

# TRAINING SERVICES PROFILE



CHOOSE EXCELLENCE  
CHOOSE TO ACCELERATE







**Rami M. Samman**  
**Managing Partner**

“ As we have been providing our services in the market since 1987, we became aware of the arising needs as to training and capacity building in the different sectors. While providing our services, whether in audit, tax or consulting, we have succeeded time after time to add value to our client's work environment and contribute, whether intentionally or unintentionally, to skills development and capacity building of the staff of our clients as we truly engage in their business. Consequently, the trust in our competence and capabilities in this regard have been growing while our client base have been expanding. As such, the long and strong relationship we enjoy with our clients, has been translated into BDO Training Academy which has been proudly delivering assorted packages of training in and outside Jordan for a wide range of clients. We take pride in being the first choice when it comes to specialized training and capacity building services, consultancies and solutions that contribute to a prospectus future and wellbeing of our clients. We form a family of learning and partnership for development aiming to achieving excellence together with our clients. I personally invite all entities working in all sectors to invest more and more in their human capital being as the return on this investment is guaranteed, and same applies to individuals ”

# TRAINING SERVICES

BDO Training Academy is built with a vision to contribute to the development and capacity building of all levels of individuals contributing, in their turn, in creating an ever progressive and healthy environment in different types of entities operating in various sectors. With this target in mind, we have been exerting our efforts to providing front-line training solutions. We know how to deploy knowledge and technology and combine with a team of dedicated training and management professionals.

The Academy is the brainchild of some eminent experienced training professionals from various fields like accounting and finance, audit, management development, marketing and sales, languages, media, banking, human resources, languages and others. As such, this diverse human capital empowers us to offer practical and goal-oriented training solutions that have tangible impact on the trainees capacities.

We know what people need to excel and to unlock their potentials, so we integrate updates in industries and technology through innovative tutoring approaches. We offer our trainees a blend of theoretical exercise and live project-oriented training or field training aid by exposure to the latest technologies and training practices.



**Modeling Excellence**

Further to a number of proficient in-house instructors, BDO Academy composes a network of lecturers and coaches that is being expanded constantly in parallel with updates in industries and training industry itself. This combination of capabilities qualifies us to lead in training and capacity building as we are equipped all the time to deliver or tailor training courses that respond to the requirements of every single trainee / organization.

We aim to lead creating well-equipped, employable professionals by integration of updates in industries and technology through innovative tutoring approaches and improving the performance of human capital in working entities.

## OUR VISION

To deliver high impact development programs that add value to our clients and maximize their career opportunities through building long term partnerships with them by being centered around their needs.

## OUR MISSION

Designing learning that is strategic, measurable and effective to deliver sustainable human capital for the future.

# CAPACITY BUILDING



## Helping you elevate from learning tasks to changing mindsets

Capacity-building is the transformation that is generated and sustained over time from within, which in turn, goes beyond teaching people on performing tasks to changing their mindsets and attitudes. Through capacity-building, organizations and communities develop and strengthen their skills, instincts, abilities, processes and resources in order to survive, adapt, and thrive in a fast-changing world.

Talking growth, capacity building is no longer a luxury. Over the last few years, NGOs, governmental agencies and private sector have increasingly engaged themselves in capacity building activities in different domains including procurement, administration, management, finance, supply chains, risk assessment and mitigation, among others. BDO Academy has been working with many local, regional and international institutions to implement different projects which require providing capacity building services to institutions further to individuals during the assignments further to helping many entities through providing tailored services to capacity- build their staff, improve performance and unlock potentials.

# TRAINING CONSULTING



## A training partner from design to delivery

BDO Jordan Academy is a learning development partner with the experience and know-how as to bridging learning gaps. We work with entities to make a real learning experience that supports your entity through identifying areas where your staff can be upskilled and confident to elevate your business ahead. We assess team capabilities and identify their current and future needs, with the entity growth plans and strategy as the basis, to achieve a real qualification.

While working with you in a training consulting project, we get engaged to understand and assess your actual training needs. As per a clear understanding, our training advisory team provides training consulting in many areas including Training Need Analysis, Annual Plans Preparation, Impact Evaluation, Internal Training System Design, Training Centers Development, Training Diploma Development as well as Pre & Post-Assessments, among others. The benefits of our training consulting services are many including learning and development solutions that map to your business strategy, advice from the cutting edge of learning design and a workplan that is ready to implement. Our training consulting team is backed by BDO Advisory team in a diversity of domains, who can step in to support at the time certain expertise is required.

# TIME TO ELEVATE TIME TO HIRE TRAINING EXPERTS





# WE . . .



## **PARTNER WITH YOU**

We work together with entities in a smart partnership format in providing hands-on training solutions to help solve day-to-day business challenges through developing their human capital. We believe in a comprehensive approach: becoming part of our client's business and knowing as much about their operations and challenges as possible.



## **AIM TO**

- ▶ Improving individual employee productivity; and
- ▶ Giving the organization a demonstrated return on their investment.

We achieve this by performing a detailed need analysis and customizing our content according to the requirements of the client. Our practical approach to corporate training has made our reputation for client satisfaction and training effectiveness.



## **KNOW-HOW**

Our training programs are designed by a core team of specialist practitioners with experience and dedication to quality. The trainers are focused on putting across the content in the most creative and innovative manner while dealing with participants of varying ages, roles, levels of experience and outlooks to training. They have the skill to transform the training environment to one where intensive learning and interaction takes place.



# WE . . .



## **INVEST IN EXPERTISE**

Our Audit, Tax and Advisory firm has been running since 1987. Throughout the years, we have been able to identify the real training and development requirements of employees that will be contributed to the overall being of our company. As such, we invested in this practical knowledge in developing our training programs and tailored solutions to help entities face the challenges of updates in different sectors, skills and technologies by means of offering constantly developing training packages and solutions that help their entities run in line within a world of fierce competition and direct media exposure. The core aims of our training is to build and sustain the skills and behaviors that are essential to your business successes.



## **BRIDGE THE GAP**

The most important gap that needs to be filled in any organization is the one between expectation and achievement. We equip professionals to bridge the gap between organizational expectations and their ability to meet, or rather to exceed these expectations. With our training solutions, employees at every level of the organization will emerge as better team players, communicators, leaders, planners and managers. They will be able to significantly enhance their work ethic and improve their performance and ability to deal with their colleagues, clients and challenges at the workplace.

# WE ARE SURGENT RESELLER

BDO Jordan has recently contracted with Surgent Accounting and Financial Education to become their reseller in the MENA region. Surgent is a Leader in Accounting & Financial Education for 35 Years. Surgent is an American leading provider of continuing education and professional certification such as the Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Internal Auditor (CIA), Enrolled Agent (EA) among other high level professional accreditations. Surgent undertakes the mission of developing and providing continuing professional education services. Surgent's professional approach is based on continuous development and innovation, as such, they became one of the leading providers of review courses for internationally accredited certification exams. Thanks to reliance on advanced electronic technologies and software, such as A.S.A.P Technology and ReadyScore, they have helped thousands of trainees finish review courses in half the time compared to other review courses in the market, and build trust and confidence required for success in the first trial.



To deliver to the region high-impact, personalized education, BDO Jordan Training Academy utilizes its expertise in delivering training, consulting and capacity building solutions, together with that of Surgent, in order to provide MENA region with review courses and training solutions that have Arabic support from certified instructors who are available to answer students' queries and deliver their experience in passing the certification exams from the first time. We provide one to one coaching as well as direct meetings with instructors for summaries and queries.



Surgent exam reviews deliver high-impact, personalized education that helps aspiring professionals pass credentialing exams faster, helps existing professionals continually learn and grow so they can always practice at their peak, and helps accounting firms, educational institutions, and other enterprises turn learning into a competitive advantage.

For more details on SurgentMENA and the certification courses we offer, you are welcome to visit our website: [www.surgentmena.com](http://www.surgentmena.com)

**SURGENT**  **SURGENT**  **SURGENT**   
**CPA**review **CMA**review **CI**review



# COURSES

## Training Fields

- ▶ Management & Human Resources
- ▶ Financial Sciences, Accountancy & Auditing
- ▶ Soft skills & Languages

## Training Diplomas For

- ▶ Human Resources Management
- ▶ Digital Marketing
- ▶ Accounting & Audit Management

## Training Consultancies

- ▶ Pre- & Post-Assessments
- ▶ Training Need Analysis
- ▶ Plans Preparation
- ▶ Impact Evaluation
- ▶ Internal Training System Design
- ▶ Training Centers Development
- ▶ Training Diploma Development

## Training Courses

- ▶ Scheduled & Tailored Specifically for Clients
- ▶ Grant Certificates Internationally Recognized
- ▶ Delivered Locally & Regionally

# COURSES

## Secretarial & Office Management

- ▶ Executive Secretarial Skills & Office Management
- ▶ Effective Writing & Report Preparation
- ▶ Managing Meetings & Developing Effective Agendas
- ▶ Document & Archive Management, & File Digital Archiving
- ▶ Executive Secretarial Skills & Office Management
- ▶ Effective & Productive Administrative Officer
- ▶ Management & Coordination of Leaders' Offices
- ▶ Setting Priorities & Managing Time
- ▶ Artificial Intelligence in Secretarial Management
- ▶ Senior Office Management

## Procurement & Warehousing

- ▶ Purchasing & Warehouse
- ▶ Leading & Managing Supplier Relationships
- ▶ Supply Chain & Materials Management
- ▶ Negotiation Strategies to Achieve the Best Value
- ▶ Stock Control
- ▶ Tenders, Contracts, & Bids Management
- ▶ Procurement Contracts' Negotiation
- ▶ Negotiation Skills During Sales
- ▶ Managing Warehouses & Warehouses According to International Quality Approaches
- ▶ Modern Strategies in Resource Management, Supply Chains, & Operations Evaluation

# COURSES

## Project Management

- ▶ Governance & Project Management
- ▶ Project Scheduling Management
- ▶ Preparing, Analyzing & Evaluating Feasibility Studies
- ▶ Project Decision Making & Analysis
- ▶ Project Management Professional PMP
- ▶ Project Budgeting & Costing
- ▶ Preparing Project Bids & Negotiation Techniques with Suppliers
- ▶ Project Management Skill for Non-Project Managers

## Oil & Gas

- ▶ Pipes & Piping Technology in Petroleum Industries
- ▶ Gas Compressors
- ▶ Heat Exchangers & Cooling Towers
- ▶ Underground Storage Tanks
- ▶ Wireline Operations
- ▶ Hydrocarbon Gases Dehydration Using Triathlon Glycol
- ▶ LNG & NGL Plant Concepts Of Overview
- ▶ New Oil From Old Wells
- ▶ Safety In Petroleum Operation
- ▶ Fire Preventive & Emergency Control
- ▶ Corrosion Control in Oil & Gas Industry



# COURSES

## Security, Safety, Occupational & Environmental Health

- ▶ Leadership in Crises, Emergencies & Disasters
- ▶ Occupational Health & Safety in the Industrial Sectors
- ▶ Methods of Developing Maintenance Performance Indicators
- ▶ Occupational Safety & Health Administration Standards
- ▶ Management of Industrial Hygiene Operations & Supervision of Health Risks
- ▶ Hazardous Waste Management
- ▶ Security Supervision & Preparation of Security Strategic Plans
- ▶ Awareness & Education in the Areas of Occupational Safety
- ▶ Fire Protection & Advanced Firefighting Technologies
- ▶ Industrial Security & Public Safety Systems

## Investment Portfolios

- ▶ Investment Strategies Portfolio Management
- ▶ Managing Risks & Crises in Portfolios Management
- ▶ Portfolio Management Techniques & Methods for Making Selling Decisions
- ▶ Investment Analysis
- ▶ Feasibility Studies & Evaluation of Investment Opportunities
- ▶ Stock Portfolio Management
- ▶ Financial Analysis of Companies for Investment Purposes
- ▶ Managing Investment Portfolios Using the Computer
- ▶ Preparing Feasibility Studies & Evaluating Investment Opportunities
- ▶ Preparing Financial Reports in Investment Portfolios
- ▶ Internal Control of Investment Portfolios
- ▶ Methods & Methods for Measuring Risk & Return on Investment
- ▶ Portfolio Strategies



## Get in touch



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Let us tell you more about the amazing things we do.



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