

PROFESSIONAL CONSULTANT & TRAINER

OUR PROFILE







Professional Consultant and Trainer, PCT

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Diversity

Innovation

Vision

Excellence

Outreach



OTHER

COMPETITOR

OUR COMPANY

Mission Statement



Deliver multi-sector professional services

35%



Training

Consulting

BUSINESS

QUALITY

ROUTER



Core Values

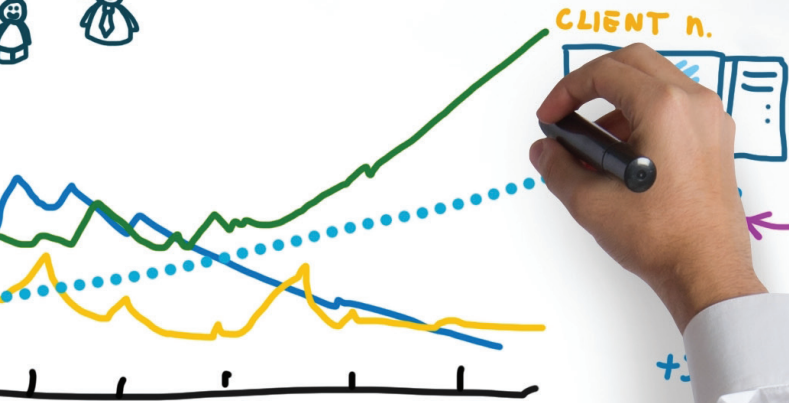
"The Customer Is First", our destiny.

Customer tailor - made deliverables, is our trademark

Optimum performance, is our goal

Genuine services, is our objective

Credibility to the customer, is our promise



CLIENT N.

SEARCH ENGINE
DESIGN
MEDIA
WEB SITE



STATISTICS

\$

500.000

LAST YEAR

\$

1.000.000

THIS YEAR



QUALITY
STRATEGY
VISION
SUCCESS
VISION
RESEARCH

0% → 150% INNOVATION



1st

Establishment, Vision, Mission, Core Values,
Value-Added to Our Customer Base,
Our Organizational Structure and
Consortium Partners:

A. Establishment:

The Professional Consultant and Trainer (PCT) was established in the Hashemite Kingdom of Jordan in 2011, under License No.23829, issued by the Ministry of Trade and Industry, as a limited liability company. It is a member of Amman Chamber of Commerce under No. (200115979). PCT operates as an Arab-global group, consisting of about (50) consulting and training companies, firms and institutions, covering most sectors.

B. Vision, Mission and Core Values:

1. Vision: An Institution enjoying diversity, outreach, innovation and excellence:

- **Diversity:** Multi-sector services, regardless of organizational ownership, Covering both consulting and training specialisations.
- **Outreach:** Operation in all Arab countries and aboard.
- **Innovation:** Innovative problem-solution, in-line with the characteristics of our customer-base.
- **Excellence:** Delivery according to global standards and the requirements of total quality management.

2. Mission Statement:

Deliver multi- sector professional services, in all Arab countries, regardless of the ownership of the organization, with the dual emphasis on consulting and training, through live and continuing interaction between Arab and global expertise, assuring our broad customer - base of achieving total quality management.

3. Core Values:

- “The Customer Is First”, our destiny.
- Customer tailor – made deliverables, is our trademark
- Optimum performance, is our goal
- Genuine services, is our objective
- Creditability to the customer, is our promise
- Field-proven expertise, is our resource
- Teamwork, is the ground of our strength
- Interaction of consulting and training, is our joint deliverable
- Supervision of implementation, is our obligation
- Interaction of sectoral experience, is our wealth
- Transcending geography, is our move
- Presentation of innovative solutions, is our course of action.
- Interaction of Arab and global experience, is our open door
- Compliance with global standards and total quality, is our framework
- Pioneering the consulting and training profession, is our reputation

C. Positive Points and Value – Added to Our Customer – Base:

1. A wide spectrum of consulting assignments, delivered to all sectors, based on the results of preliminary surveys of organizations, targeting development and modernization, followed by the presentation of both the “Technical Proposal” and the “Financial Proposal”, covering consultancy assignments, coupled with proposed implementation timetables.
2. After customer approval and signing the relevant contract, training programs will be designed and implemented, supported by the supervision of execution of the consultancy assignment, to ensure that the fruits of the assignment are reaped in the field, under our continuous guidance.
3. Open-enrollment training programs are targeted at specific segments of the human sources, in addition contractual programs designed and tailor-made to acquire the required skills, responding to the needs of our broad customer- base. We depend on selected and highly distinguished trainers, well-known globally, who are able to execute state-of-the art programs at high standards, continuously updated, in-line-with the latest professional developments, employing modern techniques and complying with global standards.

D. PCT Organizational Structure:

The organizational structure of our company consists of the following:

1. Board of Directors
2. Chairman of the Board of Directors
3. Chief Executive Officer (CEO)
4. Consulting Center
5. Consulting Teams
6. Accredited Training Academy (Center of Accreditation and Quality Assurance).
7. Training Teams
8. Commercial Intermediation Bureau
9. Real Estate Development and Investment Office
10. Relationship Management of Consortium Partners
11. Management of Support Services

E. Our Consortium Partners:

Our company cooperates with about 50 consulting and training firms and centers, which deliver their services in both the Arab countries and abroad, within a broad consortium, operating in the following Arab and foreign cities:

1. Arab Cities:

Amman, Baghdad, Dubai, Beirut, Cairo, Sana'a, Tripoli, Djibouti, Khartoum, Kuwait, Jeddah, Manama, and Muscat.

2. Foreign Cities:

Istanbul, London, Montreal, Ottawa, Kuala Lumpur, Chaina, and Kiev.



2nd

PCT Leadership, Experience, Delivery
Modalities, Specialized Skills,
and Service Uniqueness:



Professor Dr.Khalil M.H.Al-Shamma'

Founder of the Company

Professor Dr.Khalil M.H.Al-Shamma'

- An Iraqi citizen who obtained B.B.A. , with Distinction (1957), and M.B.A. (1959), in Business Administration, American University of Beirut, Lebanon, Ph.D in Business Administration (1962), University of California, Berkeley, U.S.A , and Ph.D, Business Management, (1987) World University, Arizona U.S.A. This is in addition to " Certified Lender – Business Banking (CLBB), Certificated Institute of Bankers, ICB, U.S.A., (2001).
- Professor Al-Shamma' served the University of Baghdad, College of Administration and Economics, as an Instructor (1962), Assistant Professor (1967), Associate Professor (1978) and Full Professor (1979).
- During the years 1962 – 1992, he occupied many official posts, including Chairman , Statistics and Research Department, Central Bank of Iraq (1964 – 1965), Adviser to the President of the Economic Organization, (1965 -66), President, Economic and Managerial Research Center, University of Baghdad (1966 – 67), Dean, College of Administration and Economics (1969). Chairman, Department of Business Administration (1970), Chairman, Committee for the Recognition of the State and Public Sector (1970 – 77), Revolution Command Council, full-time researcher, Economic and Managerial Research Center (1978 – 82), Professor of Military Science, Al-Bakr University for Post Graduate Military Studies, College of War and College of National Defense (1986 – 88), Professor, College of Administration and Economics, University of Baghdad (1982 – 1992) .
- In 1992, Professor Al-Shamma' left Iraq and became the Deputy General Manager, Arab Institute of Banking and Financial Studies, one of the Pan-Arab Institutions for Joint Arab Action, League of Arab States, which is Jordan-based. In 1996, he became Vice President of the Arab Academy for Banking and Financial Science, and in 2008 he was the Acting President of the Arab Academy.
- During the years 1992 – 2011, he was also the General Manager of the Banking and Financial Consulting Center, and the General Manager of the Banking and Financial Research Center, including an Editor of the Journal for Banking and Financial Studies, Arab Academy for Banking and Financial Sciences.
- Leaving service at the Arab Academy for Banking and Financial Sciences, he established the Professional Consultant and Trainer Company, which leads the Arab-Global Group for Consulting and Training Services (PCTgroup).
- Professor Al-Shamma' was a member of many state-owned organizations in Iraq, including the Central Bank of Iraq (1986 – 92). National Insurance Company (1965 – 92), Company for the Importation and Distribution of Drugs and Chemicals (Chemadia), Commercial Bank of Iraq , State Purchasing Board, University Bookstore, College of Administration and Economics, and many others .
- He established many academic institutions, including the College Administration and Economics, Chartered Accountant Diploma, High Banking Diploma, High Insurance Diploma, Master of Business Administration, Ph.D. in Administration and Economics, Ph.D. in Business Administration, all at the University of Baghdad, and Ph.D. in Banking

and Financial Sciences, Arab Academy for Banking and Financial Sciences.

- Professor Al-Shamma' student population had been astounding, including some 100000 undergraduates, and about 1000 graduates, with the supervision of about 400 High Diploma, Master and Ph.D. degrees in many specializations, such as management, accounting, banking, capital markets, economics, strategy, and military science.
- His academic achievement extends to include the publication of many books, covering such specializations as banking, financial management, accounting, financial institutions, organization theory, principles of management, management of modern research institutions, Basel I, Basel II, structure of the banking system in Iraq, organization of the University of Baghdad, promotion and financing of micro, small and medium enterprises, feasibility studies of new enterprises, in addition to the publication of about 100 research papers in Arabic and English. One of his basic professional achievements was reorganization of state and public sector in Iraq, in about 200 volumes.
- He donated all his personal library to the College of Administration and Economics, University of Baghdad, 2012, which hosted it as a special division.
- As a trainer, he prepared and delivered more than 50 highly specialized programs, in most Arab countries, all of them were implemented several times. Topics covered were highly diversified, such as credit, banking operations, management accounting for banks, real estate finance and investment, real estate appraisal, mergers and acquisitions, securitization, syndication, asset-liability management, analysis and evaluation of bank customer, analysis and evaluation of bank performance, strategic management, analysis of capital market operations, small and medium enterprises, etc....
- At both pan-Arab and global levels, he was intensively active in the organization of annual conference, forums, symposia, workshops and brain-storming sessions.
- In appreciation of his academic, professional and social achievements, he was awarded many prizes and global distinctions. At Iraqi level he won prizes from the Revolution Command Council, President of the Republic of Iraq, Planning Board, Minister of Defense, Minister of Finance, Minister of Higher Education and Scientific Research, Board of Directors of the Central Bank of Iraq, National Insurance Company. President of the University of Baghdad, President of the Al-Bakr University for Post Graduate Military Studies, Iraqi Economic Association, Iraqi Society of Accountants and Auditors, Arab Federation of Industries and Mineral, and others.
- At global level, he won many awards and distinctions as from the International Biographical Centre, London, (IBC, U.K.), Presidential Seal of Honour, USA, The First Five Thousands, (IBC, U.K.). The First Five Hundred, (IBC, U.K.). The First Twenty Five, (ABI, U.S.A.) Man of the Year, (ABI, U.S.A.), Greatest Minds of the 21st Century, (ABI, U.S.A.), Outstanding Man of the 21st Century, (ABI, U.S.A.), 1000 Intellectuals of the World (IBC).

A. PCT Leadership and Composition of Work Teams:

PCT is led by highly professional Teams including:

1. Chairman of the Board of Directors
2. Chief Executive Officer
3. Chief, Consulting Teams
4. Chief, Training Teams
5. Chief, Support Service Teams
6. Consortium Partners

B. Our Modality for the Delivery of Consulting and Training Services:

1. Our modality for the implementation of consultancy assignment and training programs consists of a set of phases, covering inputs, processes and outputs, for basic and support activities, proposed systems, delivery of consultancy assignments and training programs.
2. Design and implementation of training programs, associated with the specific consultancy assignment, complying with global standards, and the characteristics of the organization demanding consultancy.
3. Commitment to implement consultancy phases and the contents of training programs, according to global standards, applied by well-known consulting and training institutions.
4. Availability of the opportunity for the participation of responsible officers in the design and implementation processes of the consultancy deliverables, in-line-with global requirements.
5. Each training program, associated with the consultancy assignment, is executed as a workshop, using PowerPoint presentation, enriched by various practical applications, in accordance with its nature and characteristics.
6. Present sample solutions for exercises and case-studies, after attempts by the participants to solve them.

C. Field- Based Professional Skills, Qualifications of Our Consulting and

Training Experts:

PCT selects highly qualified consulting experts and globally accredited trainers, who enjoy professional excellence in the fields, consultancy assignments and training programs, who gained professional distinction, as appraised by the beneficiary customers. This will empower them to employ the fruits of consulting and training, right in the field, to add value and meet targeted objectives. PCT considers the realization of customer objectives as its success criterion.

D. Our Positive Points

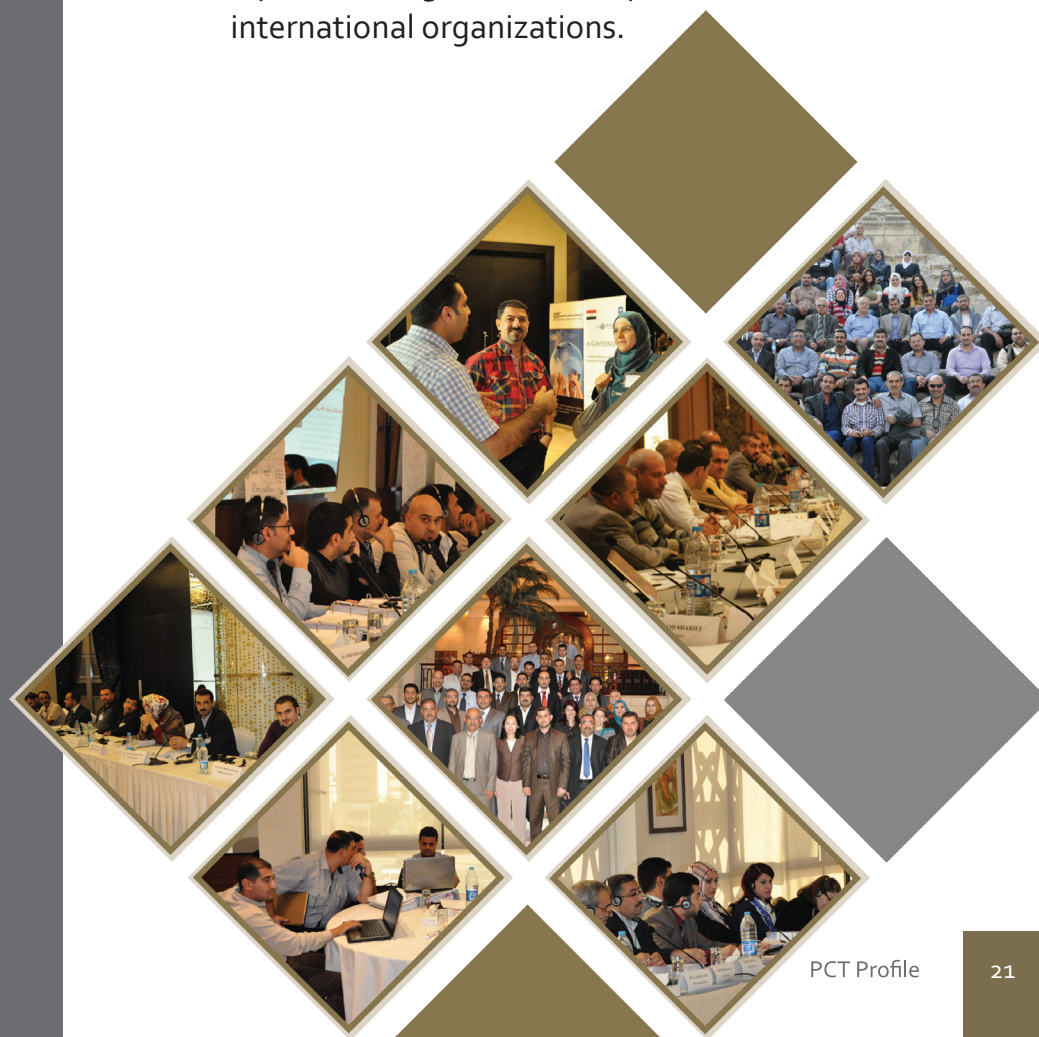
You are, therefore, realizing key positive points, when contracting with us, to obtain consulting and training services, among which are the following:

1. Delivery of assignments according to global standards.
2. Accreditation of program certificates (by the Center of Accreditation and Quality Assurance).
3. Coverage of a wide spectrum of specializations.
4. Well-known resource persons in the field.
5. Deep understanding of the socio-economic characteristics of our customer-base.
6. Delivery in several languages.
7. Broad sectoral coverage.
8. Coverage of all Arab countries and abroad.
9. Operation within a large Arab- global consortium.
10. Above all, our market reputation.

E. Design and Implementation of Training Programs, Responding to the Requirements of the Application of Deliverables of the Consultancy Assignments:

1. Broad spectrum of training programs, covering both open-enrollment and contractual tailor-made programs, delivered to a broad customer base.

2. Use up-to-date materials, employing state-of-the-art interactive techniques, enriched by case-studies, practical exercises, role-playing, simulation, discussion groups and business games.
3. Highly qualified, able, and well-known trainers and resource persons, attracted directly from the field, to ensure the effectiveness of the skill acquisition process.
4. World-class logistical services, delivered at all training venues, and at all times, to all segments of our Arab-global customer base.
5. Successful fulfilment of program requirements, enabling the participant to obtain accredited certificates, while the fulfilment of the requirements of six training weeks (or 150 hours), covering closely-related programs, lead to accredited professional diplomas. Some certificates and professional diplomas are granted in cooperation with Arab and international organizations.





3^{ed}

Coordination of Work Teams, Acceptance
of Deliverables and Close Supervision of
Implementation:

A. Coordination of the Tasks of Work Teams:

Our experts deliver their tasks depending on work teams, which operate within and outside the country, where our customers exist. Some of them collect data in the field, while others dedicate time for analysis, and/ or propose recommendations in the form of deliverables, to fulfil the requirements of the consultancy assignments, according to the implementation timetable.

B. Project General Coordinator:

All work teams, serving a single project, are headed by the general coordinator, covering both consulting and training activities, in order to ensure close coordination between consultancy deliverables and training programs.

C. Locations Where Our Experts Operate, According to Contract:

Our experts and trainers move and operate in many locations, according to the terms of the relevant contract, as follows:

- 1. Temporary residence in the country where our customer is based, to perform the following tasks:**
 - Collect data, including documents in the field.
 - Conduct interviews required for the consultancy assignment.
 - Hold meetings with the “Liaison Committee” and top management.
 - Implement training programs.
- 2. Work abroad, in Amman and other cities, where the experts reside, to perform the following:**
 - Analyze data.
 - Prepare periodic reports.
 - Prepare and present deliverables.
 - Design sets of training programs, in the form of diversified agreed-upon packages, according to specifications.
 - Discuss reports, before going back to the customer.

D. Data Analysis and Collection, Design Tasks and Systems:

Work teams are responsible for the preparation of the “Action Plan”, covering both

consultancy and training requirements, in addition to detailed sub-plans for all areas, their deliverables, timetables, as per contract.

1. Data Collection and Analysis:

- Collect detailed data covering the components of the consultancy assignments.
- Close analysis of data.

2. Tasks and Systems Design:

- Present sets of recommendations to fulfil consultancy targets.
- Design tasks and systems, and their requirements, including specific resources, inputs and training programs.
- Discuss the recommendations with the customers to introduce some adjustments and to reach final acceptance.
- Submit final deliverables, as per the terms of the contract.

E. Specific Periods for Deliverables Acceptance, Submission of Periodic Reports and Supervision of Implementation:

1. Specific Periods for the Acceptance of Deliverables Covered by Written Notifications:

15 days are specified for the acceptance of any deliverable, since its submission to the customer, as listed in the timetable, supported by formal written acceptance notification, issued by the customer; otherwise the passage of this period, without the receipt of such notification, renders the deliverable formally accepted, which leads to the installment payment due, as per the terms of the "Financial Proposal".

2. Supervision of Implementation of Consultancy Deliverables:

Agreement is reached, with the customer, regarding the "period of supervision of implementation", which immediately starts after the final acceptance of the deliverable, according to the terms of the contract, to ensure genuine implementation.

3. Submission of Periodic Progress Reports:

PCT submits systematic periodic progress reports to the customer, according to the agreed-upon timetable.



☐





4th

Training Programs Venues, Duration , Fees,
and the Professional Diploma:

A. Venues and Duration:

1. Venues:

- Inside the Customer's Country
- Abroad

2. Duration:

- Each training week consists of (25) training hours, (5) hours per day
- Some programs extend for more than one week, when the skill acquisition process requires longer periods.

B. Fees:

Training fees cover the following:

1. Selection and compensation of highly specialized trainers and resource persons, who enjoy a rich mix of professional skills, relevant to each program, communication skills, and advanced delivery technologies, in compliance with global standards and total quality management.
2. Training materials, daily scheduled, covering open-enrollment and contractual tailor- made programs, enriched by practical experience and the employment of contemporary techniques.
3. Training Kit:
Contents of the training kit include the following:
 - Accredited training materials
 - CD of the training materials
 - Program brochure
 - PCT Badge
 - Participation card
 - Daily attendance sheet
 - Evaluation by participant of the program.
 - Trainer's evaluation of the participant
 - Training certificate
 - Stationary package
4. Conduct Short quizzes during the program, and final examination at the end of the program, before granting the certificate.

C. Professional Diploma:

1. Training hours accumulate gradually, in favor of the participant, so that the fulfilment of (150) hours, within a specific specialization, enables the participant to obtain "Professional Diploma"
2. Continuous fulfilment of the (150) hours, within a certain timetable is not required; rather the participant could gradually complete attendance requirements.
3. Timetable is arranged with the customer in the case of contractual training programs, so that the participant is finally awarded the diploma.
4. The participant will obtain the professional diploma, together with the certificate of the last program which completes the required (150) hours.
5. No additional fees are charged for awarding the diploma, because these fees were already paid for its relevant programs.





the PMO

anagement
roject office

The centralized team within an organization that defines and maintains the standards of the project management process.

#1

PMO Function:

Report project status to upper management 83%

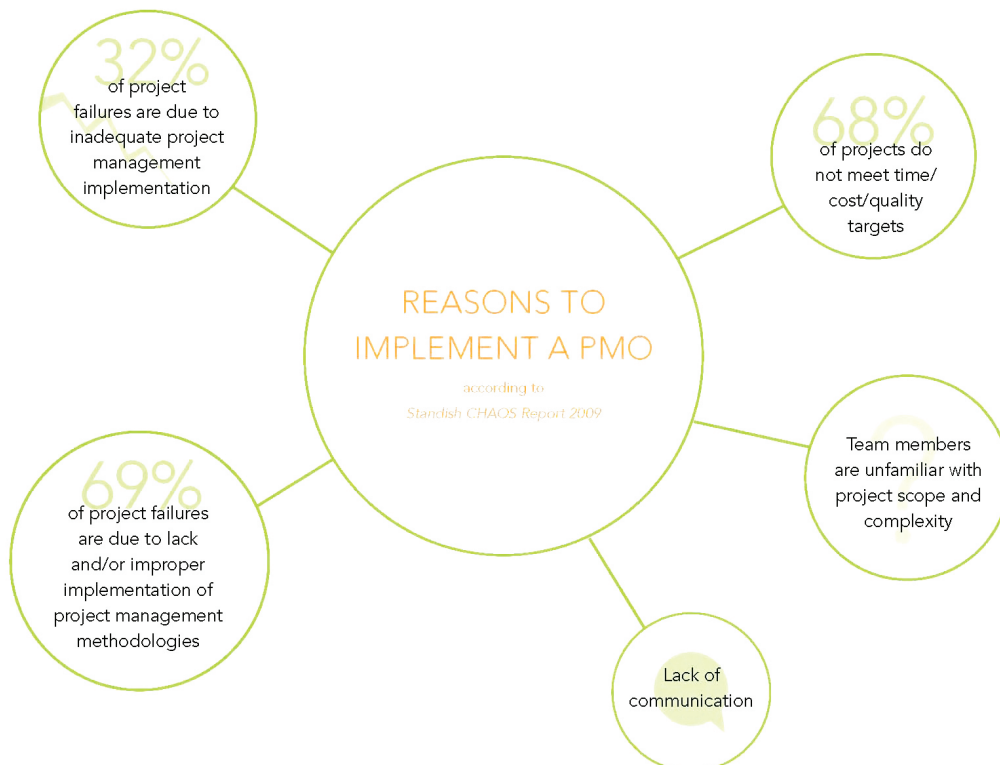
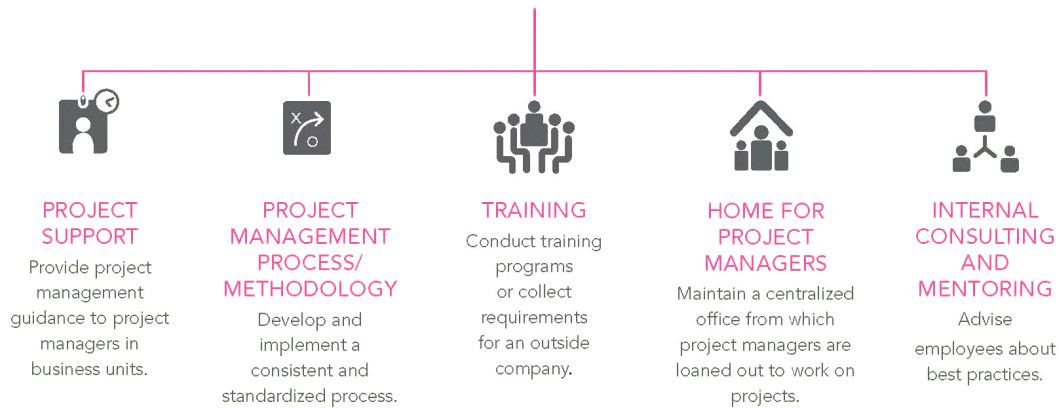
65.8%

of high performing organizations have PMOs

68%

of projects without a PMO were completed behind schedule, outside of budget and without measurable business and stakeholder benefits.

MAIN FUNCTIONS OF A PMO:



5th

Availability of Human and Logistical
Facilities at Project Site:

A. Liaison Committee and Officer:

1. Liaison Committee:

We propose to our customers the formation of a "Liaison Committee", consisting of (3-5) members with the "appointment a Liaison Officer" as its secretary, to cooperate with us in the following areas:

- Communicate with management at all levels
- Assist us in obtaining required data
- Solve problems facing our staff
- Hold monthly and exceptional meetings and prepare periodic reports.

2. Liaison Officer:

We propose to our customer the appointment of a "Liaison Officer", who is well-accepted, and enjoys cordial relations with the organization's staff, so that continuous excellent relationships are maintained.

B. Project Management Office:

We propose to the customer the establishment of a "project management office" available for PCT staff (experts, trainers...), equipped with suitable furniture, and provided with internet, fax connections, computers, printers and all types of stationary, to render the following services:

1. Facilitate collection of data and documents.
2. Arrange interviews with management at all levels.
3. Organize periodic meetings and reporting.
4. Receive our experts, trainers, at airports and others stations, and accompany them on departures.
5. Reserve rooms at international hotels for the residence of our experts and trainers.
6. Organize the movement of our experts and trainers at various destinations.
7. Ensure entry visas for non-Iraqi experts and trainers, when required.
8. Manage daily mail and archiving.
9. Participate in solving work problems, facing our experts and trainers
10. Document communications
11. Submit monthly reports to the liaison committee and PCT

Our Consortium Partners

 AMERICAN UNIVERSITY OF BEIRUT	الجامعة الأمريكية في بيروت - بيروت	1
	مركز الاستشارات والتدريب - الجامعة الأردنية	2
	مركز الاعتماد وضبط الجودة	3
	شركات المدن الصناعية الاردنية	4
 المستشار والمدرّب المهني PROFESSIONAL CONSULTANT & TRAINER AN ARAB GLOBAL GROUP FOR CONSULTING AND TRAINING SERVICES	المستشار والمدرّب المهني - بيروت	5
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	اكاديمية التمويل والادارة الدولية - مصر	7
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	شركة مان بيان للتصنيف والاستشارات الشرعيه (MBRIC) - بريطانيا	9
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