



FOCUS TRAINING CENTRE

Abu Dhabi (UAE)





About us: Focus

Focus was formed in 2001. The plan was to create a training institute in Abu Dhabi that gave the highest quality training courses, backed with outstanding customer service and the highest levels of integrity.

Today Focus Training Centre LLC and Focus Management Consultancy are leading providers of training, assessment, recruitment and consulting across the UAE, the Middle East and Asia.





Focus: the training experts!

programmes

training

timeline

facilities

centers

accreditations

20+ YEARS EXPERIENCE

ISO Certified
ACTVET Licensed
400+ Courses
ILM & IOSH Centre



OUR METHOD

Adult Learning
Impact on Real
Work
Learning by Doing
Highly Interactive



OUR OFFER

Soft Skills
Coaching
Accredited Courses
Emiratization
Technical Training





Accreditations

- OTS & Focus offers practical, certified, professional courses with its institute partners.
- Our UAE training center is approved by the Abu Dhabi Centre for Technical and Vocational Education and Training (ACTVET) and ISO 9001:2015 certified
- OTS is also accredited by the British Accreditation Council in order to obtain a Tier 2 Licence that is necessary to bring students into the UK





Our Facilities

programmes

training

timeline



LIBRARY



TRAINING ROOM



centers

accreditations

Our Training suite is specifically designed for:

- + Hands-on learning
- + Interactive team building
- + Group problem solving
- + Individual assessments



Company Timeline

programmes

team



1984

OEL GROUP

Osborne Engineering Ltd
established in 1984



1990

OTS

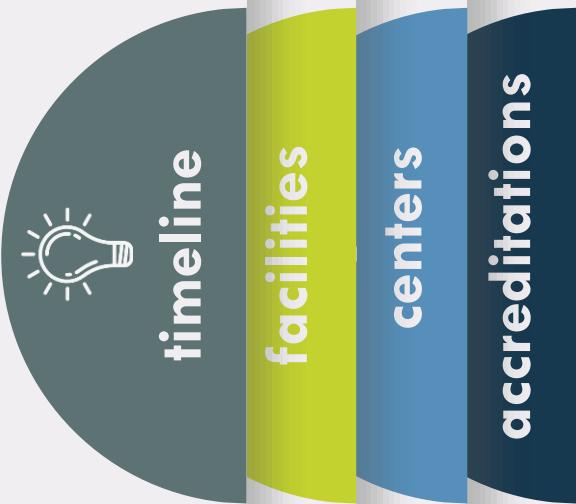
OTS Established for
technical training



2001

FOCUS

Established as a
professional training
company in UAE





Some Of Our Trainers



Tracey Gilby – UK

- +Our senior trainer with 18 years training experience
- +Clients: ADNOC, AMMROC, Expo2020, NYU, NMDC



Katherine Pace – UK

- +20 years at M&S as multi-dept. manager
- +Clients: Emirates Steel, AD Ports, ADNOC HQ



Claire Elizabeth Swann – UK

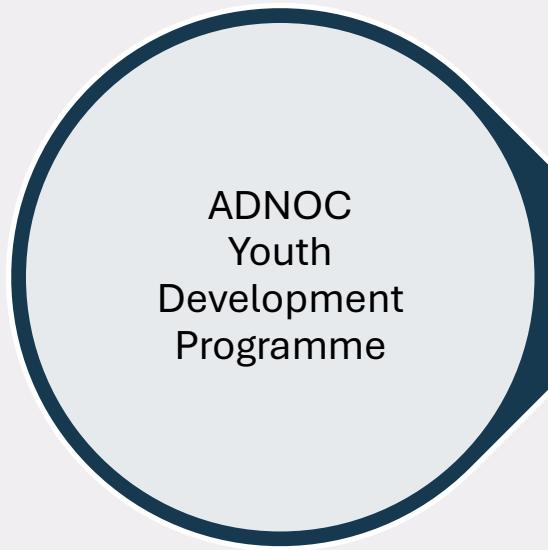
- +10 years as Consultant, Coach
- +Clients: ADNOC HQ, Tabreed, AD Ports



Camilla Van Der Merwe

- +Our senior trainer with 15+ years training experience
- +Clients: SANAD, Higher Colleges of Technology, Cleveland Clinic Abu Dhabi, etc





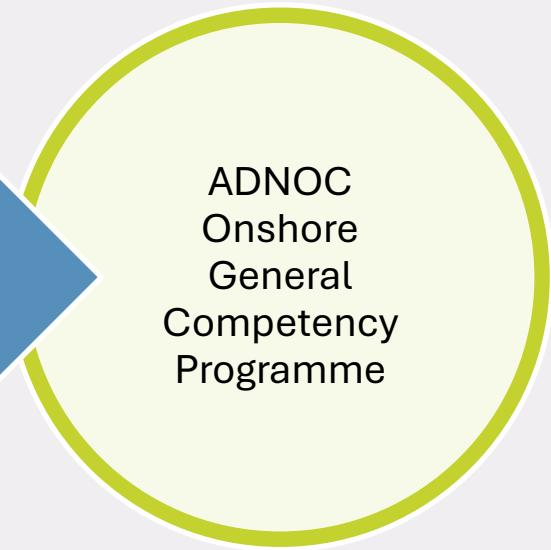
ADNOC Youth Development Programme

A total of 84 courses for over 1,000 Emirati staff on coaching, assessing and verifying competencies



ADNOC Refining Leadership Programme

We delivered a mix of leadership training and coaching to mainly Emirati future leaders



ADNOC Onshore General Competency Programme

A 12-month mix of basic professional skills for entry-level staff



programmes

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OUR COURSES







Customer Service

Customer Excellence

Dealing with Difficult Customers

Telephone Etiquette

Writing

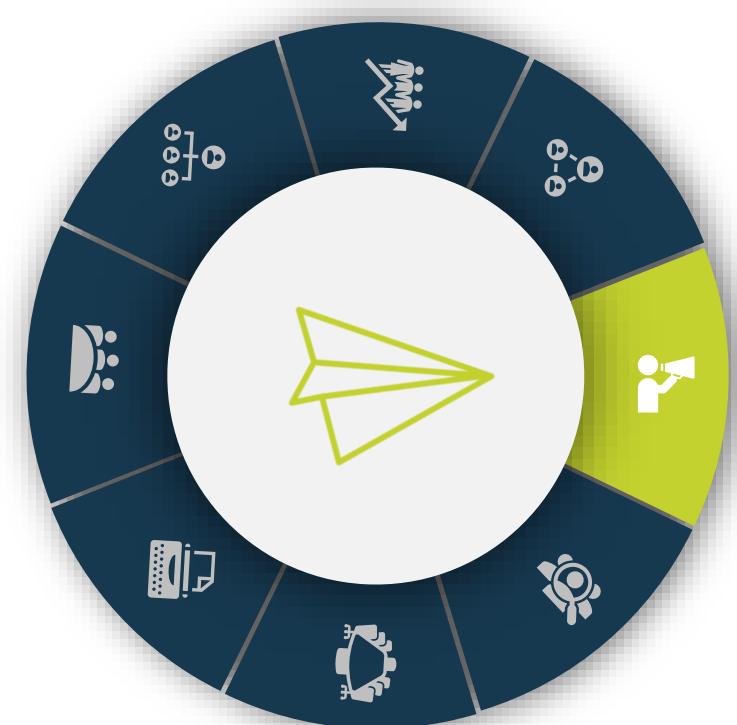
Business Writing

Email Etiquette

Report Writing

Technical Report Writing

Writing Policies and Procedures



Communication Skills
Body Language
Building Better Working Relationships
Business Etiquette
Communication and Interpersonal Skills
Excellence in Communication Skills
Influencing and Negotiating
Inter-cultural Awareness
Interdepartmental Communication
Persuasive Skills
Powerful Influencing
Presentation Skills
Public Speaking
Workplace Wellness Workshop



- Human Resources Development**
- Competency-bases Interviewing Skills**
- Assessment Centers**
- Development Centers**
- Effective Performance and Appraisal Practice**
- Feedback for Performance**
- HR Management**
- HR Policies and Procedures**
- Improving Employee's Performance**
- Introduction to Facilitating Learning**
- Managing Appraisals**
- Mystery Shopping**
- Recruitment Interviewing Skills**
- Retirement Planning**



Self-Development

[Creating Your Inner Happiness](#)

[Active Listening](#)

[Analytical Skills](#)

[Anger Management](#)

[Assertiveness](#)

[Balanced Scorecard](#)

[Business Acumen](#)

[Change Management](#)

[Coaching for Performance](#)

[Conflict Management](#)

[Contract and Vendor Management](#)

[Contract Negotiations](#)

[Train the Trainer](#)

[Critical Thinking](#)

[Decision Making](#)

[Emotional Intelligence](#)

[Empowerment and Delegation](#)

[Finance for Non-Finance Professionals](#)

[Innovation](#)

[Introduction to Oil and Gas](#)

[Mentoring](#)

[Negotiating for Results](#)

[NLP](#)

[Personal Effectiveness](#)

[Planning and Organizing](#)

[Problem Solving & Decision Making](#)

[Sales and Account Management](#)

[Setting SMART Goals](#)

[Speed Reading](#)

[Strategic Planning](#)

[Stress Management](#)

[Team Skills](#)

[The Power of Positive Thinking](#)

[Time Management](#)

[Visual Thinking](#)

[Personality Profiling](#)



Administration

Administrative Management

Leading Effective Meetings

Note-taking and Minutes of the Meeting

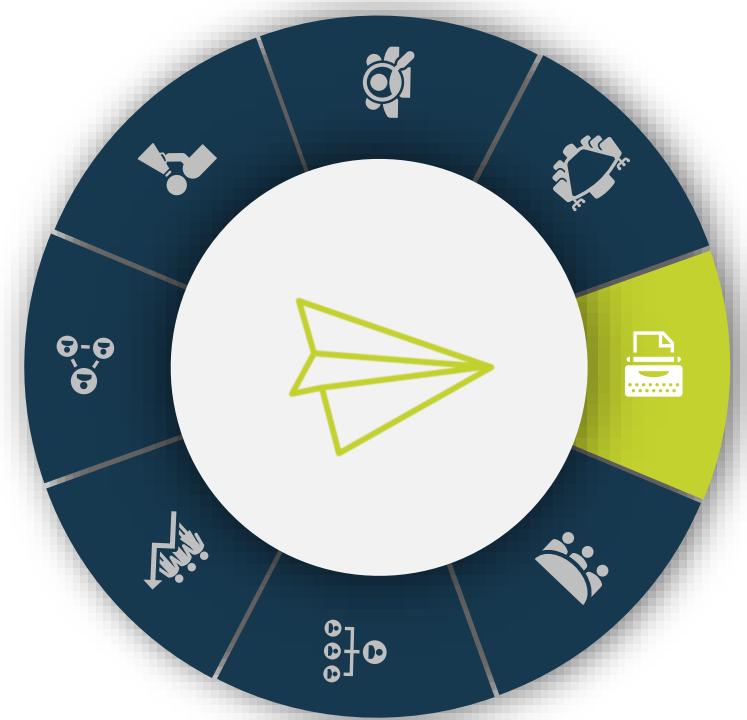
Office Management

Office Procedures

Receptionist Program



- Project Management**
- Project Management (Advanced)**
- Project Management Essentials**
- Certified Courses**
- Certified Medic First Aid**
- Basic Plus CPR, AED, First Aid for Adults Courses**
- ILM Recognized Programmes**



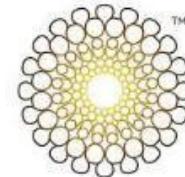
- Writing**
- Business Writing**
- Email Etiquette**
- Report Writing**
- Technical Report Writing**
- Writing Policies and Procedures**
- Language Skills**
- English language Training**



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Some Of Our Clients





Contact Us

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