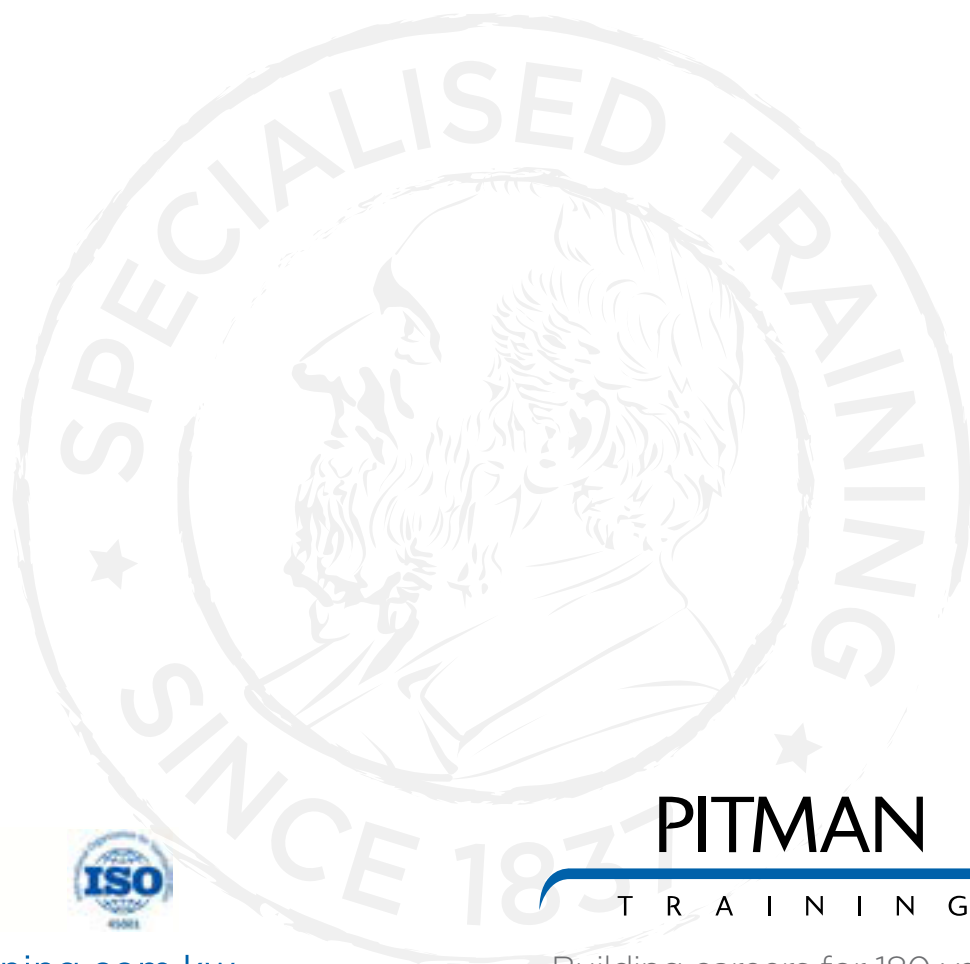# THE PITMAN TRAINING
PROSPECTUS

Your guide to our range of diplomas, awards, courses and seminars.

Pitman Training Catalog 2025

PITMAN
T R A I N I N G

Building careers for 180 years.

Mission

Pitman Training aims to achieve and sustain excellence in every area of its involvement in learning, thereby maintaining and developing its historical position as a world-class provider of workplace skills education, and enriching national and regional communities in GCC through the success of its methods and the skills of its learners.

Vision

Our vision serves as a "Roadmap" and guides every aspect of our business by describing what we need to accomplish in order to continue achieving sustainable, quality growth.

P - Provide outstanding affordable training services to our customers

I - Invest in our staff for the sake of training services.

T - Take the main share in Kuwait market

M - Maintain a close relationship with our customers during and after delivering our services.

A - Always be ahead of the competition by providing the most up-to-date training courses.

N - Never fail to meet or even exceed our customers' expectations

Partners and International Accreditation

A Brief History of Pitman Training

Pitman Training is a leading training provider offering specialist career-focused training, upholding the heritage that was established in 1837, when Sir Isaac Pitman revolutionised office communications with the invention of shorthand.

Today, we still offer our globally recognised shorthand training, but as you'd expect, we've well and truly moved with the times. We provide the very latest in office software and IT training, as well as a comprehensive range of diplomas, awards and courses.

All of our courses are designed to help students get the job and skills they really want and are delivered using up to date effective technology for teaching, learning and assessments.

We've always enjoyed a reputation for excellence and this is as true today as it ever was. Pitman Training continues to be highly regarded by employers; so much so that companies across the UK have voted us to be a top Business Superbrand™ in the field of education, alongside the likes of Cambridge and Oxford universities.

The cornerstone of our offering is our diploma programme. This provides exceptional, cost-effective and flexible Office, Management, Accounts, Media and IT training for thousands of people every year, across the globe.

Every year, many thousands of former Pitman Training students succeed in getting the job they really want. Our quality training and industry standard certification help people return to work, improve their careers and change lives.

In Kuwait Pitman Training Center is a subsidiary of Automated Systems Company (ASC). Automated Systems Company (ASC) is a Public Shareholding Kuwaiti Company established in 1988. In November 2002, ASC joined the Kuwait Stock Exchange (KSE) as a technology company. It has a current capital of 10 million Kuwaiti Dinar. The journey started with an aim of providing IT Services & Solutions exclusively to the aviation industry but has expanded to other businesses such as Healthcare, Education, Banking, Oil & Gas, Telecom, and Construction. ASC provides a diverse set of technology services & solutions to a wide range of industries. Our continuous quest for excellence through our dedicated team and innovative solutions, which is at the heart of our operations, has helped us gain the trust and satisfaction of our valuable customers and partner.

Call now: **+965 9724 2082**

General Management

- Team Building
- Crisis Management
- Leadership Skills
- Risk Management Professional
- Business Process Management
- Conference and Event Management
- Business Succession Planning
- Quality Management
- Strategic Planning
- Supervisor Skills
- Coaching and Mentoring
- Time Management
- Stress Management
- Managing Pressure and Maintaining Balance
- Managing Employee Performance
- Anger Management
- Purchasing Management
- Lean Six Sigma Yellow Belt
- Lean Six Sigma Black Belt
- Inventory Management
- Meeting Management

Project Management

- Project Management Professional
- Certified Associate in Project anagement
- TOGAF
- Business Analytics using Power BI
- Program Management Professional
- Certified Professional Contracts Manager
- Prince 2
- ITIL Foundation
- Agile Fundmentals
- Change Management

Sales, Marketing & Customer Service

- Sales and Customer Service Training for Call Center Agents
- Retail Sales Training
- Selling Smarter
- Dynamite Sales Presentations
- Critical Elements of Customer Service
- Customer Hospitality course
- Certified Public Relations Manager
- Telemarketing
- Certified Marketing Manager
- Marketing for Small Businesses
- Video Call Training for call center
- Marketing and Public Relation Diploma

Human Resources – HR

- Hiring for Success
- Basic Human Resources Training
- Human Resources Diploma

Business Writing

- Business Writing
- Writing a Business Plan
- Writing Reports and Proposals
- Social Business Writing for Customer Services

Administrative & Secretary

- Public Relations
- Skills for the Administrative Assistant
- Certifies Executive Secretary
- Basic Business Management
- Certified Customer Service Manager
- Certified Office Manager
- Office Management Diploma
- Getting Stuff Done

Soft Skills

- Communication Strategies
- Problem solving and decision making
- Negotiating Skills
- Critical Thinking
- Creative Thinking and Innovation
- Effective Planning and scheduling
- Motivating Your Work force
- Business Ethics for the office
- Disability Awareness
- Emotional Intelligence
- Lean Process Improvement
- Building Your Self Esteem and Assertiveness Skills
- Safety in the Workplace

Microsoft

- Microsoft 365 Office
- SQL Server
- Microsoft Visual Studio – ASP .Net
- Microsoft Certified Solutions Expert –Server infrastructure
- Microsoft Certified Solutions Expert –Communication
- Microsoft Certified Solutions Expert –Private Cloud
- SharePoint Administration
- Exchange Server
- SharePoint Developer

4

Cisco

- Cisco Wireless
- Cisco Certified Network Associate
- Cisco Certified Network Professional
- Cisco Data Center
- Cisco Collaboration
- Cisco Security
- Cisco Certified Internetwork Expert
- Cisco Adaptive Security Appliance

Oracle

- Oracle Forms Developer
- Oracle DBA - Database 12c
- Administrator Certified Associate
- Oracle Java Application
- evelopment
- Oracle DBA 11g Database Administrator
- Oracle DBA – Database 12c Administrator Certified Professional

CompTIA

- A +
- Security +
- Server +
- Project +
- Network +
- Cloud +

Security & Virtualization

- vm ware
- Certified Information Systems Security Professional

Graphics & Social Media

- Graphic Design Courses
- Graphic Design Diploma
- Social Media & Online Marketing

AWS

- AWS Cloud Practitioner Essentials
- AWS Technical Essentials
- Architecting on AWS
- Advanced Architecting on AWS
- Developing on AWS
- Systems Operations on AWS

EC-Council

- Computer Hacking Forensic Investigator
- CASE (.NET) / (Java)
- CPENT Training Course
- Disaster Recovery
- Certified SOC Analyst
- Certified Ethical Hacker
- Council Incident Handling
- Certified Threat Intelligence Analyst
- Council Certified Encryption Specialist

Autodesk

- Inventor
- AutoCAD 2024-Mastering 2D drafting
- AutoCAD 2024 -2D Drafting and 3D Modeling Essentials
- AutoCAD 2024- 2D Drafting and 3D Modeling Essentials
- MAYA 3D
- Plant Design Using AutoCAD Plant 3D
- AutoCAD 2024 Civil 3D - Syllabus
- Revit Structure 2024 Professional learning program.
- Revit Architecture Basic 2024.
- Revit Architecture Advanced 2024.
- Revit Architecture Intermediate 2024.

Finance & Accounting

- Financial for non-Finance
- Certified Management Accountant
- Certified Public Accountant
- International Financial Reporting Standards
- Certified Internal Auditor
- Treasury, Capital Markets and Risk
- Introduction to Islamic Banking and Finance
- Financial Modeling

English

- General English
- Business English
- Conversation English
- English Steps Brogram

Governance

- Fundamentals of IT Auditing
- Professional Certificate in Risk Management
- Professional Certificate in Corporate Social Responsibility CSR
- Professional Certificate in HR Governance

Pitman Worldwide Partnership

Pitman Training is not only highly respected in its own right, but our courses and diplomas are also accredited by a number of key bodies:

AAT
(The Association for Accounting Technicians)
AAT is the UK's leading qualification and membership body for accounting and finance staff. Members include people working in accountancy, students and self-employed business owners.

CompTIA
CompTIA's vendor-neutral certifications are a great way to break into the information technology field because they provide a broad knowledge base and are not limited to only one product or company. Let Pitman Training help you achieve CompTIA certification.

BCS
(Chartered Institute for IT)
Pitman Training has worked successfully with BCS for many years. BCS are behind the qualifications we offer with a number of our courses (e.g., ECDL).

Digital Marketing Institute (DMI)
The Digital Marketing Institute is the global certification standard in digital education. With professionals certified in over 80 countries worldwide, the industry-approved qualification is the most widely taught digital certification in the world.

The Chartered Institute of Legal Executives (CILEx)
The Chartered Institute of Legal Executives (CILEx) is the professional association and governing body for chartered legal executive lawyers and other legal practitioners.

ECDL
The European Computer Driving Licence® (ECDL) is the European-wide qualification that demonstrates competence in computer skills. Pitman Training centres offer ECDL. No prior knowledge of IT or computer skills is needed to study the ECDL.

City & Guilds
Many Pitman Training centres are registered City & Guilds examination centres to offer learners the chance to gain Medical Terminology qualifications.

Microsoft IT Academy
Many of our training centres have Microsoft IT Academy status.

The CPD Standards Office
Many training programmes provided by Pitman Training are CPD (Continuing Professional Development) accredited by the CPD Standards Office, and you will receive a certificate for your formal CPD records, which confirms the CPD points you have gained in your training with us.

Microsoft Office Specialist (MOS)
Microsoft Office courseware produced by Pitman Training follows the relevant Microsoft Office Specialist syllabus. Students may take a MOS test after successfully completing one of our Microsoft courses.

Visit: **www.pitman-training.com.kw**

Pitman Kuwait Partnership

AWS

AWS Training and Certification builds your competence, confidence, and credibility through practical cloud skills that help you innovate and build your future

Autodesk

our comprehensive training courses help you increase your product knowledge, prepare for certification exams, and achieve your career goals. Authorized by Autodesk

Missouri State University

A professional development program of Missouri State University, the Management Development Institute (MDI) strives to create learning opportunities that lead to professional and personal success...Learn ...Lead ...Succeed!

Microsoft Silver learning Partner

Microsoft Learning Partners are the only ones in the market authorized to deliver Microsoft Official Courses (MOC). They offer a breadth of solutions to suit your training needs—from classroom training to online training with Microsoft Official Courses on Demand (MOC On-Demand)

CompTIA Authorized Partner

Pitman Training Centre is the training partner of the largest American training organization in the world specialized in developing and maintaining information systems and computer technologies.

Management Development Institute

MDI's focus is to provide professional, managerial and executive education programs that provide you with the knowledge and skills necessary to compete in and win in today's competitive marketplace MDI

International Business Driving License

This is the a first certification in business skills in its kind across the whole world It is specifically designed for those who wish to gain or improve basic qualification in business skills and knowledge with an internationally recognized qualification.

International association of bookkeepers

The International Association of Book-keepers (IAB) is the leading awarding and supervisory body for professional bookkeepers in the UK.

LCCI

Pearson LCCI qualifications are work-related qualifications, created to give professional learners the skills and knowledge needed to thrive in the workplace.

Our Clients

Industry

- ACICO Industries
- al kout insdustrial prolects
- Al Yesra Food
- Alghanim Industries
- Alshaya Group
- Behbehani Motors Company
- Carrier Kuwait Air Conditioning
- KFMB
- Majdi Food Co.
- National Company for Consumer Industries
- Nouri Industrial Est. Co.
- OTIS
- Siemens

Finance, Insurance & Brokerage

- Al Mazaya Holding Co.
- Credit Information Network CO.
- First Investment Company (FIC)
- GAMCO
- Global Clearing House
- Gulf Financial Company (GFC)
- Gulf Investment House
- Kuwait Baharin INTL. Exchange
- Kuwait Finance and Investment Company (KFIC)
- Kuwait Finance House (KFH)
- Kuwait Financial Centre-Markaz
- Kuwait Investment Co.(S.A.K)
- Kuwait Investment Company (KIC)
- National Investments Company
- National Leasing and Financing
- NBK Capital
- Wethaq Takaful Insurance Company
- Zakat House
- oula Wasata
- watania wasata
- warba insurance
- Gulf insurance Group – GIG
- Noor Capital

Governmental

- Al Diwan Al Amiri
- Civil Service Court
- Court of Audit
- Dicrectorate Genersl of Civil Aviation
- General Authority for Investment
- General Authority for Manpower
- General Authority to take care of printing and publication of the Holy Quran and Sunnah and sciences (QSA)
- Kuwait AWQAF Public Foundation
- Kuwait Fund for Arab Economic Development
- KUWAIT NATIONAL GUARD
- Ministry of Commerce and Industry
- Ministry of Defense
- Ministry of Education
- Ministry of Finance
- Ministry of Information
- Ministry of Interior
- Ministry of Justice
- Ministry of Public Works
- Ministry of Transportation
- Oil Ministry
- Parliament
- Public Authority for Applied Education and Training
- Public Authority for Minors Affairs
- The General Secretariat of the Supreme Council for Planning and Development
- The Ministry of Awqaf and Islamic Affairs
- The Ministry of Planning

Our Clients

Bank 🏛️

- Al Ahli Bank (ABK)
- Central Bank Of Kuwait (CBK)
- kuwait international bank (KIB)
- Kuwait Finance House (KFH)
- National Bank of Kuwait (NBK)
- BOUBYAN Bank
- Warba Bank (WB)
- Burgan Bank

Real State 🏠

- Ajial Real Estate
- Combined Group
- Mena Real Estate Co.
- Mezzan holding company
- Munshaat
- National Real Estate Co
- Saudi Holding Projects Group K.S.C.
- T-MAS
- Wafra Real Estate
- GULF NATIONAL DRILLING COMPANY - GNDC
- Kuwait Company for Building Factories and Contracting – KCPC
- Kuwait Steel Company
- Salhia Real Estate Company
- Altijaria
- Combined Group Contracting Company (K.S.C.C)
- Kuwaiti European Holding Company – KEH
- Ream real state
- United Projects Co. - UPAC
- General Control Group Company – GCG
- United Facilities Management Company (UFMCO)

logistics ⚙️

- Agility Logistics
- Al Ahlea Circle Cleaning Co
- Al- Rai Logistica Co.
- AlDelma For Contracting And Training Services
- Ali Abdulwahab Sons & CO
- Anotah
- Asfoor & Khatib Trading Co.
- Habchi & Chalhoub
- Hamad S. Alghanim & Sons
- KDD
- Mayadeen Al Arabiya General Trading and Contracting Co
- Sabah Al Ahmed Center for Giftedness & Crativity
- Tabco Food
- Naif Chicken Restaurants
- EQUATE
- Dar Hamad Restaurant
- Cramello
- Arwa Gulf

oil & Gaz ☢️

- Action Drilling & Maintenance co.
- Al-Khafji Joint Operation
- Fawares Petroleum Services
- Gas &Oil Field servces " GOFSCO "
- Kuwait Oil Company (KOC)
- Kuwait Petroleum Company (KPC)
- Kuwait Drilling Fluids & Oil Services
- Kuwait Energy
- Kuwait Shell Limited
- Oula Fuel
- Petroleum Coke Industries Company (PCIC)
- SOOR Fuel Marketing Company S.A.K

Our Clients

Services 👍

- Advisers for Management Consulations
- Al Nouri
- Alghanim Wormold
- American Express
- Araba Al Mulla
- Arabia Insurance
- Automated System Company
- City Group Company
- Costa Del Sol Hotel
- Direct Aid
- DLA PIPER
- Evet Mear
- Flex company
- KISR
- Kuwait Wheelchair Power Lift
- Lulua Publishing
- Procapita
- Safir International Hotel
- Shoneez Trading Co
- Tamdeen Group
- Touristic Enterprises Company
- Union Trading Company
- Universal Media
- Australian College of Kuwait (ACK)
- Kuwait University
- Faculty of National Security
- Al Ahmadi International Medical Supplies Co
- ALMowasat hospital
- Diet Care
- I-Medica Healthcare
- Taiba Hospital
- Yiaco Company
- White Stores Co
- PBK-advisory
- United Kuwait Land

IT & Telecommunication 📶

- Al Alamiyah Group Technology
- Advanced Technology Company (ATC)
- Axis sulotion
- Diyar united Company
- International Turnkey Systems (ITS)
- Link Systems
- Microsoft Kuwait
- Unisys International
- National Information Technology Center - NITC
- CINET
- Gulfnet
- Ooredoo
- Wataniya Telecom
- Zajil

Transforming careers.
Changing lives.

The prestigious Pitman Training name is highly regarded by employers worldwide and signifies that you have been trained to the highest level.

With your Pitman Training certificate you'll be able to demonstrate that you have the essential work-ready skills needed and have been trained by the very best.

- **Flexible training you can fit around work and family commitments**

- **Support whenever you need it from our friendly Admissions Counsellors**

- **The skills in demand by employers**

- **Confidence that you're one step closer to your dream job, promotion or new career**

Speak to an Admissions Counsellor on :
+965 9724 2082
+965 2240 8069

or visit :
www.pitman-training.com.kw

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Building careers for 180 years.