



Training & Consulting

Re-engineering Organizational DNA



GENOME
training & consulting



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ABOUT US

Who We Are

Genome is the full sequence, the genetic material that makes each one of us a unique individual, which is exactly the way organizations ought to be defined. The Genome Development Unit is a specialized entity that focuses on providing comprehensive services and solutions for the development and humanitarian aid sectors. We bring clients the best products and methodologies in order to assist them in the creation, definition, and implementation of projects and programs that complement their vision, their DNA.

What We Do

At Genome Training and Consulting, we value our clients and seek to provide them with the highest quality services and comprehensive support. With our headquarters in Amman, Jordan, we also seek to ensure that all clients and professionals have access to international standards and best practices. Therefore, our mission is to provide these standards and best practices in a localized context and language.

What Makes Us Unique

Genome's standards for quality are unparalleled in the region. Whether we are delivering a training course or a consulting assignment or running a project, we aim to meet and exceed our clients' expectations.



WHO WE ARE

>> EXPERTISE

Our international team comes from diverse backgrounds with experience in the business, NGO, and governmental sectors. We use this diversity and knowledge to create a unique and innovative curriculum of training and consulting services to fit the needs of any organization or individual.

>> EXPERIENCE

The Genome Development team has considerable experience working with a variety of organizations. From local CBOs to INGOs, the team has successfully navigated the various environments in order to deliver successful results. Our expertise is in the MENA region and we offer services in both English and Arabic languages.

>> EXPOSURE

Our experience in MENA region is extensive, but it is our exposure that makes us unique. Our team also has worked in a variety of sectors, countries, and organizations which provides additional knowledge and understanding of how to maneuver through complex and constantly evolving environments.

ABOUT GENOME

Genome is the full sequence, the genetic material that makes each one of us unique individuals, which is exactly the way organizations should be defined.

Genome Training and Consulting is a boutique training and consulting firm that offers premium services and solutions.

We bring clients the best products and methodologies to assist them in the creation, definition and implementation of projects and programs that complement their vision and DNA.



MISSION AND VALUES

Through the use of best practices, workable knowledge, state of the art methodologies, products and services, Genome Training and Consulting aims to provide the best solutions to clients, tailored to the needs of each organization or individual.

From its inception, Genome Training and Consulting has aspired to provide companies and organizations with the knowledge and tools necessary to become successful in a fast paced and constantly evolving environment.

Our international team comes from diverse backgrounds with experience in the business, NGO, and governmental sectors. We use this diversity and knowledge to create unique and innovative training and consulting services that fit the needs of any company, organization, or individual



OUR SENIOR MANAGEMENT

Genome has created a proven methodology for providing clients with optimal training services. Using a multitude of interactive training techniques, Genome's trainers accommodate all learning styles and make training fun.

The combination of International exposure with a unique perspective multi-sector experience provides Genome a unique perspective on the needs of organizations and how to best approach issues to provide the most sustainable and cost-effective solutions.

Our trainers are from all over the world, and we can provide training services in many languages including English, Arabic, French and Spanish.

“
You are your greatest asset.
Put your time, effort, and money
into training, grooming, and
encouraging your greatest asset.

Tom Hopkins

SERVICES



Training



Coaching



Consulting



Research,
Monitoring
& Evaluation



Copywriting
Translation
Writing & Editing



Capacity
Building

TRAINING METHODOLOGY AND EXPERIENCE

Genome Training and Consulting is dedicated to providing clients with the highest quality products at an affordable price. We carefully select and create curriculums and courses based upon the latest innovations and methodologies.

Training

Genome Training and Consulting sets itself apart from other organizations in the region is through the customization of courses. We recognize that the “one size fits all” approach to training does not provide the client with the information and tools that best fits their needs.

Genome Training and Consulting offers customized training courses specifically designed to meet the needs of each client.



WHAT SETS GENOME APART?

>> HYBRID LEARNING

Genome combines several tools to ensure that the learning environment is optimal. We offer traditional classroom training as well as online, self paced, live online and blended programs.

>> SERVICE

Genome offers 6 months of follow up services and additional support services to clients with the hopes of helping organizations achieve their desired ” DNA ”, because the real change starts after the completion of the training.

>> EXPOSURE

The team at Genome is international in heritage and highly experienced. We have experts from the Middle East, Europe, Asia and the United States who have worked all over the world.

>> METHODOLOGY

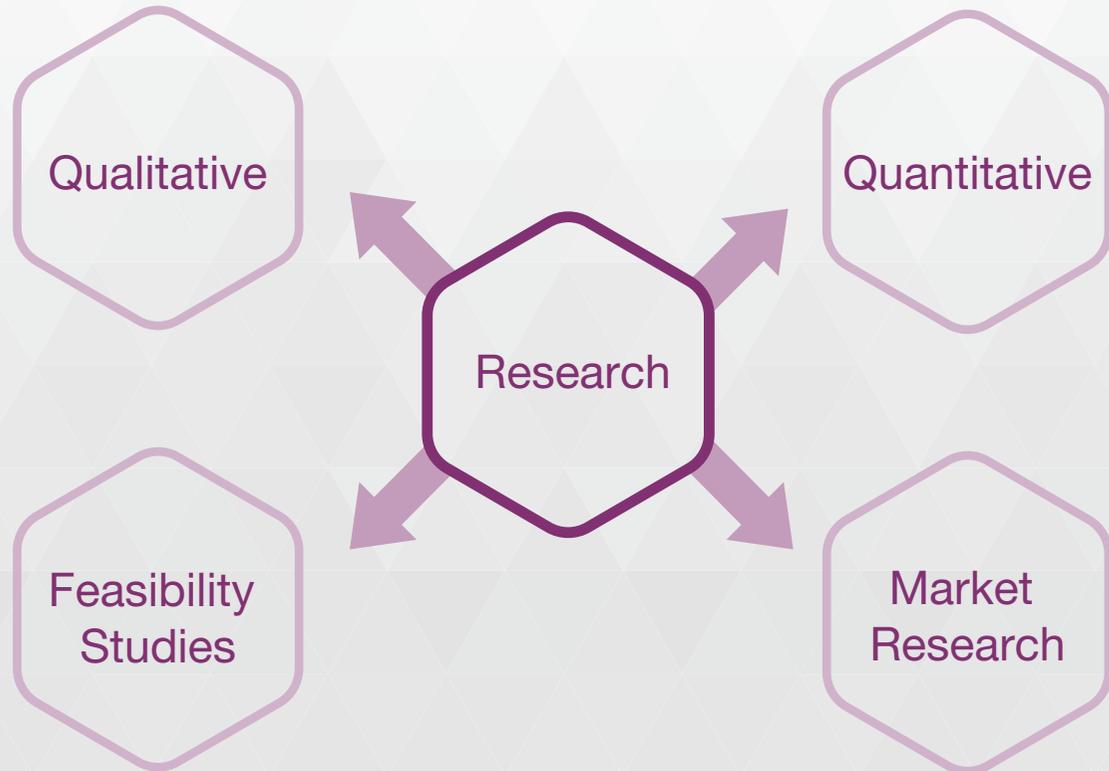
We are practitioners’ 1st and trainers and consultants 2nd. Our training methodology is unique because it is rooted in practicality where we use a variety of tools & techniques to engage participants and ensure learning and retention.

RESEARCH, MONITORING, AND EVALUATION SERVICES

From field work to market research, Genome provides a full spectrum of research services. Each of our team members has post graduate degrees from universities in Europe or the United States.

Specific Research Skills / Knowledge Areas

- Market Research
- Needs Assessment
- Feasibility Studies





RESEARCH SERVICES

Specific Research Skills/Knowledge Areas

Quantitative

- Large sample data collection and analyses
- Survey Design: Web Based and Traditional (sample determination, construct measurement, results compilation, analyses using statistics programs – SPSS)
- Desktop/Online Research Tools and Techniques
- Data Analysis and Interpretation
- SPSS System Knowledge

Qualitative

- Focus Groups, Interviews, and Participatory Data Collection Methods
- Grounded Theory
- Thematic Analysis
- Case Study Development and Analysis
- Ethnography
- Humanities Research Techniques and Development
- NVivo System Knowledge

CONSULTING SERVICES

Genome's team of consultants are well-seasoned veterans in the development and humanitarian fields, capable of working in complex and rapidly evolving environments, providing optimal and efficient results for clients. We have the ability to implement consulting projects in English and in Arabic.

Offerings

- Training Needs Assessments
- Monitoring and Evaluation
- Feasibility Studies
- Project Management
- Political Strategy
- Strategic Planning and Organizational Sustainability



COPYWRITING AND EDITING

Genome Training and Consulting offers a variety of copywriting and editing services. Our writers and editors are native English speakers and have extensive experience working with a variety of mediums, from digital to print.

- Marketing Materials
- Brochures
- Catalogs
- Websites
- Social Media Sites
- Reports
- Proposals
- Academic Papers
- Video Scripts



OUR PARTNERS

Our clients hail from different industries and countries. We are here listing some of them



OUR CLIENTS

“Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results.

Andrew Carnegie

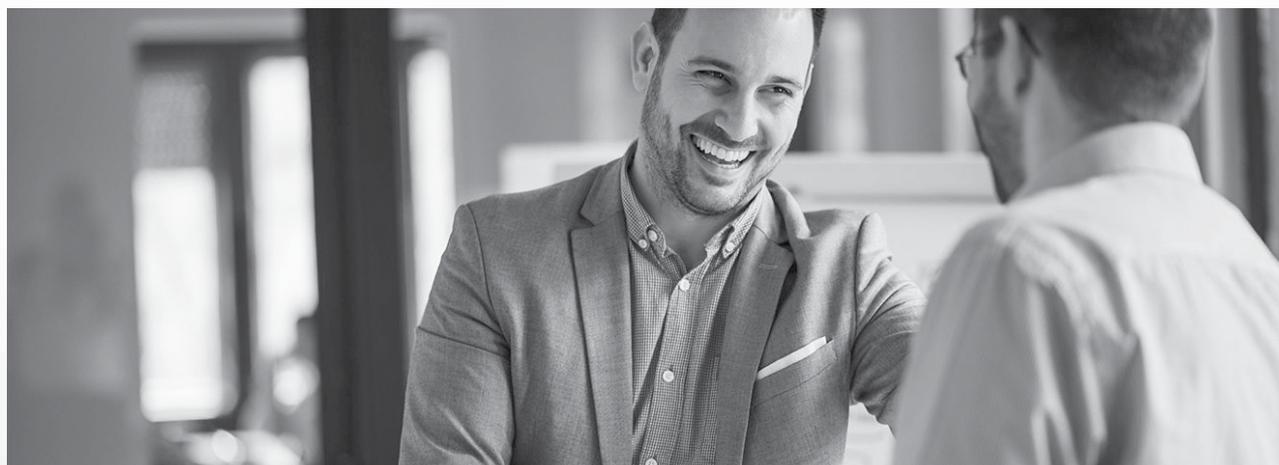
Genome Training and Consulting works with strategic partners, regionally and around the world. Our partners bring unique skills, knowledge, and the spirit of teamwork that helps to provide clients with the best solutions to fit their needs.

TRAINING CLIENTS

- ACTED
- ADAM Smith International (Libya)
- Auranitis Lifeline (Syria)
- Australian Volunteers International
- Auranitis Lifeline (Syria)
- Australian Volunteers International
- Badia Fund
- Big Heart (Turkey)
- Blumont
- CARE (Turkey)
- CARE (Jordan)
- Caritas (Jordan)
- Catholic Relief Services
- Creativity Club
- Danish Refugee Council (DRC)
- Expertise - France (Turkey)
- FHI 360
- GIZ (Turkey)
- GOAL (Turkey)
- Habitat
- ICRC
- IFES (Iraq)
- IMC (Turkey)
- IMC (Jordan)
- International Relief
- Inzaj
- IOM
- IRC
- IRD (Iraq)
- IRD (Jordan)
- IREX (Iraq)
- IREX (Tajikistan)
- Islamic Relief
- Jordan Food & Drug Administration
- JOHUD
- Jordan River Foundation
- King Hussein Cancer Foundation
- King Hussein Cancer Center
- Kuwait Red Crescent
- Madrasati
- Mercy Corps (Jordan)
- Mercy Corps (Syria)
- Mercy Without Limits (Turkey)
- Ministry of Health
- Ministry of Municipalities
- Ministry of Labor & Social Development (KSA)
- Nuqul Foundation
- Nuqul Group
- PSP One (USAID)
- Qantara
- QRCE
- Queen Rania Foundation (QRF)
- RAF - THANI (Qatar)
- RSCN
- RUWWAD
- Ruwwad Micro Venture
- Save the Children (Jordan)
- Save the Children (International)
- Shoman Foundation
- Taghyeer
- Tax Return Department
- TIJARA – USAID (Iraq)
- UNDP
- UNRWA
- World Vision (Jordan)

BUSINESS SECTOR

- Accenture (Singapore)
- Ayla
- Asia Cell (Iraq)
- ELM (KSA)
- Riyadh Bank
- MS Pharma
- MS Pharma (Tabouk)
- Olayan Group (KSA)
- PWC
- Zain
- Silverttech Middle East (UAE)
- STC (KSA)
- Tabouk Pharmaceuticals
- Tenaga (Malaysia)
- United Pharma



CONSULTING CLIENTS

- ACTED
- ADAM SMITH International (Libya)
- Arab Women Legal Network (AWLN)
- Auranitis Lifeline (Syria)
- BMZ
- Caritas (Jordan)
- Democracy Program
- Friedrich Naumann Foundation
- GIZ
- GIZ (Syria)
- IFES (Iraq)
- IREX (Iraq)
- IREX (Tajikistan)
- Jordan Export Association
- Jordan Medical Council
- Jordan River Foundation
- King Abdullah II Fund For Development
- KSRelief (KSA)
- LINGOs Now Humentum (USA)
- Mercy Corps (Jordan)
- Petra National Trust (PNT)
- PMI-Jordan Chapter
- PM4NGOs (Partner)
- RAF - THANI (Qatar)
- Ruwwad Micro Venture
- SABEQ (USAID)
- Save the Children (Jordan)
- TIJARA – USAID (Iraq)
- UNDP
- World Vision (Syria)
- World Vision (Jordan)

BUSINESS SECTOR

- Bank El Etihad
- BioPharm (Algeria)
- Imseeh
- National Paints
- Numeira
- Red Sea Development
- RAM Pharma
- Saraya Holdings
- Shawkat AlShami
- Silverttech Middle East (UAE)

PORTFOLIO OF SERVICES



Creation of
Customized
Training
Courses

Monitoring
and
Evaluation

Feasibility
Studies

Political
Strategy

Project and
Program
Management

Organizational
Sustainability
And Strategic
Planning

TRAINING PORTFOLIO

Certification Courses

- PMP® (Project Management Professional)
- CAPM® (Certified Associate Project Management)
- PMD Pro 1 (Project Management for Development Professionals 1)
- PMD Pro 2 (Project Management for Development Professionals 2)
- FMD Pro (Financial Management for Development Professionals)
- Program DPro (Program Management for Development Professionals) (PgMD Pro)
- MEAL DPro (Monitoring, Evaluation, Accountability And Learning)

Monitoring and Evaluation

- Fundamentals of M&E
- Results Based M&E
- Advanced Monitoring and Evaluation
- Complexity Responsive M&E
- Data Analysis and Management

Strategy and Sustainability

- Strategic Planning for Sustainability
- Fundraising Strategies for Sustainability
- Fundamentals of Proposal Writing
- Advanced Reporting & Proposal Writing

Leadership

- Leadership in a Global Environment
- Leadership, Coaching, and Mentoring,
- Lead-her-ship: Women and Leadership
- Public Servant Leadership
- Social Leadership

Project Management

- PMD Pro Starter
- Project Management Fundamentals
- Project Management For Senior Management
- Effective Stakeholder Management
- Managing The Gray Areas
- PM Crash Course
- Risk Management
- Risk Management for NGOs

Psychosocial Health

- Self Care and Stress Management
- Dealing with Difficult People
- Building Personal Resilience
- Emotional Intelligence
- The 16 Temperaments
- What Motivates Me
- Being Happy- Becoming Happy
- Anger Management
- Managing Stress

TRAINING PORTFOLIO

Soft Skills

- Core Negotiation Strategies
- Communication Skills
- Critical Thinking and Problem Solving
- Building Better Teams
- Diversity Training
- Conflict Management
- Effective Presentation Skills
- Public Speaking
- Secrets of Change Management
- Effective Coaching & Feedback
- Talent Management & Career Planning
- Business Games Simulation
- General Management Business Game
- The Startup Game
- The Skill Game (Hard Competencies Evaluation)
- The Simulation Scenario (Competencies ranking & profile evaluation)

Sociopolitical

- Social Marketing
- Conducting a Needs Assessment
- Gender Mainstreaming
- Community Mobilization and Participation
- Ethics and Accountability
- Effective Political Communication
- Engaging Youth

Workshops

- Equity Based Approach Workshop
- Gender Based Approach Workshop
- Theory of Change Workshop
- Project Governance Workshop

Arabic Self-Paced E-learning Bundles

Genome TC formed a strategic partnership with HUMENTUM the creators of International Certifications & world-class courses and became their partner in the MENA region.

Genome TC have now made available several courses in Arabic.

Genome TC also develops and delivers customized E-Learning courses in both Arabic & English.

training@genomeconsulting.com

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PROJECT MANAGEMENT

Agile Project Management

Agile project management has become an increasingly powerful and popular manner to develop new or improved products, services, or results in a variety of fields such as software development, engineering, product development, pharmaceuticals, and process improvement. In environments with moderate uncertainty (for example, changing customer needs or unknown root cause), agile project management has been found to produce higher customer satisfaction in less time compared to more traditional, plan-driven project management methodologies.

Project management for Non-Project Managers

Project management is the process of overseeing end to end activities of a project's life cycle. This course teaches Non-Project Managers the key concepts to the professionals who are not project managers by job position but are required to undertake a project for their organization or they want to better understand what Project Management is.

Lean Management Tools

Lean management is a continuous process improvement, systematically achieved by small, incremental changes to improve quality, efficiency and eliminate waste. Lean practices by managers can help guide companies toward profitability by improving quality, cost, and delivery.

Lean Six Sigma Green Belt

Six Sigma Green Belt helps to ensure better quality control. The Six Sigma Green Belt curriculum helps professionals in increasing productivity and quality while cutting losses. The growth in the field for professionals is also surprisingly high, along with a good salary, and a respectable position.

Project management for Non-Project Managers

Project management is the process of overseeing end to end activities of a project's life cycle. This course teaches Non-Project Managers the key concepts to the professionals who are not project managers by job position but are required to undertake a project for their organization or they want to better understand what Project Management is.



SOFT SKILLS

Coaching and Mentoring

Coach, Mentor, Role Model, Supporter, Guide... do these words ring a bell? Being a coach involves being able to draw from several disciplines. Coaching is based on a partnership that involves giving both support and challenging opportunities to employees. Mentorship is a related skill that is often a part of coaching. It's about being a guide, offering wisdom and advice when it is needed.

Knowing how and when to coach (and when to use other tools, like mentoring) is an essential skill that can benefit both you and your organization.

Conflict Management

There are two major myths about conflict: that it always involves anger and that it's always negative. Conflict can actually be a positive tool for growth if you know how to manage it properly. This training will teach participants just how to do that.

Stress Management

Today's workforce is experiencing job burnout and stress in epidemic proportions. Workers at all levels feel stressed out, insecure, and misunderstood. Many people feel the demands of the workplace, combined with the demands of home, have become too much to handle. This one-day workshop explores the causes of such stress, and suggests general and specific stress management strategies that people can use every day.

Presentation Skills

Behind every effective presentation is a lot of preparation and meticulous attention to detail. The truly skilled presenter can make a program engaging while providing a pathway to communicating his or her message. This training course will provide participants with the theoretical knowledge and practical experience necessary to become dynamic and effective presenters.

Participants will walk through the process of designing, planning, and delivering a presentation.

Meeting Management – The Art of Making Meetings Work

Meetings come in all shapes and sizes, from the convention to a quick huddle in an office hallway. This one-day program will be concerned with small working meetings; with groups that have a job to do requiring the energy, commitment, and talents of those who participate.

Relationship and collaboration

Individuals bring their unique talents, strengths, experiences, and outlooks to the workplace. Operating collaboratively, these diverse perspectives and styles deliver highly successful outcomes and create high-performing teams. In this course, you will learn how to build cooperative trust-based relationships that enable you to work productively with other professionals, clearly communicating and respectfully harnessing your distinctive contributions

Setting Objectives and Time Management

'Time and Self-Management' is a practical course designed to give delegates an understanding of how to attain the maximum benefit from the time available to them.

The course looks at how delegates can analyze their current use of time, identify goals & objectives, plan and prioritize tasks, schedule time effectively and the delegation process.

Design thinking

In this three-day action-oriented workshop, participants will work in small teams, guided by our design facilitators to experience a customer-centric approach to problem solving through a re-imagining of the end-to-end customer experience journey. Design thinking is an iterative process by which you make decisions based on what customers want instead of relying only on previous data or making risky conclusions based on instincts rather than evidence. The five-phase Design Thinking process is based on the renowned Stanford University school model that is broadly used and has proven its value. This method combines both analytical and creative approaches to generate

solutions. Participants will develop skills through a hybrid of workshop discussions and activities. It covers building empathy, generating ideas, prototyping and testing new concepts.

Digital Excellence

In the age of digitalization. Adopting a succession of approaches and capabilities that allow firms to accelerate decision-making, improve operations, and excel at delivering products and services can be achieved through digital excellence. To succeed in the connected age, the quality of processes, strategy, analysis, scope, and implementation undertaken is vital.

Effective Communication in Practice

Acquiring effective communication skills is a process that helps improve both personal and professional relationships.

To be an effective communicator you need to be a good listener as well as be able to precisely express yourself. Which requires a diverse set of both verbal and non-verbal skills.

Emotional intelligence

Emotional intelligence is a key factor in helping us recognize and manage emotions. Staff and prospective employees are being measured not just by skills, experience and intellectual capabilities, but also how they handle each other and people around us. In this course you can know how emotional intelligence can be utilized on a daily basis.

Negotiation Skills

No business can thrive without profitable contracts which will require major negotiation skills that will lead to career advancements. In this 2 Day Negotiation skills course. Learn vital skills for career success, reach agreements and build interpersonal relationships through effective negotiation.

Presentation and body language

A great presenter has two unique qualities: appropriate skills and personal confidence. This confidence comes from knowing what you want to say and being comfortable with your communication skills. In this two-day workshop, participants will master the skills that will make them a better speaker and presenter



STRATEGY AND SUSTAINABILITY

Intro to Procurement and category management

To maximize value from procurement, we need to combine techniques, with the appropriate tools, techniques, and approaches. This training course will provide you an effective methodology of Category Management and how this approach can be used in effectively ensuring best in class operations for Procurement Management.

Problem solving Techniques

Critical thinking is the utilization of logical techniques and coherent thinking to issues and choices and daily encountered problems. Basic reasoning empowers us to stay away from normal obstructions. Practical problem solving can deal with creative thinking to see common sense to the original problem and figure out what the next steps should be. This training provides individuals with the foundation to be able to enhance their efforts and find sustainable solutions to problems.



Procurement and Contracts

This workshop develops fundamental procurement process knowledge and skills that you can apply immediately in all aspects of effective business and project procurement. Learn a step-by-step process for converting business and/or project needs into outsourced goods and services. Ensure an equitable process and due diligence in tendering. Select the best possible suppliers and manage stakeholders involved in the supply chain.

Operational Excellence

Operational Excellence goes beyond continuous improvement, cost minimization and productivity maximization. Operational Excellence supports

the drive for sustainable profitability and growth within your organization by adopting a holistic approach to improvement. The essence of Operational Excellence is an organizational culture that achieves long-term sustainable growth and performance development by enhancing employee empowerment and motivation. The core of Operational Excellence is applying the right tools to the right processes in the right culture. It is a crucial element of organizational leadership focusing on the continual development of organizational culture and operational processes.

Operations Management

This course is an introduction to the concepts, principles, problems, and practices of operations management. Emphasis is on managerial processes for effective operations in both goods-producing and service-rendering organization. Topics include operations strategy, process design, capacity planning, facilities location and design, forecasting, production scheduling, inventory control, quality assurance, and project management. The topics are integrated using a systems model of the operations of an organization.

Service Level Agreements & IT Contracts

The Service Level Management Program provides a comprehensive overview of the major concepts and processes involved with Service Level Management. You will gain an understanding of what Service Level Management as well as knowledge and understanding of the essential components of this process, such as Service Level Agreements, Operational Level Agreements, Underpinning Contracts and the Service Catalog.

Strategic Planning and Balanced Scorecard

This Strategic Planning Using the Balanced Scorecard training helps to put strategy at the heart of everything they do. By translating strategy into a balanced set of objectives - covering Finance, Customer, Internal Processes and People - the 'Balanced Scorecard' approach enables organizations to turn their strategies into operational reality. Clear measures and targets allow leaders to steer their organization towards its long-term goals and engages managers and staff to contribute more fully to its success.

The Balance Scorecard focuses all resources on achieving the strategy; employees are empowered to develop and perform, internal processes are enhanced to deliver what customers want, and of all this lead ultimately to financial success.

ITIL Fundamentals

The ITIL 4 Foundation qualification is intended to introduce candidates to the management of modern IT-enabled services, to provide them with an understanding of the common language and key concepts, and to show them how they can improve their work and the work of their organization with ITIL 4 guidance. Furthermore, the qualification will provide the candidate with an understanding of the ITIL 4 service management framework and how it has evolved to adopt modern technologies and ways of working.

Agile - Entrepreneurial thinking

Being innovative is much needed in business today. Global or local company managers are expected to be more innovative and be resourceful while faced with budget constraints. Entrepreneurial, design and agile thinking are therefore vital skillsets needed i.e., they provide the tools that managers need to become innovative thinkers to uncover creative opportunities that may not be so apparent yet.

Agile Business Analyst

How do you combine your analysis skills with agile tools and techniques? If you're a business analyst working in agile projects, our Agile Business Analyst course will help you understand how to operate in an agile environment so that you're better equipped to deliver value to your organization. You will learn how to build the right products, for the right customers, at the right time while reducing waste.

Business Process Management & Improvement

This course helps professionals inside organizations in building their knowledge to identify, model, analyze, improve, optimize, and monitor their business processes based on the organizational strategic goals and then define the proper IT tools to maintain these processes.



HEAD OFFICE
Amman - Jordan

Tel. +962-6-464-0293/4
Fax +962-6-460-1585
E-mail training@genomeconsulting.com

UAE

Tel. +971-4-327-5322
Fax +971-4-327-5311
E-mail dubai@genomeconsulting.com

USA

Tel. +331-771-3000
E-mail afleetwood@genomeconsulting.com



Re-engineering Organizational DNA

Phone: +962 6 464 0293 / 4 Mobile: +962 77 9177774

Email: training@genomeconsulting.com

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