounting Standards

COURSE LENGTH

Twenty four (24) training hours

DESCRIPTION

Given the pace of change and size of expenditure in the public sector, the Certificate in International Public Sector Accounting Standards (IPSAS) will equip you with the critical skills required to deal with the challenges ahead. For those who work in the public sector, or want to work in the sector, the Certificate will help them build stronger and more relevant financial reporting skills.

Organizations will benefit from having IPSAS financial reporting expertise, as it is a necessary component for improving the accountability and transparency of the public purse.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Prepare and interpret financial statements in accordance with IPSAS
- Improve their understanding of public finances
- Improve their career prospects in the public sector
- Make informed decisions based on sound financial information

TARGET AUDIENCE

- Public sector employees
- Accountants working or willing to work in the public sector
- Policy makers specializing in the public sector

ACCA Certificate in Business Valuations

COURSE LENGTH

Eighteen (18) training hours

DESCRIPTION

Business valuations program is designed to provide participants with a comprehensive understanding of the principles, methodologies, and techniques used to determine the value of a business.

This program covers a range of topics related to business valuation, including fundamental concepts of business valuation, various approaches to valuing a business, such as the discounted cash flow (DCF) method, market multiples, comparable transactions, and asset-based valuation, financial analysis, industry analysis, market dynamics, legal and regulatory considerations, and ethical standards.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Understand the different contexts of business valuation and the considerations which need to be made before undertaking a valuation
- Select the appropriate method of business valuation for any given situation
- Conduct accurate and reliable business valuations
- Practice how to successfully apply business valuation techniques in a practical context

TARGET AUDIENCE

- Professionals who are currently working in the field and want to further their understanding
- Professionals who are seeking a top-up to an existing professional accountancy qualification

ACCA Certificate in Sustainability for Finance

COURSE LENGTH

Eighteen (18) training hours

DESCRIPTION

The Certificate in Sustainability for Finance is a comprehensive program that will give the participants the skills and knowledge they need to help organizations achieve their sustainability goals. It covers a wide range of topics, including the principles of sustainability, the impact of sustainability on finance, measuring and managing sustainability performance reporting on sustainability. The Certificate in Sustainability for Finance will allow finance teams to gain the skills and knowledge to enable them to confidently lead on sustainability issues in their organizations.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Improve their skills and knowledge in sustainability
- Show employers that they are committed to sustainability
- Help organizations achieve their sustainability goals
- Invest and manage money in a sustainable way

TARGET AUDIENCE

- Executives and board members
- Corporate finance professionals
- Risk managers

Financial Accounting

COURSE LENGTH

Eighteen (18) training hours

DESCRIPTION

This course is designed to provide an overview of all what is needed in the bookkeeping process, in order to obtain useful accounting information. Through this course, participants will also learn how to analyze the Financial Statements, perform Ratio and Trend Analysis, and how to present and communicate these statements and analysis with top management to be used in decision-making.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Gain a deeper understanding of financial concepts and principles
- Learn how to identify, record, and summarize financial transactions
- Learn how to analyze financial statements and perform ratio analysis
- Improve their decision-making skills

TARGET AUDIENCE

- Business professionals who are responsible for managing budgets and financial planning
- Managers and executives
- Financial analysts

Financial Reporting

COURSE LENGTH

Eighteen (18) training hours

DESCRIPTION

This course provides a solid understanding of the fundamental concepts and terminology related to financial reporting. Participants will learn the necessary knowledge and skills to accurately report financial information, comply with relevant reporting standards, and communicate effectively with stakeholders. It also includes practical exercises and case studies to help participants apply their knowledge in real-world situations.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Understand financial reporting standards and practices
- Prepare and analyze financial statements
- Develop their critical thinking and problem solving skills
- Improve their decision-making skills

TARGET AUDIENCE

- Accountants
- Financial analysts
- Managers
- Entrepreneurs

Management Accounting

COURSE LENGTH

Eighteen (18) training hours

DESCRIPTION

This course aims to provide a clear idea about management accounting. This includes differentiating between various cost types such as direct, indirect, fixed, & variable costs. It helps focusing on the different costing systems used in organizations, such as job order costing, process costing, and activity-based costing (ABC). It also explains the importance of Cost Volume Profit (CVP) Analysis which involves studying concepts like contribution margin, break-even analysis, target profit analysis, and evaluating the impact of changes in cost and sales volume on profitability.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Understand the different types of costs
- Accumulate and analyze cost information
- Use cost information to make decisions
- Understand the different costing systems used in organizations.

TARGET AUDIENCE

- Business professionals who are responsible for cost management and cost control
- Managers and executives
- Accountants, financial controllers, and procurement employees

Value Added Tax

COURSE LENGTH

Twelve (12) training hours

DESCRIPTION

The Value Added Tax (VAT) course is designed to help participants understand the fundamentals of VAT and how it applies in the GCC. This course will give them a complete understanding of VAT, covering all the essential topics and giving them the confidence to know if they are dealing with VAT correctly. It is practical and example-focused and will allow them to immediately implement what they have learned.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Understand the basics of VAT
- File and pay VAT returns accurately
- Avoid making the most common mistakes when dealing with VAT
- Stay up-to-date with the latest information and legislation on VAT

TARGET AUDIENCE

- Staff accountants, Senior accountants, Chief accountants
- Internal auditors
- Tax consultants
- IT professionals

***"Taxation is the art
of plucking the
goose without
making it squeal"***

Jean-Baptiste Colbert



A photograph of a person working at a desk. The person is wearing an orange long-sleeved shirt. They are sitting at a wooden desk with a silver laptop. Their right hand is pointing at the laptop screen, and their left hand is typing on the keyboard. In the background, there is a black keyboard, a white mouse, and some papers. The lighting is warm and focused on the desk area.

PROJECT MANAGEMENT AND FEASIBILITY

PROJECT MANAGEMENT AND FEASIBILITY

ACCA Certificate in Public Financial Management

COURSE LENGTH

Thirty-Six (36) training hours

DESCRIPTION

Given the pace of change and size of expenditure in the public sector, it's critical that finance professionals working in the sector have the right skills to deal with the challenges ahead. The Certificate in Public Financial Management is developed to help in supporting and building strong public financial management. It covers the key topics in public financial management, such as budgeting, accounting, reporting, auditing, and ethics.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Improve their skills and knowledge in public financial management
- Show employers that they have the skills and knowledge necessary to manage public finances effectively
- Improve their understanding of public finances

TARGET AUDIENCE

- New recruits to the public sector
- Government officials and civil servants
- Financial and accounting professionals

Public Sector Asset Management

COURSE LENGTH

Twenty-Four (24) training hours

DESCRIPTION

The growing period of prosperity in our economy – and particularly in the public sector – has meant key knowledge, skills, and experience have been lost in property and asset management teams. The Public Sector Asset Management is a comprehensive course that will give participants the skills and knowledge they need to manage public sector assets effectively, including, Setting Asset Management objectives, Asset Management Challenges, Producing Asset Management documentation, Capital Projects and Maintenance, Data Collection, and performance Reporting.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Improve their skills and knowledge in asset management such as asset identification, valuation, condition assessment, risk management, and reporting
- Make informed decisions about how public assets are managed
- Improve their understanding of public sector assets

TARGET AUDIENCE

- Public sector employees
- Facility, Assets, and Property Managers
- Accountants working or willing to work in the public sector
- Policy makers specializing in the public sector

PROJECT MANAGEMENT AND FEASIBILITY

Feasibility Study & Financial Modelling

COURSE LENGTH

Twenty-Four (24) training hours

DESCRIPTION

This course can be a valuable investment for anyone who wants to learn how to conduct successful feasibility studies and financial models. By combining feasibility studies and financial modeling, participants can get a comprehensive understanding of the potential success of a project before they commit to it.

This course focuses on evaluating the viability of a project and creating financial models to support decision-making.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Master the art of building successful feasibility studies and financial models
- Learn how to identify the key factors for success, how to collect and analyze data, and how to build financial models that accurately reflect the potential profitability of a project
- Manipulate data to build multiple scenarios
- Learn how to present their findings in a clear and concise way

TARGET AUDIENCE

- Business owners
- Managers, and executives
- Financial analysts and accountants

Project Management

COURSE LENGTH

Twenty-Four (24) training hours

DESCRIPTION

This course can be a valuable investment for anyone who wants to improve their skills in the project management area. By learning the fundamentals of project management and developing the necessary skills, participants can increase their chances of success in their current or future projects.

This course focuses on the principles, tools, and techniques necessary to efficiently manage projects from initiation to completion, ensuring that they meet organizational objectives and stakeholder expectations.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Learn the fundamental concepts and methodologies used in project management
- Identify and solve problems that arise during the project
- Make sound decisions that will impact the project's success
- Motivate and inspire their team to achieve the project goals

TARGET AUDIENCE

- All levels of professionals from all industries

PROJECT MANAGEMENT AND FEASIBILITY

Planning and Budgeting

COURSE LENGTH

Eighteen (18) training hours

DESCRIPTION

This course is designed to provide an understanding of the fundamental concepts and principles of planning and budgeting, as well as the skills necessary to develop and implement effective planning and budgeting strategies. Through this course, participants will learn about the importance of budgeting and how it relates to the overall success of an organization. They will also learn how to create a budget, including forecasting revenues and expenses, estimating costs, and developing financial models.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Develop and implement effective planning and budgeting strategies
- Monitor financial performance to achieve effective financial planning and control
- Communicate budget information effectively to stakeholders within the organization
- Contribute to the overall success of your organization

TARGET AUDIENCE

- Business professionals who are responsible for managing budgets and financial planning
- Managers and executives
- Financial analysts

Successful Planning, Organizing, and Control

COURSE LENGTH

Eighteen (18) training hours

DESCRIPTION

This course is designed to help managers and supervisors improve their skills in planning, organizing, and controlling. The course develops the essential skills to create successful strategies, optimize resources, and maintain unwavering control, ensuring projects and endeavors achieve unprecedented levels of success.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Understand the critical managerial and supervisory functions of planning, scheduling, and control
- Utilize the planning cycle for effective results
- Apply planning techniques to allocate budgets and resources and to schedule projects
- Use Key Performance Indicators (KPIs) and targets to control results

TARGET AUDIENCE

- All managers
- Team leaders
- All employees who wish to improve their forecasting and planning skills

PROJECT MANAGEMENT AND FEASIBILITY

Business Continuity Planning for Governmental Organizations

COURSE LENGTH

Twelve (12) training hours

DESCRIPTION

This course provides learners with the knowledge and skills to develop, implement, and maintain effective business continuity plans for governmental organizations. Learners will gain expertise in business impact analysis, risk assessment, continuity strategies, pandemic planning, and testing.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Understand the components of a comprehensive business continuity plan
- Conduct business impact analysis and risk assessments
- Develop continuity strategies to maintain essential functions
- Create a pandemic preparedness and response plan

TARGET AUDIENCE

- Emergency management professionals
- Continuity coordinators/planners
- Government leaders responsible for the continuity of operations in their agency/department

Segregation of Duties Matrix

COURSE LENGTH

Twelve (12) training hours

DESCRIPTION

This course provides guidance on developing, analyzing, and maintaining segregation of duties (SOD) matrices for internal controls.

Participants will review principles of SOD, steps to identify incompatible duties, approaches to map roles and responsibilities, and methods to test and remediate SOD conflicts.

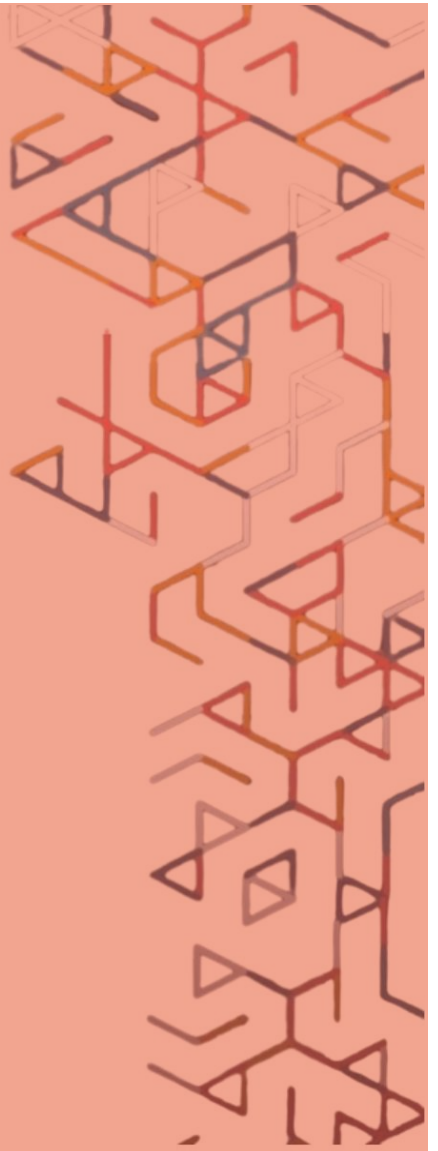
LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Understand principles and importance of segregation of duties
- Learn techniques to identify incompatible roles and duties
- Develop procedures for designing and mapping SOD matrices
- Implement matrix maintenance processes with SOD monitoring

TARGET AUDIENCE

- Auditors
- Compliance officers
- Risk managers
- Business analysts



A close-up photograph of a silver stethoscope with blue tubing, resting on a document. The document features a blue line graph with an upward trend. A semi-transparent green horizontal bar is overlaid across the middle of the image, containing white text. The overall color palette is dominated by blues and greens, suggesting a medical and technological theme.

HEALTHCARE MANAGEMENT AND AUTOMATION

HEALTHCARE MANAGEMENT AND AUTOMATION

Supply Chain in Healthcare

COURSE LENGTH

Twelve (12) training hours

DESCRIPTION

This course provides participants with a comprehensive understanding of the key principles, concepts, and practices involved in managing the supply chain within the healthcare industry. It explores the unique challenges and considerations specific to healthcare supply chain management and equips participants with the knowledge and skills to optimize efficiency, reduce costs, and enhance patient care through effective supply chain strategies.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- evaluate and apply best practices in healthcare supply chain management.
- Assess and manage supply chain risks and disruptions.
- Enhance collaboration and communication within the healthcare supply chain network.
- Understand the impact of healthcare supply chain management on patient care outcomes.

TARGET AUDIENCE

- Supply chain managers and professionals working in healthcare organizations
- Quality improvement and process improvement specialists in healthcare
- Individuals interested in pursuing a career in healthcare supply chain management

Healthcare Process Automation

COURSE LENGTH

Twelve (12) training hours

DESCRIPTION

This course provides an overview to equip professionals with the necessary skills to automate healthcare processes using Microsoft Power Apps. Participants will learn how to design and develop custom applications that streamline various healthcare workflows, improve efficiency, and enhance patient care. This course will cover essential concepts, best practices, and hands-on exercises to empower participants in harnessing the capabilities of Power Apps for healthcare process automation.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Understand the fundamentals of healthcare process automation and its benefits
- Design user-friendly and intuitive healthcare applications using Power Apps
- Implement data validation and security measures to ensure compliance and privacy
- Maintain and update healthcare applications to adapt to changing needs and requirements

TARGET AUDIENCE

- Non-medical professionals interested in understanding and leveraging healthcare AI
- Decision-makers involved in implementing AI solutions in healthcare organizations
- Individuals working in healthcare administration, policy, or technology roles

HEALTHCARE MANAGEMENT AND AUTOMATION

AI Strategy and Governance

COURSE LENGTH

Twelve (12) training hours

DESCRIPTION

This course provides an overview of how to develop strategies for implementing and governing artificial intelligence (AI) technologies in an organization. Participants will learn best practices for integrating AI in a way that maximizes benefits while minimizing risks.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Understand financial reporting standards and practices
- Prepare and analyze financial statements
- Develop their critical thinking and problem-solving skills
- Improve their decision-making skills

TARGET AUDIENCE

- Professionals responsible for strategy, governance, risk management, and implementation of AI technologies in their organization

Healthcare AI for Non-Medical Professionals

COURSE LENGTH

Twelve (12) training hours

DESCRIPTION

This course is designed for non-medical professionals who want to learn about the potential of AI in healthcare and how it is being used to improve patient care. It will give the participants a basic understanding of AI concepts and terminology, as well as the key applications of AI in healthcare. They will also learn about the ethical and legal considerations associated with healthcare AI, as well as the challenges and limitations of implementing AI in healthcare.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Understand the basics of AI and how it is being used
- Identify the key applications of AI in healthcare and their impact
- Recognize the ethical and legal considerations associated with healthcare AI
- Identify the challenges and limitations of implementing healthcare AI.

TARGET AUDIENCE

- Non-medical professionals interested in understanding and leveraging healthcare AI
- Decision-makers involved in implementing AI solutions in healthcare organizations
- Individuals working in healthcare administration, policy, or technology roles

HEALTHCARE MANAGEMENT AND AUTOMATION

Visualization for Healthcare Practitioners

COURSE LENGTH

Eighteen (18) training hours

DESCRIPTION

The Visualization in Healthcare using PowerBI training is designed to provide participants with the understanding and skills required to create persuasive and insightful visualizations using Microsoft Power BI. This course will cover the fundamentals of data visualization principles and techniques specific to healthcare data, as well as hands-on exercises using Power BI to create interactive dashboards and reports.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

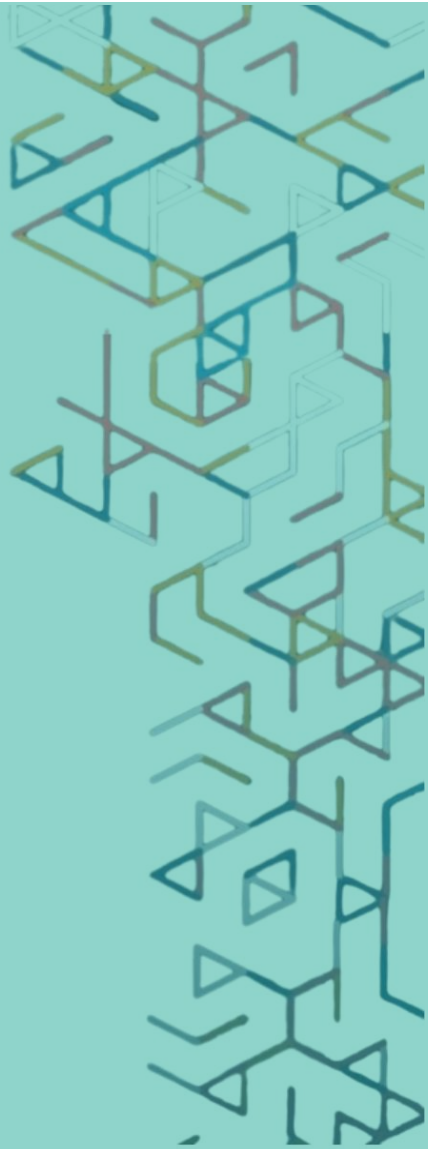
- Learn the fundamentals of data visualization principles and best practices
- Learn techniques for effectively visualizing healthcare data, such as patient outcomes, clinical metrics, and population health
- Design interactive dashboards and reports that enable data exploration and analysis
- Develop skills to present complex healthcare information in a clear and meaningful manner

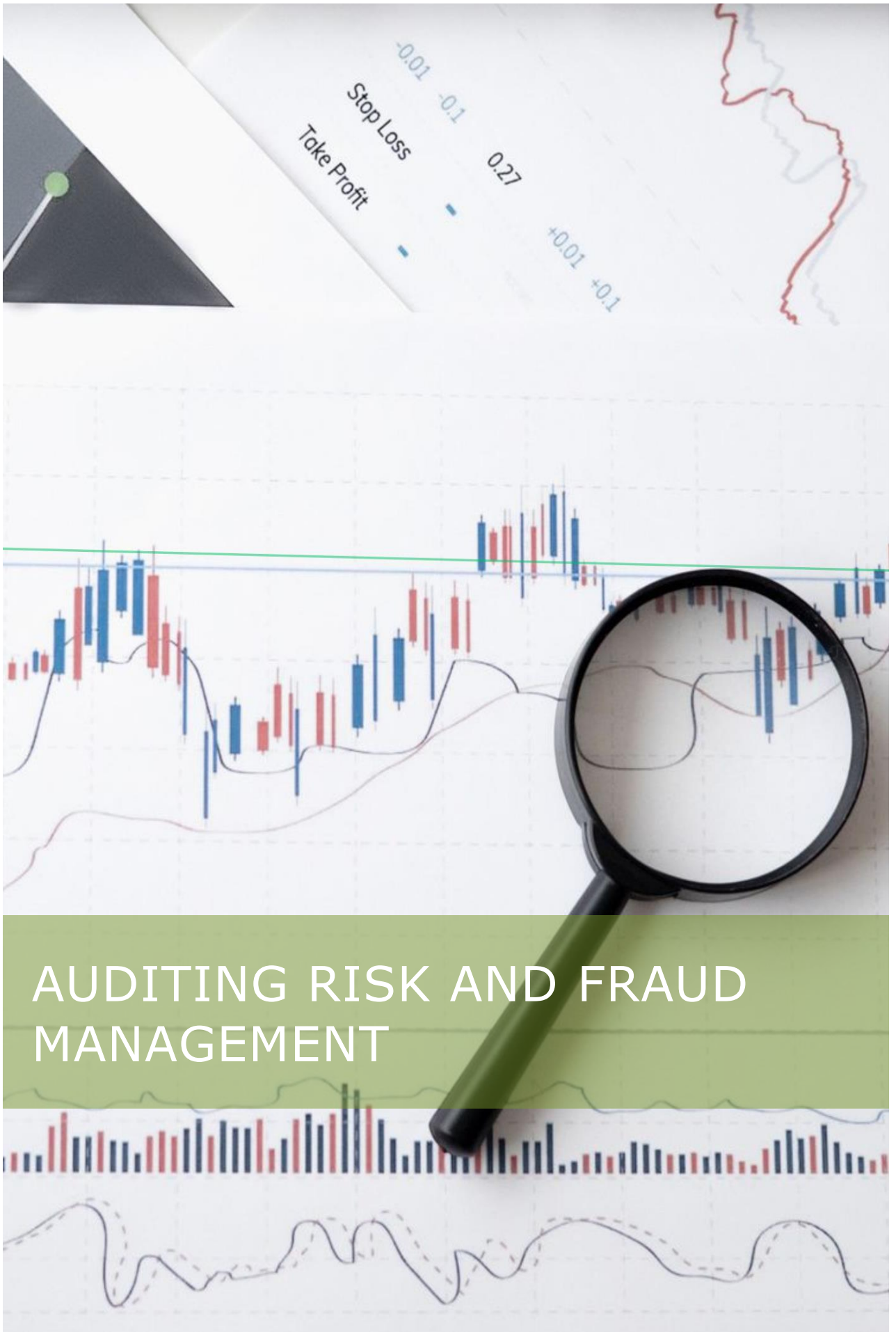
TARGET AUDIENCE

- Healthcare professionals involved in data analysis, healthcare administration, or quality improvement
- IT professionals responsible for implementing data visualization solutions in healthcare
- Decision-makers who rely on data for strategic planning and healthcare management

"Illusion is half the disease, and tranquility is half the remedy, and patience is the first step to healing"

Avicenna





AUDITING RISK AND FRAUD MANAGEMENT

AUDITING RISK AND FRAUD MANAGEMENT

International Governance principles and best practices

COURSE LENGTH

Twelve (12) training hours

DESCRIPTION

This course examines key concepts and emerging practices related to effective governance in the international arena. Participants will learn foundational principles of international governance and study examples of governance structures and models in global institutions.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Understand core principles and theories of international governance
- Identify best practices for transparency, accountability, and participation
- Analyze governance systems using political science frameworks
- Develop critical perspectives on international governance norms and reforms

TARGET AUDIENCE

- Staff and professionals in international relations, global policy, international development, and related fields

Internal Control Frameworks

COURSE LENGTH

Twelve (12) training hours

DESCRIPTION

This course provides an in-depth look at various internal control frameworks used to evaluate and improve internal controls within an organization. Participants will learn about COSO, COBIT, ISO 27001, and other frameworks, and how to apply them to assess and enhance internal controls.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Understand the key components of major internal control frameworks
- Learn how to assess an organization's internal control environment
- Identify weaknesses and risks in existing internal controls
- Make recommendations for improving internal control policies and procedures

TARGET AUDIENCE

- Managers, auditors, compliance officers, and consultants who want to improve their knowledge of internal control best practices

AUDITING RISK AND FRAUD MANAGEMENT

Fundamental of Internal Auditing

COURSE LENGTH

Thirty (30) training hours

DESCRIPTION

Internal auditing for Hospitals and Health Industry are critical to ensuring patient safety, maintaining regulatory compliance, and identifying areas for improvement.

This course aims to provide a solid understanding of the fundamental concepts and terminology related to internal auditing. Participants will learn about the importance of the audit function and how to evaluate the operations and systems of the organization to ensure that they are operating effectively, efficiently, and in compliance with all applicable laws and regulations.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Get familiar with the fundamental standards of internal audit
- Establish a risk-based plan to determine the priorities of the Internal Audit Activity
- Understand the Internal Audit Activity's Role in organizational governance
- Have information about governance, risk and control knowledge elements and plan engagements

TARGET AUDIENCE

- Professionals who are currently working in the field and want to further their understanding
- Professionals who are seeking a top-up to an existing professional accountancy qualification

ACCA Certificate in International Auditing

COURSE LENGTH

Twenty-Four (24) training hours

DESCRIPTION

The Certificate in International Auditing is a comprehensive and specialized program designed to equip individuals with the essential knowledge and skills to perform international auditing practices effectively.

The course focuses on providing a thorough understanding of auditing principles, standards, and practices in a global context, enabling participants to excel in their careers as international auditors. Through a blend of theoretical concepts, practical case studies, and interactive learning, participants will gain a solid foundation in international auditing principles and methodologies.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Know the fundamental requirements of ISAs on a standard-by-standard basis
- Acquire the skills to plan, execute, and report on international audit engagements
- Identify and address ethical considerations and professional responsibilities in the international auditing profession
- Enhance critical thinking and analytical skills for effective decision-making during audit engagements

TARGET AUDIENCE

- Audit professionals
- Accountants and finance professionals
- Professionals working in regulatory or compliance roles

AUDITING RISK AND FRAUD MANAGEMENT

Audit Leadership

COURSE LENGTH

Twelve (12) training hours.

DESCRIPTION

The course covers a range of topics, including leadership skills, internal audit strategy, risk management, quality assurance and improvement, regulatory compliance, and technology and data analytics. Through this course, participants will learn how to effectively lead and motivate their team, develop an internal audit strategy that aligns with the organization's goals and objectives, identify and assess risks, implement quality assurance and improvement programs, ensure compliance with relevant laws and regulations, and use technology and data analytics to improve the effectiveness and efficiency of internal audit activities.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Understand financial reporting standards and practices;
- Prepare and analyze financial statements
- Develop their critical thinking and problem-solving skills
- Improve their decision-making skills

TARGET AUDIENCE

- Head of Internal Audit or Assurance;
- Audit managers, Audit Executives, Audit committee members
- Anyone interested about progressing in an internal audit environment.

Operational Risk Management for Governmental Organizations

COURSE LENGTH

Twelve (12) training hours.

DESCRIPTION

This course provides an overview of operational risk management principles tailored to the public sector. Participants will learn how to identify, assess, and mitigate operational risks in areas like policymaking, public services delivery, regulatory processes, and emergency response. Case studies of risk management in governmental contexts are analyzed.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Understand concepts and standards of operational risk management;
- Identify sources of operational risk in public sector processes
- Conduct risk assessments focused on operational risk;
- Develop risk mitigation strategies and controls;
- Design operational risk monitoring in governmental contexts.

TARGET AUDIENCE

- Public sector risk managers
- Auditors
- Policymakers
- Government employees responsible for operational risk

AUDITING RISK AND FRAUD MANAGEMENT

Enterprise Risk Management for Governmental Organizations

COURSE LENGTH

Twelve (12) training hours.

DESCRIPTION

This course provides an overview of enterprise risk management (ERM) principles tailored to the public sector. Participants will gain knowledge and skills to identify, assess, and mitigate risks across their agency to support strategic planning and decision-making.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Understand the fundamentals of ERM in the public sector context
- Conduct risk assessments across departments and functions
- Design risk mitigation strategies and controls
- Monitor and report on risk exposures

TARGET AUDIENCE

- Risk managers, program managers, department heads, and leadership in governmental organizations

Risk Appetite and Risk Tolerance Quantification

COURSE LENGTH

Twelve (12) training hours.

DESCRIPTION

This course provides practical methods and techniques for quantifying risk appetite and risk tolerance in organizational settings.

Participants will learn approaches for developing quantitative risk metrics aligned to business objectives, strategies, and capabilities. Methods for cascading top-down risk targets as well as quantifying risks at process levels are covered.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Understand concepts of risk appetite, risk tolerance, and risk limits
- Learn techniques to cascade risk targets at business unit levels
- Quantify risk at operational process or activity levels
- Align risk quantification with business objectives and constraints

TARGET AUDIENCE

- Risk managers, analysts, modelers, and executives

AUDITING RISK AND FRAUD MANAGEMENT

Fraud Management

COURSE LENGTH

Twelve (12) training hours

DESCRIPTION

This course examines the major types of fraud prevalent in the healthcare industry. Participants will learn to identify common healthcare fraud schemes, analyze their impacts, and develop strategies to prevent, detect, and respond to fraud.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Identify the major types of healthcare fraud such as billing, prescription, medical identity, theft, insurance fraud, etc.
- Analyze the motivations behind healthcare fraud and factors that enable it
- Develop skills to detect signs of fraud through data analysis and auditing
- Discuss ethical implications of healthcare fraud

TARGET AUDIENCE

- Head of Internal Audit or Assurance
- Fraud Examiners and investigators
- Audit managers, Audit Executives, Audit committee members

Financial Statement Fraud

COURSE LENGTH

Twelve (12) training hours

DESCRIPTION

This course provides an in-depth understanding of financial statement fraud. Participants will gain knowledge of motivations, techniques, detection, and prevention of fraud relating to financial misreporting and asset misappropriation.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Understand the impact and legal penalties of financial statement fraud
- Recognize motivations and common techniques used to commit fraud
- Identify red flags in financial statements and accounts
- Learn methods to detect fraudulent financial reporting

TARGET AUDIENCE

- Fraud examiners and investigators
- Accounting and finance professionals
- Auditors

AUDITING RISK AND FRAUD MANAGEMENT

Fraud Analytics

COURSE LENGTH

Twelve (12) training hours

DESCRIPTION

This course provides an overview of fraud analytics and how it is used to detect and prevent fraud in various industries, in particular Healthcare. Participants will learn about different types of fraud, fraud detection techniques, data analysis methods, and fraud prevention strategies. Real-world case studies will be used to demonstrate concepts..

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

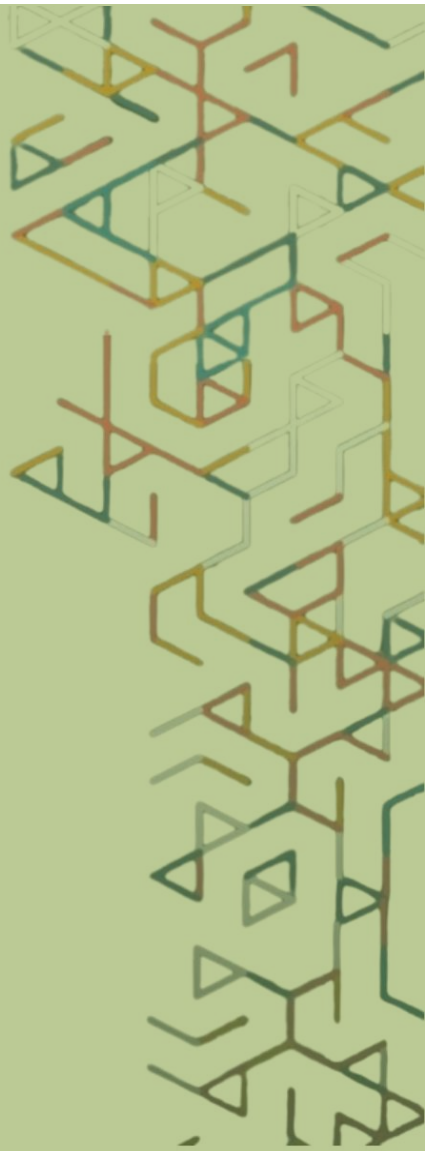
- Learn techniques for detecting fraud patterns in data
- Gain skills in using data analysis and modeling for fraud prediction
- Study fraud prevention strategies and cost/benefit tradeoffs
- Analyze real-world fraud cases across industries like financial services, healthcare, e-commerce, etc.

TARGET AUDIENCE

- Fraud examiners and investigators
- Accounting and finance professionals
- Auditors

***"If you see fraud
and do not say
fraud, you are a
fraud"***

Nassim Taleb





COMMUNICATION, LEADERSHIP,
AND PERSONAL DEVELOPMENT

COMMUNICATION, LEADERSHIP, AND PERSONAL DEVELOPMENT

Attitude and Motivation

COURSE LENGTH

Twelve (12) training hours

DESCRIPTION

This course explores the power of attitude and motivation in achieving success in both personal and professional life. Participants will learn how to identify and change negative attitudes, develop a positive mindset, and create a self-coaching motivational program.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Identify the significance of interpersonal relationship skills
- Develop a self-coaching motivation program
- Introduce attitudinal mindset changes that will motivate their life to an exciting new level
- Learn how to inspire, equip and motivate others into a successful, peak-performance lifestyle

TARGET AUDIENCE

- All levels of professionals from all industries

Time Management

COURSE LENGTH

Twelve (12) training hours

DESCRIPTION

This course covers the most important principles of time management, including how to set goals, prioritize tasks, and manage distractions. Participants will also learn how to avoid time-wasting activities and develop strategies for investing their time more effectively.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Sets goals and prioritize tasks effectively
- Manage distractions and avoid time-wasting activities
- Plan and implement tasks and work plans in a smart way
- Develop strategies for time management in both their profession and personal life

TARGET AUDIENCE

- All levels of professionals from all industries

COMMUNICATION, LEADERSHIP, AND PERSONAL DEVELOPMENT

Setting Priorities, Time Management, and Stress Reduction

COURSE LENGTH

Twelve (12) training hours

DESCRIPTION

This course teaches how to optimize productivity and well-being, achieving a harmonious balance between the personal and professional life. Participants will learn effective techniques to set priorities, master the art of time management, and cultivate strategies for stress reduction.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Set realistic goals and objectives
- Realize the importance of planning and prioritizing daily, weekly, and monthly
- Realize the role of effective communication in managing one's day more effectively
- Learn techniques to manage workplace stress
- Manage the demands of others who want/need time

TARGET AUDIENCE

- All levels of professionals from all industries

Leadership & Management Skills for New Managers

COURSE LENGTH

Eighteen (18) training hours

DESCRIPTION

This course gives participants a foundation in the key areas of leadership and management, and it will provide them with the tools and techniques they need to be successful in their new role. It covers topics such as efficiency and proficiency, delegation, time management, setting goals and expectations, providing feedback, resolving conflicts, and administering discipline.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Apply delegation
- Manage time and set goals and expectations
- Provide feedback
- Resolve conflicts, and administer discipline

TARGET AUDIENCE

- Personnel who have recently been appointed to a new management or supervisory position

COMMUNICATION, LEADERSHIP, AND PERSONAL DEVELOPMENT

Advanced Communication Skills

COURSE LENGTH

Twelve (12) training hours

DESCRIPTION

This course provides an in-depth look at the different aspects of communication, from verbal communication to non-verbal communication to active listening. Participants will learn how to identify and overcome common communication problems, how to ask effective questions, how to read and interpret non-verbal messages, and how to listen actively and empathetically to others.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Identify common communication problems
- Develop their skills to ask questions
- Learn what their non-verbal messages are saying
- Develop their skills in listening actively and empathetically to others

TARGET AUDIENCE

- All levels of professionals from all industries

Change Management Leading Successful Transformation

COURSE LENGTH

Twenty-Four (24) training hours

DESCRIPTION

This course teaches the participants the skills and knowledge they need to lead and manage change in their organization. They will learn about the different stages of change, the different types of change, and the different factors that can influence the success of a change initiative. They will also learn how to create a vision for change, how to build a coalition of support, how to manage resistance to change, and how to measure the success of a change initiative.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Understand of how change is implemented
- Lead and manage the change
- Bring people to their side
- Build resiliency and flexibility

TARGET AUDIENCE

- All levels of professionals from all industries

Emotional Intelligence in Leadership

COURSE LENGTH

Twenty-Four (24) training hours

DESCRIPTION

This course delves into the crucial role of emotional intelligence in shaping effective leadership. This transformative program empowers participants to recognize, manage, and harness emotions, enabling them to make better decisions, foster team collaboration, and create an inclusive and inspiring work environment. Through a combination of theoretical insights, real-world case studies, and practical exercises, professionals will develop essential leadership qualities, enhancing their capacity to lead with empathy and drive organizational success.

LEARNING OBJECTIVES

Participants who successfully complete this course will be able to:

- Develop intra-personal skills of self-awareness and self-regulation
 - Practice interpersonal skills of empathy and effective communication
 - Construct trusting relationships and enhance job performance
 - Create a cohesive, emotional intelligent teams
-

TARGET AUDIENCE

- Mid-level managers across industries looking to enhance their leadership skills
- Individuals who work with teams to accomplish organizational goals

***"Any person capable
of angering you
becomes your
master"***

Epictetus



EXECUTIVE COACHING

Executive Coaching

DURATION

Sixty to Ninety (60 – 90+) training hours

DESCRIPTION

There is a new shift in the old leadership paradigm, which was based on hierarchy, rigidity, and control, to a new vision of leadership based on collaboration, flexibility, and most importantly, connections. In this new leadership environment, our coaching prepares leaders to be ready, willing, and able to relate, connect, engage, and empower their employees. Executive coaching is a confidential one-on-one relationship between an executive and a coach that helps the executive develop their leadership skills and achieve their goals. This course will improve leadership skills, enhance decision-making abilities, improve communication skills, etc.

TRAINING OBJECTIVES

Participants who successfully complete this course will be able to:

- Inspire others: Trained leaders will find the motivation and vision to set an example for others and inspire new insights
- Promote collaboration: Trained leaders will promote collaboration to nourish the brilliance of others and produce creative solutions that otherwise would never have been explored
- Connect to all: Trained leaders realize the importance of each individual and realize that people are motivated by being valued rather than being disciplined

TARGET AUDIENCE

- C-Suite Leaders
- Managers
- Professionals in transition to leadership positions



AVICENNA

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