

E- PRO TRAINING COURSES

PREPARED BY THE O CLUB CREW OF EXPERTS

E-Pro is a comprehensive and well-rounded training and development service for young professionals and individuals seeking to advance their careers. The online platform offers a wide range of courses and topics, spanning various fields such as Employee development, Administration, Business and Management, Human Resources, Accounting and Finance, and Sports Management, among others. This diversity of offerings makes it suitable for a broad audience with varied career interests and needs.

Here are some key features and services offered by E-Pro:

Competency Assessments: E-Pro collaborates with clients to understand their workforce's skill needs and encourages the use of competency models for competency assessments. This approach will help businesses/individuals to ensure that training is tailored to the skills and knowledge required within the objectives.

Learning & Development Options:

Class-Based Learning: This approach fosters a collaborative and participatory environment, with instructors promoting active discussions, group activities, and hands-on experiences. Regular assessments and personalized feedback are provided to tailor the learning experience to individual needs, ensuring dynamic and effective classroom training.

One-on-One Learning: E-Pro's professional tutors, with extensive experience in coaching, management, soft skills, and accounting, offer personalized one-on-one coaching. Their real-world experience in various businesses allows them to share valuable insights, case studies, and consultancy to help individuals develop their skills and knowledge.

1. Admin- Employee development

1.1 SOPs (Standard Operating Procedures): 15 hours / 2 days

1.2 Leadership & Management: 10 hours / 2 days

1.3 Become an Effective Manager: 10 hours / 2 days

1.4 Communicating Effectively: 10 hours 2 days

1.5 Managing Change: 5 hours

1.6 Managing Time: 5 hours

1.7 Managing with Authority: 5 hours

- 1.8 Motivating People: 4 hours**
- 1.9 Planning and Controlling Work: 4 hours**
- 1.10 Solving Problems: 4 hours**
- 1.11 Using Information for Decision-Making: 4 hours**
- 1.12 Team-Building Skills: 7 hours**
- 1.13 Leadership: 10 hours**
- 1.14 Emotional Intelligence: 6 hours**
- 1.15 Critical thinking: 5 hours**
- 1.16 Phone etiquette: 6 hours**

2. Finance Management & Budgeting (please note that the below topics can be merged together in many ways)

- 2.1 Controlling Business Assets: 2 hours**
- 2.2 Controlling Costs: 2 hours**
- 2.3 Accounting Fundamentals: 2 hours**
- 2.4 Financial Accounting: 3 hours**
- 2.5 Credit Management: 2 hours**
- 2.6 Financial Reporting: 4 hours**
- 2.7 Essential Bookkeeping: 2 hours**
- 2.8 Budgeting, Planning and Forecasting: 4 hours**
- 2.9 Evaluating Investment Decisions: 2 hours**
- 2.10 Asset and Fund Management: 2 hours**
- 2.11 Business Finances 2 hours**
- 2.12 Using and Analyzing Financial Statements: 2 hours**
- 2.13 Working with Budgets 3 hours**

3. Human Resources Courses:

- 3.1 Motivation and Employee Management: 7 hours**
- 3.2 Managing HR Communication: 7 hours**
- 3.3 HR and Personnel Management – 10 hours**
- 3.4 HR Management – Social Security and taxes – 8 hours**

4. Business & Management

- 4.1 Effective Business Writing: 24 hours**
- 4.2 Effective Report Writing 24 hours**
- 4.3 Corporate Social Responsibility: 60 hours**
- 4.4 Management of Portfolios: 60 hours**
- 4.5 Management of Risk: 40 hours**
- 4.6 Management of Value: 24 hours**
- 4.7 Supply Chain Management (SCM): 40 hours**
- 4.8 Strategic Thinking and Planning: 60 hours**
- 4.9 Body Language: 40 hours**
- 4.10 Conflict Management: 40 hours**
- 4.11 Sales & Marketing: 60 hours**
- 4.12 Social Media Marketing: 60 hours**
- 4.13 Customer service: 5 hours**
- 4.14 Lean Sales Techniques & Upselling Skills: 12 hours / 2 days**
- 4.15 Designing a Business Plan: 10 hours**