



EMC

Training Packages

Year 2014

EMC Training Center Presents



Package 1 (Junior Level)		Date
-Presentation Skills	(2 Days)	Upon Request
-Communications Skills	(2 Days)	
-Business Writing	(2 Days)	
-Team Participation	(2 Days)	
Package 2 (Supervisory Level)		Upon Request
-Problems Solving	(2 Days)	
-Employee Motivation	(2 Days)	
-Stress Management	(2 Days)	
-Leadership & Supervisory Skills	(2 Days)	
Location		Fees
-EMC Premises		1200 /Day /Group
-Clients Premises		800 / Day /Group

The Package Fees Includes :

- Course Material.
- Coffee Break.
- Certificate.

EMC Training Center Presents

Course Title	Date	Fees
War For Talent	19 -21 Jan 2014	4000 L.E
Employee Motivation	26-28 Jan 2014	
Location		
EL EIN ElSokhna (Movenpick).		

قيمة مصاريف البرنامج تشمل :

• الاقامة ليلتين تشمل الافطار و العشاء + 1 coffee break

•الماده العلميه

•توفير وسيله الانتقال من القاهره للعين السخنة والعودة

Condition & Procedure of customer booking

- We accept all booking requests from clients by letters or electronically by mail.
- We reply customer request in 2-3 days max. clarifying the course agenda in terms of, date, duration, location, instructor CV, & best available rate
- By receiving a confirmation from clients, we start to act accordingly & reconfirm the offer.

Cancelation policy

- 25% will be charged in case of cancellation a week before the course.
- 50 % will be charged in case of cancellation 5 days before the course.
- Full payment will be charged in case of no show.