

UTS Co W.L.L.

14 Business
Courses

16 English
Courses

SHORT COURSE CATALOGUE

Notes

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About UTS Co.

Who We Are

Ummah for Talent Solutions W.L.L. Co. – Also known as UTS Co., is a knowledge and training development entity located in Bahrain, dedicated to enhancing the skills of employees while providing leaders with innovative solutions in education delivery through our 27 years of experience in human resource development. Our ultimate goal at UTS is to cultivate relationships with diverse client organizations that value authentic learning and encourage outstanding performance, teamwork, continuous growth opportunities, and a healthy work-life balance for their members. UTS is committed to providing a high standard of service to their clients at all times and strive to provide exceptional support and guidance throughout the process of developing, implementing and validating the training programs. We work closely with our clients to understand their specific requirements and identify their training needs to develop a program that meets their requirements and exceeds their expectations. Throughout the program delivery process, we also provide clients with ongoing support to ensure that they receive the maximum benefit from the program and to ensure their success in achieving their goals.

Our Vision

Executing organizational and individual development with trusted excellence.

Our Mission

Our mission focuses on creating custom-made educational programs that fit an organization's unique needs - all within cost-effective parameters – resulting from developing inclusive environments where individuals can prosper both personally and professionally.



— The concept of edutainment

At UTS Co., We strongly advocate for the concept of edutainment. This approach involves integrating entertainment and engaging elements into our training programs, which makes learning both enjoyable and effective. In today's world where embracing diverse intelligences is essential to ensure equal opportunities for everyone, we firmly believe that every individual deserves quality education with an engaging twist; hence we highly promote edutainment as a means to achieve this goal.

It is not a common practice to incorporate edutainment in vocational training since the typically dry and uninteresting content fails to engage most learners. However, we have come up with an innovative solution that addresses this challenge. At UTS Co., We recognize the importance of making training programs engaging and enjoyable to ensure maximum retention, which is why we have developed an edutainment-based vocational training pattern. Our approach integrates gaming elements, interactive multimedia content, and other engaging tools to deliver vocational training in a manner that is both informative and entertaining. We believe that our approach will revolutionize vocational training by significantly enhancing the learning experience of trainees and leading to improved performance in Their respective specializations.



— Incorporating edutainment techniques

At the core of our training programs is curriculum design that incorporates edutainment techniques. We take great care in designing customized curricula to cater to the unique learning styles and requirements of each trainee group. Our team comprises skilled professionals who can personalize your vocational training needs by utilizing innovative program design approaches, which will undoubtedly enhance your classroom experience. Assessment tools are also incorporated into the program to track progress and enable trainees to evaluate their own learning during and after the course.

Elevating the quality of training development is crucial in today's competitive educational scenario and our top-notch package for ensuring excellence guarantees to do just that! Our proven methodology includes analyzing trainee performance, creating personalized intervention plans, and providing instructors and trainers with effective tools to facilitate improved learning outcomes. In conclusion, incorporating innovative approaches such as edutainment techniques and formative assessments alongside effective curriculum design is crucial in elevating the standards of vocational training. Through a collaborative effort towards achieving international benchmarks for success, institutions can trail-blaze in this field and witness remarkable transformations. By upgrading faculty-led programs nationally and globally, we can set new records of brilliance that will benefit both students and educators alike.

UTS Co W.L.L.

BUSINESS COURSES

Our series of business courses is designed to empower individuals like you with the knowledge and skills necessary to excel in the modern business landscape. Whether you're an aspiring entrepreneur, a seasoned professional, or someone looking to enhance their business acumen, these courses offer a comprehensive curriculum that covers key aspects of business management, leadership, marketing, finance, and more.

Course Title:

Business Ethics & Code of Conduct Fundamentals

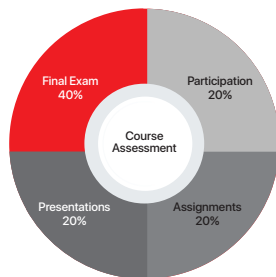
Institution:

UTS Co.

Duration:

16 Hours

Assessment:



Course Overview

Could you be doing something unethical at work and not even know it? It is difficult to answer this question if you don't know the various moral codes used to make ethical choices. This course introduces you to foundational content and principles of ethics that all employees need to know, from labor to management. Discover how to choose the correct moral decisions by working through different scenarios to make your workplace an upstanding one.

Learning Outcomes

By the end of the training course, participants will be able to:

- Define 'ethics', 'character' and 'integrity'.
- Distinguish between situational and not-so-situational ethics.
- Describe the tests available to gauge the correct behavior while facing an ethical dilemma.
- Discuss what ethical use of electronic communications and equipment entails.
- Compare and contrast moral absolutism and moral relativism.
- Explain the purpose of a code of conduct and why it is important.
- Outline at least three guidelines that ensure the protection of confidential information.
- Summarize the meaning of a 'conflict of interest' and the two principles that can prevent such a violation.
- Recall what antitrust laws are and why they exist.



Business
Ethics & Code
of Conduct
Fundamentals

Duration:
16 Hours

Course Title:

Decision Making, Problem-Solving & Time Management

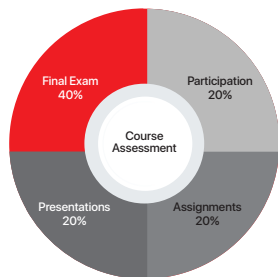
Institution:

UTS Co.

Duration:

16 Hours

Assessment:



Course Overview

We become agitated, apprehensive, and disappointed when we have difficulty managing time and making decisions. This Time Management course will teach you the correct tools and methods and how to apply them so you can rid yourself of the anxiety that comes with decision making and problem solving.

Learning Outcomes

By the end of the training course, participants will be able to:

- Explain why decision-making is a valuable life skill.
- Identify the ways we make decisions.
- Describe the stages of the decision-making process.
- Define the main obstacles in the decision-making process.
- Outline the concept of decision-making tools and techniques.
- Recognize the most common mistakes in decision-making.
- Summarize the 1-1-1 Technique and the Wheel of Life concept.
- Explain how to set realistic goals.
- Indicate how to set priorities in life.
- Solve the problem of multitasking and procrastination.
- Discuss the notion of time management.



Decision Making,
Problem-Solving &
Time Management

Duration:
16 Hours

Course Title:

Dispute Resolution

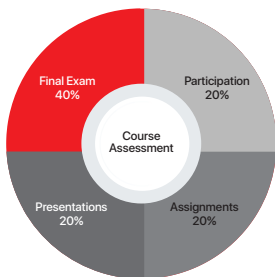
Institution:

UTS Co.

Duration:

16 Hours

Assessment:



Course Overview

Discover how Alternative Dispute Resolution processes can help two disputing parties settle conflicts effectively. With this free online Introduction to Alternative Dispute Resolution (ADR) course, you will learn

how, as a flexible dispute resolution method, ADR gives conflicting parties the opportunity to work through issues with the help of a neutral third party. ADR is a body of dispute-resolution methods outside of the litigation process. You will learn that it is often faster, less expensive, and more private than litigation.

Learning Outcomes

By the end of this training course, participants will be able to:

- Define what alternative dispute resolution (ADR) is.
- Identify the benefits of using ADR.
- Describe the national principles of resolving dispute resolution.
- Describe the role of an ADR practitioner.
- Explain various aspects of preparing for ADR.
- Identify the level of confidentiality in ADR.
- Define the role of negotiation in avoiding and settling disputes.
- Explain negotiation and how it is commonly employed in business.
- Describe the implications of bargaining power during negotiation Method of Evaluation.



Dispute
Resolution

Duration:
16 Hours

Course Title:

Effective Communication Skills

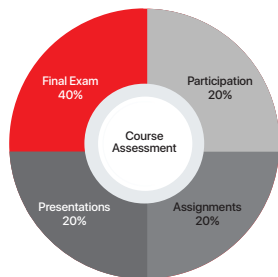
Institution:

UTS Co.

Duration:

16 Hours

Assessment:



Course Overview

Communication plays a crucial role in almost all aspects of life. Work in business, government or organizations is impossible without communication. People have to communicate with each other, exchange information, make decisions and talk about innovations. Management is a complex practice of communicating with other people. For organization to perform and to have a competitive advantage, managers and workers have to be well equipped with communication skills. Many of the problems that occur in an organization are the direct result of people failing to communicate effectively and efficiently. Big corporations need better communication skills in their employees so that they are able to work in teams and with people from diverse background. Good communication skills in today's business world, has been found to directly impact productivity. Therefore, this communication skills training course will help individuals and teams gain tangible success in their functional ability at the workplace

Learning Outcomes

By the end of this training course, participants will be able to:

- Using appropriate communication methods.
- Minimizing communication barriers.
- Using verbal and non-verbal messages appropriately.
- Relating and networking with others at work.
- Giving and receiving instruction correctly
- Maintaining a working relationship with clients.
- Use of two-way communication feedback.
- Recognize and appreciate cultural and gender difference in communication



Effective
Communication
Skills

Duration:
16 Hours

Course Title:

Emotional Intelligence

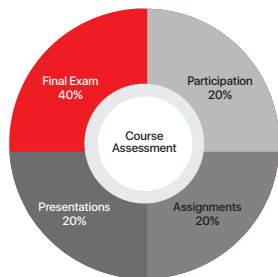
Institution:

UTS Co.

Duration:

16 Hours

Assessment:



Course Overview

This training course will teach you how Emotional Intelligence (EI) skills can build your leadership and coaching capabilities, and improve your brand of leadership. The emphasis is on the work-place, but the teaching can also be applied to your personal life. Your learning includes how to use EI as a leader in order to coach, influence, persuade, develop people's emotional skills, and improve their and your performance

Learning Outcomes

By the end of this training course, participants will be able to:

- Identify your emotional intelligence strengths and areas for development.
- Analyze and strengthen your leadership capabilities through greater self-awareness.
- Recognize ways to appreciate, value, and work more effectively with other people's preferences and ways of working.
- Define and demonstrate the attributes of an emotionally intelligent leader
- Differentiate your leadership capabilities through coaching and the application of emotional intelligence.
- Discuss ways to develop your coaching and your emotional intelligence skills.
- Recall a set of tools that will set you apart from other leaders and put your coaching in a completely different league.
- Describe how to use emotional information in effective and meaningful ways.
- Identify ways to work with expressed emotions in empathetic and meaningful ways.



Emotional
Intelligence

Duration:
16 Hours

Course Title:

Goal Setting

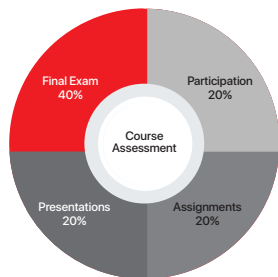
Institution:

UTS Co.

Duration:

16 HOURS

Assessment:



Course Overview

This course discusses why goals are important and the impact that they have on your career and entire life, with an overview of the process of the Goal Funnel Model, how to write goal statements using the SMART method, and building an action plan and efficient schedule. With these valuable lessons, you will be able to achieve the results you want when it comes to business, career, relationship, education, and personal development goals.

Learning Outcomes

By the end of this training course, participants will be able to:

- List compelling goal statements that create a strong foundation for your goal achievement process.
- Explain the SMART method for writing effective goal statements.
- Describe the Goal Funnel and the role of specificity in achieving goals.
- Outline an efficient schedule with deadlines, milestones and time-based action plans.
- Describe the role of identity in your goals and habits.
- Identify five qualities of the person you need to become in order to achieve your goals.
- Analyze your current habits to identify gaps in your performance and create space for better, more positive habits.
- Recognize the impact of accountability when following the schedule you have built.
- State how integrating time blocking strategies into your scheduling practices increases productivity.
- Outline a goal dashboard with key performance indicators to measure your progress and help maintain your focus.



Goal
Setting

Duration:
16 Hours

Course Title:

Intra-personal & Interpersonal Communication

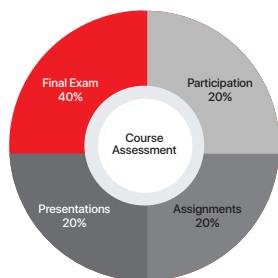
Institution:

UTS Co.

Duration:

16 HOURS

Assessment:



Course Overview

In this course, you will learn about intra-personal and interpersonal forms of communication, and how to correctly engage in effective communication in the workplace. The course covers concepts such as self-disclosure, the social penetration theory, self-concept and the dimensions of self. You will also learn about the conversational process, employment interviews as well as how to manage conflicts in the workplace.

Learning Outcomes

By the end of this training course, participants will be able to:

- Discuss intra-personal communication.
- Define and discuss self-concept.
- Understand the role of interpersonal needs in the communication process.
- Discuss the social penetration theory and self-disclosure and its principles.
- Describe interpersonal relations.
- Understand the five stages in any conversation.
- Discuss employment interviewing.
- Understand evaluations and criticism in the workplace.
- Discuss several strategies for resolving workplace conflict



Intrapersonal
& Interpersonal
Communication

Duration:
16 Hours

Course Title:

Problem Solving & Critical Thinking Skills

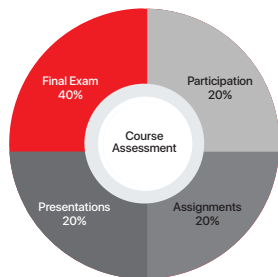
Institution:

UTS Co.

Duration:

16 Hours

Assessment:



Course Overview

Thinking is a natural process and we cannot avoid it but we can definitely change our way of thinking. It is our brain which processes our thoughts when we look at any situation, object, data, person etc. We have a set of preinstalled assumptions, reasons, logics biases which construct our thoughts and we can definitely change or control them to build an effective thinking skill which is called Critical Thinking. Critical Thinking is the ability to think clearly and rationally, comprehending the logical connections in a situation. This course will teach you how to use critical thinking, problem solving, and organizational skills. You will learn about analyzing solutions and selecting the best one. You will also learn about non-linear thinking, and logical thinking. You will also learn about scheduling and making to do lists.

Learning Outcomes

By the end of this training course, participants will be able to:

- Clarify the difference in cognition, reasoning and logics.
- Improve their decision making based on facts, Assumptions, arguments etc.
- See a problem with a logical approach to find a quick solution.
- Understand the importance of bias in critical thinking.
- Apply Critical Thinking in practical situations.
- Self assess their thoughts and change them as per the requirement.



Problem Solving
& Critical Thinking
Skills

Duration:
16 Hours

Course Title:

Soft Skills: Master the Top 10 Soft Skills Necessary in the Workplace

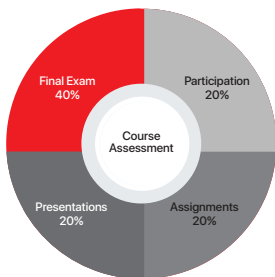
Institution:

UTS Co.

Duration:

16 Hours

Assessment:



Course Overview

Learn the top 10 soft skills you need to improve all aspects of your life with this soft skills training course. Soft skills are those unique characteristics that facilitate great communication and help you show confidence in challenging situations. Soft skills positively affect your personal and professional life by improving the way you interact and communicate with other people. This easy-to-understand course will aid in developing your career as well as your personal life by helping you master the top 10 soft skills that everybody needs.

Learning Outcomes

By the end of this training course, participants will be able to:

- Analyze how to apply soft skills to relevant situations.
- Distinguish between EI, empathy and professionalism.
- Explain verbal and non-verbal communication.
- Identify techniques of team building.
- Outline steps of problem solving.
- Identify techniques of time management.
- List techniques of trust building.
- Describe the concept of changing management styles.
- Identify the traits related to self-confidence.
- Explain how to learn from criticism and feedback.
- Indicate how and when to reach out to, or back off, people



Soft Skills:
Master the Top
10 Soft Skills
Necessary in
the Workplace

Duration:
16 Hours

Course Title:

Strategic Planning & Market Research

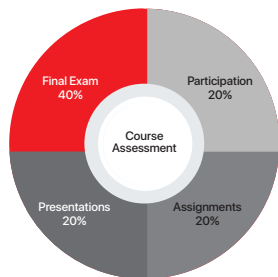
Institution:

UTS Co.

Duration:

16 HOURS

Assessment:



Course Overview

This Strategic Planning skills training course will provide you with the skills for developing a clear understanding of your organization's current and desired state, its operations and market position. Learn how to develop a mission and vision statement for your company, after gathering the information that influences your business, from operational data to assessing factors. This course has everything you need to know about strategic planning, market research, customer satisfaction and loyalty management. You will learn how to conduct effective market research and explain the relevance and strategies of allocating resources effectively across business portfolios. You will also understand the connection between customer satisfaction, loyalty, communities and patronage.

Learning Outcomes

By the end of this training course, participants will be able to:

- Explain what a value proposition is.
- Discuss why a company may develop different value propositions for different target markets.
- Explain how a mission statement helps a company with its strategic planning.
- Describe how a firm analyzes its internal environment.
- Describe the external environment a firm may face and how it is analyzed.
- Describe a Marketing Information System.
- Describe the components of a marketing information system and each component's purpose.
- Describe the limitations of market intelligence and its ethical boundaries.
- Describe the basic steps in the marketing research process and the purpose of each step.
- Relate influencer marketing to other forms of social communities and marketing strategies.
- Distinguish attitudinal loyalty from behavioral loyalty.
- Describe the components of a successful loyalty program.



Strategic
Planning
& Market
Research

Duration:
16 Hours

Course Title:

Stress Management In the Workplace

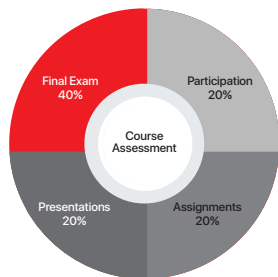
Institution:

UTS Co.

Duration:

16 HOURS

Assessment:



Course Overview

This course helps you acquire effective strategies to handle anxiety in the workplace. The course defines 'stress' and explores the factors that feed it in the workplace. The course then investigates 'stress management' and explains how it can reduce anxiety-related problems. You will also learn what 'high-impact conversations' are and how to build your confidence to minimize stress and improve your overall job satisfaction. This course suits managers or anyone looking to improve both performance and mental health.

Learning Outcomes

By the end of this training course, participants will be able to:

- Define 'stress.'
- Explain the various forms that anxiety can take.
- Summarize what can be done to manage stress in the workplace.
- Outline workplace stress management policies.
- Explain how to overcome common setbacks while retaining a positive self-image.
- Describe how to deal with difficult people.
- Discuss how to handle feedback, including constructive criticism.
- Put what you have learnt into practice.



Business
Ethics
& Code of
Conduct
Fundamentals

Duration:
16 Hours

Course Title:

Supervision Skills: Managing Groups & Employee Interaction

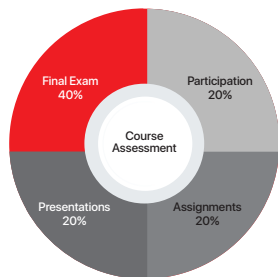
Institution:

UTS Co.

Duration:

16 Hours

Assessment:



Course Overview

This Supervision Skills course will teach you how to handle disagreements, arguments, and conflict at work. This course will teach you effective and tactful workplace management, including how best to deal with a variety of situations, take appropriate corrective action, and manage change in the organization. Join this course to build on your skills as a current or as a future supervisor.

Learning Outcomes

By the end of this training course, participants will be able to:

- Explain group dynamics and development.
- Explain how to organize effective teams.
- Describe how to build and maintain cohesive teams.
- List the four practical guidelines for planning change.
- Explain the transition curve.
- Describe tips for handling difficult behaviors in a meeting.
- Discuss how to prevent a grievance.
- Explain how to provide constructive feedback.



Supervision
Skills: Managing
Groups
& Employee
Interaction

Duration:
16 Hours

Course Title:

Team Building

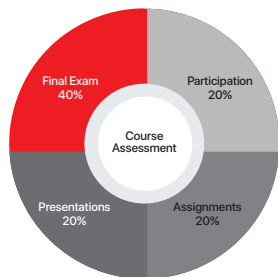
Institution:

UTS Co.

Duration:

16 Hours

Assessment:



Course Overview

Effective teams give companies a significant competitive advantage. In a high functioning team, the sum is truly greater than the parts. Team members not only benefit from one another's diverse experiences and perspectives but also stimulate each other's creativity. Learn what it takes to assemble and manage a strong team of people to achieve compatibility and success in the workplace. In this course, you will be introduced to different types of teams and groups, and how to build and manage them. You will learn about managers and leaders as well as the different approaches used to define leadership styles. You will also study the process of recruitment and succession planning in an organization.

Learning Outcomes

By the end of this training course, participants will be able to:

- Define a manager.
- Describe the types of managers.
- Explain the nature of managerial work.
- Explain the traits that are associated with leadership.
- Explain the behaviors that are associated with leadership.
- Discuss the main premises of the path-goal theory of leadership.
- Discuss what emotional labor is and how it affects individuals.
- Define a high-performance work system.
- Describe succession planning and its value.
- Identify the principal ways of recruiting workers.
- Describe training.
- Explain the stages of group development.



Team
Building

Duration:
16 Hours

Course Title:

TOT Program

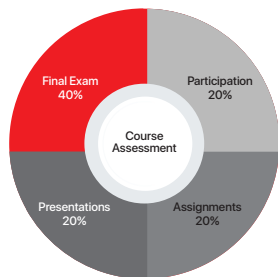
Institution:

UTS Co.

Duration:

40 Hours

Assessment:



Course Overview

Enrolling in the TOT Course promises to equip you with core competencies that are indispensable for proficient coaching and empowering others. This program will facilitate your transformation into a skilled Training Professional by disclosing techniques to recognize training requirements, construct robust instructional resources and evaluate the comprehension level of participants. By enrolling, you'll gain mastery over fundamental skills required for effectively instructing individuals and fostering their development.

Learning Outcomes

By the end of this training course, participants will be able to:

- Develop proficiency in creating SMART objectives & achieving them.
- Conduct a training needs analysis.
- Design effective training programs with an emphasis on learner-centered approaches
- Gain insight into the learning style of your audience to facilitate successful instruction delivery.
- Refine core presentation abilities through practical experience within the classroom setting.
- Identify suitable instructional methodology along with technological resources.
- Discover how to evaluate course effectiveness towards organizational success while budgeting for expenses.
- Understand key learning theories related to adult learners, enhancing overall effectiveness.
- Evaluate participants' progression utilizing validation techniques after attending courses / training program(s).
- Deliver final presentations, which will be critiqued by co-participants.



TOT
Program

Duration:
10 Sessions
Totaling 40 Hours

UTS Co W.L.L.

ENGLISH COURSES

Our business-oriented English courses are specifically designed to enhance your language skills in a professional context. Whether you're aiming to advance your career, expand your international business networks, or improve your communication within a global workplace, these courses offer a targeted curriculum tailored to the needs of business professionals.

Course Title:

Aviation English: TEA Test Preparation

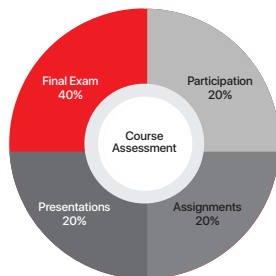
Institution:

UTS Co.

Duration:

40 Hours

Assessment:



Course Overview

Aviation English is the international language of civil aviation. With the expansion of air travel in the 20th century, there were safety concerns about the ability of pilots and air traffic controllers to communicate. In 1951, the International Civil Aviation Organization (ICAO) recommended in ICAO Annex 10 to the International Chicago Convention that English be universally used for "international aeronautical radiotelephony communications." Despite being a recommendation only, ICAO Aviation English was widely accepted.

Miscommunication has been an important factor in many aviation accidents. The ICAO has acknowledged that "communications, or the lack thereof, has been shown by many accident investigations to play a significant role". In 2003, the organization "released amendments to annexes of its Chicago Convention requiring aviation professionals involved in international operations to demonstrate a certain level of English language proficiency." Aviation English has been specifically designed to help pilots and air traffic controllers achieve and maintain operational level 4 as outlined by the International Civil Aviation Organization (ICAO). The need of standardization has led to the creation of the Test of English for Aviation. TEA (Test of English for Aviation) is suitable for professional, private or student pilots (airplane or helicopter), professional or student controllers, FISOs and radio operators

Learning Outcomes

By the end of this training course, participants will master the following skills of ICAO Level 4:

- Pronunciation
- Fluency
- Structure
- Comprehension
- Vocabulary
- Interactions



Aviation
English:
TEA Test
Preparation

Duration:
40 Hours

Course Title:

English for Business

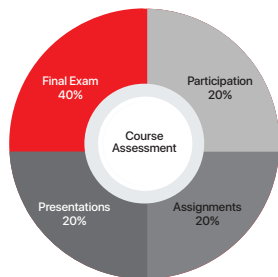
Institution:

UTS Co.

Duration:

3 Levels 30 Hours Each

Assessment:



Course Overview

There has been a significant increase of non-native English speakers using the English language as a specific tool in competing inside the international market. It has turned into the universal language for business and can unite people from various cultural backgrounds for them to discuss their thoughts in a clear, efficient and effective way.

There are many benefits of speaking English in the workplace:

1. It shows you are competent in business settings where English is spoken.
2. It enables you to communicate with your colleagues and grow your network.
3. It gives you confidence in presentations, meetings and speeches.
4. It makes outstanding first impressions that bring more opportunities.
5. It allows you to travel.
6. It puts you ahead of the competition.
7. It lets you communicate easily with important people in your industry

This course is designed to provide support and advice for professionals who need to improve their English whilst at the same time acquire vocabulary and phrases required for the world of business. It combines specialized classes in International Business English communication skills and concepts with general English language skills. Students are given the skills they need to work effectively in global environment through exercises, case studies, role plays, and research on business topics.

Learning Outcomes

By the end of the training course,
Participants will be able to do the following:

Overall

- Express themselves in a business setting with colleagues in meetings and Informally.
- Communicate in the language of business and understand spoken business English.
- Recognize the features of different genres of business correspondence such as emails, Business letters, business articles, interviews and talks.

Reading

Identify the elements of a report, email, documentation and, where required,
Reproduce these elements in their own writing.

Writing

Write a variety of different types of Business documents such as reports,
Minutes of meetings, emails, etc.
Write reports analyzing charts, graphs, tables and financial information

Speaking

- Make effective presentations in business situations.
- Understand and participate confidently in formal and informal business contexts.
- Express personal opinions in business meetings, and ask and respond to questions with confidence.
- Make suggestions and give advice using appropriate language.
- Acquire the confidence to ask native speakers or colleagues with strong accents to repeat, slow down, Clarify, etc. As required.

Listening

- Increase their understanding in business meetings and discussion with colleagues.
- Become active listeners able to differentiate between relevant and irrelevant information

Course Title:

Conversational English

Institution:

UTS Co.

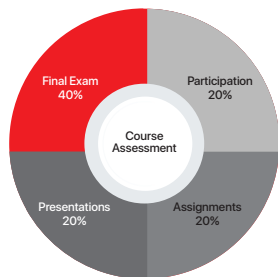
Duration:

3 Levels 30 Hours Each

Prerequisite:

Intermediate & Above Level of General English

Assessment:



Course Overview

This course is intended to help students to develop effective communication skills and to enable them to carry out conversations about topics related to different everyday life situations and different social contexts. Mastering communication skills will help students acquire and develop a wide range of other related language skills such as correct pronunciation, stress and intonation patterns, listening comprehension skills, a wide range of vocabulary; control of English grammar especially communicative grammar; paraphrasing and elaboration skills reading aloud, coherent organization of information and ideas at sentence and discourse levels, interactive skills to enhance comprehension., appropriate verbal and non-verbal behavior, etc. As a result, students will gain a better grasp of the English language, develop new relationships and have a better understanding of the world around them. Another benefit of the course is that it acquaints students with various aspects of English culture which is essential for learning the language.

Learning Outcomes

By the end of this training course, participants will master the following skills of ICAO Level 4:

- Communicate effectively in different social contexts and real life situations.
- Ask and answer different questions and be able to discuss and express their opinions about different topics.
- Paraphrase sentences, paragraphs and summarize different texts,
- Gain background knowledge and learn a wide range of vocabulary about different topics and be able to use them in relevant contexts.
- Learn a wide range of lexical chunks and grammatical expressions necessary for effective communication such as phrasal verbs, collocations, idiomatic expressions, etc. and use them in real situations.
- Get acquainted with various aspects of English culture necessary for learning the language.
- Use correct pronunciation and intonation skills.
- Acquire appropriate verbal and non-verbal communication and interaction skills and strategies such as listening, comprehension, turn-taking, eye-contact.
- Speak fluently and confidently participate in group and class discussions and academic debates.
- Deliver effective oral presentations on different topics.



Conversational English

Duration:

**3 Levels 30
Hours Each**

Course Title:

English for Accounting

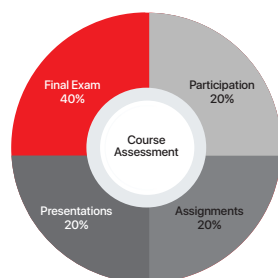
Institution:

UTS Co.

Duration:

3 Levels 30 Hours Each

Assessment:



Course Overview

This course aims to improve students' English for accounting and business. Helping them become more confident, fluent and accurate. It also aims to enhance students' English skills in negotiating, collaborating, problem solving, explaining operations, and communicating with business clients. The course also raises students' awareness of cross-cultural issues to prepare students to communicate effectively in global situations. In today's businesses, you will need to know more than just math to be a top accountant. Although Chinese-Mandarin is growing in demand as a top language worldwide for business, English remains the most commonly shared language. It is the official language of more than 60 countries and is commonly used in so many more. Accounting professionals also need English to keep up with changes in international standards such as the IFRS (International Financial Reporting) or US GAAP (Generally Accepted Accounting Principles). Clear communication is essential in financial services, so the ability to express yourself with confidence and ease is hugely important. For this reason, boosting your financial English skills will give you an air of professionalism and maturity. Accountancy is one business in which you need to be extremely accurate. It's about recording, reporting, and analyzing the money of your own and other people's businesses. Your client's numbers—and livelihood—are in your hands. You can't afford to make mistakes with the words you use to describe their financial situation any more than you can afford to make mistakes with the figures



English for Accounting

Duration:
**3 Levels 30
Hours Each**

Learning Outcomes

By the end of the training course, participants will be able to:

- Read and explain accounting descriptions and business language.
- Clearly pronounce numbers and numerical functions.
- Interpret and use visual materials including charts and graphs.
- Speak, read, and write about various accounting situations.
- Breakdown financial statements and analyze transactions.
- Communicate in an international context.

Course Title:

English for Banking & Finance

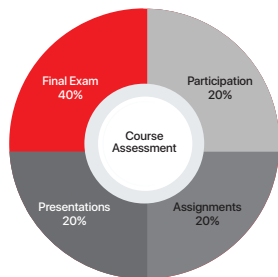
Institution:

UTS Co.

Duration:

3 Levels 30 Hours Each

Assessment:



Course Overview

Learning English for Banking and Finance demands professional English communication skills which cannot be under-estimated. You can expect to find fierce competition in the selection and interview process from many of today's banking and financial institutions as they seek to recruit only the best performers. And if you are successful in out-performing your competitors, your polished performance at the interview stages will not be expected to stop once you leave the interview room and have secured your dream job. As specialists in teaching Business English for banking and finance, we know how important it is for you to have exceptional English skills in the fast-paced, money-making world of finance. And, as English is the main communication tool in today's world of Banking and Finance, your ability to communicate with confidence and effectively is essential. The Financial and Banking English Language training courses that we provide are carefully designed to develop proficiency in a number of areas, including specialist vocabulary and terminology for this sector, spoken and written communication skills and cross-cultural training.

Learning Outcomes

By the end of the training course, participants will be able to:

- Give presentation of one's own job specialty, organization, products, and services.
- Conduct more effective business meetings and negotiations.
- Confidently discuss financial topics based on case studies.
- Present financial statements, company's financial strength and weaknesses.
- Advise clients on investment portfolio.
- Discuss and present about economic trends, data and figures.
- Communicate in an international banking and finance context.



English for
Banking
& Finance

Duration:

**3 Levels 30
Hours Each**

Course Title:

English for Human Resources

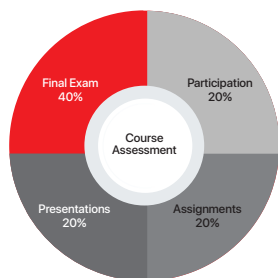
Institution:

UTS Co.

Duration:

30 Hours

Assessment:



Course Overview

English is the international language of business, and many organizations have a diverse workforce where English is the common language. Therefore, having a good command of the English language is essential for HR professionals to communicate effectively with people from different backgrounds. Our English for Human Resources course will provide you with the English language skills to perform in a variety of HR situations. You will focus on areas such as job interviews, giving performance reviews, discussing staff and training plans in meetings and over the phone. This course is for HR professionals who want to improve their English ability in areas of HR management, including the recruitment process, salaries and benefits and problem-solving. Typically, course participants work as part of an international company and need to speak English with employees, colleagues and partners on a regular basis

Learning Outcomes

By the end of the training course, participants will be able to:

- Communicate more confidently about HR issues.
- Speak more accurately and fluently.
- Participate more successfully in meetings and negotiations.
- Have improved your written English including emailing.
- Have expanded your range of HR vocabulary.
- Socialize and network cross-culturally with greater confidence.



English for
Human
Resources

Duration:
30 Hours

Course Title:

English for Oil & Gas Industry

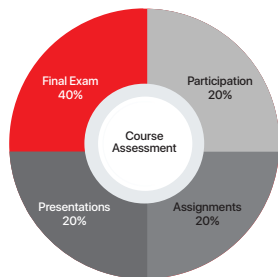
Institution:

UTS Co.

Duration:

30 Hours

Assessment:



Course Overview

This is a specialized program designed for the professionals of Oil & Gas who wish to improve their English language relevant to the Oil and Gas field by covering reading, listening, speaking and writing modules.

Since the Oil & Gas involves different employment domains like refining, drilling, safety etc., studying English for a specific purpose such as this will improve your communication ability by exposing you to relevant topics and conversations with partners on a regular basis

Learning Outcomes

By the end of the training course, participants will be able to:

- Use English Vocabulary for Oil & Gas sector.
- Use Technical Language.
- Effectively employ Industry-specific terminologies.
- Communicate more confidently.



English for
Oil & Gas
Industry

Duration:
30 Hours

Course Title:

English for Tourism

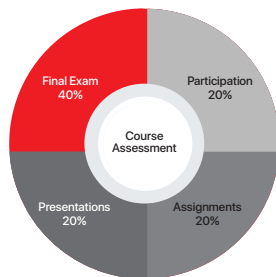
Institution:

UTS Co.

Duration:

40 Hours

Assessment:



Course Overview

Tourism is a huge industry. In fact, the number of tourists has been increasing for the past 60 years. A large number of tourists means a large number of jobs for the tourism industry. The tourism industry includes any field that deals in some way with visitors to your country.

One out of every 11 jobs is related in some way to tourism. Lots of jobs means lots of people hired every year, so starting a career in the tourism industry is not as difficult as in some other fields.

That is why knowing tourism English is so important. It can help you better communicate with foreigners, which will make you a better worker, and maybe even help you get a promotion

Learning Outcomes

By the end of the training course, participants will be able to:

- Discuss the key roles and tasks of tourism professionals.
- Showcase the history, culture, food, and tourist attractions of their region.
- Provide information on tourism services and itineraries.
- Appropriately communicate in English to provide quality customer service.
- Appropriately communicate in English to protect tourists and handle emergencies.
- Design marketing materials such as brochures, website information, and social media posts.



English
for Tourism

Duration:
40 Hours

Course Title:

English for Nursing

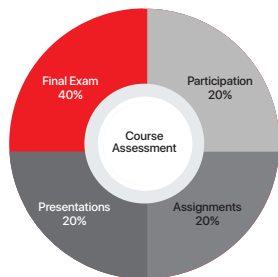
Institution:

UTS Co.

Duration:

3 Levels 30 Hours Each

Assessment:



Course Overview

The dominance of English in medical practice had paved the way to the emergence of another ESP branch called English for Medical Purposes (EMP). EMP was an ESP branch designed for medical students. The focus on EMP covers 1) the English language needs of medical students and professions; 2) the material design and content instruction specific to the medical field, and; 3) limited range of language skill that might be required by medical students and professions (Maher, 1986). In brief, EMP was generally defined as an ESP course for medical students, practitioners, doctor, nurses, and other medical personnel which based on their specified needs in medical circumstances.

Learning Outcomes

By the end of the training course, participants will be able to:

- Comprehend and use basic medical and nursing terminology and vocabulary.
- Communicate effectively with other health care professionals on health matters.
- Apply reading skills e.g. skimming and scanning, identifying the main ideas, understanding vocabulary in context , and answering questions based on their readings.
- Present topics related to health in a clear manner in an oral presentation in groups.
- Filter information and main ideas from oral texts.
- Produce writing with specific health-related purposes.



English
for Nursing

Duration:
**3 Levels 30
Hours Each**

Course Title:

English for Journalism

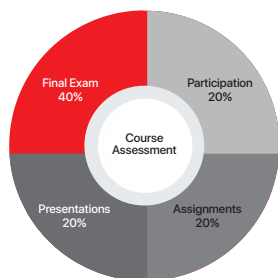
Institution:

UTS Co.

Duration:

30 Hours

Assessment:



Course Overview

This course on English for Journalism will teach you the history and principles of journalism. You will learn about how print and digital media are researched, written and consumed through authentic readings and video lectures as well as about how you can expand your vocabulary and enhance your ability to read, research, and develop local and global news stories in the English language.

Learning Outcomes

By the end of the training course, participants will be able to:

- Recognize and learn how to research for a news story.
- Describe how to make a successful pitch about your news story.
- Describe effective techniques for a successful interview.
- Identify and focus on the language needed to write newspaper articles.
- Identify and focus on the language needed to write magazine articles.
- Describe the basics of broadcasting the news.



English for
Journalism

Duration:
30 Hours

Course Title:

English for Information Technology (IT)

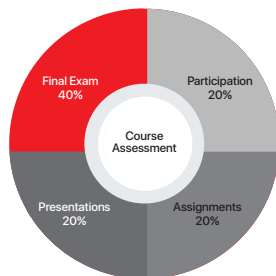
Institution:

UTS Co.

Duration:

30 Hours

Assessment:



Course Overview

This course develops the professional English language skills you will need to work and study in a technological environment. It is designed for international students of computer science and technical English in secondary schools, universities and technical colleges. It aims to help you develop a wide variety of relevant subject-specific language skills and to acquire knowledge of computers and IT expertise in English. The course is also ideal for professionals working in an IT industry where English has become the required language. The course will help professionals who use computers in areas such as: technical support, computer engineering, software design, web design, desktop publishing, computer security, network administration, and blog writing and administration.

Learning Outcomes

By the end of the training course, participants will be able to:

- Become fluency in IT.
- Improves connection, collaboration and knowledge sharing in technology teams.
- Have opportunities to lead meetings and maintain informal conversations in English, which encourages the command of English in the team.
- Communicate in an international context.



English
for Information
Technology
(IT)

Duration:
30 Hours

Course Title:

English for Welding & Pipefitting

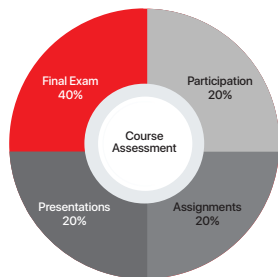
Institution:

UTS Co.

Duration:

16 Hours

Assessment:



Course Overview

This course gives participants the opportunity to develop their comprehension and communication skills while studying such topics as body parts and clothing, safety, welding tools, arc and gas welding, fractions and measurements, metal types and shapes, types of welds, welding defects and problems, and blueprint reading. It is also intended to provide a cultural orientation to the world of work, deal with job applications, interviews, and behaviors. Basic pronunciation skills are also addressed in this course.

Learning Outcomes

By the end of the training course, participants will be able to:

- Describe safe work practices.
- Communicate effectively with co-workers, supervisors and clients.
- Give presentation of one's own job specialty, organization, products, and services.
- Conduct more effective business meetings.
- Confidently discuss welding related topics.
- Communicate in an international context.



English for
Welding &
Pipefitting

Duration:
16 Hours

Course Title:

English for Mechanical Technicians

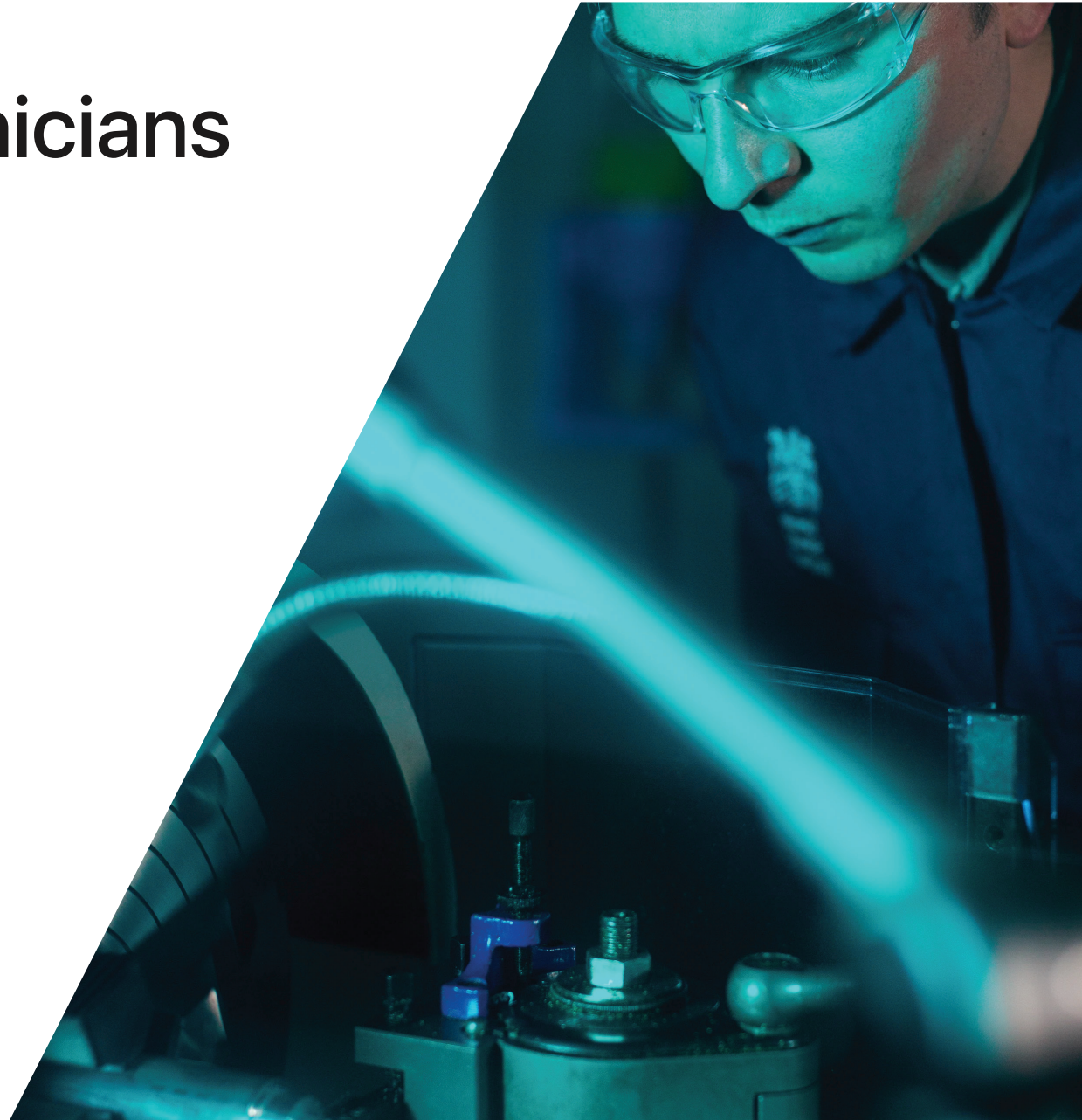
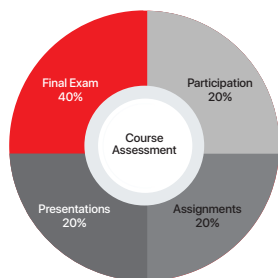
Institution:

UTS Co.

Duration:

30 Hours

Assessment:



Course Overview

This course is aimed for mechanical professionals and automotive trades students who want to improve their English communication in a work environment. Incorporating career-specific vocabulary and contexts, the course offers step-by-step instruction that immerses learners in the four key language components: reading, listening, speaking and writing. It addresses topics including hand tools, power tools, auto systems, maintenance and body repair

Learning Outcomes

By the end of the training course, participants will be able to:

- Recognize, understand and use a huge variety of technical vocabulary in your field of study.
- Recognize and use appropriate context-specific grammatical structures.
- Apply strategies that help you understand texts, even longer and complex ones, in your field of study.
- Identify and produce the language and features of the subject-specific text types process description, product description and graph description.
- Develop strategies to learn vocabulary independently, to cope with a self-paced learning mode, and to continuously motivate yourself in the learning process.



English for
Mechanical
Technicians

Duration:
30 Hours

Course Title:

English for Electrical Technicians

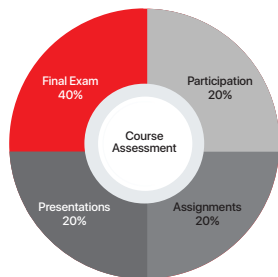
Institution:

UTS Co.

Duration:

30 Hours

Assessment:



Course Overview

This course is aimed for electrical professionals who want to improve their English communication in a work environment. Incorporating career-specific vocabulary and contexts, the course offers step-by-step instruction that immerses learners in the four key language components: reading, listening, speaking and writing. It addresses topics including electrical concepts, types of wires, electrical service entrances, installing appliances and wire codes.

Learning Outcomes

By the end of the training course, participants will be able to:

- Comprehend and use basic medical and nursing terminology and vocabulary.
- Recognize, understand and use a huge variety of technical vocabulary in your field of study.
- Recognize and use appropriate context-specific grammatical structures.
- Apply strategies that help you understand and follow lectures and other longer contributions in your field of study.
- Apply strategies that help you understand texts, even longer and complex ones, in your field of study.
- Identify and produce the language and features of the subject-specific text types process description, product description and graph description.
- Develop strategies to learn vocabulary independently, to cope with a self-paced learning mode, and to continuously motivate yourself in the learning process.



English for
Electrical
Technicians

Duration:
30 Hours

Course Title:

English for Health & Safety

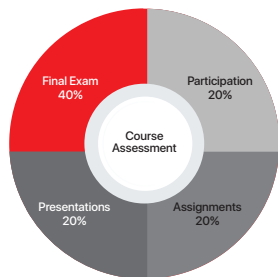
Institution:

UTS Co.

Duration:

30 Hours

Assessment:



Course Overview

This course is aimed at people already working in industry, or preparing to join an industry. It focuses on testing, activating, and building workplace vocabulary and helping participants develop their range of conversational language by teaching useful phrases and raising awareness of different registers. It also builds communication skills and gives practice in other skills needed in industry, such as listening for gist, key information and interpreting email messages. A wide variety of interesting activity types is used to engage the learners through use of authentic language to master the vocabulary of accidents and Injuries, hazardous material, personal protective equipment (PPE), safety signs, and how to give warning using different modals. The course also provides practice in industry-specific skills such as form-filling and understanding complex instructions.

Learning Outcomes

By the end of the training course, participants will be able to:

- Recognize the phonemes and acronyms in English.
- Use English to identify personal protective equipment (PPE).
- Link PPE with at least one work task.
- Verbally and non-verbally respond to questions and complex instructions.
- Recognize strategies to stay safe at work.
- Effectively describe accidents and injuries and safety signs.



English for
Health &
Safety

Duration:
30 Hours

Course Title:

General English Course

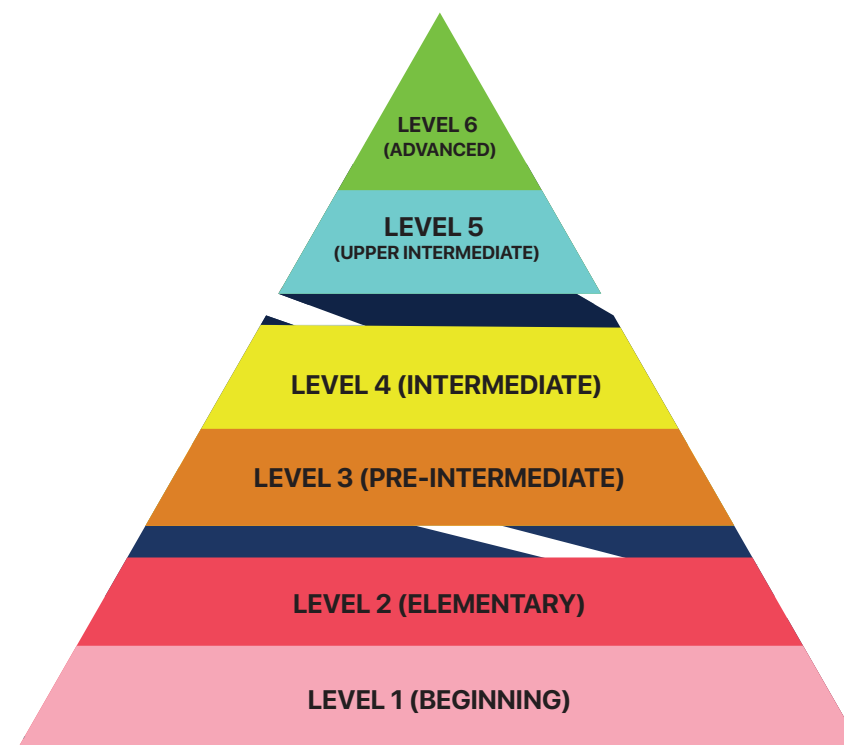
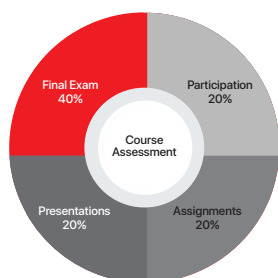
Institution:

UTS Co.

Duration:

6 Levels 30 Hours Each

Assessment:



UTS Co. Genreal English Courses System

Course Overview

General English courses, offered at all levels of the Intensive English Program, seek to improve students' English skills in a great variety of discourse settings. Students develop communicative competence for social and work-related environments through interactive activities simulating real-life situations. Language skills addressed include: listening, fluency development, oral intelligibility, reading, grammar, writing, and vocabulary development.

Learning Outcomes

LEVEL 1 (BEGINNING)

LEVEL 1 (LISTENING/SPEAKING)

This course develops basic listening, speaking, pronunciation and vocabulary acquisition for use in the classroom and daily life. The course is intended for beginners in English and for students with basic communication abilities.

Learner outcomes include improved ability to understand basic spoken English and to communicate in common situations by using basic language functions and the appropriate vocabulary with standard pronunciation.

Materials include a textbook for listening, speaking, and pronunciation.

Activities include both listening and speaking tasks.

LEVEL 2 (ELEMENTARY)

LEVEL 2 (LISTENING/SPEAKING)

This course develops listening, speaking, pronunciation and vocabulary acquisition for use in daily life and the classroom. The course is intended for high beginner students with basic communication abilities.

Learner outcomes include improved ability to understand basic spoken utterances and vocabulary and to communicate in common situations by using basic language functions and the appropriate vocabulary with standard pronunciation.

Materials include listening and speaking & pronunciation textbooks.

Activities include listening and speaking tasks which develop the students' communication ability.

LEVEL 2 (READING/WRITING)

This course develops reading, writing, vocabulary and grammar skills. The course is intended for high beginner students in English and for students with basic abilities in reading and writing.

Learner outcomes include improved ability to read and understand high frequency vocabulary and simple and more complex sentences, to write at the paragraph and short composition level with accurate spelling and punctuation and to understand and use accurately verb tenses/nouns/pronouns, and articles.

Materials include a reading and vocabulary text and a grammar text.

LEVEL 3 (PRE-INTERMEDIATE)**LEVEL 3 (LISTENING/SPEAKING)**

This course develops listening, speaking, pronunciation and vocabulary acquisition for use in common social situations and the classroom. The course is intended for intermediate level students with some communication ability but with limited vocabulary and range of expression.

Learner outcomes include improved ability to understand the meaning of common spoken utterances and vocabulary and to communicate in common situations with English speakers by using appropriate language functions and vocabulary with standard pronunciation.

Materials include listening, speaking and pronunciation textbooks. Activities include listening and speaking tasks which develop the students' communication ability, including listening to short monologues and conversations.

LEVEL 3 (READING/WRITING)

This course develops reading, writing, vocabulary and grammar skills. The course is intended for intermediate level students with some ability in reading and writing but with limited vocabulary and range of expression.

Learner outcomes include improved ability to read and understand high frequency vocabulary and complex sentences, to write at the composition level with accurate spelling and punctuation and to understand and use accurately more complex grammar structures.

Materials include a reading and vocabulary text and a grammar text

LEVEL 4 (INTERMEDIATE)**GENREAL ENGLISH 4 (LISTENING/SPEAKING)**

This course improves the general English skills of high intermediate students.

Learner outcomes include overall communicative fluency as well as accuracy in pronunciation, oral grammar, and vocabulary usage.

GENERAL ENGLISH 4 (READING/WRITING)

This course improves the general English skills of high intermediate students.

Learner outcomes include improved reading comprehension, writing skills at the paragraph and essay level, general vocabulary, and understanding of grammar and its use.

Materials include ESL grammar and reading texts, as well as adapted literature. Activities include intensive and extensive reading, vocabulary development, written and oral grammar exercises, and paragraph and essay writing

LEVEL 5 (UPPER-INTERMEDIATE)**ADVANCED LISTENING AND COMMUNICATION SKILLS**

This advanced-level course helps students to develop their listening and speaking skills so that they can function in everyday, academic, and professional contexts. In this course, students will move from listening to conversations, interviews, radio programs, or podcasts to more complex documentaries, movies, and short lectures. Students will develop their discussion and conversation skills for social and academic purposes. In addition, the course includes an intensive focus on pronunciation, fluency, and oral grammar

GENERAL 5 (READING/WRITING)

This course improves the general English skills of advanced level students.

Learner outcomes include improved reading comprehension and speed, essay-writing skills, general vocabulary, and understanding of grammar and its use.

Materials include ESL grammar and reading texts, and supplementary non-adapted texts, newspapers, and magazine articles. Sample writing tasks include summarizing, showing cause/effect, and stating and supporting opinions

LEVEL 6 (ADVANCED)**ENGLISH FOR PROFESSIONAL PURPOSES (READING AND WRITING)**

This class is designed for students who wish to improve their English skills at the advanced level for professional, personal or academic reasons.

Reading selections are varied and include short stories, popular science articles from magazines, poems, and short prose passages. Writing assignments include reviews, descriptions, and interviews. The grammar lessons build on the students' grammar foundation and are designed to help students apply their knowledge of the structure of English to their writing.



Thank you.

Dear Client,

Thank you for your time and we hope to hear from you soon.

We understand the importance of providing high-quality training and development solutions. Our experience has guided us to maximize workplace training outcomes by moving towards outcomes-based programs with explicit curriculum standards and longitudinal assessments that are relevant to daily practice. Additionally, we prioritize quality assurance through benchmarking our advanced programs against international standards. We also acknowledge the significance of assessment methods for evaluating implemented training programs. At our organization, we remain committed to delivering excellence in all aspects of our services while addressing gaps between formal education and vocational skill.

Our team of master trainers also brings diverse backgrounds and experiences to the program, possessing a wealth of knowledge and experience in delivering effective training programs to individuals from various sectors. With a strong commitment to the success of our participants, our trainers will be available to provide guidance, support and mentorship throughout the course.

Rest assured;

we will continue striving for excellence to meet your evolving needs!

Sincerely,



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Ummah For Talent Solutions

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