



عالم  
التدريب الدولي  
International Training World

# INTERNATIONAL TRAINING WORLD INSTITUTE

*"Making a Difference through Leadership, Service, and Success."*



## WHO ARE WE?

ITW offers strategy, consulting and training advice to public, private and non profit organizations. We work towards optimizing human potential and maximize the engagement of people. Additionally, we conduct trainings that empower people with skills and knowledge to drive performance and inspire desired change. ITW's approach follows a well designed plan in research and strategic planning covering all dimensions from marketing, operations, Human Resource management and finance, all aiming to unlock the potential within the business.



## OUR VISION

Our vision is to develop well rounded, confident and responsible individuals who aspire to achieve their full potential. We will do this by providing a welcoming, happy, safe, and supportive learning environment in which everyone is equal and all achievements are celebrated.

## OUR VALUES

- Efficiency
- Respect
- Make a difference
- Quality

# OUR CLIENTS:



سَلْطَنَةُ عُومَانَ  
وَزَارَةُ التَّرْبِيَةِ وَالتَّحْقِيقِ



وزارة التعليم العالي  
والبحث العلمي والابتكار



سَلْطَنَةُ عُومَانَ  
وَزَارَةُ الْعَمَلِ



**HIGH  
PERFORMANCE  
STRATEGY  
EUROPE (HPSE)**

الصندوق الوطني  
للتدريب  
NATIONAL TRAINING  
FUND



# 1. OMANI LEGAL FORCE PROGRAM

## OVERVIEW:

The Omani Legal Force Program is a national program that aims to develop the skills of Omani lawyers in the legal field until they become international lawyers, the program also aims to train Omani lawyers in the commercial law aspect largely. The programme is divided into 3 distinct phases (Legal English – 6 months; Essential legal skills – 8 months; Deep dive phase – 6 months) . The aim of the programme is to prepare you for the local and international legal market by giving you practical skills that enhance the theoretical training you received at your university. The seminars and workshops have been designed in such a way that require you to solve legal issues on your own or in groups. An important point to note is that all training are in English, this enhances general English skills you already have by making you aware of legal English importance, and how it should be used when communicating with clients or other law professionals. Specific technical skills will also be studied throughout the course and in phase 3 of the programme you will go through a deep dive in general business law alongside regulatory bodies and specific legal standards and pitfalls in construction and oil/gas industries.

## DURATION OF THE COURSE:

- 20 Months
- 5 hours per day

## OUTCOMES:

By the end of the session, delegates will learn the English legal system, how common law works, types of law, the legal profession, the essentials of contract law and drafting, negotiation, business and company law, corporate acquisitions, torts, intellectual property as well as relevant language and skills exercises.

## TRAINING METHODOLOGY:

- Presenter led sessions where new topic is introduced.
- Fact finding/presentation challenges assigned to delegates.
- Audio / visual material used throughout.
- Group works.
- Reading and writing exercises.

# 2. THE NEED, IMPORTANCE & RELEVANCE OF ALTERNATIVE DISPUTE RESOLUTION

## OVERVIEW:

As one of the fastest growing dispute resolution mechanisms in the world, arbitration is highly compatible with the fast pace trend of the modern-day business world. With its quick and economical qualities, arbitration is the smart choice to solving a wide range of commercial disputes.

## YOU WILL LEARN:

- Differences between litigation and ADR
- What is arbitration?
- What is mediation?
- Centers in Oman
- Arbitration agreement and its enforcement
- Drafting international arbitration clauses
- Proceedings
- Jurisdictional disputes and their resolution
- The power and duties of the tribunal and the parties
- The arbitral award and its enforcement
- Drafting arbitral award
- International arbitration case studies
- Tiered dispute resolution clause
- Litigation v. Arbitration v. Mediation.

## OUTCOMES:

By the end of the course, participants will be able to: Identify the right course of action to resolve a legal dispute and/or reduce the possibility of disputes leading to legal action. They will be able to apply national and international legal requirements for dispute resolution and employ their arbitration knowledge to negotiate terms.

## TRAINING METHODOLOGY:

- Presenter led sessions where new topic is introduced.
- Fact finding/presentation challenges assigned to delegates.
- Audio / visual material used throughout.
- Group works.
- Reading and writing exercises.

## DURATION OF THE COURSE:

- 5 Days
- 5 hours per day

# 3. ACQUISITIONS & DISPOSALS

## OUTCOMES:

The primary aim of the course is to provide delegates with a pragmatic, structured, legal checklist-approach which they may want to consider when purchasing shares or the business of a company.

## TRAINING METHODOLOGY:

- Presenter led sessions where new topic is introduced.
- Fact finding/presentation challenges assigned to delegates.
- Audio / visual material used throughout.
- Group works.
- Reading and writing exercises.

## OVERVIEW:

All sales and acquisitions of companies share a general sequence of activity, from inception to completion. This course, consolidating all the practical considerations involved in buying and selling shares and assets.

## YOU WILL LEARN:

- Introduction, aims and objectives
- Confidential information
- Heads Of Terms
- Due Diligence
- Asset Purchase
- Share purchase
- The Auction process
- Employment issues - on share purchase
- Post completion
- International acquisitions

## DURATION OF THE COURSE:

- 5 Days
- 5 hours per day

# 4. ENGLISH LAW & LEGAL ENGLISH FOR CIVIL CODE PRACTITIONERS

## OVERVIEW:

This course will allow international practicing lawyers, corporate legal counsels and consultants, business professionals, government officials, executives and law students who are non-native speakers of English to practice a wide array of practical legal English skills ranging from reading and writing strategies to oral presentations and discussions of substantive legal issues.

## YOU WILL LEARN:

- The English legal system
- Foreign investment
- Formation of contracts
- Termination of contracts
- Negotiation
- Business law
- Corporate acquisitions
- Torts
- Intellectual property

## DURATION OF THE COURSE:

- 5 Days
- 5 hours per day

## OUTCOMES:

By the end of the session, delegates will learn the English legal system, how common law works, types of law, the legal profession, the essentials of contract law and drafting, negotiation, business and company law, corporate acquisitions, torts, intellectual property as well as relevant language and skills exercises.

## TRAINING METHODOLOGY:

- Presenter led sessions where new topic is introduced.
- Fact finding/presentation challenges assigned to delegates.
- Audio / visual material used throughout.
- Group works.
- Reading and writing exercises.

# 5. DRAFTING COMMERCIAL CONTRACTS IN ENGLISH

## OUTCOMES:

By the end of the course, participants will be able to : Apply plain English style of writing to all contracts, draft clear plain English contracts, apply good legal writing practice and to correct common mistakes in legal documents.

## TRAINING METHODOLOGY:

- Presenter led sessions where new topic is introduced.
- Fact finding/presentation challenges assigned to delegates.
- Audio / visual material used throughout.
- Group works.
- Reading and writing exercises.

## OVERVIEW:

Able to apply plain English style of writing to all legal communication , Draft clear plain English contracts, Apply good legal writing practice and Correct common mistakes in legal documents.

## YOU WILL LEARN:

- Signs of a well drafted document
- The language of drafting
- Legal formalities for a binding contract.
- Structure and formation of a commercial contract
- Commercial and legal issues affecting contract drafting
- The importance of Boilerplate clauses
- Pre-contractual documentation
- An overview of cross border contracts
- Troubleshooting in drafting
- Practical exercises and case studies

## DURATION OF THE COURSE:

- 5 Days
- 5 hours per day

# 6. DEVELOPING YOUTH EMPLOYABILITY

## OVERVIEW:

This course will guide women and men to the labour market, it will provide them with the right skills required from a successful employee and the essential abilities .

## YOU WILL LEARN:

- How to use learning techniques
- Applying new knowledge and skills
- Adapting firmly, Managing change
- Decision making
- Developing listening and communication skills
- Leading and working in team
- Ability to plan
- Manage time, money
- High-performance strategy

## DURATION OF THE COURSE:

- 6 Months
- 5 hours per day

## OUTCOMES:

By the end of the course, participants will be able to :  
write clear, complete documents, maintain flexibility in the work environment, contribute to achieving goals and leading skills.

## TRAINING METHODOLOGY:

- Listening
- Activity
- Interaction
- Reading or writing

# 7. OFFICE MANAGEMENT WORKSHOP

## OVERVIEW:

Forming the coordinators function is the fundamental pillar of office management in a racist and professional manner. It is one of the essential functions in the administrative field. The coordinator has a pivotal role in professionally managing work offices. It works to help the manager perform most of his work

## YOU WILL LEARN:

- Main functions of coordinators and clerical problems
- Speaking, listening, and listening skills
- The concept of official correspondence and its importance
- Common mistakes in preparing official correspondences
- Reporting skills and rules
- Steps and skills needed to prepare meeting minutes
- Common mistakes in preparing reports and lectures

## OUTCOMES:

This program is a great starter with modern concepts of office business management, Behavioral and professional skills needed to manage offices effectively, Official letters and correspondence, Eco-friendly policy, Official reports and work records .

## TRAINING METHODOLOGY:

- Presenter led sessions where new topic is introduced.
- Fact finding/presentation challenges assigned to delegates.
- Audio / visual material used throughout.
- Group works.
- Reading and writing exercises.

## DURATION OF THE COURSE:

- 4 Days
- 4 hours per day

# 8. BUSINESS LEADERSHIP COURSE

## OUTCOMES:

The program is a great starter package for professionals looking to start their own business or work in a fast-paced business environment. Effective leadership is about executing the company vision (or redefining and improving it in some cases)

## TRAINING METHODOLOGY:

- Listening
- Activity
- Interaction
- Reading or writing
- Case Study

## OVERVIEW:

You can achieve goals, take fast and decisive action when needed, outperform the competition, and inspire others to perform better, such as developing a strategic vision, communicating with transparency, retaining the best talent, managing work relations, emotional intelligence, leading for sustainability and developing a leader.

## YOU WILL LEARN:

- What is leadership?
- Leadership styles
- Emotional intelligence
- Decision making for leaders
- Developing Leadership strategy
- Managing change
- Managing work relations
- Organizational culture
- High-performance strategy
- Leading for Sustainability
- Power and Leadership

## DURATION OF THE COURSE:

- 3 weeks
- 3 hours per day

# 9. BUSINESS DEVELOPMENT

## OVERVIEW:

The business knowledge master class is a guideline program for individuals who want to pursue a career or refine their knowledge in the field of business. The course structure enables trainees to grasp critical skills vital for business interactions in the corporate world. The program structure is divided into four areas of development writing, language, principles and startup business entrepreneurs.

## YOU WILL LEARN:

- Mail etiquette
- Report Writing
- Professional phrases and acronyms
- Basic to business English
- Art of negotiation
- Meeting and call etiquette
- SME Fundamentals
- Presentation skills

## OUTCOMES:

This program is a great starter package for individuals looking to start their own business and need fundamental knowledge. The outcome ensures the understanding of business processes and requires skills to become a successful entrepreneur.

## TRAINING METHODOLOGY:

- Listening
- Activity
- Interaction
- Reading or writing
- Case Study

## DURATION OF THE COURSE:

- 3 weeks
- 3 hours per day

# 10. ENGLISH LANGUAGE COURSE

## OUTCOMES:

Whether you want to improve your English reading and writing skills, learn to speak English more fluently or simply develop your English vocabulary, we offer a range of flexible and personalized courses to suit your unique style of learning.

## TRAINING METHODOLOGY:

- Listening
- Activity
- Interaction
- Reading or writing
- Case Study

## OVERVIEW:

Private and semi-private courses in General and Business English are offered at the ITW institute, achieve the professional and personal success . For individuals or small closed groups of 2, 3 or 5, including lessons, and speaking and listening booster, whatever your reason may be, our General and Business English Courses are great opportunities to boost your English knowledge in a variety of courses.

## YOU WILL LEARN:

- Writing the English language
- Listen
- Reading
- Talking
- Grammar rules
- Short and modern words

## DURATION OF THE COURSE:

- 3 weeks
- 4 hours per week

# 11. ECONOMY IN BUSINESS

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## OVERVIEW:

Coming to the introduction of economics for business, the students will understand the field of applied economics, which studies the financial, organizational, market-related, and environmental issues faced by corporations. Business economics encompasses subjects such as the concept of scarcity, product factors, distribution, and consumption, in business planning, marketing, research, and management. Economics helps you to think strategically and make decisions to optimize the outcome.

## YOU WILL LEARN:

- Recession
- Inflation
- Trade Cycle
- Government Relation
- Exchange rate

## DURATION OF THE COURSE:

- 3 days
- 3 hours per day

## OUTCOMES:

This course introduces economic analysis, with particular application to decision-making in business, and the effects of policy on the broader economic environment in which business decisions must be made.

## TRAINING METHODOLOGY:

- Listening
- Activity
- Interaction
- Reading or writing
- Case Study

# LIST OF COURSES:

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## *HSE:*

- IOSH
- DCRP
- General HSE Courses

## *INFORMATION TECHNOLOGY:*

- Digital Marketing
- Multimedia Design

## *SOFT SKILLS:*

- The Power of Teamwork
- Assertive Communication
- Recognize your Privilege
- Becoming an Inclusive leader

## *LANGUAGES:*

- General English
- English for young Leaders
- Business Writing Skills
- IELTS Preparation
- English Speaking Courses

## *EXECUTIVE:*

- Impactful leadership skills
- Branding yourself
- Conflict to Cooperation
- Lead your Team through change



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