



WorldWide  
Solutions

# WWS Training Brochure 2021-2022

Accredited Capacity Building Courses/Seminars



**WorldWide Solutions**

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Reston, VA 20190 USA

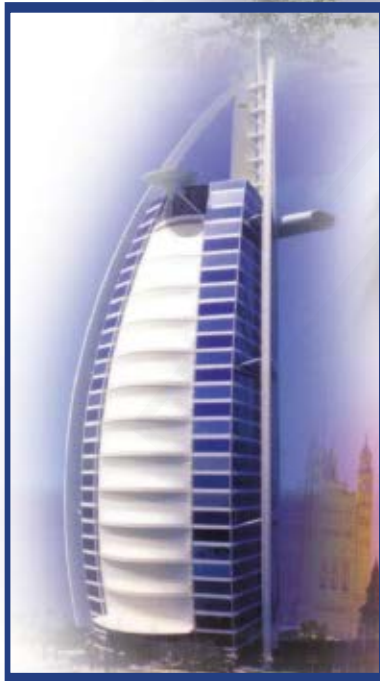
[www.wwsinc.net](http://www.wwsinc.net)

# WWS Training Centers Around the World...

Washington DC, USA



Toronto, Canada



Dubai, UAE

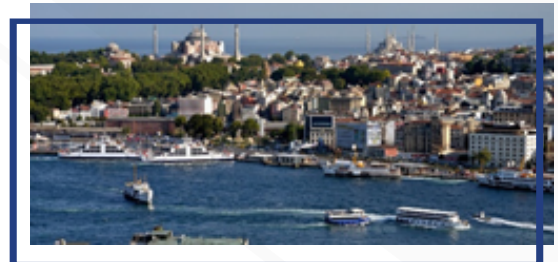


London, England



Cape Town, South Africa

Istanbul, Turkey



... & more!

# Our Seminars

Computer Application (CAS)

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Decision Analysis (DAS)

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Energy Alternative (EAS)

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Financial Analysis (FAS)

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Healthcare Appreciation (HAS)

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Legal Administration (LAS)

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Management Alternatives (MAS)

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Poverty Alleviation (PAS)

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Specially Arranged (SAS)



# Overview

## Message from the President

We believe training is a shortcut to experience. Our instructors and course developers have worldwide experience and world-class credentials. We adjust to your needs and pass on the knowledge gained through work experience and formal training. This will enable you to acquire more during the short capacity building training period than one can obtain over many years in the actual work place

## Accreditation

WWS capacity building courses/seminars are approved for college credit toward graduate and undergraduate degrees and continued higher education certification (see page 24 for details).

## Virtual Training

WWS offers Virtual Interactive Training Seminars that are delivered by expert instructor(s) from our headquarters in USA on any of WWS courses and brought through WWS virtual interactive classroom setting to our clients around the world.



## History

WorldWide Solutions (WWS) is a privately held company that started in Toronto, Canada in 1999 and moved to Washington DC area, USA in 2001. WWS is also heavily involved in major programs around the world.

WWS clients include many government agencies and private organizations globally. We are dedicated to providing customers with state-of-the-art technology and the most up-to-date computer systems and communication facilities available in the world today. We provide top quality, expert systems engineering and high-tech project management services. WWS staff have been involved in many projects around the world.

## Who Should Attend

WWS courses will be conducted in a participatory seminar format. Courses are designed for senior and mid-level management of various government agencies, public institutions, and private organizations. Our experienced instructors will adapt to your needs to ensure the best results.

## Course Venue

WWS major venues are as follows:

### Washington DC (USA)

WWS Seminars are held in the Washington, DC area. The seat of the Nation's Government provides visitors with some of the world's most famous landmarks

including the Capitol, the White House, the Smithsonian Institution, and a plethora of monuments, museums, and other attractions. The main offices of U.S. Government agencies, most international organizations, and many leading industries are located in this area. Many universities and institutions of higher learning are also available here and provide valuable resources to WWS. Many world-class tourist attractions and a variety of modern shopping malls and department stores are also located in the area.

WWS carries out training throughout the USA and the world. WWS headquarter is in Washington DC area, USA. In addition to many universities and the seat of the government at nation's capital, Washington-Dulles Airport High-Tech Corridor where we are located has one of the highest high-tech talent concentrations in the USA and the world. This provides many resources and qualified instructors for us.

WWS also conducts courses in Dubai (UAE), Cape Town (South Africa), Istanbul (Turkey), London (UK) and Toronto (Canada) on a regular basis. Any of the seminars can also be carried out at client premises based on mutually acceptable arrangements. For large groups, we can do the course at the venue and date of your choice anywhere in the world. Please contact WWS ([info@wwsinc.net](mailto:info@wwsinc.net)) for more information

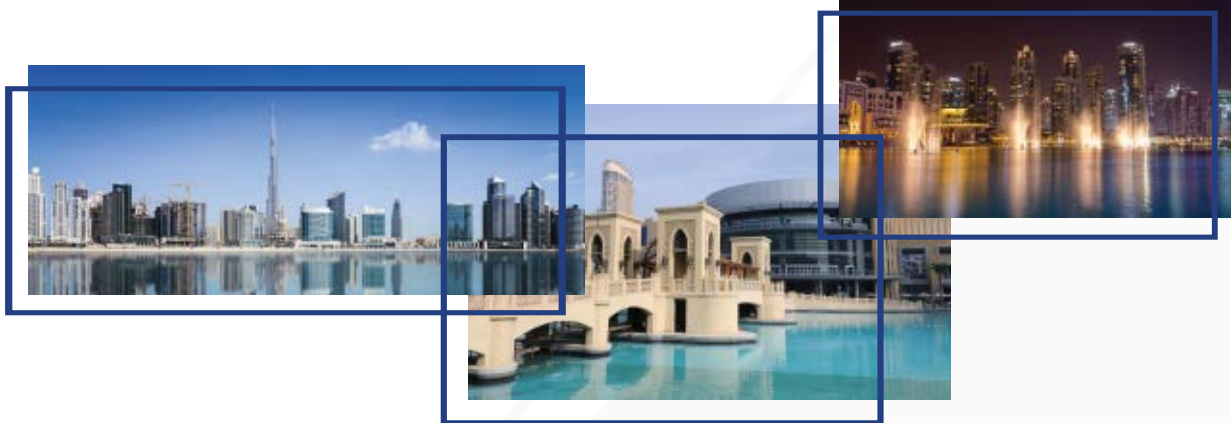


## Dubai (UAE)

Situated at the border of glittering sand and sparkling blue sea, of old and new, Dubai is the fastest-growing city in the world. Dubai is a leading global city and business hub in the Middle East and the world. For business people the world over, it offers opportunities that cannot be beat. Recently chosen to host EXPO 2020, Dubai is a center of commerce that plays host to some of the biggest players in the business world, making it the perfect place to network, build international relationships, and gain invaluable training and knowledge at WWS Seminars. Dubai is a growing gate way / hub. The infrastructure is state of the art. Dubai is a good example for emerging markets to learn from and replicate.

Take in the sights of Old Dubai, or if you're in the mood for nature, the surrounding desert offers breathtaking desert safaris, extreme adventure sports, and beautiful crystal blue waters. Of course, Dubai also contains some of the biggest and sleekest sights in the modern world: WWS visitors can take advantage of their time in the UAE to visit Burj Khalifa the tallest building in the world with the Armani hotel inside, Burj Al Arab the only 7 star hotel in the world, Dubai Mall the largest mall in the world that holds the largest suspended aquarium in the world or Mall

of the Emirates which hosts an indoor ski resort and snow park, or visit museums or state of the art architectures. There are also world-class beaches and stunning boardwalk and beaches at Jumeirah Beach or Atlantis on the man-made island, The Palm or The World, and much more. Also, Abu Dhabi is just a short drive from Dubai



### Istanbul (Turkey)

Istanbul is the gateway between Asia and Europe, connecting Mediterranean & Sea of Marmara to Black Sea via Bosphorus that divides the city into European and Asian sides. A modern city rich with history, numerous historical and modern sites to see, various shopping possibilities and reasonable accommodations. Your trip to Istanbul will be both memorial and educational. While there you can see historic palaces, mosques, museums, and visit the grand bazar and modern shopping malls. Over 12 million foreign visitors came to Istanbul in 2015, five years after it was named European Capital of Culture, making the city world's fifth-most popular tourist destination



### Cape Town (South Africa)

WWS is also proud to hold Seminars in beautiful Cape Town, South Africa. Cape Town is the southernmost city in Africa and the legislative capital of the nation and has countless attractions to delight the business traveler. Besides boasting massive industries in technology, shipping, construction, finance, and tourism, Cape Town hosts impressive upscale accommodations, transportation, and dining. Cape Town is at once home to fascinating history and modern development: the local economy has seen incredible growth in the last decade, hosting the World Cup and being invited to join the BRIC economic group in 2010. While studying at a WWS Seminar, take advantage of your time in the Mother City to visit Table Mountain, Robin Island, world class Wineries, Safari, Camps Bay, Waterfront Mall Shopping, top-notch diving spots, and the sights and sounds of this thriving international center of culture and commerce.



## London (UK)

London has been home to the birth of the Industrial Revolution, the height of world trade for centuries, and now, regular WWS Seminars. London is the capital of the fifth-largest economy in the world, center of trillions of dollars' worth of investment in finance, manufacturing, and technology. A popular destination with business travelers as well as tourists, WWS London management gurus have a great deal to teach.

There is no end of sights to see in London: London Eye, the Houses of Parliament, Big Ben, Tower Bridge, Buckingham Palace, the British Museum, St Paul's Cathedral, Hyde Park, await the nearly 17 million tourists who visit London annually. For the culturally minded, London has museums such as the National Gallery, Tate Natural History, vibrant live theater and opera communities, and Oxford Street for shopping. What's more, there is no better place to see a sports match, whether it's football at Arsenal, tennis at Wimbledon, or cricket at Lord's Cricket Ground.



## Toronto (Canada)

Situated on Lake Ontario, Toronto is the heart of Canada's financial sector and home to 2.8 million residents and an ever-growing skyline, Toronto is both an invaluable business resource and a playground for professionals. Toronto offers a huge selection of institutions of higher learning and top-ranked businesses, which affords fantastic opportunities to the WWS experts and, by extension, to those who take our Seminars.

Home to the famous CN tower as well as an array of gleaming new upscale hotels, and those attending WWS Seminars in Toronto will find no shortage of luxury accommodations. In between Seminar sessions, visitors can visit Art Gallery of Ontario, Hockey Hall of Fame, catch an event at Air Canada Centre, walk to the famed Toronto nightlife in Clubland or Queen Street, including one of the top-ranked restaurant cultures in the world. Toronto also serves as an ideal launching point for day trips to nearby Niagara Falls, Ottawa, or Montreal.



# WWS Seminar Details

## Computer Application Seminars (CAS)

Computer Application Seminar (CAS) series improve delegates' understanding of the computers and management information systems (MIS) as applied to large public institutions or private enterprises. The following CAS courses are offered:

### CAS501 - Computer Proficiency and Applications

Computer principles and peripheral equipment will be reviewed. Both hardware and software elements will be covered. Operating system software, their role, and capabilities will be discussed. Then several off-the-shelf software packages will be explained and applied to practical work situations. Some of the software packages included in this course will be Microsoft Office, particularly word-processing, spreadsheet, database, presentation applications, Microsoft Project, and other database packages such as Oracle and Microsoft SQL Server. Major topics are as follows:

- Computer concepts
- Hardware components
- Software elements
- Off-the-shelf software packages
- Latest trends in information technology

### CAS502 - Computer Applications in Financial Management

The course will improve delegates' understanding of the computers and financial management activities as applied to large public institutions or private enterprises. Several off-the-shelf software packages will be explained and applied to practical work situations. Some of the software packages included in this course will be Microsoft Office, particularly word-processing, spreadsheet, graphic, and database applications. Financial control software packages will also be introduced, and various approaches to financial management will be discussed. Economic overview, financial analysis, taxation, budgeting, and other financial considerations will be covered. Other topics to fit the participant's needs and suggestions will be included as appropriate. Each participant will be given a laptop or tablet with the appropriate software. Practical assignments will be carried out in class, and as exercises by the delegates, under close supervision of experts a thorough understanding and appreciation of the information technology (IT) role in government institutions and private organizations will be ensured. Participants will have a chance to pace themselves, and based on their background, will benefit from the course in their own area of activity. This should lead to improved efficiency and effectiveness through better utilization of the information technology and management information systems in the various work environments.

#### • Computer Systems

- Hardware and Software Components
- Information Technology (IT) Significance and Impact
- Applications Software Appreciation
- Microsoft Office Suite
  - Word Processing (Word)
  - Spreadsheet (Excel)
  - Database (Access)
  - Graphics (PowerPoint)
- Financial Applications
- Budgeting, Implementation, and Controls
- Project Management and M/S Project
- Practical Examples and Practices
- Internet basics
- e-Mail Facility
- eCommerce, eBusiness, and eGovernment
- Automation Process and Implications
- The Future of Information Technology

#### • Economics

- Microeconomics and Macroeconomics
- Fiscal Policy
- Monetary Policy





- **Financial Analysis**
  - Analysis Methods
  - Present and Future Value
  - Rate of Return
- **Production and Production Enterprises**
  - Essential Economic Considerations of Production
  - Pricing
  - Cost Estimation
  - Life Cycle Worth
  - Sensitivity Analysis
- **Health of an Enterprise**
  - Financial Statements
  - Preparation and Analysis of Financial Statement
  - Budget, Estimation and Preparation



### **CAS503 - Database Management and Customization**

Database management systems are widely used in business and government alike. This course reviews the application and customization of database management systems, and gives many examples of actual applications. Major topics are as follows:

- Data and information collection and analysis
- Database organization, creation, and maintenance
- Database development and implementation
- Intelligent systems trends technology

### **CAS504 - Management Information Systems**

Management Information Systems (MIS) are databases incorporated on computer networks that provide relevant information to management for appropriate decision making. MIS components consist of management considerations and expectations, computer networks, information structures and sharing schemes, data transmission devices, and overall control and security of the information. MIS is used by lower and middle management in carrying out their day-to-day and short-term tactical activities. Decision Support Systems (DSS) and Executive Support Systems (ESS) are used by middle and top management for medium term and long-term strategic decisions. Major topics are as follows:

- Information technology basics
- Information management and integration
- Database developments
- Networking principles
- Data transmission, standardization and security

### **CAS505 - Software Development and Hardware Selection**

This course is specialized and is for computer experts, programmers, and software developers. Hardware components and specifications will be discussed. Various off-the-shelf packages will be reviewed and specific programming techniques in various high level and visual languages will be studied. Major topics are as follows:

- Software definition and purpose
- Software development life cycle
- Off-the-shelf software and their utility
- Computer languages and their applications
- Programming design
- Hardware components and specifications
- Organizational impact

### **CAS506 - Internet Basics and Applications**

This course discusses the basic Internet principles, the service providers, and the users. Participants will learn what it takes to provide Internet services and what is required to use the services. It will discuss the world wide web (www), electronic mail (email), and electronic commerce (eCommerce). Major topics are as follows:

- How the Internet works
- Internet providers and users
- World Wide Web basics
- email setup
- Electronic commerce
- Security concerns

### **CAS507 - Telecommunications and Computer Networks**

Telecommunication concepts and data transmission media will be covered. Analog versus digital and the various band-width and data rates or line speeds will be discussed. Network topologies and various protocols will be covered, as will land based cable and fiber optics as well as wideband microwave and other wireless services. Local and long-distance communications, and mobile telephones will be included. Local and wide area computer networks will be reviewed. Private and public networks, the Internet, and other related topics will also be covered. Major topics are as follows:

- Basic concepts; digital versus analog
- Data transmission speeds
- Local, metropolitan, and wide area networks (LANs, MANs, & WANs)
- Internet and websites
- Wireless services, Wi-Fi, Bluetooth
- Emerging Technologies

### **CAS508 - eCommerce, eBusiness, and eGovernment**

eCommerce is buying and selling electronically across the world, whereas eBusiness is doing any business online. eGovernment is automation of services and exchange of information between government agencies and their constituencies. Use of Internet for various electronic transactions and exchange of information by enterprises, individuals (customers), businesses, and the government is growing every day in order to increase efficiency and reduce cost. Major topics are as follows:

- Basic Internet concepts, eCommerce, eBusiness, and eGovernment
- Business to business (B2B) transactions, business to consumers (B2C) and vice versa.
- Government to government (G2G), government to business (G2B), government to consumers (G2C), and vice versa
- Pros and cons and benefits and advantages of automation
- Emerging technologies

### **CAS509 - Computer Applications in Office Management**

The course will improve delegates' understanding of the computers and management information systems (MIS) as applied to large public institutions or private enterprises. Computer principles and peripheral equipment will be reviewed. Both hardware and software elements will be covered. Operating system software, their role, and capabilities will be discussed. Then several off-the-shelf software packages will be explained and applied to practical work situations. Some of the software packages included in this course will be Microsoft Office, particularly word processing (Word), spreadsheet (Excel), Graphic software (PowerPoint), and database applications (Access), and other application suites. Other topics to fit the participant's needs and suggestions will be included as appropriate. Office management, teamwork, and office administration will also be covered. Practical assignments will be carried out in class, and as exercises by the delegates, under close supervision of experts in the field. A thorough understanding and appreciation of the information technology (IT) role in government institutions and private organizations will be ensured. Participants will have a chance to pace themselves, and based on their background, will benefit from the course in their own area of activity. This should lead to improved efficiency and effectiveness through better utilization of the information technology and management information systems in the various work situations. This course is suitable for office managers and staff, and human resource department.



- **Computer Systems**
  - Hardware Elements
  - Operating System Software

- Application Software Packages
  - Word-processing (Word)
  - Spreadsheets (Excel)
  - Graphic packages (PowerPoint)
  - Database systems (Access)
- Management Information Systems (MIS)
- Financial Software Packages
- Information Technology (IT) Role in Public Institutions and Private Organizations
- Internet Access and Infrastructure
- e-Mail Operation and Advantages
- **Office Management**
  - Management Process
  - Management Styles
  - Effective Communication
  - Teamwork
  - Office Administration
  - Human Resources Management
  - Motivation
  - Effectiveness

### **CAS510 - Computer Applications In Budgeting**

Budget preparation, presentation and defense will be covered. Practical assignments will be carried out in class, and as exercises by the delegates, under close supervision of experts in the field. A thorough understanding and appreciation of the information technology (IT) role in government institutions and private organizations will be ensured. The major topics are as follows:

- The budgeting process
- Budgeting procedure
- Computer utilization in budgeting
- Intensive spreadsheet computer training
- Management Information Systems (MIS)
- Financial software packages
- Information technology (IT) role in public institutions and private organizations

### **CAS515 - Advanced ICT Strategies**

This course comprises advanced topics in information and communication technologies (ICT). It addresses the latest developments in electronics and merger of information technologies, and the new trends. Application specific cases will be discussed. New security challenges and solutions are reviewed. The major topics are as follows:

- Latest developments in the field of electronics
- New information superhighways and transmission techniques
- Information analysis and sharing
- Security risks and considerations
- Applications and strategies
- Future of ICT

### **Decision Analysis Seminars (DAS)**

The Decision Analysis Seminars (DAS) address the various aspects of risk analysis and management decision making. Quantitative and qualitative methods of decision analysis and decision making are covered in these seminars. The following DAS courses are offered:

#### **DAS501 - Decision Analysis**

This course covers decision making at both the tactical and strategic levels. Expected value and decision trees are covered at the tactical level while strategic alignment and synthesis of selection criteria and rated alternatives are covered at the strategic level. Major topics are as follows:

- Defining tactical versus strategic objectives
- Identifying and analyzing risks
- Identifying viable innovative alternatives
- Performing life cycle cost and benefits analysis on alternatives

- Proceeding with the best alternative while minimizing risk

### **DAS502 - Management Decision Making**

The course will improve delegates' understanding of the management decision making and process. The most popular techniques of management decision making will be discussed. Emphasis will be on the quantitative decision making process. Decision making under certainty, uncertainty, and risk situation will be covered. Other topics to fit the participant's needs and suggestions will be included as appropriate. Each participant will be given a laptop or tablet with the appropriate software. Case studies will be presented to demonstrate the theory. Practical assignments will be carried out in class and as exercises by the delegates under close supervision of experts. A thorough understanding and appreciation of the decision analysis role in government institutions and private organizations will be demonstrated. Participants will have a chance to pace themselves, and based on their background, will benefit from the course in their own area of activity. This should lead to improved efficiency and effectiveness through better utilization of the information gained in this course as it may apply to the various work environments.

- Qualitative versus Quantitative Decision making
- Decision Analysis
  - Brief History of Decision Analysis
  - Why study Decision Analysis?
  - Normative, Descriptive, and Prescriptive Decision Making
  - Decision Making Under Certainty vs. Under Uncertainty
- Introduction to Multi-attribute Decision Making
  - Alternatives, Objectives (Tactical vs. Strategic) and Goals
  - Expert Choice
  - Sensitivity Analysis
  - Case Study
- Decision Making Under Uncertainty
  - Probability (Risk Profiles)
  - Utility (Concave vs. Convex Utility Functions)
  - A Measure of Risk Awareness
  - Maximization of Expected Utility Principle
- Decision Trees
  - Value of Information
  - Expected Monetary Value (EMV)
  - Evaluation of Various Courses of Action
- Financial Decision Making: Identifying the Best Set of Alternatives While Minimizing Risk
- Resource Allocation Using Expert Choice
  - Linear Programming Using Excel
  - Dynamic Programming
- Game theory
- Inventory
- Scheduling
- Transportation and Transshipment
- Other relevant topics



### **Energy Alternative Seminars (EAS)**

The Energy Alternative Seminars cover alternative sources of energy for human consumption and comfort. Petroleum, gas and oil, electricity, waste-to-energy, solar, wind, and other forms of energy will be covered in detail. Emerging technologies and other alternatives in this field will be addressed. The following EAS courses are offered:

#### **EAS501 - Petroleum Resources and Their Marketing**

This seminar covers the basics of petroleum sources, exploration, extraction, and marketing. Major topics are as follows:

- Petroleum resources and their marketing
- Sources of crude oil and gas
- Discovery, exploration and extraction
- Crude oil refining
- Petroleum market analysis and transportation
- Fuel retail market

## **EAS502 - Electric Power and Other Energy Sources**

This course will improve delegates' understanding of the various sources of power such as diesel and steam generators, hydropower, alternative energy sources such as solar, wind, waste to energy, and their scope and typical life cycles. The advantages and disadvantages, and environmental impact of various methods of power generation will be discussed. Power distribution and revenue collections methods will be covered. Urban versus rural electrification and their challenges and pitfalls will be fully reviewed. Emphasis will be placed on electric power and related projects and other complex and sophisticated sources of energy and on the topics of interest to the participants.



The syllabus will be adjusted by the instructor to reflect participant's interest and useful topics that develop during the workshop. The course will be conducted in an interactive seminar form and cover many practical examples. Delegates will perform home works and projects, and make presentations that will be reviewed and critiqued by their peers and the instructor. All participants will be given a laptop/ notebook or tablet to use during the course and to keep for later use. The role of information technology and automated control systems will be covered in full and the complete understanding of latest automation techniques and use of information technology will be ensured. This course is of great value to majority of the personnel of power companies and government energy agencies

- Power Generation
  - Power Units and Definitions
  - AC and DC Power and Their Applications
- Battery Systems
- Diesel Generators
- Steam Generators
- Power Distribution
- Power Stations
- Electromagnetic Fields
- Electric Power Industry
- Electrical Transformers and Their Purpose and Applications
- Alternative and Renewable Energy Sources
  - Solar Energy
  - Wind Power Generation
  - Waste-to-Energy Systems
  - Hydro Power
  - Geothermal Power
- Advantages and Disadvantages of Various Sources of Power
  - Central Power Source
  - Distributed Power Systems
- Urban Versus Rural Electrification
  - Latest Trends



## **EAS503 - Energy Industry Procurements**

This course covers the procurement process in the energy industry. Major topics are as follows:

- Procurement practices and procedures
- Competitive bidding process
- Transparency and due process
- Use of computers

## **EAS504 - Management of Energy Projects**

The concept of project management will be reviewed. Project planning, funding, staffing, and control will be covered. Project implementation and control of cost, schedule, quality and risk will be emphasized. Major topics are as follows:

- Project planning, funding, and implementation
- Organizing, staffing, monitoring, and coordination
- Cost, schedule, quality, and risk control
- Effective communication and teamwork
- Management and leadership
- Application of computers as a tool

## EAS505 - Harvesting Clean Energy & Restoring Environment

The concept of clean alternative energy will be addressed. Solar, wind and waste-to-energy alternatives will be analyzed and covered in detail. Advantages and economy of alternative energy sources will be reviewed. Practical details and application of various green energy sources will be covered. Major topics are as follows:

- Solar energy concept and applications
- Wind Energy and its advantages and limitations
- Waste-to-energy renewable source
- Advantages and limitations of various alternatives
- Renewable alternatives and their comparison

## Financial Analysis Seminars (FAS)

The Financial Analysis Seminars cover the economics and financial management issues that many nations face. These courses are particularly useful to the financial institutions, Ministries of Finance, Government and private planning organizations, and public and private monitoring agencies. The following FAS courses are offered:

### FAS501 - Accounting Principles

This course discusses the accounting principles and application. It covers income determination, asset valuation, and financial reporting, transaction analyzing, journalizing and posting to ledgers. The cycle of actions required to identify, record, and summarize the financial transactions will be covered. Major topics are as follows:

- Preparing financial statements
- Managing various accounts
- Payroll issues
- Automated data processing
- Mastering Excel applications

### FAS502 - Financial Management

The course will improve delegates' understanding of financial management activities as applied to large public institutions or private enterprises. Fixed income analysis in certain developing economies will be discussed. Equity analysis, currency analysis, and other basic operational structures and financial models will be presented. Emphasis will be on financial management. Financial control software packages will also be introduced, and various approaches to financial management will be discussed. Economic overview, financial analysis, taxation, budgeting, and other financial considerations, mortgage banking and other topics will be covered. Other topics to fit the participant's needs and suggestions will be included as appropriate. Each participant will be given a laptop/notebook or tablet with the appropriate software. Practical assignments will be carried out in class, and as exercises by the delegates, under close supervision of experts in the field. A thorough understanding and appreciation of the information technology (IT) role in government institutions and private organizations will be ensured. Participants will have a chance to pace themselves, and based on their background, will benefit from the course in their own area of activity. This should lead to improved efficiency and effectiveness through better utilization of the information technology and management information systems in the various work environments

- Economics
  - Decision Makers
  - Microeconomics and Macroeconomics
  - Supply and Demand
  - Fiscal and Monetary Policy
- Financial analysis
  - Analysis methods
  - Present Value
  - Future Value
  - Rate of Return
  - Inflation and its Effects on Return on Investment
  - Depreciation
  - Taxation and its Effects on Financial Analysis
  - Analysis of Economic Value of Projects
  - Build or Buy / Lease or Buy
- Outsourcing
- Production and Production Enterprises
  - Essential Economic Considerations of Production



- Pricing
  - Cost Estimation
  - Life cycle Worth
  - Breakeven
  - Production Mix
  - Sensitivity Analysis
- Health of an Enterprise
  - Financial Statements
  - Preparation and Analysis of Financial Statement
  - Budget, Estimation and Preparation
- Mortgage Banking
  - Mortgage Structure
  - Different Types
  - Regulations
- Computer Systems Overview
  - Hardware and Software Components
  - Information Technology (IT) Significance and Impact
  - Applications Software Appreciation
  - Microsoft Office Suite
  - Financial Applications
- Budgeting, Implementation, and Controls



### **FAS503 - Mortgage Industry and Financial Products**

Structured Financial Products play a major role in financial markets and yet remain a mystery to many. This course will provide in depth exploration of these products and their effect on markets. Major topics are as follows:

- Structure of mortgage and asset backed securities
- Collateralized debt obligations
- Derivative markets including equity linked and credit-linked securities
- US Government Sponsored Enterprises (Fannie Mae and Freddie Mac)
- Valuation considerations
- Legal and regulatory considerations

### **Healthcare Appreciation Seminars (HAS)**

The Healthcare Appreciation Seminars (HAS) series is intended for management and the staff of public and private healthcare facilities. These courses emphasize various aspects of healthcare services to improve participants' awareness, see new approaches, and learn about the latest developments in this field. The following HAS courses are offered:

#### **HAS501 - Public Healthcare Planning and Administration**

This course is designed for healthcare planners and hospital and public healthcare system administrators. Major topics are as follows:

- Healthcare components
- Healthcare planning and control
- Administration of public healthcare institutions
- National and international health organizations

#### **HAS502 - Epidemics and Their Treatment**

This course addresses the causes of epidemic diseases and the latest developments for cure. This course is intended for healthcare professionals and medical doctors. Major topics are as follows:

- Understanding epidemics
- The causes and prevention
- Advance treatments

#### **HAS503 - Procurements in Healthcare Arena**

National competitive bidding (NCB) and international competitive bidding (ICB) procedures will be studied. World Bank and Government policies on bid solicitation, evaluation, and contract awards will be covered. Major topics are as follows:

- Procurement process and preparation of tender documents
- Bid solicitation, evaluation, and contract award
- Contract administration and project management
- Due process and transparency
- Use of computers in implementation of the above steps

#### **HAS504 - Management of Healthcare Projects**

Management of healthcare projects will be addressed in detail. Principles and tools of project management will be reviewed. Major topics are as follows

- Review of project management techniques
- Planning and monitoring complex healthcare projects
- Advance leadership and motivational techniques
- Information technology (IT) role in project management

#### **Legal Administration Seminars (LAS)**

The Legal Administration Seminars (LAS) series are intended for the senior staff of legal and judicial agencies and lawyers and legal professionals. These seminars provide a comparative study of legal systems and the latest developments in this field. The following LAS courses are offered:

#### **LAS501 - Legal Systems and their Administration**

This course provides a survey of legal systems and their effectiveness. It also addresses the management issues in the legal and judicial institutions. Major topics are as follows:

- Legal systems survey
- Public institutions
- Civil justice system reform
- Legal expert systems

#### **LAS502 - Comparative Legal and Judicial Systems**

This course compares and contrasts the various legal and judicial systems and provides a summary of the pros and cons of each. Major topics are as follows

- Legal and judicial institutions
- Civil procedure
- USA, European and other legal systems
- International competitiveness
- Regional cooperation and human rights

#### **Management Alternatives Seminars (MAS)**

The Management Alternative Seminars (MAS) address the various styles of management and their impact on the organization. The following MAS courses are offered:

#### **MAS501 - Management Principles**

The history and concept of management and the latest development in leadership styles will be reviewed. Management functions and responsibilities, as well as management theories and practices will be covered. Major topics are as follows:

- Traditional management roles
- Organizations and management practices
- Motivation techniques and effectiveness
- Leadership challenges and trends

#### **MAS502 - Business Administration**

This course emphasizes administration and the managerial functions of a business. Major topics are as follows:

- Organizational concepts
- Management theories
- Private and public organizations
- Current management approaches, and future trends



### **MAS503 - Public Administration**

This course applies to management and leadership in government organizations. Major topics are as follows:

- Management concepts and theory
- Employee improvement and development
- Efficiency, effectiveness and accountability
- Ethical, political, and economic factors

### **MAS504 - Project Management**

This course will improve delegates' understanding of the process of defining a project, its scope and typical life cycles. Task scheduling and identification of resource requirements are illustrated well. Risk identification is covered, as is the means of controlling the project. People issues such as stakeholder management and teamwork are a vital part of any project and these too are included in this course. Effective communications and teamwork will be emphasized. All aspects of management and leadership will be covered. Complex projects and their control is the main topic.

- Project Management
- Project Life Cycles
- Scope Management
- Schedule Control
- Resource Management
- Quality Control
- General Management
- Control and Coordination
- Risk Management
- Stakeholder Management
- Effective communications
- Teamwork
- Decision making
- Evaluation of results
- Handover and Close Out
- Post Project Review



### **Project Control**

This course will enable delegates to set up and control projects such that they are more likely to succeed. Delegates will become better able to control their projects, successfully manage changes and employ techniques to provide early warning of any deviation from their plan.

At the end of the course delegates will be able to:

- Identify effective project Key Performance Indicators (KPIs) and the need for these at each stage of the project
- Explain the planning process and identify the content of the project management plan
- Explain the benefits and drawbacks of functional project and matrix organizations
- Describe the roles that support the project team
- Describe the factors affecting estimating accuracy
- Understand Parametric, Comparative, Analytical and Subjective approaches to estimating
- Explain the principles of control and expediting
- Understand the coordination role
- Define the components of a mature Cost Management system
- Use relevant control methods to manage costs
- Identify the need for Change Control
- Define a Change Control Process
- Explain the need for formal Handover and Close Out

### **Project Management Unit (PMU)**

This course will enable organizations to define the 'scope of operations' for their PMU. It will help them to define and establish 'best practice' processes and procedures required to operate the PMU in an effective and efficient manner.

At the end of the course delegates will be able to:

- Assess how project management can help to fulfill business needs
- Define the goals of the PMU
- Communicate the scope and functions of the PMU
- Establish the size and staffing for a PMU
- Set up the essential PMU function e.g. project administration, quality reviews
- Understand effective planning techniques for setting up and operating a PMU

### **MAS505 - Project Planning and Control**

This course covers the planning and control of project costs and schedule by employing earned value management in a systematic way. The course will also cover alignment of projects with organizational goals and objectives, taking into account the realities of the public and private environment. Major topics are as follows:

- Project planning and alignment with goals
- Relationships among various projects
- Controlling cost and Schedule
- Controlling the quality and risk
- Building capacity to effectively manage future challenges

### **MAS506 - Conflict Management**

This course provides a communication skills approach to managing interpersonal conflicts. The focus will be on defining the conflict, exploring the nature of the conflict, and providing a model for conflict management. Oral and nonverbal communication techniques for handling of conflict will be explained. Specific contexts, gender, and cultural differences and how such differences can be anticipated, assessed and avoided will be discussed. The course objective is to familiarize participants with as many interpersonal conflict factors as possible and provide them with communication skills to manage such differences effectively. Major topics are as follows:

- Defining and understanding conflict
- Conflict nature and analysis of attitudes, actions, etc.
- Language of conflict and its management
- Gender and cultural differences and awareness
- Written styles creating conflict and their avoidance

### **MAS507 - Effective Communication & Presentation Skills**

Designed for working professionals, this course stresses written composition and verbal communication, and provides instruction for efficient communication verbally and written. The need for effective presentation is addressed, and participants gain a practical understanding of how this essential skill applies in various contexts from meetings to public speaking. Skills are learned and practiced by participants developing presentations, which are reviewed in class.

The course emphasizes the steps to create an effective presentation as well as ways to overcome adversity such as stage fright. Participants will be given a laptop/notebook or tablet as part of the course material. The use and application of computers in today's business and private organizations will be covered. Participants will have a chance to learn more about the use of computers in today's world, and the role of information technology (IT) in private and public institutions

- Written communication skills
  - Business Writing
  - Organization and Theme of Written Reports
- Verbal Presentation Skills
  - Public Speaking
  - Conducting Group Meetings
  - Introduction, Body, and Conclusion
- Use of Computers as an Effective Communication Tool
  - Use of Specific Software, Graphics and Special Effects for Presentation
  - Use of PowerPoint Graphic Package for Presentations
- Practices and Presentations by Participants

### **MAS508 - Project Audit and Certification**

This course will cover the process of auditing projects to ensure that procurement and contacting has been done in accordance with the applicable policies and procedures. In addition, the need for careful monitoring of project implementation, and appropriate project certification will be emphasized. Avoidance of funds misappropriation and control of cost, schedule, and quality of the work will also be explained. Major topics are as follows:

- Audit techniques and procedures
- Procurement process and contracting
- Control of cost, schedule, and quality
- Proper Project certification
- Consultant services and project success
- Funds misappropriation and consequences
- Use of computers as a tool for project audit and control

### **MAS509 – Advance Project Management**

This course will build on the contents of MAS504, MAS505, and MAS508. A thorough understanding of the project management concepts from inception to implementation and completion will be ensured. Advance topics and tools for project management will be covered. Major topics are as follows:

- Project planning, and detailed structure
- Project cost, quality and schedule control
- Project risk analysis and safeguards
- Effective communication and teamwork
- Effective management and leadership
- Software tools and latest trends

### **MAS510 – Advance Communication & Presentation Skills**

This seminar builds on MAS507 and further stresses written and verbal communication. The importance of effective presentations is emphasized, and participants analyze all modes of communications in various contexts from meetings to public speaking. Verbal, vocal, and written communications will be practiced. The course emphasizes written reports, and the steps to create an effective presentation. Major topics are as follows:

- Review of MAS507 topics
- Building on your strengths
- Connect with your audience and grab their attention
- Sell your idea and inspire them to act
- Be persuasive and sell your idea
- Master & utilize audio visual tool

### **MAS511 - Human Resources Management**

This seminar builds on MA501 - Management Principles course and covers the specific aspects of managing people. This course will cover the various motivational and leadership techniques and their effectiveness in today's global environment. The major topics are as follows:

- Review of management principles
- Various management techniques
- Human resource management
- Advance leadership and motivational techniques
- Latest trends in management

### **MAS512 - Contract Administration**

Procurement and contracts are an integrated part of every organization. The course will provide an in-depth coverage of the procedures, and improve delegates' understanding of the procurement practices and contract administration as applied to large public institutions and/or private enterprises. The last stage of procurement cycle is contract administration or management.

Contract management or contract administration is the management of contracts made with customers, vendors, partners, or employees. The personnel involved in contract administration are required to negotiate, support, and manage contracts effectively. The course will improve delegates' understanding of various types of contracts, risk identification

and control, and effective implementation of contracts. Contract management includes negotiating the terms and conditions in contracts and ensuring compliance with the terms and conditions, as well as documenting and agreeing on any changes or amendments that may arise during its implementation or execution. It can be summarized as the process of systematically and efficiently managing contract creation, execution, and analysis for the purpose of maximizing financial and operational performance and minimizing risk.

People issues such as stakeholder management and teamwork are a vital part of any contract and these too are included in this course. Effective communications and teamwork will be emphasized. Various aspects of management and leadership will be covered. Complex contracts and their control is the main topic. Major topics are as follows:



- Contract Administration Planning
- Post-Award Orientation
- Subcontract Administration
  - Contractor Purchasing System Reviews
  - Small Business Subcontracting Plans
  - Privacy of Contract
- Performance Monitoring/Quality Assurance
  - Responsibilities of the Parties
  - Responding to Contractor Requests
  - Categories of Quality Requirements
  - Resolving Problems with Required Sources
- Delays in Performance
- Administering Miscellaneous Terms and Conditions
  - Labor Policies, Laws, and Regulations
  - Protection of the Environment
  - Insurance
- Changes Under Government Contracts
- Contract Modifications, Adjustments, Options, and Orders
  - Modifications
  - Formal Remedies
  - Fraud and Other Civil or Criminal Offenses
  - Recognizing Disputes
  - Alternative Dispute Resolution
  - Procedures for Claims
  - Termination
- Financial Matters
  - Assignment of Claims
  - Limitation of Costs, Funds, or Total Payment Amount
  - Price and Fee Adjustments
  - Collecting Contractor Debts
- Contract Closeout
- Federal Contract Law
  - Legal Framework
  - Funding of Federal Contracts

### **MAS520 – Executive Management & Leadership**

This course will improve delegates' understanding of management principles and leadership styles. Various aspects of management elements, leadership styles, effective communications and teamwork, and management decision making will be discussed. Effective meetings, project management, human resources management, information technology applications in modern operations, and other aspects of management and leadership, and more will be covered.

This course is designed for senior management and executives of public and private organizations and includes motivational techniques and leadership styles for success. Teamwork and effective communication will also be covered.

Cases studies, group projects and class exercises will be used to demonstrate the concepts and drive home the essentials of management and leadership. Latest trend, experiments, studies, and cases will be discussed in detail, and team projects will be reviewed in full.

- Management Principles
- Management Process
- Various Approaches to Management
  - Management Versus Leadership
  - Leadership Styles
- Effective Communications
- Effective Teamwork
- Organizational structure
- Motivational Techniques
- Management Decision Making
- Managing Private and Public Organizations
- Ethical, Political and Economic Factors in Management
- International Institutions and Integration
- Project Management
  - Planning and Control
  - Project Life Cycle
- Risk Management
- Human Resources Management
- Issues in Corporate Governance
- Duties and Responsibilities of Management Team
- Effective Meetings, Strategic Planning & Visioning for Achieving Organizational Goals
- Information Technology Role and Integration
- Internet Basics, the World Wide Web, and E-mails



#### **MAS525 – Advance Management & Decision Making**

This course concentrates on management techniques and decision making. Management process and styles are covered. Management decision making at various levels are discussed and demonstrated. Effective teamwork and communications are emphasized. Major topics are as follows:

- Management concepts and principles
- Process of management and its details
- Teamwork and communications
- Decision analysis
- Strategic, tactical, and day-to-day decision
- Qualitative and quantitative decision making
- Latest trends

#### **Poverty Alleviation Seminars (PAS)**

The Poverty Alleviation Seminars (PAS) are intended for policy makers and senior staff of government agencies involved with the management and well-being of their nation's economic status. These courses are intended to increase this awareness and help to eradicate poverty from countries. The following PAS courses are offered

#### **PAS501 - Understanding Poverty**

This seminar addresses the basic understanding and definition of poverty and its causes and effects in various countries and regions around the world and at global level. Major topics are as follows:

- Definition and nature of poverty
- Causes and effects of poverty
- Measurements of poverty
- Poverty alleviation considerations

## **PAS502 - Poverty Reduction Strategies**

This course provides a comprehensive review of the economic and social views of poverty, the cause and effect, as well as the various dimensions and impact of poverty. It also addresses the various studies and poverty reduction strategies and actual World Bank experience in this field. Major topics are as follows:

- Introduction to poverty reduction strategies
- Empowerment and poverty reduction
- World Bank poverty reduction strategies
- Case studies and country experiences

## **PAS503 - Procurement Practices and Transparency**

Procurement is an integrated part of every organization. The course will provide an in-depth coverage of the procedures, and improve delegates' understanding of the procurement practices as applied to large public institutions and/or private enterprises. Procurement practices of the governments, public, and private institutions, and large private organizations will be covered. Emphasis will be placed on the World Bank policies and procedures. The complete procurement cycle, and the transparency requirements will be discussed. The course will cover all the various phases of procurement from inception to completion. Participants will cover each step, from definition of the requirements and preparation of bid documents to advertising, bid solicitation, evaluation, and contract award. Project management will be reviewed, and other topics to fit the participant's needs and suggestions will be included as appropriate. Practical assignments on customizing the World Bank bid documents will be carried out in class, and as exercises by the delegates, under close supervision of experts in the field. A thorough understanding and appreciation of the transparency requirements by the World Bank, USAID, European Union, other Donor Agencies, and government institutions and private organizations will be ensured.

- Procurement Under IBRD Loans and IDA Credits
  - International Competitive Bidding (ICB)
  - Limited International Bidding
  - National Competitive Bidding (NCB)
  - Shopping (International and National)
  - Direct Contracting
  - Procurement from United Nation Agencies
  - Procurement Agents
  - Inspection Agents
  - Other Aspects of Procurement
- Hiring of Consultants
  - General Provisions
  - Terms of Reference (TOR)
  - Advertising for Expression of Interest
  - Evaluation and Short Listing
  - Request for Proposals (RFP)
  - Bid Evaluation and Award
- Procurement of Goods
  - Invitation for Bids (IFB)
  - Instruction to Bidders
  - Bid Data Sheet
  - General Conditions of Contract
  - Special Conditions of Contract
  - Schedule of Requirements
  - Technical Specifications
  - Eligibility
- Procurement of Works
  - Invitation for Qualification
  - Instruction to Applicants
- Letter of Application
- General Information
- General Experience Record
- Details of Contracts of Similar Nature and Complexity
- Summary Sheet: Current Contract Commitments/Work in Progress
- Personnel Capabilities



- Equipment Capability
- Litigation History
- Other Consideration

**PAS504 - Governance, Democracy, and Poverty**

This course discusses the meaning of “governance” in world politics, international governance, governance, democracy, and poverty. Major topics are as follows:

- Governance definition
- International governance
- Public management and governance
- Transparent and accountable governance
- United Nations and World Bank relevant programs
- International institutions and economic integration

**Specially Arranged Seminars (SAS)**

WWS will arrange special courses to fit your needs. WWS has over 50 fully developed standard courses that are listed in the brochure, and more than 50 Specially Arranged Seminars (SAS). A partial list of SAS courses is included below, but more are available and can be sent to you on request. New additional SAS courses not on our lists can also be developed to fully meet your requirements.

- SAS501 - Value for Money Audit
- SAS502 - Modern Auditing Strategies
- SAS503 - Budget Planning & Control
- SAS504 - Legislative Oversight
- SAS505 - Security Issues & Challenges
- SAS506 - Effective Negotiations
- SAS507 - Strategic Business Diversification
- SAS508 - Environmental Impact Assessment
- SAS509 - Environmental Assessment Tools
- SAS510 - Environmental Assessment Systems
- SAS511 - Environmental & Social Management
- SAS512 - Procurement Process & Contract Management
- SAS513 - Complete Procurement Cycle
- SAS514 - Executive Project Management & Leadership
- SAS515 - Executive Leadership & Decision Making
- SAS516 - Project and Program Management
- SAS517 - Project Resources & Risk Management
- SAS518 - Project Management & Evaluation

- SAS519 - Project Monitoring & Evaluation
- SAS520 - Project management, Scheduling & Costing
- SAS521 - Project Risk Management
- SAS522 - World Bank Disbursement
- SAS523 - Project Preparation, Analysis, & Financing
- SAS524 - Investment & Portfolio Risk Management
- SAS525 - Private Public Partnership Management
- SAS526 - Developing Projects Implementation Completion Report
- SAS527 - Donor Projects Impact Assessment
- SAS528 - Project Control and Impact Assessment for Developing Economies
- SAS529 - Computer Applications in Budgeting & Decision Making
- SAS530 - Advance Information Technology Trends
- SAS531 - Auditing the Treasury Department
- SAS532 - Best Practices in Entrepreneurship & Management in Developing Countries
- SAS5.. - .....
- SAS1000 - Specially Arranged Seminar at Client Request



## Accreditation

WorldWide Solutions (WWS) in collaboration with American Council on Education (ACE), and several colleges and universities, has arrangements on using WWS capacity building courses and seminars for credit toward graduate and undergraduate degrees, and continued higher education certification. Such institutions of higher education offer many undergraduate, graduate, and post graduate programs, and WWS courses can be used for credit toward such degrees. The interested candidates can apply WWS courses and seminars toward such degrees and take remaining courses online directly with the institution where the candidate is registered. More details will be provided to participants at the course venues.

## Duration

WWS courses run in seminar and participatory format for two or more weeks. Experience has shown that this would be an optimal duration for our seminars. Longer durations allow for additional participants' involvement, counterpart and industry visitations, and group projects. The additional time has proven productive and worthwhile. WWS can also develop courses to best suit your time constraints.

## Course Fees

The course fees for the WWS seminars are as follows:

Seminar Series	1-week	2-weeks	3-weeks	4-weeks
Computer Application (CAS)	\$4,650	\$6,350	\$7,450	\$9,300
Decision Analysis (DAS)	\$4,700	\$6,400	\$7,550	\$9,400
Energy Alternative (EAS)	\$4,850	\$6,750	\$7,950	\$9,750
Financial Analysis (FAS)	\$4,750	\$6,450	\$7,800	\$9,300
Healthcare Appreciation (HAS)	\$4,950	\$6,850	\$7,950	\$9,800
Legal Administration (LAS)	\$4,800	\$6,500	\$7,700	\$9,450
Management Alternatives (MAS)	\$4,750	\$6,450	\$7,800	\$9,300
Poverty Alleviation (PAS)	\$4,700	\$6,400	\$7,550	\$9,250
Specially Arranged (SAS)	\$4,950	\$6,950	\$7,950	\$9,500

The course fee includes instructions, seminar material, venue, snacks during breaks, lunch, and a notebook/ tablet for each participant taking courses at WWS international venues. Inquire about discounts that may apply for large groups. Fees have been held low for many years but are subject to change without notice. Participants pay for their airfare, ground transportation, and accommodations. All course fees are payable in advance and must be received by WWS prior to participants' arrival.

## Schedule

For course schedules at various WWS venues please contact us in USA at [info@wwsinc.net](mailto:info@wwsinc.net), or WWS country representatives locally.

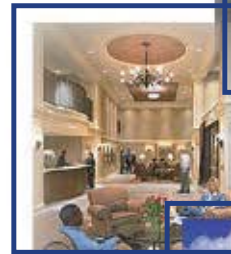
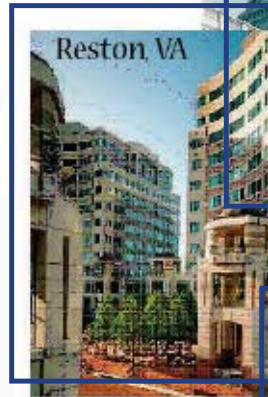


## Accommodations

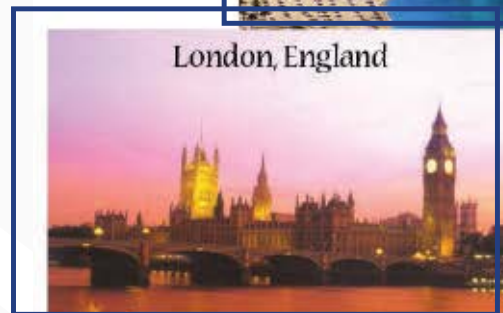
WWS is pleased to arrange appropriate lodging and accommodations on request. There are many choices, and proper arrangements can be made in time for your arrival. Furnished apartments or hotel suites are usually arranged. The cost for a deluxe furnished apartment/suite is far less than regular comparable hotel accommodation, thanks to WWS' special rates with participating hotels. The apartments/suites are fully furnished with common sitting area, kitchen, cable TV, telephone, washer/dryer, separate bedrooms and other amenities. Most facilities have swimming pools, gyms, recreation areas, Internet access, and are conveniently located near metro or other public transportation, and shopping centers. A reservation two weeks prior to your arrival is required to ensure availability of appropriate accommodations.

Accommodations are in the metropolitan area in proximity of many extracurricular activities. Restaurants and shopping are all within walking distance, and sightseeing can be arranged upon request. There is also access to the transportation systems, which can conveniently take you to many attractions such as museums, shopping centers, monuments, and much more.

Please indicate on the course registration form (page 26) if you would like WWS to arrange accommodations for you



accommodations



# Course Registration

Please apply online at [www.wwsinc.net/training.html](http://www.wwsinc.net/training.html) (click on Registration Form), or copy this page, complete, scan and email to [info@wwsinc.net](mailto:info@wwsinc.net). Check the box next to the course that you would like to attend and fill in the date and your personal information below. Please use a separate form per person for each course)

CAS501 <input type="checkbox"/>	CAS515 <input type="checkbox"/>	FAS503 <input type="checkbox"/>	MAS504 <input type="checkbox"/>	PAS501 <input type="checkbox"/>	SAS507 <input type="checkbox"/>	SAS517 <input type="checkbox"/>
CAS502 <input type="checkbox"/>	DAS501 <input type="checkbox"/>	HAS501 <input type="checkbox"/>	MAS505 <input type="checkbox"/>	PAS502 <input type="checkbox"/>	SAS508 <input type="checkbox"/>	SAS518 <input type="checkbox"/>
CAS503 <input type="checkbox"/>	DAS502 <input type="checkbox"/>	HAS502 <input type="checkbox"/>	MAS506 <input type="checkbox"/>	PAS503 <input type="checkbox"/>	SAS509 <input type="checkbox"/>	SAS519 <input type="checkbox"/>
CAS504 <input type="checkbox"/>	EAS501 <input type="checkbox"/>	HAS503 <input type="checkbox"/>	MAS507 <input type="checkbox"/>	PAS504 <input type="checkbox"/>	SAS510 <input type="checkbox"/>	SAS520 <input type="checkbox"/>
CAS505 <input type="checkbox"/>	EAS502 <input type="checkbox"/>	HAS504 <input type="checkbox"/>	MAS508 <input type="checkbox"/>	SAS501 <input type="checkbox"/>	SAS511 <input type="checkbox"/>	SAS521 <input type="checkbox"/>
CAS506 <input type="checkbox"/>	EAS503 <input type="checkbox"/>	LAS501 <input type="checkbox"/>	MAS509 <input type="checkbox"/>	SAS502 <input type="checkbox"/>	SAS512 <input type="checkbox"/>	SAS522 <input type="checkbox"/>
CAS507 <input type="checkbox"/>	EAS504 <input type="checkbox"/>	LAS502 <input type="checkbox"/>	MAS510 <input type="checkbox"/>	SAS503 <input type="checkbox"/>	SAS513 <input type="checkbox"/>	SAS523 <input type="checkbox"/>
CAS508 <input type="checkbox"/>	EAS505 <input type="checkbox"/>	MAS501 <input type="checkbox"/>	MAS511 <input type="checkbox"/>	SAS504 <input type="checkbox"/>	SAS514 <input type="checkbox"/>	SAS524 <input type="checkbox"/>
CAS509 <input type="checkbox"/>	FAS501 <input type="checkbox"/>	MAS502 <input type="checkbox"/>	MAS520 <input type="checkbox"/>	SAS505 <input type="checkbox"/>	SAS515 <input type="checkbox"/>	SAS5.. <input type="checkbox"/>
CAS510 <input type="checkbox"/>	FAS502 <input type="checkbox"/>	MAS503 <input type="checkbox"/>	MAS525 <input type="checkbox"/>	SAS506 <input type="checkbox"/>	SAS516 <input type="checkbox"/>	SAS1000 <input type="checkbox"/>

Course Date: \_\_\_\_\_

Duration: 1 week course  2 week course  3 week course  4 week course

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Would you like WWS to arrange for your accommodations? Yes  No

Please e-mail your travel itinerary to WWS so that we can provide assistance with transportation and accommodation. *There is a penalty for cancellation.*

Signature: \_\_\_\_\_

## Computer Application Seminars (CAS)

CAS501 - Computer Proficiency and Applications  
CAS502 - Computer Applications in Financial Management  
CAS503 - Database Management and Customization  
CAS504 - Management Information Systems  
CAS505 - Software Development and Hardware Selection  
CAS506 - Internet Basics and Applications  
CAS507 - Telecommunications and Computer Networks  
CAS508 - eCommerce, eBusiness, and eGovernment  
CAS509 - Computer Applications in Office Management  
CAS510 - Computer Applications in Budgeting  
CAS515 - Advance ICT Strategies

## Decision Analysis Seminars (DAS)

DAS501 - Decision Analysis  
DAS502 - Management Decision Making

## Energy Alternative Seminars (EAS)

EAS501 - Petroleum Resources and Their Marketing  
EAS502 - Electric Power and Other Energy Sources  
EAS503 - Energy Industry Procurements  
EAS504 - Management of Energy Projects  
EAS505 - Harvesting Clean Energy & Restoring Environment

## Financial Analysis Seminars (FAS)

FAS501 - Accounting Principles  
FAS502 - Financial Management  
FAS503 - Mortgage Industry and Financial Products

## Healthcare Appreciation Seminars (HAS)

HAS501 - Public Healthcare Planning and Administration  
HAS502 - Epidemics and Their Treatment  
HAS503 - Procurements in Healthcare Arena  
HAS504 - Management of Healthcare Projects

## Legal Administration Seminars (LAS)

LAS501 - Legal Systems and their Administration  
LAS502 - Comparative Legal and Judicial Systems

## Management Alternatives Seminars (MAS)

MAS501 - Management Principles  
MAS502 - Business Administration  
MAS503 - Public Administration  
MAS504 - Project Management  
MAS505 - Project Planning and Control  
MAS506 - Conflict Management  
MAS507 - Effective Communication and Presentation Skills  
MAS508 - Project Audit and Certification  
MAS509 - Advance Project Management  
MAS510 - Advance Communication and Presentation Skills  
MAS511 - Human Resources Management  
MAS512 - Contract Administration  
MAS520 - Executive Management & Leadership  
MAS525 - Advance Management & Decision Making

## Poverty Alleviation Seminars (PAS)

PAS501 - Understanding Poverty  
PAS502 - Poverty Reduction Strategies  
PAS503 - Procurement Practices and Transparency  
PAS504 - Governance, Democracy, and Poverty

## Specially Arranged Seminars (SAS)

SAS501 - Value for Money Audit  
SAS502 - Modern Auditing  
SAS503 - Budget Planning and Control  
SAS504 - Legislative Oversight  
SAS505 - Security Issues & Challenges  
SAS506 - Effective Negotiations  
SAS507 - Strategic Business Diversification  
SAS508 - Environmental Impact Assessment  
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SAS517 - Project Resources & Risk Management  
SAS518 - Project Management & Evaluation  
SAS519 - Project Monitoring & Evaluation  
SAS520 - Project Management, Scheduling & Costing  
SAS521 - Project Risk Management  
SAS1000 - Specially Arranged Seminars at Client Request

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