



**DEVELOP**<sup>®</sup>

*Toward a Fully Qualified and Certified Workforce*

## Boost your Company's Productivity with a Fully Qualified and Certified Staff!



[www.develop.edu.sa](http://www.develop.edu.sa)

## Why Training is the Best Investment

- Inexperienced employees drain a company's resources and profits in many ways
- Most employers find it difficult to spare an experienced employee to take on in-house training of new employees
- Promotable employees are eager to learn and advance in the company
- Government mandates for Saudization make it difficult and labor-intensive to obtain work visas for foreign workers

These are just some of the reasons why a forward-looking company would do well to offer training programs to their staff on an ongoing basis. Nothing benefits an enterprise more than a fully qualified and certified workforce that keeps the business running like a well-oiled machine.

## We Believe in Our Workforce

At **Develop**<sup>®</sup> we believe that there is no reason for companies to bring in foreign personnel on work visas. With the right training, our people are as capable as anyone else. That's why we have focused on building first-class training programs that cover the entire spectrum of skills in a corporate environment.

Our thinking and our vision are in alignment with the goals of the Kingdom: To expand our industrial base beyond petroleum and into every type of enterprise that can compete successfully in the global economy of the 21<sup>st</sup> century. You can be part of that vision while boosting your company's productivity and profits at the same time.

Since the founding of our company in 2001, we have worked hard to be the best among private sector training companies. While we are proud of our accomplishments to date, we firmly believe in continuous improvement of processes and products. It's no different than what we teach in our courses.

## Our Envable Track Record

We began the **Develop**<sup>®</sup> Program in 2001 with very high-value courses that prepared trainees for certification by accredited international bodies. This limited the number of participants.

To meet high employer demand, we have opened up training programs in recent years that are appropriate for employees of all skill levels and for most company training budgets. These courses have become very popular. We're proud to say that as of 2010:

- There are more than 400 short courses to choose from
- They are taught by a team of more than 60 highly qualified instructors
- We have graduated more than 6,000 trainees
- They are employed at more than 100 companies in GCC countries and North Africa
- Building on our early tradition, we still offer more courses leading to certifications than any other private sector training company.

Our graduates have become highly promotable, and are happily contributing to their employers' success while building their own careers.

## We Keep it Fresh

To keep our programs up-to-date, we work with our clients on a continuing basis to stay abreast of emerging technologies and how those technologies determine what their staff needs to know. This gives you the opportunity for input into our standard programs, but we'll also work with you to custom-design courses that meet your specific needs.

Through hard work and dedication to quality, we have developed into the premier training resource for KSA, GCC and North African companies. To maintain quality instruction, we recruit the finest instructors – each of them a certified specialist in his field – and we continue to develop a first-rate curriculum.

Our instructors teach short courses for managers, supervisors and employees in all departments. Course levels run from Overview to Qualification to preparation for certification by outside entities.

All course material was developed on a par with worldwide standards. Certified graduates of our short courses would qualify to be employed in their specialty anywhere in the world. But that's not the point. All **Develop**<sup>®</sup> Programs were developed specifically to:

- Train the native population
- Keep their earnings in the local economy
- Reduce the need for work visas to bring in foreign personnel

These goals are in line with the goals of countries where we teach our courses, such as: Saudi Arabia – Egypt - Kuwait – UAE – Bahrain – Oman - Qatar – Malaysia and others.

## The Muscle behind Develop<sup>®</sup>

**Develop**<sup>®</sup> is part of the **Integrated Training**<sup>®</sup> family, ITC, which was founded in 2001, as a subsidiary of Mohammad & Abdullah I. Al Subeaei Group of Companies – a strong and respected firm that was founded in 1933 and is active in many different industries. We have worked hard to establish our reputation through hundreds of popular and effective training classes taught by international, multi-lingual instructors – each a specialist in his field.

We have graduated thousands of trainees in technical, operational, vocational and managerial fields. All business activities are dedicated to training and consulting to Saudi companies that must meet government-mandated quotas for employment of Saudis. To find out more about **Integrated Training**<sup>®</sup>, we invite you to visit [www.itc.edu.sa](http://www.itc.edu.sa).

## Why Develop<sup>®</sup>?

- Uncompromising quality in programs, instruction and facilities
- More certification courses than any other private-sector training company
- Standard courses are taught in countries throughout our region at convenient locations
- Unlimited flexibility in program design to meet employers' specific requirements.
- We can also bring our training to your place of business!

## Why Our Clients Agree

Here is a small sampling of what some of our trainees have to say about our courses. All testimonials are on file in our office.

*The presentation is generally appealing to me. The dedication & devotion of the instructor are both laudable & admirable.*

*Mohammed F. Alotaibi, Sabic*

*Really this course is important for any inspector, so I will recommended it for our employees. And thanks a lot!*

*Ahmed Al-Yami, Sabic*

*You are doing excellent bringing such very talented instructor. Please keep it up.*

*Ahmed Afifi, Al-Zamil CoolCare*

*I would like to appreciate you as well as the instructor for a good training due to the fact that the helping to gain new information about the types of valve with advantages and disadvantage as well. Many thinking.*

*Zaki Ali Abdulhameed Aldawood, Sabic*

*This course was very beneficial and helpful to understand one of the Major NDT method. I encourage **Integrated Training**<sup>®</sup> to continue with this performance.*

*Talal Mohammed Saad AlHasawi, Sabic*

***Integrated Training**<sup>®</sup> service was in overall excellent. Thanks.*

*Wael M. Morsy, Mobily*

*This course was good and a nice guide to the PMP exam. Thanks.*

*Yazeed Mohamed Mreki, General Authority of Civil Aviation (GACA)*

*It was good course & good preparation with excellent instructor. Thanks a lot.*

*Faisal Mahdi Al-Qahtani, Sabic*

## We Bring the Training to You

We teach our courses at 5-star hotels in various countries throughout the GCC, and we are sure that you will find a desirable location that is convenient for you.

We can also arrange to have your staff trained at your place of business. In-house training requires a minimum group size of 8, all taking the same course.

## The Develop® Training Courses

Our course material falls under 10 general umbrellas:

1. Corporate Management
2. Marketing, Sales and Customer Service
3. Finance & Accounting
4. Human Resources
5. Operations and Technical
6. Quality Systems
7. Health & Safety
8. NDT & AWS
9. API Preparatory
10. ASME Preparatory

What follows is just a brief overview. To access information on our more than 400 courses, we invite you to visit [www.develop.edu.sa](http://www.develop.edu.sa) and download our Course Schedule from the home page.

### *Corporate Management*

Top management is faced with having to make decisions every single day they are on the job. Some of those decisions may be quite outside the manager's own expertise – yet can mean the difference between success and failure of their company. There is a process for decision making, and our instructors will teach you how. Here are some highlights:

**Management Competency – Laws & Legislation - Problem Solving and Decision Making – Delegating without losing Control – Change Management – Innovation & Product Development – Certified Train the Trainer - Technology Management and Forecasting – Leadership & Management Skills for New Supervisors – Certified Six Sigma Green & Black Belt**

### *Marketing, Sales and Customer Service*

Sales are a company's whole reason for being, but there cannot be sales without marketing first. And once sales are generated, they have to be supported with customer service. Here are some course material highlights:

**Up-to-date Marketing Management – Marketing Strategies for Service Firms – Key Account Management - Fundamental and Advanced Professional Selling – Customer Service Management – Customer Service Excellence.**

### *Finance & Accounting*

This is where the rubber hits the road. Is your company profitable? Do you have healthy cash flow? Understanding decision-making based on what the numbers tell is one of the most important top management skills. Course highlights:

**Financial Planning & Reporting – Strategic Financial Management – Operating Budget and Cash Managements – International Accounting and Reporting Standards – Accounting for the Non-Financial Manager.**

## *Human Resources*

The most precious resource in any company is its people. Careful nurturing and management will make all the difference in the profitability and success of a business. Course highlights:

**HR Planning & Management - HR Professional (USA Certification Levels I and II) – Compensation & Benefits – Performance Management & Appraisal – Training Needs Analysis and Training Coordinator Assessment (USA Certification Level I)**

## *Operations & Technical*

From the technical skills required on a manufacturing floor or a construction site, to supervisory, communication, meeting and time management, writing and negotiating skills, these courses run the gamut. Not to forget the profit-generating aspects of a well-run purchasing department and a knowledgeable IT department to hold it all together. Course highlights:

**Industrial Operation, Instrumentation, Mechanics, Inspection, Electrical & Electronics – Building & Construction - Project Management – Purchasing & Contracts – Information Technology – Soft Skills**

## *Quality Systems*

Trying to run a business without a quality system is like trying to steer a ship without a rudder. These systems are often misunderstood as having to do with just product manufacturing. In fact, they apply to every single business, and establish standards for every single operation in a company – and how all departments interact with one another. Quality system audits ensure that all established procedures and processes are being followed.

Suppliers to the hi-tech industry are pretty much all required to be certified to various ISO standards and must submit to unannounced audits by their certification registrar. But even if certification is not required, companies that follow a quality system generally experience a 15% boost in profits in their first year alone. Highlights:

**ISO 9001-2008 Requirements, Implementation & Certification – Lead Auditor Certifications for ISO 9001, 14001, OHSAS 18001, HACCP – Quality Management, Assurance, Improvement Tools – ISO 17025-2005 Laboratory Quality System**

## *Health & Safety*

Providing a safe and healthy work environment is the law. Fostering safety consciousness among employees and training them accordingly is good business. As of 2010 we have a total of 29 courses available in this area. Highlights:

**Risk Assessment & Analysis – Safety Audits – OSHA Industry & Construction Certifications – Accident Prevention – Fire Prevention – Advanced First Aid & CPR – Ergonomics – Fall Protection – Defensive Driving (Passenger Car, Light & Trucks)– Emergency Response – Food Manager CPFM Certification – Certified Forklift Operator - Handling Hazardous Materials – MSDS Material Safety Data Sheet**

## *API Preparatory*

If pressure vessels are used in your company, you will want to make sure that your technical personnel is thoroughly trained in their safe operation. **Develop**<sup>®</sup> API Certification Preparatory Programs are designed to foster continuous improvement through your own in-house certified inspectors or through the use of third-party inspection. Our courses train inspectors to utilize API Codes in day-to-day operations in accordance with API Standards and to prepare them for the certification exam. Course highlights:

**API 510 Pressure Vessel Inspector Certification Preparatory, API 570 Piping Inspector Certification Preparatory, API 653 Aboveground Tank Inspector Certification Preparatory, API 579 FFS for Piping and ASME B 31.3, API 580-581 Risk Based Inspection – RBI, API 571 Supplemental Inspection Certification Program and API 936: Refractory Inspection.**

## *ASME Preparatory:*

**Develop**<sup>®</sup> ASME Training Programs offer detailed insight into ASME codes pertaining to design and engineering of pressure equipment. These courses emphasize understanding of “stated” and “implied” requirements, i.e., content and intent of the various ASME codes. Participants are trained in the detail and mechanics of adopting and applying ASME code rules for different engineering configurations and services. Important code stipulations are reviewed and discussed collectively, addressing the difficulties and ambiguities participants might have encountered in their actual work environment. Course highlights:

**ASME Codes Awareness - Sections I, II, V, VIII, and IX , ASME Sec IX, Welding and Brazing, ASME B31.1 Power Piping, ASME B31.3 Process Piping, ASME Sec VIII, Div 1 Pressure Vessels - Design Engineers, ASME Sec VIII Div 2 Pressure Vessels - Design Engineers and ASME Sec I Power Boilers.**

## *NDT & AWS Qualification & Preparatory:*

**Develop**<sup>®</sup> NDT Qualification/Preparatory Programs cover all theoretical and practical fundamentals required of an NDT inspector according to the American Society of Non-Destructive Testing (ASNT-U.S.A.) standard. Included are certification exams for NDT Level I and Level II methods. Also included are practice exams for NDT Level III and AWS/CSWIP Certifications to help participants assess their preparedness for these examinations. Course highlight:

**Liquid Penetrant Testing Level I & II, Magnetic Particle Testing Level I & II, Visual Testing, Level I & II, Ultrasonic Testing, Level I & II, Radiographic Testing, Level I & II , Eddy Current Testing Level I & II, Liquid Penetrant Testing Level III, Magnetic Particle Testing Level III, Ultrasonic Testing, Level III and Preparatory Course for AWS / CSWIP Welding Inspector Exam.**

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### **Don't see what you're looking for?**

Our customer relations agents will be happy to assist you and answer any questions you may have. Call us at **(966) 92 000 777 1** Ext. 4224 & 4444 and let's explore how we can best meet your needs. If you prefer, email us at [info@develop.edu.sa](mailto:info@develop.edu.sa)

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