



**GRAVITY**  
— BUSINESS ADVISORY —

**20  
22**

**TRAINING CALENDAR**





## **Who we are :**

**Gravity Company Has a vision to be one of the premier companies specialized in providing training and development services to all the business sectors locally and across the whole GCC region.**

For achieving this objective, Gravity Company committed itself to provide bespoke training solutions that deliver improved learner outcomes and cost savings with the aim of developing the interpersonal skills and academic knowledge of the human capital in the State of Kuwait through collaboration with the best instructors and universities worldwide. All our training courses are designed to serve the private and government sectors in addition to Oil & Gas Industries, Banks, Investments & Multinational Companies.

We draw on first- hand experience to help individuals and corporates develop their competitive edge through the delivery of 'best in class' training courses.

We craft exceptional training solutions that assist corporates solve critical business challenges. We know precisely how all the moving parts of a training solution collectively drive business performance. From this end, we were keen to make up a team of experts with a wealth of practical, in-field experience driving transformation and building training solutions for prominent corporates.

Gravity Company offers a range of training courses and specialized workshops tailored to the needs of all business sectors in Kuwait.



## **Our Training Methodology**

We adopt a training methodology that reflects our commitment to equipping corporates' and its human capital with the Knowledge, skills and abilities (KSAs) that foster their performance and guarantees the return on Investment (ROI). We HATE LECTURING and VALUE INTERACTION and GAMIFICATION. Here is how we conduct our training courses and workshops


- Using business games
- Group discussions & Projects
- Role play
- Case study
- Behavior modeling
- Coaching
- Simulation

# ▶▶▶ JANUARY 2022

**16<sup>th</sup> Jan**

**Time Management  
Planning  
&  
Stress Control**


End Date : 18<sup>th</sup> January  
Language : English

 5:00pm to 9:00pm

**23<sup>rd</sup> Jan**

**Microsoft Excel  
( Intermediate )**


End Date : 24<sup>th</sup> January  
Language : Bilingual

 5:00pm to 9:00pm

**23<sup>rd</sup> Jan**

**Effective  
Communication  
& Influence**


End Date : 25<sup>th</sup> January  
Language : English

 5:00pm to 9:00pm

**25<sup>th</sup> Jan**

**Microsoft Excel  
( Advanced )**


End Date : 26<sup>th</sup> January  
Language : Bilingual

 5:00pm to 9:00pm

**30<sup>th</sup> Jan**

**Budgeting  
and Cost Control**

End Date : 1<sup>st</sup> February  
Language : English

 5:00pm to 9:00pm

# »»» FEBRUARY 2022

**7<sup>th</sup> Feb**

**Labor Law  
No. 6 of 2010  
and latest updates**

End Date : 9<sup>th</sup> February  
Language : Arabic

🕒 9:00am to 1:00pm

**8<sup>th</sup> Feb**

**Customer Service  
Management**

End Date : 10<sup>th</sup> February  
Language : English

🕒 5:00pm to 9:00pm

**13<sup>th</sup> Feb**

**Chartered Personal  
Executive Assistant  
( CPEA )  
GAFM USA**



End Date : 17<sup>th</sup> February  
Language : Bilingual

🕒 5:00pm to 9:00pm

**13<sup>th</sup> Feb**

**Certified Compliance  
Officer (CCO)  
GAFM USA**



End Date : 17<sup>th</sup> February  
Language : Bilingual

🕒 5:00pm to 9:00pm

**28<sup>th</sup> Feb**

**Anti - Money  
Laundering  
and Combating the  
Financing of Terrorism**

End Date : 28<sup>th</sup> February  
Language : Arabic

🕒 9:00am to 1:00pm

**28<sup>th</sup> Feb**

**Budgeting  
and Cost Control**

End Date : 2<sup>nd</sup> March  
Language : Arabic

🕒 5:00pm to 9:00pm

# ▶▶▶ MARCH 2022

**6<sup>th</sup> Mar**

**Finance  
for Non- Financials  
Managers**

End Date : 8<sup>th</sup> March  
Language : Arabic

🕒 5:00pm to 9:00pm

**8<sup>th</sup> Mar**

**Organizational  
Behavior –  
Managing People  
at Work**

End Date : 10<sup>th</sup> March  
Language : English

🕒 5:00pm to 9:00pm

**9<sup>th</sup> Mar**

**IFRS Updates**

End Date : 10<sup>th</sup> March  
Language : English

🕒 5:00pm to 9:00pm

**16<sup>th</sup> Mar**

**Social Insurance Law  
and  
Latest Updates**

End Date : 17<sup>th</sup> March  
Language : Arabic

🕒 9:00am to 1:00pm

**20<sup>th</sup> Mar**

**Certified HR Metrics  
& Analytics  
(CHRMA)  
GAFM USA**



End Date : 24<sup>th</sup> March  
Language : Bilingual

🕒 5:00pm to 9:00pm

**22<sup>nd</sup> Mar**

**Seven Habits  
of Highly Effective  
People**

End Date : 24<sup>th</sup> March  
Language : English

🕒 5:00pm to 9:00pm

**29<sup>th</sup> Mar**

**Duties and  
Responsibilities  
of Board Secretary**

End Date : 31<sup>st</sup> March  
Language : Arabic

🕒 9:00am to 1:00pm

# »»» MAY 2022

**15<sup>th</sup> May**

**Financial Modeling  
Using Excel**

End Date : 17<sup>th</sup> May  
Language : Bilingual

🕒 5:00pm to 9:00pm

**17<sup>th</sup> May**

**Administrative  
investigation into  
labor violations  
and imposition  
of penalties**

End Date : 19<sup>th</sup> May  
Language : Arabic

🕒 9:00am to 1:00pm

**22<sup>nd</sup> May**

**Certified Anti-Money  
Laundering Officer  
(CAMO)  
GAFM USA**



End Date : 26<sup>th</sup> May  
Language : Bilingual

🕒 5:00pm to 9:00pm

**22<sup>nd</sup> May**

**Interviewing  
and  
Selection**

End Date : 24<sup>th</sup> May  
Language : English

🕒 5:00pm to 9:00pm

**24<sup>th</sup> May**

**Interpersonal Skills  
&  
Personal Development**

End Date : 26<sup>th</sup> May  
Language : English

🕒 9:00am to 1:00pm

**29<sup>th</sup> May**

**Certified In  
Human Resources  
(CHR)  
GAFM USA**



End Date : 2<sup>nd</sup> June  
Language : Bilingual


🕒 5:00pm to 9:00pm

# »»» JUNE 2022

**5<sup>th</sup> June**

**Corporate Leadership  
&  
Management Skills**


End Date : 7<sup>th</sup> June  
Language : English

 5:00pm to 9:00pm

**7<sup>th</sup> June**

**Internal Audit  
Basics**


End Date : 9<sup>th</sup> June  
Language : Arabic

 5:00pm to 9:00pm

**8<sup>th</sup> June**

**Microsoft Excel  
( Intermediate )**


End Date : 9<sup>th</sup> June  
Language : Bilingual

 5:00pm to 9:00pm

**12<sup>th</sup> June**

**Excel ( Advanced ),  
Power Query,  
Power Pivots  
& Marcos**

End Date : 13<sup>th</sup> June  
Language : Bilingual


 5:00pm to 9:00pm

**19<sup>th</sup> June**

**Chartered Personal  
Executive Assistant  
(CPCA)  
GAFM USA**




End Date : 23<sup>rd</sup> June  
Language : Bilingual

 5:00pm to 9:00pm

**28<sup>th</sup> June**

**Business  
English**

End Date : 30<sup>th</sup> June  
Language : English

 9:00am to 1:00pm



# »»» JULY 2022

**3<sup>rd</sup> July**

**Compensation  
and Benefits**

End Date : 5<sup>th</sup> July  
Language : English

🕒 5:00pm to 9:00pm

**17<sup>th</sup> July**

**Real estate  
Valuation**

End Date : 19<sup>th</sup> July  
Language : Arabic

🕒 5:00pm to 9:00pm

**19<sup>th</sup> July**

**Contract  
Management**

End Date : 21<sup>st</sup> July  
Language : Arabic

🕒 9:00am to 1:00pm

**19<sup>th</sup> July**

**Payroll :  
Preparation,  
Analysis  
and  
Management**

End Date : 21<sup>st</sup> July  
Language : English

🕒 5:00pm to 9:00pm

**20<sup>th</sup> July**

**Cyber Security**

End Date : 21<sup>st</sup> July  
Language : English

🕒 5:00pm to 9:00pm

**24<sup>th</sup> July**

**Master HR Manager  
(MHRM)  
GAFM USA**



End Date : 28<sup>th</sup> July  
Language : Bilingual

🕒 5:00pm to 9:00pm


# »»» AUGUST 2022

**7<sup>th</sup> Aug**

**Certified Governance,  
Risk Management &  
Compliance Specialist  
(CGRCS)  
GAFM USA**




End Date : 11<sup>th</sup> August  
Language : Bilingual

 5:00pm to 9:00pm

**7<sup>th</sup> Aug**

**Cost Analysis,  
Control  
and  
Optimization**


End Date : 9<sup>th</sup> August  
Language : English

 5:00pm to 9:00pm

**14<sup>th</sup> Aug**

**Organizing Meeting  
Skills**


End Date : 16<sup>th</sup> August  
Language : English

 5:00pm to 9:00pm

**16<sup>th</sup> Aug**

**The Advanced  
Executive Secretary  
Program**


End Date : 18<sup>th</sup> August  
Language : English

 5:00pm to 9:00pm

**21<sup>st</sup> Aug**

**Train  
the Trainer**


End Date : 23<sup>rd</sup> August  
Language : English

 5:00pm to 9:00pm

**30<sup>th</sup> Aug**

**IFRS 17  
Insurance  
Contracts**

End Date : 31<sup>st</sup> August  
Language : English

 5:00pm to 9:00pm

# SEPTEMBER 2022

**1<sup>st</sup> Sep**

**Anti-Money Laundering  
and Combating  
the Financing  
of Terrorism**

End Date : 1<sup>st</sup> September  
Language : Arabic

🕒 5:00pm to 9:00pm

**4<sup>th</sup> Sep**

**Labor Law No.6 of 2010  
and  
latest Updates**

End Date : 6<sup>th</sup> September  
Language : Arabic

🕒 9:00am to 1:00pm

**11<sup>th</sup> Sep**

**English  
for Secretaries**

End Date : 13<sup>th</sup> September  
Language : English

🕒 5:00pm to 9:00pm

**17<sup>th</sup> Sep**

**IFRS Diploma  
(ACCA)**

Language : Bilingual

🕒 6:00pm to 9:00pm

**18<sup>th</sup> Sep**

**Administrative  
Learning  
and Development**

End Date : 20<sup>th</sup> September  
Language : English

🕒 5:00pm to 9:00pm

**25<sup>th</sup> Sep**

**Crisis Management  
and  
Emergency Training**

End Date : 27<sup>th</sup> September  
Language : English

🕒 5:00pm to 9:00pm

# »»» OCTOBER 2022

**2<sup>nd</sup> Oct**

**Microsoft Excel  
( Intermediate )**


End Date : 3<sup>rd</sup> October  
Language : Bilingual

 5:00pm to 9:00pm

**5<sup>th</sup> Oct**

**Microsoft Excel  
( Advanced )**


End Date : 6<sup>th</sup> October  
Language : Bilingual

 9:00am to 1:00pm

**11<sup>th</sup> Oct**

**Duties  
and  
Responsibilities  
of Board Secretary**

End Date : 13<sup>th</sup> October  
Language : Arabic


 5:00pm to 9:00pm

**23<sup>rd</sup> Oct**

**Certified Anti-Money  
Laundering Officer  
(CAMO)  
GAFM USA**




End Date : 27<sup>th</sup> October  
Language : Bilingual

 5:00pm to 9:00pm

**25<sup>th</sup> Oct**

**Social Insurance Law  
and latest Updates**


End Date : 26<sup>th</sup> October  
Language : Arabic

 9:00am to 1:00pm

**30<sup>th</sup> Oct**

**Analyzing Data  
with Power BI**

End Date : 1<sup>st</sup> November  
Language : English

 5:00pm to 9:00pm

# »»» NOVEMBER 2022

**1<sup>st</sup> Nov**

**Merges  
and  
Acquisition**

End Date : 3<sup>rd</sup> November  
Language : English

🕒 5:00pm to 9:00pm

**8<sup>th</sup> Nov**

**Risk Management**

End Date : 10<sup>th</sup> November  
Language : Arabic

🕒 5:00pm to 9:00pm

**8<sup>th</sup> Nov**

**Measuring, Monitoring  
& Improving  
the Customer  
Experience**

End Date : 10<sup>th</sup> November  
Language : English

🕒 5:00pm to 9:00pm

**13<sup>th</sup> Nov**

**Master HR Manager  
(MHRM)  
GAFM USA**



End Date : 17<sup>th</sup> November  
Language : Bilingual

🕒 5:00pm to 9:00pm

**20<sup>th</sup> Nov**

**Business Financial  
&  
Accounting Skills**

End Date : 22<sup>nd</sup> November  
Language : English

🕒 5:00pm to 9:00pm

**20<sup>th</sup> Nov**

**Certified Compliance  
Officer  
(CCO)  
GAFM USA**



End Date : 24<sup>th</sup> November  
Language : Bilingual

🕒 5:00pm to 9:00pm

**29<sup>th</sup> Nov**

**IFRS 9 & Expected  
Credit Loss**

End Date : 30<sup>th</sup> November  
Language : Bilingual


🕒 5:00pm to 9:00pm

# »»» DECEMBER 2022

**4<sup>th</sup> Dec**

**Microsoft Excel  
( Advanced )**


End Date : 5<sup>th</sup> December  
Language : Bilingual

 5:00pm to 9:00pm

**6<sup>th</sup> Dec**

**The Board Role  
in AML Compliance**

End Date : 8<sup>th</sup> December  
Language : Arabic

 5:00pm to 9:00pm

**11<sup>th</sup> Dec**

**Contract Drawing  
for Non-Legal  
Professionals**


End Date : 13<sup>th</sup> December  
Language : Arabic

 9:00am to 1:00pm

**13<sup>th</sup> Dec**

**Effective Budgeting  
and Cost Control**


End Date : 15<sup>th</sup> December  
Language : English

 5:00pm to 9:00pm

**22<sup>nd</sup> Dec**

**Anti-Money Laundering  
and Combating the  
Financing of Terrorism**


End Date : 22<sup>nd</sup> December  
Language : English

 9:00am to 1:00pm

**27<sup>th</sup> Dec**

**Leadership &  
Professional  
Development  
(Dubai)**

End Date : 29<sup>th</sup> December  
Language : English

 9:00am to 1:00pm



## **Our Contact Details**

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