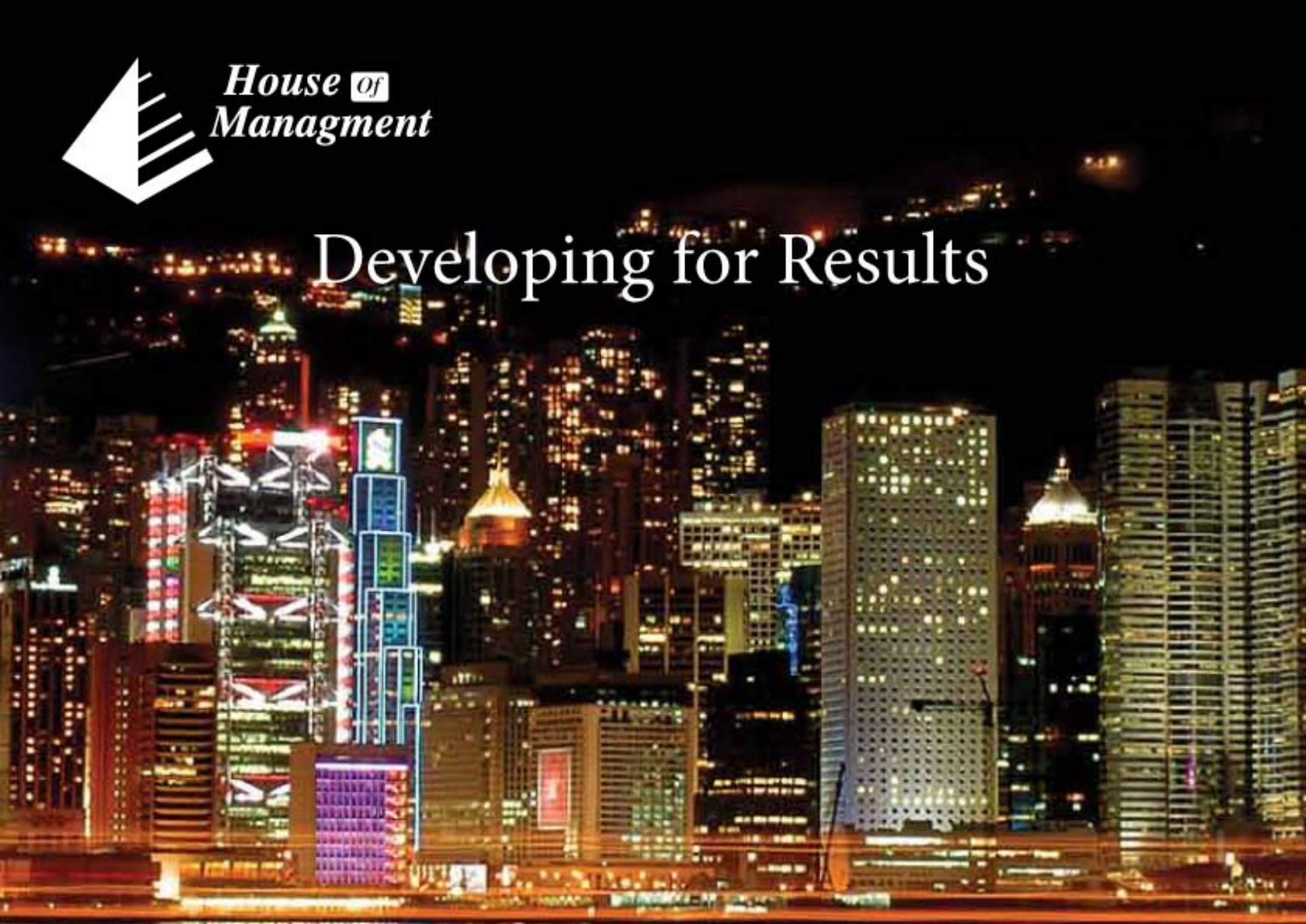




*House of
Management*

Developing for Results





CONTENTS

	Pages
Vision, Mission and Values	2
5 Levels of Impact	3
Management Consultancy Solutions	4
HR Service Delivery	5
Recruitment Solutions	6-7
Training Programs and Methodology	8 - 21
Mystery Shopping	22
International Partnerships, Registrations and Listings	23
HOM Clients at a Glance	24 - 25
Contact Us	26



VISION

To be the most accountable, trustful, inspiring, dynamic and professional firm in designing, implementing and coaching management consultancy services for developing individuals and organizations through our powerful existence in the MEANA region.

MISSION

We are committed to building strategic alliances with our clients through realistic and applicable methodologies that lead to measurable results.

Values

- Believe in People— we train, develop, recognize and appreciate the contribution of our employees,
- Trust— we will do what we say, listen to the ideas of others and comply with our code of ethics. '
- Excellence— we create excellent services that clients value, with a sense of urgency to improve performance,





*House of
Management*

HOM GIVES YOU

30 years of international practice
Insights from developing more than 3,000 professional
Proven impact in global organizations every year

5 Levels of Impact

A Guide to HOM's Capabilities

Management Consultancy

HR Service Delivery

Recruitment

Training

Mystery Shopping

Management Consultancy Solutions

Our focus is on giving you the clarity to make the right decisions and take the right actions. Our perspective begins at eye level — clear understanding of your organization, the way you work, your goals and your challenges. By connecting the big picture and your picture, we help you fuel your growth.

Our capabilities include

- Strategic Planning
- Process Improvement
- Organization Effectiveness
- Change Management
- Franchise Support

HOM's methodology starts with assessing client needs. Subsequently, a plan of action is formulated by our team of experts from integrated disciplines. HOM emphasizes the importance of client's engagement during the whole advisory process. Therefore, our methodology utilizes a participatory approach to secure appropriate and tailor-made solutions for the client's challenges and business needs to increase the efficiency and effectiveness of your work.



HR Service Delivery Solutions

We apply our deep expertise in workforce behavior and programs, and experience in HR service delivery to help you develop the best HR strategy, structures and delivery models for your organization.

Our capabilities include:

Workday Calculations, Contract Renewal and Termination, Medical Insurance, etc...

- Employee Assessments, including Employee Engagement and Satisfaction Surveys, Leadership Inventory and Dysfunctions of a Team.

- Average number of labor supply and management within Egypt = 1635 workers.
- Monthly wages and salaries distributed to date = \$ 500,000
- Size of HR management projects=\$500,000

"Very professional and easy to deal with..."

I have used HOM as an HR arm and have always found them to be very professional and easy to deal with. I would have no hesitation in recommending them to any employer.

Mounir Beshay HR Manager - Powertek

Recruitment Solutions

HOM believes that we can release you from such a burden through partnership that can contribute to reducing your turnover and improving employee retention rates, thereby increasing your profitability.

We are proud to provide the following solutions:

Data Base Searching

Referrals Networking and Other Sourcing Methods

Print and Online Advertising

Skills Testing





Our Areas Of Specialism

Accounting
Finance
Construction
Property
IT
HR
Sales & Marketing
Education

Engineering
Manufacturing
Financial Services
Health
Energy , Oil & Gas
Purchasing
Retail
Telecom



OUR TRAINING SOLUTIONS AT YOUR CONVENIENCE

- Customized Programs
- Onsite Training
- Pre & Post Assessments
- Instructional Design

Sharpen skills and stay ahead of the competition with HOM's leading-edge seminars in 21 distinct subject areas. With over 140 workshops to choose from, HOM offers training to meet every individual's needs.

Training Development Solutions

Individuals, teams, organizations and government agencies all can benefit from our unique approach to experiential learning through doing. With over 30 years of experience, we've found that the most effective training still occurs in a classroom setting where you combine real people with real experiences to share and learn from. Our Blended learning approach enhances our in-class training with online pre- and post-class assessments, tune-up courses, and other resources.

HOM courses are led by senior executives, managers, authors, consultants and even CEOs! Our faculty adds value to every course, not only through their practical, action-oriented presentations—but also through the practical advice they offer and the opportunities throughout the seminar sessions for the one-on-one mentoring critical to effective learning.

At the Core of HOM Training Methodology is a 3 phase approach that coaches employees through a success achievement Cycle.

Preparing Work
Force Action Plans

Conducting Talent
Management Programs

Assessments
&
Continuous
Improvements





HR Programs

- HR for Non-HR Managers
- HR for the Personal Assistant and Administration Personnel
- Interviewing Skills
- Effective Performance Reviews
- Train the Trainer
- Talent & Retention Management
- Recruitment and Retention Strategies
- Hiring for Success: Behavioral Interviewing Techniques
- HR Budgeting & Performance through Balanced Score Card
- Egypt Tax Laws

LEADERSHIP & MANAGEMENT

- The Scenario Methodology
- Leading Innovation
- Problem Solving and Decision Making
- The Art of Delegation
- Activating Change
- Maximizing Your Supervisory Potential
- Leading with Emotional Intelligence
- Leadership Training for Managers
- Influence & Persuasion
- Developing the Leader within you
- Contemporary Leadership
- Situational leadership
- Leadership and Management for Clinical Staff
- Connecting with Others
- The Art of Making Meetings Work
- Managing Conflict
- Performance Management
- Procurement Management
- Staff Retention and Motivation
- Team Building Skills
- Project and Risk Management
- Total Quality Management
- Supply Chain Management



PERSONAL DEVELOPMENT

- Unlocking Your Creative Powers
- Train the Trainer
- Making the Most of your time
- Technical Report Writing Skills
- Effective Presentation Skills
- Business Writing and Email Etiquette
- Creating a Business Plan
- Building Self Esteem and Assertiveness Skills
- Office Managerial and Secretarial Skills

EXPORT TRAINING PROGRAMS

- International Export Quality Standards'
- Export Staff Qualification and Skills
- Trade Fairs Strategies and Techniques
- Export Documents Explained
- Export Supply Chain Costs
- Export Market Penetration Strategies
- International Export Plan



SALES & MARKETING

- Competitive Intelligence
- Marketing research
- International Marketing
- Market Analysis & Marketing Strategies.
- Strategic Selling
- Advanced Sales Management
- key Account Management
- Sales Forecasting
- Negotiation Skills
- Cross Selling
- Customer Service Excellence
- Tele Sales

FINANCE PROGRAMS

- Finance for Non Finance Executives
- Accountants in Business: Training for New Hires
- Auditing Procedures
- Budgeting
- IFRS



RETAIL MANAGEMENT

- Buying & Merchandising
- Visual Merchandising
- Essentials of Merchandise Management
- Merchandise and Assortment planning
- Forecasting, Replenishment and Allocation
- Merchandise Optimization
- Supply Chain Management
- Solution Selling





Do You Want a More Productive Force? COME JOIN OUR CORPORATE WELLNESS PROGRAM

- Nutrition
- Fitness
- Smoking Cessation
- Energy & Pranic Healing
- Stress Management
- Anger Management





Women's Development Programs

Assertiveness Training for Women in Business
Leadership Development for Women
Confidence-Building Skills for Women Express Skills Series
The Well-Spoken Woman Can Be You
Single Tasking: How to Get More Done, One Thing at a Time
Stress Management
Guide to Networking
Marketing Essentials
Be a Direct Selling Superstar
The Art of War for Small Business
Don't Think Pink
Essential Management Skills
Harnessing the Power of Your Emotional Intelligence
How to Deliver Powerful Presentations



Technical Trainings

Electrical Engineering

- Electrical System Safety Requirements
- Fault Analysis in Electrical Networks
- Instruments For Industrial Measurements
- Transformer Operational Principals, Selection & Troubleshooting
- Process Instrumentation: Measurement & Sensors
- Power Cable Laying & Jointing Techniques
- Low & Medium Voltage Circuit Breaker Inspection, Maintenance & Repair
- Maintenance & Troubleshooting of UPS & Battery Systems
- Maintenance of Classified Electrical Equipment
- Managing Power Generation & Transmission Systems
- Economic & Technical Evaluations in Engineering & Maintenance Projects
- Effective Reliability & Maintenance Best Skills
- Electrical Distribution Equipment Operation & Maintenance
- Electrical Installations & Maintenance
- Essential Competencies of Maintenance Management
- Fundamentals of Electrical Protection

Maintenance and Safety

- Total Productive Maintenance
- Maintenance Shutdown & Turnaround Management
- Fundamentals of Maintenance
- Machinery Failure Analysis
- Machinery Vibration & Predictive Maintenance
- Maintenance Assessment, Benchmarking and Performance Improvement
- Maintenance Auditing & Benchmarking
- RI SK Management
- Advanced Crisis Management
- Advanced Health and Safety Management
- Advanced Safety Technology
- Assessment of Risks to Health from Chemical Substances (COSHH Compliance)
- Basic Needs For Safety & Accident Prevention
- Behavioral Based Safety
- Developing & Implementing Behavior Safety
- Design the Fire Protection System Using The Foam And Sprinklers
- Developing an Effective Safety Culture



Electrical Engineering

- Hazard Operability (HAZOP)
- Hazards Communications (HAZCOM)
- Handling Storage & Safe Use of Hazardous Substances
- Integrating HSE within Business Risks
- Risk Assessment within Production Operations
- Safe Lifting Operation & Lifting Equipments Inspection
- Safe Handling, Operation & Maintenance of Electrical Equipment in Hazardous Areas & Classification
- Safety & Environmental Management Programs for Offshore Oil and Gas Operations and Facilities
- Safety & Loss Prevention
- Safety Audits & Site Inspection
- Safety Engineering - Best Practices
- Safety Engineering & Risk Management
- Safety for Pipe Construction
- Security & Crisis Management
- Security Management, Planning & Asset Protection
- Supervisor Safety Management
- Waste & Environment Management
- Security Management and Planning

- Security within the Oil and Gas Industry
- Fundamentals of Mechanical Engineering
- Gas Turbine (Maintenance & Inspection)
- Inspection and Maintenance of Above Ground Storage Tanks
- Machinery Vibration & Predictive Maintenance

Mechanical Engineering

- Mechanical Equipment-Compressors, Pumps, Seals, Motors, Variable - Speed Drive Control Valves & Actuators
- Mechanical Integrity & Reliability in Refineries
- Petrochemical & Process Plants
- Metallurgy Failure Analysis & Prevention
- Oil & Gas operations & Flow measurement
- Corrosion Fundamentals, Types, Causes & Analysis and Correction of Corrosion Failures
- Drilling Technology
- Drilling and Completion Chemicals in the Oil
- Drilling Engineering & Operations
- Heating Ventilation, Air Conditioning Controls(HVAC)
- Hole Problems Caused by Drilling Fluids



Quality Management

- Qualifying Quality Managers & Supervisors
- QMS Internal Quality Auditor
- QS 9000: Quality System Requirements
- Quality Assurance : Concepts, Techniques, Standards and Activities
- QEHS internal auditor training (ISO 9001: 2000, ISO 14001 & OHSAS 18001)
- Quality, Environmental & Laboratory Management Systems (ISO 17025)
- Six SIGMA FOR CUSTOMER FOCUS
- Total Quality Management & International Standards
- Effective Quality Assurance Auditing For Chemical Laboratory

Chemical Engineering

- Effective Management Of The Chemical Analysis Support Laboratory
- Good Laboratory Practice And Measurement Uncertainties
- Gas Chromatography: Operation, Calibration & Troubleshooting
- Practical Problem Solving In Chemical Analysis
- Process Analyzer Techniques: Online & Offline (Lab Equipment Overview And Maintenance)
- Safety in Chemical Laboratory
- Sample Development & Preparation In Analytical Laboratory
- The Analytical Laboratory In a Regulated Environment
- Advanced Gas Chromatography Techniques & Troubleshooting Workshop
- Basic Analytical Chemistry & Petroleum Tests
- Best Practice of Measurement Uncertainty In Chemical Testing Laboratories
- Chemistry for non-Chemists
- Data Validation In Analytical Laboratory



Training Methodology

We explore challenges/opportunities to **Set Expectations** for both parties.

We conduct development discussions to reach beyond symptoms through **Proper Assessment tools**.

We Analyze the findings and gain perspective into the root causes.

We propose unique change solutions for **Action Planning**.

We guide and coach for the proper **Implementation of Solutions**.

We incorporate **Measurement** tools to ensure positive impact through preset KPIs.





Mystery Shopping

We are specialists in mystery shopping and customer satisfaction research. We offer customizable mystery shopping services for retail, hospitality organizations. Through its personal and consultative approach, our mystery shopping services give companies the information they need to understand their customer's perception of their business. Using web-based technologies and processes, managers are provided with third party data for use in improving staff performance and increasing customer loyalty and satisfaction.



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" The programs that are offered by House of Management are highly interactive and help all participants build personal accountability into their training. This provides an opportunity of the training to "Stick "after the work-shop has been completed. "

Mai El Korashy

Senior Manager- Blended Learning, Group Talent Manager at National Bank of Abu Dhabi



INTERNATIONAL PARTNERSHIPS

HOM is an affiliate of Eumanage Academy, a specialized management consultancy and a training firm in the Netherlands

HOM works with The Bankers Academy, a leading US training company in the field of technical and soft skills banking programs on project based assignments in Egypt.

HOM courses are all accredited by the International Accreditation Association.

HOM is a registered training provider at the Egyptian Industrial Training Center.





Track Record



Track Record



بنك دبي الإسلامي
Dubai Islamic Bank



Mercedes-Benz



ADITYA BIRLA



FORD FOUNDATION



البنك العربي
ARAB BANK



مجموعة طلعت مصطفى
Talaat Moustafa Group



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