



INMA KINGDOM TRAINING, DEVELOPMENT & CONSULTATION CENTER



H.S.E.

Banking

Engineering

Management

Insurance

SAP

SECURE YOUR FUTURE..!



INTRODUCTION OF (IKTDC)

INMA Kingdom is Saudian company of Training, Development and Consultation is a true reflection of the aspirations and orientations of the Government of the Kingdom of Saudi Arabia in the need to develop the human capacity. Recognizing the importance of the human element in contributing effectively in the wheel of development in the Kingdom, The list of the main objectives of the center, is cognitive development, raising the rates of professional performance, and functional manner, ensuring excellence and continuity to acquire more skills and increase balance specialized knowledge in various fields. All that comes true by providing courses in various fields. www.inmakindom.com

We have a large network of partners in Saudi Arabia, the Arabian Gulf, Arab countries and other parts of the world.

INMA kingdom has been adapting unique methods for performance improvement at all organizational levels (Human Performance Improvement Methodology), offering highly intensive innovative products and solutions, which provide assistance to executives in organizations. These products and solutions enable customers to benefit from improved organizational results within relatively brief time span.

The fundamental notion embodied in our methodology establishes the link between company's goals and the business results.

This notion is nucleus and foundation of all the solutions and products that we offer.

Defined For You...



TRAINING METHODOLOGY

- ⚙ Training curricula take into account the global nature of the environment and the organization.
- ⚙ Analyzing the needs of the trainees and the organization
- ⚙ Professional trainers working in the same career.
- ⚙ Directing an on-the-job training.
- ⚙ Using the latest training techniques such as simulated training and focus groups.
- ⚙ Good Handouts for each trainee
- ⚙ Interactive workshops.
- ⚙ Recommendations to good references and web sites to the subject of training.
- ⚙ Recommendations for computer programs.
- ⚙ Recommendations for trainees to improve their career performance.
- ⚙ Recommendations for operating systems most administrative and technical adequacy of the organization.

IKTDC Vision

IKTDC Mission



4

IKTDC Vision

Establish an elite training and educational centre (which includes the administration and consultancy support for clients) that can develop exceptional educational training programs that exceed customer expectation and built in searching the best solutions to the critical question that has become a main concern for most companies and that is:

"How can we best develop and utilize our Human Resources Skills and Abilities, to be able to coop with the huge advancement and change in today's technology".

We deliver long and short public training courses, customized training interventions which meet the needs of individual companies, and experiential training to facilitate competency based programs through a variety of means.

IKTDC Mission

Lead the industry fields through training and education to the highest levels of quality, skill, competence, value, integrity and provide the participants with the highest quality training through excellence in instructors, encouragement, support and personal development.



MORE CLOSE TO YOU ...!



IKTDC

■ Is a unique center whose specific assets include our:

- ⚙ Expertise on employment , labor , human resources development and Capacity-building
- World-wide network of partner institutions and resource persons
- ⚙ Constant evaluation and fine-tuning of our services
- ⚙ Advanced training facilities, global scope and multi-cultural learning environment.
- ⚙

■ We use our expertise to offer back-up and advisory services, such as:

- ⚙ On-line information and advice
- ⚙ Consultation in industrial security and safety systems, as well as engineering fields and human resource, and organization companies.
- ⚙ Evaluation

■ We use our expertise to offer back-up and advisory services, such as:

- | | |
|---|--|
| ⚙ Health, Safety, Environment, and Security | ⚙ Drilling and extraction of natural gas |
| ⚙ Chemical Engineering | ⚙ Laboratory analysis and corrosion protection |
| ⚙ Communications Engineering | ⚙ Tourism and hospitality |
| ⚙ Electrical Engineering | ⚙ Customs |
| ⚙ Mechanical Engineering | ⚙ Information technology and confidential information |
| ⚙ Welding and metal | ⚙ Law programs, international business and contract. |
| ⚙ Management, Marketing, and Human resources | ⚙ General medical training programs, Medical quality and accreditation systems of medicine |
| ⚙ Finance and Accounting | ⚙ Different ISO systems |
| ⚙ Islamic banking | |
| ⚙ Insurance | |
| ⚙ Refining, production, operating and exploration | |



IKTDC Activities

- Organizing different training activities (courses, workshops, seminars, etc), in all fields of knowledge; management, finance, accounting, economy, engineering, computer, IT.
- Organizing conferences and exhibitions, locally and regionally, in topics of interest to Arab society.
- Co-operating with training organizations in the Arab World to conduct joint training activities in KSA and other Arab and foreign countries.
- Carrying out studies and providing consultation services to public and private sector organizations.
- Concentrating on training programs which help to enhance organizational and individual awareness of modern technology and the role it can play to improve quality of management process
- Directing special efforts towards eliminating computer illiteracy of organizations and individuals.
- Professional staff can deliver consultation and training services related to design and project management.
- Our experts are also available and properly equipped to perform comprehensive security audits and wireless surveys for network expansions under consideration.
- In addition to partner-based products, services and solutions, offers a comprehensive array of consultation and training services that are customized to meet the needs of your organization.





Consultancy sector :

The consultancy sector benefits from the governmental encouragement for citizens and foreign investors, considering that the Kingdom one is of the top five attractive investment environments in the world. This requires consultants to assist investors in the success of their projects.

Consultancy sector is based on an extensive network of experts and consultants from different nationalities, with long experiences of international companies and international institutions.

Advisory sector also works according to approved standards in older homes experience and accreditation bodies and calibration and standardization organizations and advisory bodies.

Our Consultancy sector is benefiting from constant updates through its relationship, international professional membership associations, specialized colleges and, universities, research centers and scientific journals.

Our Consultancy Services :

- ⚙ Human Resource Consulting Services
- ⚙ Restructuring of human resources
- ⚙ Handling and organizing Saudization and the Ministry of Labor files, insurance, etc. Administrative organization
- ⚙ Selection of functional competencies and evaluation of human resources
- ⚙ International Business Consulting Services
- ⚙ Building agreements with companies and international bodies such as access to agencies and other
- ⚙ Advisory Services
- ⚙ International Accreditation Services and membership of international organizations
- ⚙ Develop organizations on different areas of operation to get Quality certificates and credits Quality building plans in accordance with standards of international organizations.
- ⚙ Creating administrative and documented session for the organization according to international standards





Business Consulting Services :

- ⚙ Building strategies.
- ⚙ Economic feasibility studies.
- ⚙ Evaluate and develop business plans.
- ⚙ Development plans and marketing solutions.
- ⚙ Marketing research and analysis.
- ⚙ Building the corporate identity, organizing, building the mental image and branding.
- ⚙ Business reorganization and restructuring.
- ⚙ Business continuity planning and disaster protection.
- ⚙ Analysis and the establishment of the Balanced Scorecard.
- ⚙ Creating Quality plans in accordance with the standard Sigma 6 as well as the overall quality.
- ⚙ Develop solutions for Supply Chain Management
- ⚙ General advisory services.
- ⚙

Information Technology Consulting Services :

- ⚙ Strategic planning for information technology.
- ⚙ Systems analysis ERB to suit the nature of the work major installations and companies.
- ⚙ Vendor selection systems, information technology and supervision.
- ⚙ Build e-markets and e-business .
- ⚙ Build electronic referenda and statistical systems.
- ⚙

Our Clients :

Our Clients Saudi Arabia :

- ⚙ Saudi Arabia Oil Company (ARAMCO)
- ⚙ Saudi Basic Industries Corporation (SABIC)
- ⚙ Saudi Electricity Company (SEC)
- ⚙ Power and Water Utility Company for Jubail and Yanbu (MARAFIQ)
- ⚙ Saudi International Petrochemical Company (SIPCHEM)
- ⚙ Royal Commission for Jubail Yanbu (RCJ)
- ⚙ Dubaib & Sulaim Co. (DSCO)
- ⚙ SNC – Lavalin Europe B.V
- ⚙ Weatherford
- ⚙ Group Five Pipe Saudi
- ⚙ Saudi Telecom Company (STC)
- ⚙ Municipality of the Eastern Region
- ⚙ Parsons Ltd. Company
- ⚙ Saudi Arabian Mining Company (MA'ADEN)
- ⚙ National Water Company (NWC)
- ⚙ Petro Rabigh
- ⚙ Saudi Paper Manufacturing
- ⚙ King Abdullah Project for the development of the judiciary (Ministry of Justice)
- ⚙ Al Khafji Joint Operations (KJO)
- ⚙ Jubail Energy Services Company (JESCO)
- ⚙ Rashed A. Al Rashed & Sons Co.
- ⚙ Prince Mohammad Bin Fahad Program for Youth Development
- ⚙ Middle East Battery Company (MEBCO)
- ⚙ Saudi Binlادن Group (SBG)

Our Clients Qatar :

- ⚙ Al-Sadd Consulting Engineering Office
- ⚙ Qatar Petrochemical Company
- ⚙ Katara

Our Clients Libya :

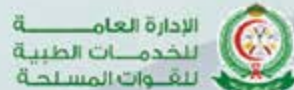
Winter Shell

Our Clients Egypt :

Germanischer Lloyd Industrial Services



أسمنت اليمامة





شركة راشد عبد الرحمن الرشيد وأولاده
Rashed A. AlRashed & Sons Co.

Date: 15/05/2009

Appreciation Letter

INMA Kingdom Training & Development Center, Manager
Novotel Business Park, Tower 4, First Floor
Dammam – khobar Highway

I would like to appreciate your great effort with AlRashed staff in MINI MBA Program, which has promoted their managerial knowledge and competency. The course was outstanding, effective and well organized through your training center. Moreover, the instructors were excellent in delivering the course material with strong background.

Your center is demonstrated strong ability in organizing such an event in a very good manner. In addition, high appreciation goes to the college of Business Administration at Missouri State University.

Finally, I would highly recommend this training program (MINI MBA) for other professional.

Wishing all the best for your organization and all the staff.


Dr. Salah Mansour
Training Manager



P.O. Box 99 AlKhobar 31952 - Saudi Arabia
TEL : +966 (345) 7 8801 - FAX : +966 (345) 7 8800
E-mail : info@rashed.com
Website : www.alrashed.com
C.R. No. 2551/2000/10

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E-mail : info@rashed.com
Website : www.alrashed.com
C.R. No. 2551/2000/10



مركز الخدمات البترولية
MB PETROLEUM SERVICES LTD.

Appreciation Letter

INMA Kingdom Training and Development Center (IKTDC), Manager
Novotel Business Park, Dammam, Saudi Arabia

We would like to appreciate your effectiveness and high performance in MINI MBA program, which developed and promoted our managerial knowledge and proficiency.

In addition, high appreciation to (M.D.) the College of Business Administration at Missouri State University, United States of America.

At Last, We are highly recommended the MINI MBA Program for other Professional.


Nadeem Al Khalil
Business Development Manager



ص.ب. ١٩٧٨ الخبر - طريق الدمام - جدة
P.O. Box 1978 Al Khobar - Dammam - Jeddah
TEL : (036) 3 411 7705 Fax : (036) 3 411 7708



www.ef.com

International Language Schools

This is to certify that

**Inma Kingdom Training & Development
Center – Dammam, Saudi Arabia**

is a recognized

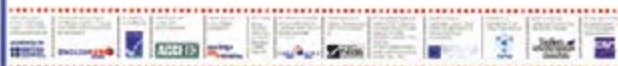
EF Official Representative

2009/05/23

Date



EF International Language Schools is a division of EF Education First. Since its founding in 1965, EF has been helping students to realize their dreams by providing them with the best educational opportunities. EF offers the widest variety of educational programs along with flexible courses, tuition and accommodation packages for every level and need. The EF Education First logo is a symbol of excellence in education, representing the quality of the EF International Language Schools. For more information, visit www.ef.com



ERRI GAS PLANT DEPARTMENT
Box 8586, Bani
☎ 678-7000. ✉ 678-7208
April 25, 2010

Appreciation Letter

INMA Kingdom Training & Development Center, Manager
Novotel Business Park, Tower 4, First floor
Dammam - Khobar Highway
P.O. Box 8764 - P.O. Code 31432
Dammam - Kingdom of Saudi Arabia

We would like to sincerely appreciate your great professional training program, which has promoted our managerial knowledge and competency. The course was very useful, effective and well organized through your training center. Moreover, the instructors were excellent in delivering the course material with strong background. Along with Missouri State University support, you demonstrated strong ability in organizing such an event to advance and promote a positive change in the Saudi Kingdom training culture. Your center is adapting toward taking stronger position in a competitive environment. In addition, high appreciation goes to the College of Business Administration at Missouri State University.

Finally, I would highly recommend this training program (Nial MBA) for other professionals.

Wishing all the best for their personal and professional endeavor.

W. K. AL-Ghemlas, Sr. Supervisor
Cent Gas Plant Department, Azomra

W. K. AL-Ghemlas
24/25/10

wkg

cc: letter book



INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
بَيْتُ اللَّهِ لِلدِّينِ وَالْإِيمَانِ وَالْإِسْلَامِ
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ADVANCED ENGINEERING AND INNOVATION CENTRE (AEIC)

Our ref: IJMA0417/G/13
Date: 19th January 2008

Green Al-Murzuq
INMA Kingdom Training & Development Center
P.O. Box 8764 - P.O. Code 31432
Dammam-Kingdom of Saudi Arabia

Attn: Mr. Ayed M. Al-Qasbi

السلام عليكم ورحمة الله وبركاته

Dear Sir,

LETTER OF INTENT

May this letter reach you in the best of man and health under the Grace and Mercy of Allah SWT.

We wish to inform you that Advanced Engineering and Innovation Centre (AEIC) management has agreed on considering your esteemed company (INMA Kingdom) to be our partner in Saudi Arabia for consultancy in fields of engineering, management and technology.

Thank you in advance for your kind consideration and cooperation.

والسلام

Yours sincerely,

DR. WALEED FARIS FARIS
DIRECTOR
Advanced Engineering and Innovation Centre
(AEIC) International Islamic University Malaysia
P.O. Box 8764 - P.O. Code 31432
Dammam-Kingdom of Saudi Arabia

DR. WALEED FARIS FARIS
Director
Advanced Engineering and Innovation Centre (AEIC)
International Islamic University Malaysia

Innovative Ideas, Products and Services

Qatar Mission

Advanced Engineering and Innovation Centre (AEIC)
P.O. Box 8764 - P.O. Code 31432
Dammam-Kingdom of Saudi Arabia
Tel: +966 3 876 7000 / 876 7208 Fax: +966 3 876 7000
Website: <http://www.aeic.org>

Transmission Grid Consulting (PTY) Ltd

Reg No 2003/077050/7

To: INMA Kingdom Training, Development & Consultation
Attention: Mr. Islam Mohd

28 Barnstable Road
Lynwood Manor
Pretoria
South Africa

P.O. Box 37668,
Lynwood Manor,
0081
South Africa

Fax: +27 (0) 800 713 006
Cell: +27 (0) 82 780 0003
Email: info@transgrid.co.za

3rd July 2013

HVDC Course in Saudi Arabia

Dear Sir,

Thank you for the opportunity of working with your company on the course titled "Principles of HVDC Transmission", presented to Saudi Electricity Company during the month of June 2013.

A total of 35 engineers attended and a very good feedback of the course was achieved.

I thank you for your personnel's kind assistance and co-ordination of the project, it made it easy to achieve success.

My appreciation also for the swift manner in which the financial arrangements was concluded.

Looking forward to working with you again in future.

Kind regards

Dr. Erik Venter
Dr Erik Venter
Director



CERTIFICATE OF APPRECIATION

This certificate presented to **INMA KINGDOM Training & Development Center** in appreciation of outstanding efforts delivered in program Power of Leadership for NWC staff – **MAKKAH & TAIF Business unit** in December 2012.

Dr. Salah Mansour

Dr. Salah Mansour

HR Director

**SAUR ICC Performance
Based Management Contract**



ADVANCED ENGINEERING AND INNOVATION CENTRE (AEIC)

Our ref : IIUM/404/17/3/12
Date : 22nd June 2010

To whom it may concern:

السيد/سيدتي زينة ابو زينة

Dear Sir/Madam,

LETTER OF APPRECIATION

May this letter reach you in the best of health and wealth under the Grace and Mercy of Allah SWT.

The management of Advanced Engineering and Innovation Centre (AEIC) would like to express their appreciation to your esteemed company INMA Kingdom Training & Development Center for the great relationship with International Islamic University Malaysia represented in the (AEIC) for conducting the courses and consultation in fields of engineering, management, safety and security.

We would like to announce in this letter that's INMA Kingdom Training & Development Center (IKTDC) is the only center that's we deal with from Saudi Arabia and we are so proud.

Since October 2007 till to date we are dealing with (IKTDC) in conducting successfully programs in collaboration with our center in high performance and we are keen on this strong relationship.

I would like to mention that's (IKTDC) is professional center and systemic in highly work standard that's rarely founded in most of the others centers and that's way we have a deal with them.

Yours sincerely,

ASSOC. PROF. DR. AGUS GETEREDY SUTJIPTO
Director
Advanced Engineering and Innovation Centre (AEIC)



Garden of Knowledge and Virtue

Advanced Engineering and Innovation Centre (AEIC)
International Islamic University Malaysia, Jalan Gombak, 50758 Gombak, Kuala Lumpur, Malaysia
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