



رواد التميز الإداري الدوليون
Corporate Excellence
Masters International

TASK Center

Talent – Skills & Knowledge Development Center



Partners in Sustainable Excellence





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TASK focuses on offering a wide range of training programs and providing trainers and experts specialized in a variety of corporate training and development programs. Internationally accredited courses are given to trainees according to the highest professional standards. Through implementation of state-of-the-art training mechanisms, **TASK** stays up to date of the latest developments in the field of training worldwide. **TASK** offers quality and proficiency in a wide range of specialties including human capital development, corporate excellence and quality advanced soft skills, safety & security and medical.

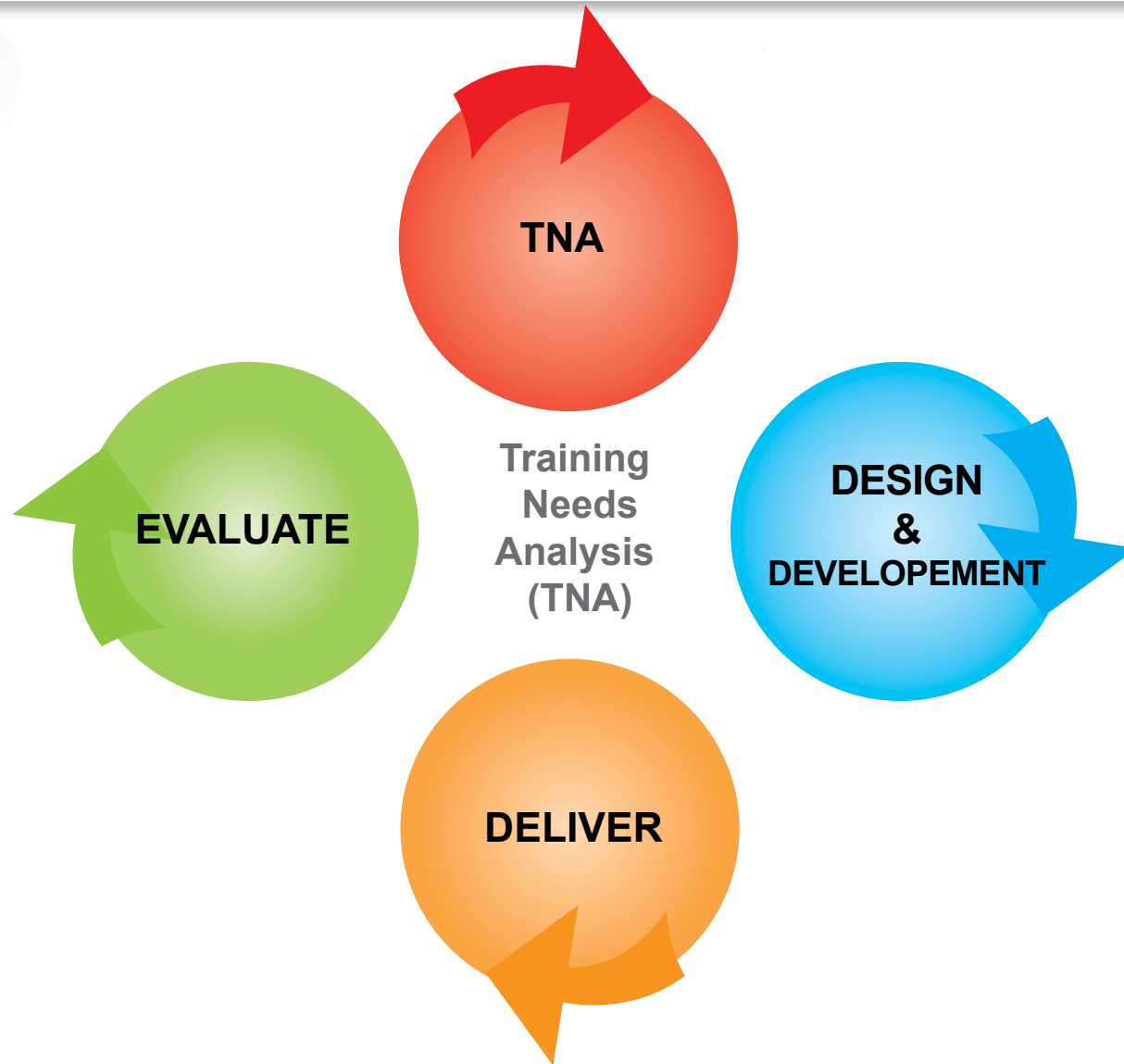
Through **TASK** expertise in Training Needs Analysis (**TNA**), solutions are designed to your specific needs and are aligned with your strategic objectives. **TNA** is the first critical stage in the training cycle, and the other stages are normally identified as design development, implementation and evaluation. Our training methodology is a process that evolves and revolves as a continuous cycle of improvements.

The evaluation phase includes a re-assessment of training needs - leading on to reinitiating the **TNA** process to ensure continuous improvement.

Through the **TASK** center, we seek to offer value-added trainings that accomplish the targets of building internal capacities and maximizes your organization's ROI. As part of **TASK**'s quality assurance process, before any training takes place we will jointly agree on a set of Key Performance Indicators (KPIs) that will be measured and monitored throughout the duration of the training contract. These may include; skill level improvement, end-user satisfaction.

We will then analyze your progress against these KPIs and proactively suggest areas where improvements could be made on our training program.









What Distinguishes TASK Services?



- We start by understanding your objectives, expectations and needs. Following that we define specific service levels.
- We help you identify competency gaps and determine suitable target competency levels by employee groups – this could be by title, job function, or business unit. This will enable us to set out a clear path on how to achieve your objectives and ensure success.
- Based on your defined objectives, we design optimal solutions and consult on challenges that face your organization in relation to: urgency of various employee groups' training needs, budget, location of employees; and identified skills need improvement, then we make recommendations on which training solution to provide you to meet the targeted objectives and timescales.
- We constantly monitor and analyze results and proactively suggest solutions to improve and motivate the trainee's progress. Throughout the delivery stage, we provide project support to you and your employees in training.

Pre-Training

- Undertake all logistic preparations based on the nature of the training program.
- Assess and validate the training needs through our TASK methodology.
- Prepare course material according to learning objectives and the standard training delivering criteria .

During Training

- Work towards creating a distinguished training program that exceeds the client's needs and requirements.
- Keep track of each trainee to determine that he/she benefitted from the program.

Post Training

- Prepare a customized training assessment reports.
- Utilize the assessment findings/results in a process of continuous improvement and career development.
- Arrange for field visits for participants to assess and keep track of the actual impact of training, and consolidate.





Through TASK, we perform a key role in supporting organizations, corporations, ministries, government and semi-government entities in different sectors through the services we offer:

- **EFQM** certified Corporate Excellence Programs (Journey to Excellence – **J2E**, Leaders for Excellence – **L4E**, and Certified **EFQM** Assessor Training – **EAT**, and Internal Assessor Training - **IAT**).
- Purchasing, Contract and Negotiation Programs.
- Strategic Planning and Strategy Development Skills Programs.
- Human Development Programs (development and management).
- Legal Translation and Contract Writing Programs.
- Legal Training Programs.
- Technical Programs.
- Soft Skills.
- Administrative Training.
- Security Training.
- Training in the field of HSE.
- Medical Training.

These programs are either offered to the public or are customized according to your needs.



Significant Achievements of TASK Center



TASK is proud of its achievements, up to the end of 2012, we have:

- Trained over **4632** trainees in administrative programs.
- Trained over **423** trainees in quality programs.
- Qualified **70** EFQM Certified Assessors in accordance with the **EFQM** Excellence model.
- Qualified **333** trainees in (**Journey to Excellence**) and (**Leaders for Excellence**) according to the **EFQM**.
- Trained over **220** trainees in safety, security and medical fields.
- Trained and qualified **7 EFQM** Master Assessors (**the first group worldwide to be trained according to the EFQM 2013 Model**).

Contact TASK Center:



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