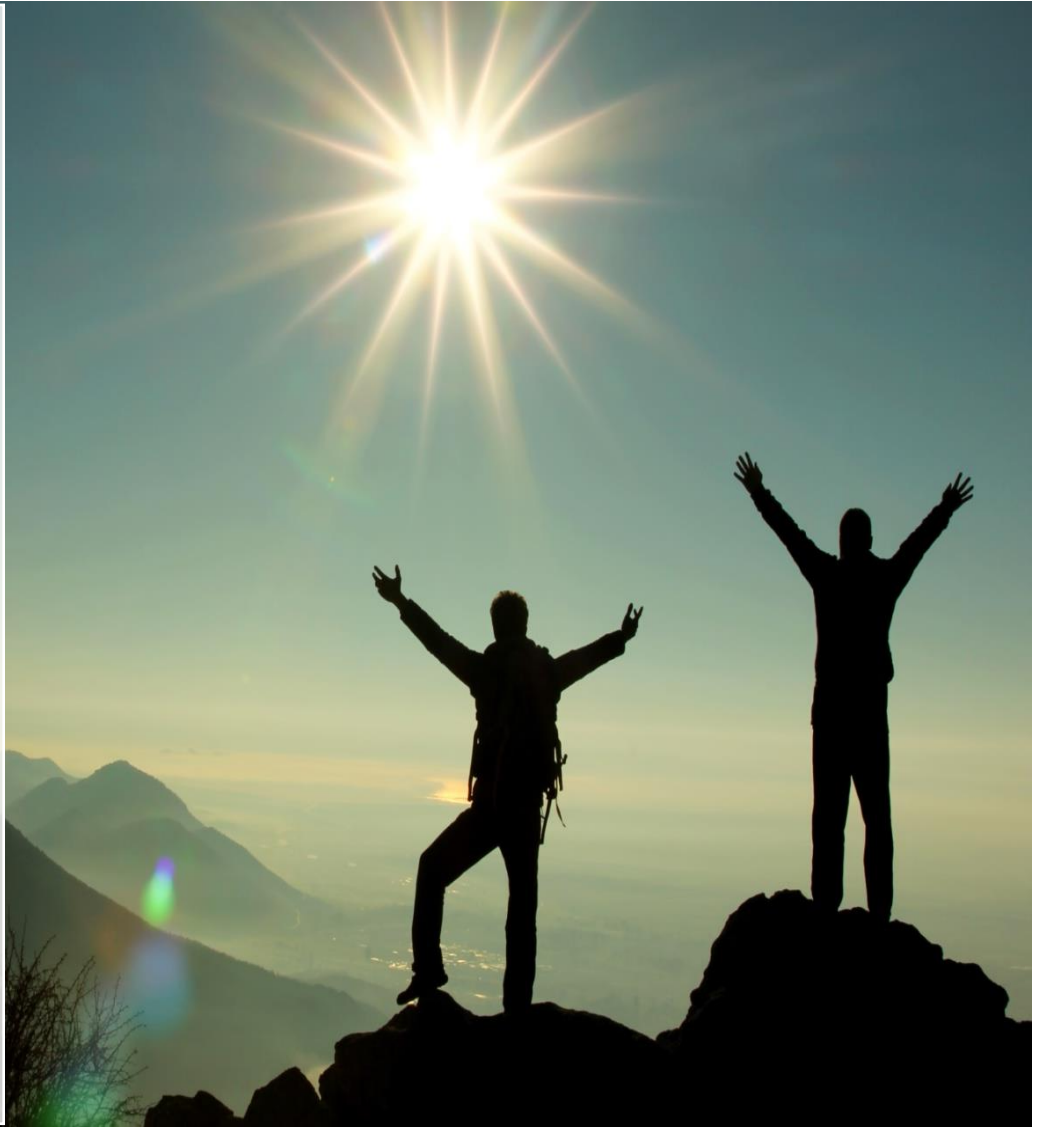


# Training Courses Catalog

The OneWayForward Inc.

Version 1.1.1, 2018



This document includes descriptions of training courses provided by the OneWayForward Inc. Updated versions of this document can always be found at the Training Services page on our website.

## *Preface*

We provide **training services as supplementary to our consultation services**. Usually consultation packages include orientation training and other supportive training packages which are designed for the specific customer to satisfy their specific needs depending on the consultation case.

We provide **mentoring and coaching services** for un-experienced staff who need support in applying and using tools and practices. This can be conducted either remotely through facilitation and directions, or on-the-job coaching.

We also provide the service of **training materials development on demand** related to several management disciplines, including project management, general management, IT management, and other management branches.

The following training courses are **provided on regular basis** and can be requested by [filling in the registration form](#). We provide these training courses to groups of 3 or more persons. In order to register, please arrange with a group.




The OneWayForward Inc.  
<http://www.onewayforward.com>

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# **IT Management Training**

- ITIL Foundation
- Cloud Computing Essentials
- ISO/IEC 20000 Foundation
- CMMI-SVC Awareness Course
- ITIL Implementation Workshop
- TOGAF 9.1 Preparation Course

# ITIL Foundation Training Course

**Duration:** Classroom 3 Full Days, 09:00 AM - 04:00 PM | Virtual  3 days x 3 sessions daily - flexible hours (10:00 - 12:00 & 14:00 - 16:00 & 18:00 - 20:00)

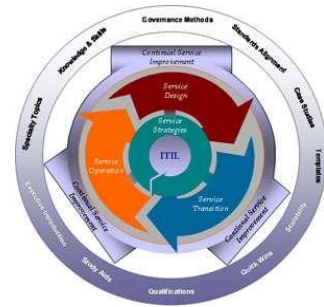
**Date:** Recurring - select the date based on your schedule

**Location:** Cairo / Alexandria | Dubai | Virtual

**Fees:** 3,500 L.E. per attendee (35 reward points) | \$550 per attendee | 50% discount (17.5 reward points)

**Instructor:** Our qualified and experienced instructors

**Description:** This course gives an overview on ITIL® processes and best practices for IT Service Management. It prepares the attendee for the ITIL Foundation exam. The course will explain the certification process and levels, as well as practice sample exam questions, but doesn't include the exam itself. ITIL is a well known framework for IT Service Management, that's widely accepted and applied worldwide. ITIL certified professionals are highly sought by many organizations, and ITIL certification is a requirement in increasing number of job openings.



Attendees will receive handouts of the training materials. Free catering and beverages are available all day long, and free lunch meal is offered. A certificate of attendance will be issued to attendees at the end of the training.

## The course covers the following topics:

- Overview to service management & ITIL
- Service Strategy
- Service Design
- Service Transition
- Service Operation
- Continual Service Improvement

Register for this training course, and get a free copy of the first part of this set of books



# Cloud Computing Essentials

<b>Duration:</b> Classroom 2 Full Days, 09:00 AM - 04:00 PM	Virtual ⓘ 2 days x 3 sessions daily - flexible hours (10:00 - 12:00 & 14:00 - 16:00 & 18:00 - 20:00)
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**Date:** Recurring - select the date based on your schedule

<b>Location:</b> Cairo / Alexandria	Dubai	Virtual
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<b>Fees:</b> 1,700 L.E. per attendee <small>(17 reward points)</small>	\$300 per attendee	50% discount <small>(8.5 reward points)</small>
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**Instructor:** Our qualified and experienced instructors

**Description:** This training course is aimed at introducing cloud computing concepts and practices to a general audience. It will benefit both IT specialized professionals, and business people alike. It will help attendees understand what is cloud computing as a technology and service provision means, and how to benefit from the available applications in their business conduct.



Attendees will receive handouts of the training materials. Free catering and beverages are available all day long. A certificate of attendance will be issued to attendees at the end of the training.

**The course outline is as follows:**

- Introduction
  - What is cloud computing?
  - Examples of cloud computing providers
  - Examples of cloud computing services available
- Cloud Computing Concepts
  - IaaS
  - PaaS
  - SaaS
  - Cloud Types (private, public, hybrid)
  - SOA
  - Virtualization
- Benefits of Cloud Computing
  - Strategies for choosing cloud-based computing solutions
  - Business case & ROI
- Risks and issues of Cloud Computing

- Security and privacy considerations
- Bypassing the IT function and ITSM challenges
- BYOD
- Cloud Architecture - technical brief
  - OpenStack Community and Platform
- Internet of Things (IoT) and its applications
- Green IT
- Hands-on practice case study (Amazon EC2®)

**Note: This is not a certificate preparation course**

The *OneWayForward Inc.* is a Registered Partner of Amazon Web Services (AWS)  
Accredited AWS Business Professional & Accredited AWS Technical Professional

Amazon EC2® is a registered trademark of Amazon Web Services LLC.

# ISO/IEC 20000 Foundation

**Duration:** Classroom | 2 Full Days, 09:00 AM - 04:00 PM | Virtual ⓘ | 2 days x 3 sessions daily - flexible hours (10:00 - 12:00 & 14:00 - 16:00 & 18:00 - 20:00)

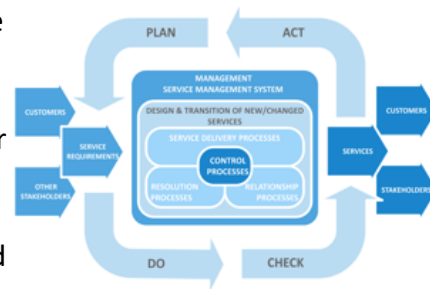
**Date:** Recurring - select the date based on your schedule

**Location:** Cairo / Alexandria | Dubai | Virtual

**Fees:** 2,500 L.E. per attendee (25 reward points) | \$375 per attendee | 50% discount (12.5 reward points)

**Instructor:** Our qualified and experienced instructors

**Description:** This course prepares attendees for the ISO/IEC 20000 Foundation certification. It is aimed for candidates who work for IT service provider organizations that are certified for ISO/IEC 20000 or planning to get audited against it. It provides knowledge on the contents of the ISO/IEC 20000-1:2011 and the standard document will be explored in the class, but not provided within the course materials. Exam is not included in this training course. A sample exam will be practiced during the course.



Attendees will receive handouts of the training materials. Free catering and beverages are available all day long, and free lunch meal is offered. A certificate of attendance will be issued to attendees at the end of the training.

## The course covers the following topics:

- Overview on ISO/IEC 20000, purpose, history, and several parts
- Relation with ITIL and other ISO standards
- ISO/IEC 20000 Qualification Schemes
- ISO/IEC 20000 Audits and Certifications
- Terms and Definitions
- Introduction to ISO/IEC 20000-1:2011
- The Service Management System (SMS)
- ISO/IEC 20000 Processes

# CMMI-SVC Awareness Course

<b>Duration:</b> Classroom 2 Full Day, 09:00 AM - 04:00 PM	Virtual ⓘ 2 days x 3 sessions daily - flexible hours (10:00 - 12:00 & 14:00 - 16:00 & 18:00 - 20:00)
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**Date:** Recurring - select the date based on your schedule

<b>Location:</b> Cairo / Alexandria	Dubai	Virtual
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<b>Fees:</b> 1,500 L.E. per attendee <small>(15 reward points)</small>	\$250 per attendee	50% discount <small>(7.5 reward points)</small>
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**Instructor:** Our qualified and experienced instructors

**Description:** This training course provides awareness introductory knowledge about CMMI-SVC model. It gives background about CMMI models in general and their intended uses, then explores the components of the CMMI-SVC models and explains the meaning and implementation of each component. CMMI-SVC is the service management maturity model that helps service providers in improving their processes.



Attendees will receive handouts of the training materials. Free catering and beverages are available all day long. A certificate of attendance will be issued to attendees at the end of the training.

**The course outline is as follows:**

- About CMMI-SVC
  - Introduction
  - Process Area Components
  - Book Walkthrough
  - Capability & Maturity Levels
  - Relationships between Process Areas
  - Key Definitions
  - CMMI Implementation and Appraisals
- Generic Goals & Generic Practices
  - Process Institutionalization
  - Generic Goals & Generic Practices
  - Applying Generic Practices
  - Process Areas that support Generic Practices
- Process Areas

CMMI® is a registered trademark of Carnegie Mellon University

# ITIL Implementation Workshop

**Duration:** Classroom | 1 Full Day, 09:00 AM - 04:00 PM  
Virtual ⓘ | 1 day x 3 sessions - flexible hours  
(10:00 - 12:00 & 14:00 - 16:00 & 18:00 - 20:00)

**Date:** Recurring - select the date based on your schedule

**Location:** Cairo / Alexandria | Dubai | Virtual

**Fees:** 800 L.E. per attendee (8 reward points) | \$150 per attendee | 50% discount (4 reward points)

**Instructor:** Our qualified and experienced instructors

**Description:** This workshop provides hands-on practice on implementation of ITIL best practices in actual service provider environments. Attendees will apply in the workshop how to perform the implementation activities by themselves.



Attendees will receive handouts of the training materials. Free catering and beverages are available all day long. A certificate of attendance will be issued to attendees at the end of the training.

**Prerequisites:** ITIL Foundation training or ITIL knowledge.

## The course covers the following topics:

- Overview on ITIL processes
- Current State Assessment
- Process understanding and customization
- Process Documentation
- Templates Development
- Tools selection and implementation
- Cultural Change

Register for this training course, and get a free copy of the first part of this set of books





# TOGAF 9.1 Preparation Course

<b>Duration:</b> Classroom 5 Full Days, 09:00 AM - 04:00 PM	<b>Virtual</b> ⓘ 5 days x 3 sessions daily - flexible hours (10:00 - 12:00 & 14:00 - 16:00 & 18:00 - 20:00)
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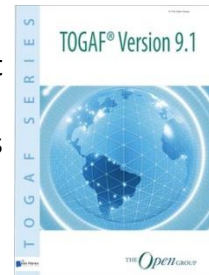
**Date:** Recurring - select the date based on your schedule

<b>Location:</b> Cairo / Alexandria	Dubai	Virtual
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<b>Fees:</b> 6,500 L.E. per attendee <small>(65 reward points)</small>	\$900 per attendee	50% discount <small>(32.5 reward points)</small>
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**Instructor:** Our qualified and experienced instructors

**Description:** This course is intended to prepare attendees for the TOGAF® certification, whether as one phase or over two phases, as it covers the complete curriculum of the TOGAF 9.1 framework. The course explains enterprise architecture concepts through the various parts of the framework and how it can be used in developing an enterprise architecture.



TOGAF certification is one of the most recognized professional certifications in demand and is of added value to professionals who acquire this certificate.

Attendees will receive handouts of the training materials. Free catering and beverages are available all day long, and free lunch meal is offered. A certificate of attendance will be issued to attendees at the end of the training.

**The course covers the following topics:**

- Introduction
- Architecture Development Method (ADM)
- ADM Guidelines and Techniques
- Architecture Content Framework
- Enterprise Continuum and Tools
- Reference Models
- Architecture Capability Framework


**With this training course, you get a free complimentary copy of our [TOGAF Practice Exam](#)**

TOGAF® is a registered trademark of the The Open Group

# Project Management Training

- Project Management Fundamentals Workshop
- Project Management based on ISO 10006 & 21500
- PMO Establishment Workshop
- Introduction to OPM3
- Overview of IPMA Delta Model

# Project Management Fundamentals Workshop

<b>Duration:</b>	Classroom 3 Full Days, 09:00 AM - 04:00 PM	Virtual  3 days x 3 sessions daily - flexible hours (10:00 - 12:00 & 14:00 - 16:00 & 18:00 - 20:00)
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**Date:** Recurring - select the date based on your schedule

<b>Location:</b>	Cairo / Alexandria	Dubai	Virtual
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<b>Fees:</b>	2,000 L.E. per attendee <small>(20 reward points)</small>	\$300 per attendee	50% discount <small>(10 reward points)</small>
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**Instructor:** Our qualified and experienced instructors

**Description:** This workshop introduces the concepts of project management, intended to familiarize attendees with the project management discipline, and walk them through the project management phases and practices.

This workshop is not intended to prepare attendees for any exams or certifications, it is targeted to project managers appointed to the role, and project team members, as well as other staff involved in project work.



The workshop is practice oriented, and includes the following activities performed after each section of study:

- Overview on using MS Project during planning and tracking
- Walkthrough sample project documents and applicable templates
- Hands-on group practice sessions

Attendees will receive handouts of the training materials. Free catering and beverages are available all day long, and free lunch meal is offered. A certificate of attendance will be issued to attendees at the end of the training.

**The workshop outline is as follows:**

- Introduction
  - What is project management?
  - Why do we need project management?
  - What are the project manager role and responsibilities?
  - Project Management Frameworks
- Main Terminology

- Scope
- Schedule
- Plan
- Risk
- Procurement
- Stakeholder
- Team
- Project Leadership Skills
- Organization Types
- Project Management Lifecycle
  - Project Lifecycle vs. Product Lifecycle
  - Project Phases
- Project Initiation
  - Creating the Project Charter
  - Stakeholders Identification
- Project Planning
  - Scope Planning
  - Stakeholder & Communication Planning
  - Quality Planning
  - Duration Estimation
  - Activity Sequencing
  - Developing Project Schedule
  - Risk Planning
  - Resource Planning
  - Cost Planning
  - Procurement Planning
- Project Execution & Monitoring
  - Team Management
  - Change Management
  - Procurement Execution
  - Schedule & Cost Tracking
  - Risk Monitoring & Control
  - Stakeholder Engagement
  - Performance Reporting
- Project Closure
  - Closure Activities
  - Post Implementation Review
  - Lessons Learned Collection

# Project Management based on ISO 10006 and ISO 21500

<b>Duration:</b> Classroom 2 Full Days, 09:00 AM - 04:00 PM	<b>Virtual</b> ⓘ 2 days x 3 sessions daily - flexible hours (10:00 - 12:00 & 14:00 - 16:00 & 18:00 - 20:00)	
<b>Date:</b> Recurring - select the date based on your schedule		
<b>Location:</b> Cairo / Alexandria	Dubai	Virtual
<b>Fees:</b> 2,000 L.E. per attendee <small>(20 reward points)</small>	\$300 per attendee	50% discount <small>(10 reward points)</small>
<b>Instructor:</b> Our qualified and experienced instructors		
<b>Description:</b> This training course presents two ISO standards related to project management practices, the first is ISO 10006, and the second is ISO 21500. It discusses the clauses comprising each standard and how they can be applied. The standard documents will be explored in the class, but not provided within the course materials.	 	
This training course will be of benefit to project managers and practitioners whether they have prior knowledge or certification in the field of project management or not.		
Attendees will receive handouts of the training materials. Free catering and beverages are available all day long, and free lunch meal is offered. A certificate of attendance will be issued to attendees at the end of the training.		
<b>The course outline is as follows:</b>		
<ul style="list-style-type: none"><li>• ISO Organization and Standards Process</li><li>• ISO 10006:2003 - Guidelines for Quality Management in Projects<ul style="list-style-type: none"><li>○ Scope and applicability</li><li>○ Terms and definitions</li><li>○ Quality management systems in projects</li><li>○ Management responsibility</li><li>○ Resource management</li><li>○ Product realization</li><li>○ Measurement, analysis, and improvement</li></ul></li></ul>		

- ISO 21500:2012 - Guidance on Project Management
  - Scope and applicability
  - Terms and definitions
  - Project management concepts
  - Project management processes

ISO® is a registered trademark of the International Organization for Standardization

# PMO Establishment Workshop

<b>Duration:</b> 2 Full Days, 09:00 AM - 04:00 PM	<b>Classroom</b>	<b>Virtual</b> ⓘ	2 days x 3 sessions daily - flexible hours (10:00 - 12:00 & 14:00 - 16:00 & 18:00 - 20:00)
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**Date:** Recurring - select the date based on your schedule

<b>Location:</b> Cairo / Alexandria	Dubai	Virtual
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<b>Fees:</b> 3,500 L.E. per attendee <small>(35 reward points)</small>	\$500 per attendee	50% discount <small>(17.5 reward points)</small>
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**Instructor:** Our qualified and experienced instructors

**Description:** This workshop explains the concepts of the project management office (PMO) and the to how to establish such an office. Attendees will practice during the workshop activities for launching a PMO individually and in groups.



Attendees will receive handouts of the training materials. Free catering and beverages are available all day long. A certificate of attendance will be issued to attendees at the end of the training.

**The workshop outline is as follows:**

- PMO Definition
- PMO Functions and Models
- PMO Organization Structure
- PMO Establishment Process
- Tools selection and implementation
- Cultural Change

**With this workshop, you will receive 50% discount on our [PMO Maturity Assessment tool](#)**

# Introduction to OPM3

<b>Duration:</b>	Classroom 2 Full Days, 09:00 AM - 04:00 PM	Virtual ⓘ 2 days x 3 sessions daily - flexible hours (10:00 - 12:00 & 14:00 - 16:00 & 18:00 - 20:00)
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**Date:** Recurring - select the date based on your schedule

<b>Location:</b>	Cairo / Alexandria	Dubai	Virtual
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<b>Fees:</b>	3,000 L.E. per attendee <small>(30 reward points)</small>	\$450 per attendee	50% discount <small>(15 reward points)</small>
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**Instructor:** Our qualified and experienced instructors

**Description:** This training course is introducing the Organizational Project Management Maturity Model (OPM3)<sup>®</sup> and its applications in assessment and improvement of Organizational Project Management (OPM) practices and processes. This course is targeted to the following audience:

- Managers and executives who want to get knowledge of the Organizational Project Management and the OPM3 model, and how it can benefit their organizational practices.
- Project managers and PMO managers who want to be able to assess and improve the maturity of their project management processes.



Attendees will receive handouts of the training materials. Free catering and beverages are available all day long, and free lunch meal is offered. A certificate of attendance will be issued to attendees at the end of the training.

**The session outline is as follows:**

- Introduction
- OPM3 Concepts
- OPM3 Cycle
- OPM Overview
- OPM3 Construct and Processes
- OPM3 Assessments
- OPM3 Improvements
- Walkthrough OPM3 Best Practices

**With this training course, you will receive 10% discount on our [OPM3 Assessment tool](#)**

OPM3<sup>®</sup> is a registered trademark of the Project Management Institute Inc. (PMI).



# Overview of IPMA Delta Model

<b>Duration:</b> 2 Full Days, 09:00 AM - 04:00 PM	<b>Classroom</b>	<b>Virtual</b> ⓘ	2 days x 3 sessions daily - flexible hours (10:00 - 12:00 & 14:00 - 16:00 & 18:00 - 20:00)
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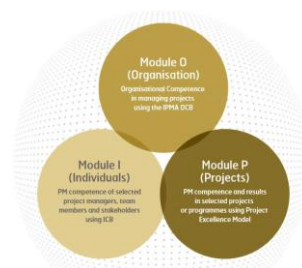
**Date:** Recurring - select the date based on your schedule

<b>Location:</b> Cairo / Alexandria	Dubai	Virtual
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<b>Fees:</b> 3,000 L.E. per attendee (30 reward points)	\$450 per attendee	50% discount (15 reward points)
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**Instructor:** Our qualified and experienced instructors

**Description:** This training course is intended to familiarize attendees with the IPMA Delta model for project management maturity assessment and certification. It explores the model components and assessment methodology, as well as the three composite baselines of IPMA: ICB (Individual Competence Baseline), PEB (Project Excellence Baseline), and OCB (Organizational Competence Baseline). Target audience include practitioners and consultants who want to gain understanding of this model, and executives and staff of organizations who are considering to pursue assessment and certification based on this model.



Attendees will receive handouts of the training materials. Free catering and beverages are available all day long, and free lunch meal is offered. A certificate of attendance will be issued to attendees at the end of the training.

**The session outline is as follows:**

- Introduction
- Delta Model Overview
- ICB Overview
- PEB Overview
- OCB Overview
- Assessment Process

Delta, ICB, PEB, OCB are registered trademarks of the International Project Management Association (IPMA)

# **HR Development Training**

- Leadership Development Workshop
- Employee Engagement Workshop
- Investors in People Overview

# Leadership Development Workshop

<b>Duration:</b> Classroom 2 Full Days, 09:00 AM - 04:00 PM	<b>Virtual</b> ⓘ 2 days x 3 sessions daily - flexible hours (10:00 - 12:00 & 14:00 - 16:00 & 18:00 - 20:00)
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**Date:** Recurring - select the date based on your schedule

<b>Location:</b> Cairo / Alexandria	Dubai	Virtual
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<b>Fees:</b> 1,500 L.E. per attendee <small>(15 reward points)</small>	\$200 per attendee	50% discount <small>(7.5 reward points)</small>
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**Instructor:** Our qualified and experienced instructors

**Description:** This training workshop is intended for leaders at all levels, to enhance their capabilities in managing their organizations at any size, and leading their staff.



The training approach is hands-on workshop with group activities to practice and develop the presented skills, so that attendees can put the learned skills on direct application in their jobs.

Attendees will receive handouts of the training materials. Free catering and beverages are available all day long. A certificate of attendance will be issued to attendees at the end of the training.

**The workshop outline is as follows:**

- Organizational Leadership
- Personal Leadership
- Team Leadership
- Coaching
- Performance Management
- Talent Management

With this training course, you will get free 1-month access to our [CAR & DAR Video Lessons](#)

# Employee Engagement Workshop

<b>Duration:</b> 2 Full Days, 09:00 AM - 04:00 PM	<b>Classroom</b>	<b>Virtual</b> ⓘ	2 days x 3 sessions daily - flexible hours (10:00 - 12:00 & 14:00 - 16:00 & 18:00 - 20:00)
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**Date:** Recurring - select the date based on your schedule

<b>Location:</b> Cairo / Alexandria	Dubai	Virtual
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<b>Fees:</b> 1,500 L.E. per attendee <small>(15 reward points)</small>	\$200 per attendee	50% discount <small>(7.5 reward points)</small>
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**Instructor:** Our qualified and experienced instructors

**Description:** This training workshop is aimed for team members and leaders as well. It helps attendees in developing essential interpersonal skills in group work environments. The purpose is to improve team dynamics among groups, as well as helping leaders facilitate team performance.




The training approach is hands-on workshop with group activities to practice and develop the presented skills, so that attendees can put the learned skills on direct application in their jobs.

Attendees will receive handouts of the training materials. Free catering and beverages are available all day long. A certificate of attendance will be issued to attendees at the end of the training.

**The workshop outline is as follows:**

- Interpersonal Skills
- Teamwork
- Communication
- Diversity
- Conflict Management
- Stress Management

# Investors in People Overview

<b>Duration:</b>	Classroom	Virtual 
	1 Full Day, 09:00 AM - 04:00 PM	1 day x 3 sessions - flexible hours (10:00 - 12:00 & 14:00 - 16:00 & 18:00 - 20:00)

**Date:** Recurring - select the date based on your schedule

<b>Location:</b>	Cairo / Alexandria	Dubai	Virtual
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<b>Fees:</b>	500 L.E. per attendee <small>(5 reward points)</small>	\$100 per attendee	50% discount <small>(2.5 reward points)</small>
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**Instructor:** Our qualified and experienced instructors

**Description:** This orientation sessions aims at introducing the standard of Investors In People accreditation, and what are the metrics and areas of practice that are used for assessing maturity of people management in any organization. It's addressing HR managers and executive management staff who want to apply those practices to prepare for accreditation.



Attendees will receive handouts of the training materials. Free catering and beverages are available all day long. A certificate of attendance will be issued to attendees at the end of the training.

**The session outline is as follows:**

- Introduction
- Performance Areas
  - Leading
  - Supporting
  - Improving
- Maturing Levels
  - Developed
  - Established
  - Advanced
  - High Performing
- Applications and case studies

Investors in People® is a registered trademark of UKCES

# Video Lessons

If you are interested in training, you may be also interested in our [Video Lessons](#) offerings



## Contact Us

### The OneWayForward Inc.

A Sole Proprietary Management Consultation Firm  
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6<sup>th</sup> of October, Giza, Egypt, Postal Code: 12588  
Website: <http://www.OneWayForward.com>,  
Email: [contact@onewayforward.com](mailto:contact@onewayforward.com)   
Commercial License # 42678, Commercial Register # 15731,  
Tax ID # 376-625-759, 6th of October, Giza, Egypt  
US Tax ITIN: 923-99-9817



### Egypt Office:

Capital Business Park,  
Building 'B6', Office #103, 1st floor,  
Sheikh Zayed City, Giza, Egypt  
Working Hours: 08:00 AM - 05:00 PM  
Saturday - Thursday  
Mobile: +2 - 0111 360 55 33  



### Dubai Office: (hired on-demand)

Regus Business Center,  
Burjuman Business Tower,  
Burjuman, Dubai, UAE



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