

# PROGATE

Global Academy of Technology and Education





## *Who are we, and what do we do?*

**ProGate** -Global Academy of Technology and Education provides needs-driven, leading edge professional education, consulting and mentoring to individuals and corporate clients, in order to enhance careers and foster workforce development.

We act as a strategic international UK partner with organizations to build workforce and leadership capabilities. We contribute to the community and society by encouraging lifelong learning and cultivating economic development.

**ProGate** as Consultancy Providers offer learning opportunities and consultation services that update the ability of business professionals (technical and management) to adopt the social, economical and technological challenges of contemporary society using the latest terminology methods of education .

At **ProGate**, you will notice a prosperous variety of learning opportunities to complete certification programmes, workshops, seminar, conference and consultation.

Programmes at **ProGate** build on the vast knowledge and experience that potentials bring to the learning environment.

**ProGate** addresses the needs for individuals and corporations to develop professional (management and technical) skills in a flexible learning format.

We provide customized training across UK and around the globe. We have designed and delivered training program to international agencies and professional organizations since 2003. We have provided training and consulting in leadership, project and portfolio management, quality management, business and general management, technical and consulting skills.

We offer variety of University degrees BA and MBA and MSc through our affiliations with several Universities. We will continue to provide learning opportunities and consultation through which our learners can embrace change in order to improve their lives, careers, their organization and their communities.



## *Affiliations*

**ProGate** are running its business in KSA in affiliation with SG Petroleum Services Co.



ProGate has agreements with several UK and international bodies Which allow us to represent, teach and promote different university programmes; in addition to offering several certificates and degrees in KSA in an official and legal method, certified as well as the Saudi embassy in affiliation with ACE International who represent UK academic bodies accredited by the UK Government and foreign affairs as well as the Ministries of Higher Education in the Arab countries depending on the programmes of study.

The agreements allow ProGate to represent University of Hertfordshire and Anglia Ruskin University and promote PGD and MSc degrees in KSA through their representatives in the Middle East (ACE International and NCC education)

ProGate also represent Loxdale English Centre – a member of English UK and accredited by the British Counsel.

In addition, all the English courses conducted in our facility are accredited by the Ministry of Education in KSA through BEST Institute for English Studies under decree no: 0500512.



## University of Hertfordshire

The University of Hertfordshire are the UK's leading business-facing university. The University of Hertfordshire is an ambitious and entrepreneurial university with an international vision, putting students at the heart of what we do. Ranked one of the top 50 universities in the UK, the University of Hertfordshire provides NCC Education students with a route to an online Master's in Strategic Business Information Systems, after successful completion of the NCC Education Postgraduate Diploma in Strategic Business IT (PgD SBIT).

Delivered through the University's online student portal StudyNet, the MSc is ideal for students who can't afford to travel to the UK, or who need to fit their studies around work / life commitments.

### Rankings

Of the 2010 league tables published so far the University of Hertfordshire was ranked 41st overall in The Complete University Guide, published by The Independent,[18] which is a 4 place rise from the previous year. 15th in the Engineering schools,[19] which is a 9 place rise from the previous year [20] and 60th by The Guardian,[21] which is a 37 place rise from the previous year.[22]

Hertfordshire is also the only British new university (former polytechnic) to be ranked in the top 503 universities in the world by Shanghai Jiao Tong University's Academic Ranking of World Universities, being ranked equally with 100 other universities in the 402-503 range (after the first hundred the rankings are divided into large blocks to reflect the more approximate nature of the lower rankings).[23]



## Anglia Ruskin University

Anglia Ruskin University was awarded university status in 1992. Today, with a student population of 31,000, we are one of the largest universities in the East of England, and a large provider of part-time education.

Our students are on courses leading to undergraduate and postgraduate degrees, as well as to a range of professional qualifications. In addition to being one of the most significant suppliers of nurses and teachers to the professions, we offer an ever expanding range of contemporary courses designed to meet the needs of the individual and the requirements of a knowledge-based economy.

Our main campuses at Cambridge and Chelmsford attract students not only from the East of England but in increasing numbers from mainland Europe and from further afield. In addition, our University has an extensive network of contacts with institutions throughout the world, delivering courses in countries as far removed as Malaysia and Trinidad.

- Rated 'world-leading': 8 of our areas of research - Allied Health Professions & Studies; Art & Design; English Language & Literature; Geography & Environmental Studies; History; Music; Psychology and Social Work; Social Policy & Administration had a proportion of their work rated as 'world-leading'.
- More than 30% of our submissions were rated as 'internationally excellent' or 'world-leading'.

### **We take pride in making international students feel at home**

We were ranked top 3 in the UK for our Welcome, Arrival and Orientation Programme for new international students in the autumn 2010 International Student Barometer, an independent survey of current international students at UK universities.

## NCC Education



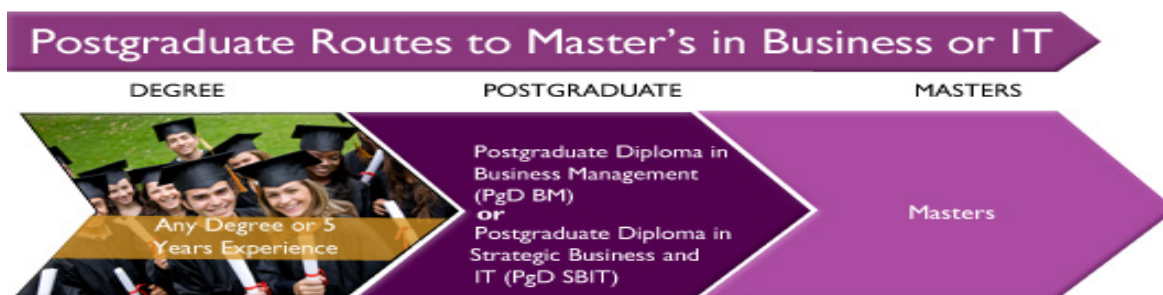
**NCC Education** is a global provider and awarding body of British education. It provides the complete education solution to over 200 Accredited Partner Centres in more than 45 countries worldwide. NCC works in partnership with Accredited Partner Centres and universities to provide students with an affordable route to obtain a UK university degree or master's in Business or IT. Our flexible approach to providing the International Degree Pathway allows students to enter or leave their degree journey at their own pace and receive a certificate for their achievements at each stage. Over 1,000,000 students have boosted their careers with our programmes. Our postgraduate level programmes are designed for candidates seeking further HE level study or for those pursuing senior management posts in the fields of Business or IT. Our range of postgraduate and masters level programmes are equivalent to National Qualifications Framework (NQF) Levels 6 and 7.

### **Postgraduate Diploma in Business Management (PgD BM)**

Designed to further develop your career in management, covers a wide range of contemporary issues and develops the critical, analytical and technical skills needed by senior management staff. The programme will also develop the academic skills required for further study at postgraduate level.

### **Postgraduate Diploma in Strategic Business IT (PgD SBIT)**

Designed for IT and computing graduates or practitioners who wish to further develop their career. The programme covers a wide range of contemporary issues and develops the critical, analytical and technical skills needed by senior staff. Also develops the academic skills required for further study at master's level.





## Qualifi

**Qualifi** is a UK regulated awarding body offering academic and vocational qualifications and assessment to schools, colleges, employers and other places of learning in the UK and internationally.

Our core business activities include:

- Working with individuals, employers and organisations to Assess their needs and requirements from a certification and training perspective;
- Identify the most effective means to Test this requirement;
- Ultimately generate opportunities for the client to Certify individuals and organisations.

Qualifi work collaboratively, with other leading awarding bodies, sector skills councils, training providers, universities, colleges and employers to develop innovative frameworks, create qualifications and learning support materials and propose appropriate assessments for their relevant industries.

Qualifi independently or through collaborative partnerships are able to provide accreditation in over 45 countries. We provide recognition through governments, employers, and universities to ensure students can progress into employment or further education, wherever they are.





## **Ace International**

Founded in 2002, Ace International, started out as a consulting company focusing on assisting our customers with large, multimillion- Dollar rollouts of Sun hardware, network services, and advanced training. The need for training was so great that we decided to concentrate our efforts in that area.

Today, Ace International offers hands-on, skills-based computer training for those who want to master seriously technical IT skills and get certified fast. Ace International delivers challenging courses taught by technology experts for all of your technical training needs.

At Ace International, our goal is to help you reach your computer career and education goals. For those who wish to achieve mastery in advanced technologies, Ace International offers skills-based knowledge transfer courses that will improve your job performance and make you invaluable to your company. For those who wish to gain technical certification, Ace International offers intensive Boot Camp training that will help you achieve the industry recognition you deserve for your advanced level of expertise.

The mission of Ace International Education Centre is to provide quality education with cutting edge technology to meet the current standard. Founded in 2002, by a team of enthusiastic professionals, the company first introduced self paced computer instruction for technical professionals. Today ACE is the region's leading educational institute





## **AWARDED Degrees, Certificates and Diplomas**

1. MBA / MSc
2. MANAGEMENT PROGRAMMES (Certificate & Master Entry Diploma)
3. HR PROGRAMMES (Certificate & Master Entry Diploma)
4. BA HONOURS BUSINESS FINAL YEAR TOP-UP
5. BA HONOURS BUSINESS (MARKETING) FINAL YEAR TOP-UP
6. BA HONOURS BUSINESS (FINANCE) FINAL YEAR TOP-UP
7. BA HONOURS BUSINESS (BANKING) FINAL YEAR TOP-UP
8. BS HONOURS COMPUTING
9. HNC/HND Business Marketing
10. HNC/HND Business Finance
11. HNC/HND Business IT

## **MBA – MSc Programmes**

In today's fast changing world, it is a continuous challenge for anyone to keep pace with the increasing demands of the business and professional workplace. You are competing against so many talented and well-qualified people. To gain ground and get ahead, you need to learn knowledge and skills that would enable you to do so. Both Universities University Of Hertfordshire and Anglia Ruskin University -MBA give you the chance to fulfil your higher studies degrees successfully in both methods of study: part time or distance learning programme in your own region .It is a quality educational experience that offers a range of courses that provide the managerial tools needed to optimize the

operations of business and other organizations. In particular, this programme is for individuals seeking to expand their skills in the areas of modern management, finance, marketing, and accounting. It offers a range of courses that reflect the changing needs of students wishing to advance their careers or start their own businesses and that integrate theoretical knowledge with the practical skills needed by businesses and other organisations.

The objective of our MBA/ MSc programme is to provide our graduates with the skills and knowledge essential for management and leadership in organizations of the 21st century. The curriculum integrates traditional business disciplines and recognizes the importance of both theory and practice. The program emphasizes skills and values essential to effective leadership: ethics, communication, team-work, and a global viewpoint, use of technology, problem recognition and solving. A variety of pedagogical techniques are used in the classroom to facilitate learning.

### **BA HONOURS BUSINESS (FINAL YEAR TOP-UP)**

This programme is validated and awarded by the University of Wales



### **University of Wales**

Founded by Royal Charter in 1893, The University of Wales is the Degree-awarding body for the great majority of Higher Education students in Wales, as well as for many other Higher Education Institutions in the United Kingdom and overseas. The University is a major national Institution in Wales. It successfully fulfils the educational and economic needs of Wales, and is committed in its international role by enhancing its standing across the UK and overseas. Annually, it awards almost 15,000 initial degrees and more than 4000 higher Degrees, making it the **second largest**

**Degree awarding body in the UK.**

**The University of Wales degrees are accredited by the UK Government by means of a Royal Charter and are recognised worldwide.**

The University of Wales Validation Service emphasises on providing academic collaboration and partnership through the encouragement of interdependence between Institutions which share the University's academic ideals..

**For Validation of Wales Degrees,**

University of Wales: [www.wales.ac.uk](http://www.wales.ac.uk)

University of Wales Validation: [www.wales.ac.uk/validation](http://www.wales.ac.uk/validation)

Recognised UK Degrees: [www.dcsf.gov.uk/recognisedukdegrees](http://www.dcsf.gov.uk/recognisedukdegrees) (*recognised bodies*)

Ranking by Financial Times: <http://rankings.ft.com/businessschoolrankings/online-mba>

## **HNC/HND BUSINESS**

**AWARDING BODY**      Scottish Qualification Authority



## **COURSE DESCRIPTION, DURATION & MODE OF STUDY**

The course is designed for those who wish to develop their professional expertise and skills across a range of essential business and finance areas. You will be required to undertake a rigorous study of theories, business techniques and issues and acquire the practical skills which are essential for the business and finance environment.

This programme can be studied as a stand-alone programme OR can **form part of a 3-year Degree Programme where you will graduate with a BA (Honours) Business from the University of Wales.**

You would be required to complete **8 compulsory sequential modules for the HNC** (1<sup>st</sup> year of the Degree programme)

You would be required to complete **9 compulsory sequential modules for the HND** (2<sup>nd</sup> year of the Degree programme)

The duration of the programme is **12 months for the HNC and a further 12 months for the HND (Total of 24 months)**

The HNC/HND programme is conducted by **ProGate** and awarded by Qualifi

This **on-line /distance learning** programme is offered by **ProGate** for distance learning method of study. This state-of-the-art learning platform is developed specifically for international students, providing you with the **flexibility** to fit your studies around your life-style and career aspirations ([www.progate.org.uk](http://www.progate.org.uk))

### **ADMISSION INTAKES & COMMENCEMENTS FOR ALL PROGRAMMES**

There are 4 intakes throughout the year, namely: January/April/July/October

For January 2012 intake = deadline 30 December 2011  
Programmes will commence 30 January 2012

For April 2012 intake = deadline 30 March 2012  
Programmes will commence 30 April 2012

For July 2012 intake = deadline 30 June 2012  
Programmes will commence 31 July 2012

For October 2012 intake = deadline 30 September 2012  
Programmes will commence 31 October 2012

### **Diplomas, Certificates and training courses**

In accordance with our main motto, we have spread our business to follow up the big changes and today's fast paced business environment, there is a need to constantly improve and update employee skills.

We offer varying levels of assistance, designed to meet any of your support needs. From a short site support engagement, to a longer-term scenario, we provide the type of extended support you need to facilitate your project's success.

At PROGATE, we are ready to meet your specific needs at any development stage of your need. Whatever the scenario, our

consultants will work closely with you to find the right solution.

## Programmes

In today's fast paced business environment, there is a need to constantly improve and update employee skills. In our experience of providing training solutions to organisations in the region, **ProGate** has developed a suite of training programmes, aimed at improving the productivity and effectiveness of staff and managers. These programmes are designed to enhance the knowledge and skills already possessed by students

We have 8 categories of programmes available to our clients, all of which can be tailored to meet the individual training needs of your organisation.

### 1. Leadership & Management

Programmes for leaders – designed to improve leadership & management skills

- ✓ Strategic management
- ✓ Supervisor training
- ✓ Leadership training
- ✓ Motivation Training
- ✓ Delegating Effectively
- ✓ Change Management
- ✓ Coaching – a Leadership Skill
- ✓ Meeting management
- ✓ Developing high performance
- ✓ Creative team problem solving
- ✓ Building better teams
- ✓ Negotiating for results
- ✓ Facilitation skills
- ✓ Management in the 21<sup>st</sup> Century

### 2. Finance

Theories and practical skills across a variety of financial management topics

- ✓ The Non-Financial Manager
- ✓ Introduction to Accounting
- ✓ Advanced Corporate Finance
- ✓ Essentials of Corporate Finance
- ✓ Free cash flow
- ✓ Financial statement analysis

### **3. HR Management**

These programmes provide skills for managing the most valuable asset within an organisation its people

- ✓ Hiring Smart, behavioural techniques
- ✓ Performance reviews skills
- ✓ Orientation Handbook
- ✓ Performance mgmt – Managing employee performance
- ✓ HR training for the non HR manager

### **4. In-company PA & Training Centres Support**

- ✓ Time management
- ✓ Skills for the admin assistant
- ✓ Advanced writing skills
- ✓ Business English Skills

### **5. Personal development**

Personal development programmes – improve individual performance, confidence and abilities

- ✓ Communication strategies
- ✓ Conflict resolution in the workplace
- ✓ Public speaking mastery
- ✓ Stress management
- ✓ Business etiquette
- ✓ Anger management
- ✓ Business Ethics
- ✓

### **6. Specialist topic or role specific programmes**

- ✓ Project Management
- ✓ Managing Customer Service
- ✓ Marketing & sales
- ✓ Sales: prospecting for leads
- ✓ Telemarketing
- ✓ World class customer service
- ✓ Writing reports and proposals
- ✓ The Practical trainer

- ✓ How to sell like a pro

## Short Management Courses

### Human Recourse Management & Development:

- Fundamentals of Human Resource Management
- Employment Law for Managers
- Behavioural Interviewing: A Practical Techniques Workshop
- Generational Diversity at Work - NEW
- Linking the Balanced Scorecard with Learning Strategy - NEW
- Building Business Acumen for Learning Professionals - NEW
- Critical Thinking for HR Professionals
- Succession Planning That Works
- Observing and assessing HRD needs.
- Planning: designing HRD activities.
- Action: bringing learning to life.
- Quality: reviewing and evaluating HRD.
- Process section: integrative case.
- Organizational HRD strategies.
- E-learning.
- Mentoring.
- HRD and theory.
- Policy-making and HRD.





- Communities of practice: the knowledge management perspective.
- Perspectives integrative case: the Investors in People standard.
- Looking ahead: the future of HRD.

### **Management Development:**

- Living the Corporate Culture
- Coaching for Peak Performance
- A Practical Introduction to Management
- Presentation Skills
- Time Management for Secretaries & Support Staff
- Performing Under Pressure
- Report Writing
- Leadership Impact & Presence
- Emotional Intelligence
- Effective Negotiation Skills

### **Risk Management:**

- Managing Risk Across Your Organization
- Information Security Risk Analysis & Management Overview
- Security Risk Management Using CRAMM
- Identifying methodology of risk assessment processes
- Identifying risk assessment activity
- Understanding hazard identification process, including Job Safety Analysis
- Determining the severity
- Determining risk and acceptability
- Developing action plan and prioritizing the risk
- Reviewing the risk control hierarchy
- Monitoring and review of the action plan.



### **Business Continuity Management & Crisis Management:**

- Understanding Business Continuity
- Continuity Management
- Implementing a Business Continuity
- Management Infrastructure
- Introduction to Crisis Management
- Develop Crisis Management Plans

### **Financial Management & Accountancy, Costing & Auditing:**

- Finance for Non-Finance Personnel
- Budgetary Planning & Control
- Internal Control
- Auditing Techniques
- Financial Decision Making

### **Banking & Investments**

- Credit risk evaluation
- Working Capital Management
- Working Capital Financing
- Capital Budgeting Techniques
- Financial Management
- Finance for Non Finance Managers
- Islamic Finance
- Currencies market fundamentals

### **Executive Management**

- Creating Great Teams
- Developing People Effectively



- Developing People: The Manager's Role
- Developing Teams: The Leader's Role
- Essential Interpersonal Skills for outstanding Managers
- Managing Conflict
- Managing People Through Change
- Managing the Poor Performer
- Managing Tricky Situations involving People at Work
- Mentoring
- Motivation in Practice

### **Leadership Skills**

- Developing a Learning Organization
- Developing an Emotionally Intelligent Team
- First Time Leadership
- Leadership
- Talent Management
- Team Challenges
- Using Accelerated Learning Techniques
- Using Emotional Intelligence at Work

### **Sales & Marketing**

- Selling through Customer Service
- Setting Objectives & Seeing Them Through
- Negotiation & Influencing
- Internal Customers
- Excellent Customer Service





## 7. English Courses

English is a need for high-quality communication & knowledge candidates in different fields and levels of study. The programmes aim to develop students' English language skills to a level suited to their needs in a stimulating and caring environment. Each course provides a balanced focus on the four macro-skills of Listening, Speaking, Reading and Writing. The Program also aims to increase student's awareness of the host culture and provide them with cross-cultural communication skills and understanding to help them live comfortably in this environment... We offer a wide range of English courses with British system method in collaboration with related accredited bodies to suit the needs and wants of the student. The affiliation with **Best Institute-KSA** and **Loxdale English Centre –UK** allows **ProGate** to:

- Send students periodically to study English courses in UK
- Teach English courses at our facility and award students certificates from both Progate and Loxdale centre in UK
- All Loxdale certificates are accredited by the British Council and the embassy of KSA in UK.

We have categorized 6 levels in 9 courses that lead to Advanced English Diploma in addition to other professional training courses as follows:

<b>LEVEL 1</b> Intensive English Courses (Eng 101)	<b>LEVEL 2</b>	<b>LEVEL 3</b>
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Principles of English English for Special purpose	( Eng102) (ESP)	Ways of Reading Advanced English English Communication Skills Advanced writing skills	(Eng 200) ( Eng 201) (Eng 202) (Eng 203)	Business English Skills Efficiency Writing	(Eng 300) (Eng 301)
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## Our Instructors

Our highly qualified instructors bring our clients a combination of advanced academic knowledge, training expertise and industry knowledge.

This combination is the reason behind the constant success of our courses.

## Our Clients

Our staffs have been proud to be associated with the professional development of several employees of these organisations:

<ul style="list-style-type: none"> <li>• Carrefour</li> <li>• ITS</li> <li>• Aramco</li> <li>• Roche Pharmaceutical</li> <li>• Saudi Telecom</li> <li>• Etisalat</li> <li>• Mobily</li> <li>• GSK</li> <li>• Pfizer Pharmaceutical</li> <li>• Lilly Pharmaceutical</li> <li>• SG Petroleum</li> <li>• Zamil Group</li> <li>• Steza</li> </ul>	<ul style="list-style-type: none"> <li>• Sabic</li> <li>• Samba Financial Group</li> <li>• Smith Technologies</li> <li>• Baker Hughes</li> <li>• Zein</li> <li>• Johnson &amp; Johnson</li> <li>• Arab National Bank</li> <li>• Saudi Hollani Bank</li> <li>• AlFozan Holding Co.</li> <li>• Lincoln Electric</li> <li>• Hadeed</li> <li>• ALYusr Company</li> </ul>
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