



inspiring

education

BUSINESS PROFILE



# NOVA Training & Consulting spread between your hands Its long experience in working through a network of advisors from all over the world to provide:

Courses, seminars and internal and external training to develop expertise.  
Consulting to deal with areas that can provide assistance for development.  
Personal training to members of senior management who need to train intensely personal.

## Our Programs

Finance | Health & Safety | HR & Training | IT & Technology | Law & Contracts |  
Leadership & Supervision Management | Maintenance,(Oil & Gas) Engineering |  
Members of The Educational Programs and Training Programs |  
Purchasing \$ Stores Secretary, Office Management & Public Relation |



## **Vision**

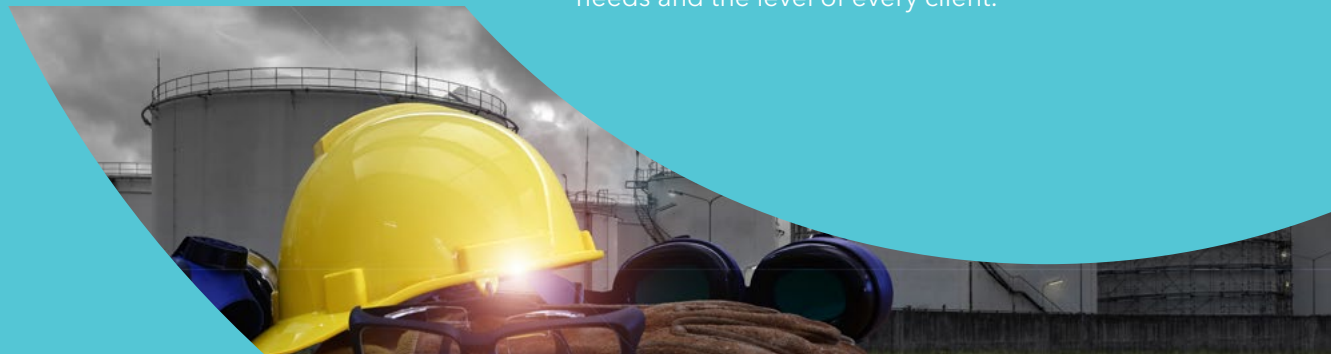
**We have a mission to be a global leader and a set of values, giving us our distinctive character and defining our approach to the global profession.**

## **Values**

**To be your strategic training partner and boost your performance upwards.**

inspiring education

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**NOVA Consulting & Training** is a highly successful training company specializing in corporate training markets. we believe in continuous development with respect and prestige. Training and non-formal education are key methods to build and develop nations. We like to believe this is due to our superior service, our fantastic consultants and the general experience delegates receive from our training for their career enhancement. Our customer service strategy is evaluated constantly to measure the performance along with the associated performances of venues and instructors.

Our records, in Training & Development, go back to 2006. What we do is to enable individuals and organizations to make training more sensible and applicable to work. Our services were proven to be successful in both private and public sectors. It is so because our professional staff and trainers customize each and every course according to the needs and the level of every client.





## **Who we are?**

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## Our clients



وكالة الأنباء الكويتية (كونا)  
Kuwait News Agency (KUNA)



مدينة الملك فيصل الطبية  
لخدمة مناطق المملكة الجنوبية  
King Faisal Medical City  
for Southern Regions







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# Services







## Training & Development

**training & most brilliant consultants and highly experienced specialists to conduct our seminars and workshops all around the world.**

### PUBLIC PROGRAMS

These programs aim at using modern technology to prepare trainees to face the changes of the market and technology. At the end of the programs the students are granted professional certificates.

### TAILOR-MADE PROGRAMS

In addition to the regular courses, special training programs can be tailored to meet the needs of the personnel of a given organization and to increase their performance efficiency.

### SEMINARS AND CONFERENCES

A new approach has been adapted to increase the awareness of urgent issues and tough challenges, which are present in our daily lives. In order to present an insight into these issues, the seminars and conferences provide important tools of knowledge through our professional speakers' local & International. Also it gives a great knowledge exchange between participants.



Quality Certified

## Certificate of Registration

# NOVA Consulting & Training

(NOVA CONSULTING DANISMANLIK LIMITED SIRKETI)

Turkey

Operates a

## Quality Management System

which complies with the requirements of

# ISO 9001:2015

Scope of Certification

Training & Consulting

Certificate No: QC992-19  
Issue Date: 6 Nov 2019  
Expiry Date: 1 Nov 2022  
Surveillance Audit 1: 6 Nov 2020  
Surveillance Audit 2: 6 Nov 2021



Management Systems Certification Body  
MSCB - 141



  
President



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## Services







## Consultation Services

Investing the wide experience accumulated by Leaders, and as a response to the request of a large group of business firms, his services based on expert training of professional and technical consultants in their fields of interests and specializations.

### STRATEGIC & ADMINISTRATION DEVELOPMENT

- Business Plans Preparation
- Develop Corporate & Strategic Plan
- Design corporate and department Organization Structure
- Prepare Job descriptions, profiles & Authorities
- Introduce Organizational Improvements
- Introduce corporate governance

### FINANCIAL & ACCOUNTING CONSULTATIONS

- Prepare financial plans & policies
- Design Automated financial and Accounting systems
- Prepare Procurement Policies
- Prepare fixed assets, inventory and financial control processes
- Design annual budgeting process
- Carry out Financial Analysis and assessment
- Prepare financial models

### HUMAN RESOURCES CONSULTATIONS

- Prepare man power plan
- Design Work Structure, Team & Job responsibility
- Conduct job valuation , grading and pay scales
- Introduce Competency Modelling & Analysis
- Apply Performance Management system
- Develop Personnel Policies & Procedures
- Carry out staff assessment process & culture building



