



Best Service Ever

Amman –AL Jubaiha – Yajouz St. Building # 67
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WWW.wisezone-jo.com

About us:

WISE ZONE was founded in 2016 in Amman. To start serving both locally and internationally in a wide range of training areas represented by the following categories:

- Information technology
- Project Management
- Business administration
- Human resources and management
- Modern languages
- Banking and Accounting
- Graphics and Engineering Design.

The variety of learning options at WISE ZONE allows trainees to learn in the manner that best suits their schedule, budget, learning style and expertise. At WISE ZONE attendees receive quality training that would fit their demands.

Whether attendees were experienced or not, they receive comprehensive training from highly qualified certified instructors, authorized training and curriculum. At WISE ZONE we arm trainees with the training needed.

Vision:

To contribute in the regional and international educational and business progress by being a supportive partner ready to serve both timely and qualitatively in all over MENA region.

Mission:

To allocate all our resources to turn challenges into opportunities through the best-fit instructors, knowledge, & technology, in ways that will add value to our clients, meeting their satisfaction, and saturating their needs; and build long relationship as business partner while maintaining our edge of Excellence.

Strategic Directions:

- To innovate & invest to turn challenges into opportunities while maintaining our edge of Excellence
- To Attract qualifications, reward for excellence and invest in the development of our human capital for the future
- To Commit to our communities through our social responsibility initiatives
- To Foster collaboration between our consultants, trainers, and business partners
- To strategically support our partners to achieve Excellence in a focused innovative manner
- To anticipate & respond to our customers' needs with products and services without losing our focus on Excellence.

Core Values /Stakeholders

WISE ZONE believes in and holds the following values at the core of its business ethics toward its Stakeholders:

- Focus & Accountability towards customers & stakeholders
- Quality, Competency & Excellence in whatever we do
- Growth ,Continuous Improvement & Innovation
- Shareholders Net-worth maximization
- Transparency Integrity & Loyalty
- Sharing & exchange of knowledge with partners and clients
- Interaction , cooperation and continuous communication with all our partners
- Social Responsibility towards the region the country and the society where ever we operate.

Approach:

We are ready to work with individuals looking to increase their opportunities and build their future careers, in addition to our readiness to work with decision makers in corporations looking to build or develop outstanding teams as well.

We understand your needs and offer you a unique training solution developed to meet your training requirements.

Professional Staff

At WISE ZONE our highly knowledgeable and certified instructors are well-trained and of the highest levels, capable of delivering training of great quality in each field required.

To ensure the quality services provided by our trainers being sustained high, we at WISE ZONE apply quality control procedures during our day by day work. We conduct quality workshops for our staff on regular basis to make sure that training tactics are implemented correctly. Our continuous training to our personnel is one of our means to developing their abilities and assures their confidence; we assist them in their career development, and motivate and treat them as partners, for the purpose of maintaining their loyalty and commitment to ensure superior quality training.

Facilities

Our modern facility suits the technical requirements and high performance expectations and based on quality standards. Each training room is equipped with 10 student and 1 instructor settings, all are networked using the most up to date technologies.

Classroom management software is available in each room to allow the instructors to manage other machines remotely. A multimedia projector is available in each room, in addition to other training aids such as flip charts, white boards, and display screens. Training courses are also offered on site where staff can provide either standardized or customized courses based on clients' needs.

At WISE ZONE we are capable of delivering your training in the format of your choice, whether in our location or your location. WISE ZONE never forgot to assure the quality of the hospitality of the waiting halls and students' cafeterias.

Main factors differentiating our advisors

Professional attitude & Code of ethics:

WISE ZONE Advisors are characterized by high professional ethics and commitment to continuing self-development.

Specialized experience:

WISE ZONE advisors have the successful and unique experience in multiple local and global entities of advisory practices.

Outstanding qualifications:

WISE ZONE advisors have global specialized certificates in addition to modern scientific methodology in consulting operation.

Personal characteristics and capabilities:

WISE ZONE Advisors have constant and inner motivation for outstanding achievements, also have the ability to diagnose and form an independent opinion and make proper judgment all through each position and based on their own perceptions.

WISE ZONE Partners:

- Governmental Bodies.
- International Donors.
- Corporations.
- Privately Owned Businesses
- SME's
- NGO's
- International Development Organizations.

WISE ZONE consultancy sectors:

- Public Sector
- Educational sector
- Manufacturing sector
- Services sector
- Banking and financial institutions
- Trading sectors
- Entertainment sector

Our Specialties:

Gender Equality, Human Rights and Civil Society Issues

- Capacity Building.
- Administrative Skills.
- Organization Structure.
- Evaluation of Programs and Projects.

Enterprise Services

Enterprise Capacity Building & HR Consultancy

- Project Management.
- HR Automated Systems Consultancy.
- Company Organization Evaluation.
- HR System (Policies & Procedures).
- Organizational Needs Analysis.
- Process Enhancement.
- specific Jobs.

Out Sourced Business Support & HR Services

- Full-Time Business Support provided by outsourced employees to key clients.
- Recruitment & Placement Services.
- HR Payroll and Benefits Management.
- Tax & Social Security Services.
- Performance Evaluation, Training Needs Assessment & Career-path Management.

SME Business Valuation

- Assessment of Business Model
- Research and Identification of Target Markets
- Advisory of Organizational Structure

Market Salary & Compensation Surveys:

- Comprehensive analysis on organizations' salaries and compensation system in the market according to job weights.
- Define weaknesses & gaps in organizations' long term and short term benefits.
- Recommend Improvements in each organization's status.

WISE ZONE Services:

1- Consultation:

Consultation Areas:

- Organizational Restructuring Consultancy.
- Senior Management restructuring.
- Financial Restructuring. /Organization Restructuring.
- Human Resources Restructuring
- Operation Restructuring.
- Market Researches
- Project Management
- Preparing Strategic Action Plan Consultancy

➤ **HR Consultancy**

- HR Technology Strategies.
- HR Planning
- HR Operations Auditing and Job Description and Job Analysis techniques.
- Comprehensive Quality Management of HR and Personnel Affairs and Administrative Improvement.
- Training Return on Investment
- 360 feedback Evaluation
- HR management Training.
- Jobs and Responsibilities Structuring.
- Building and analyzing Administrative Models.
- Training and Performance Enhancement Management
- Performance Assessment and Evaluation.

➤ **Financial Consultancy**

- Financial Models Structuring.
- Feasibility Studies.
- Budgets Analyses and Studies.
- Financial Auditing.
- Capital Assessment of Firms.
- Setting Finance Control and Planning Mechanisms for Different Sectors.
- Auditing.
- Risk Management
- Money Laundering Prohibition Fundamentals Training.

➤ **Marketing Consultancy**

- Marketing Plans Preparation and Supervision.
- Promotional Plans Preparation and Supervision.
- Customer Satisfaction and services Plans Preparation and Execution.
- Supervising CRM Programs.
- New Products Options and Solutions.
- Sales Teams Planning and Training.
- Brand Name Establishment Planning.
- Marketing Researches.
- Marketing Departments Establishment
- Non-Profit Business Planning, Promotion, and Management.

➤ **Project Management**

- Project Feasibility.
- Project Architecting.
- Project Planning.
- Project Execution.
- Project Monitoring & Evaluation
- Crises, Issues, and Risk of Projects.
- Small Business Establishment and Execution.

➤ **Managerial Consultancy**

- Organizational Consultancy.
- Strategic Management.
- Structure Preparation.
- Management of Different Department of an Organization Regarding Operation and Business Implications.
- Simplification of Procedures and Performance Methodologies.
- Setting Managerial and organizational Policies.
- Control of Connections of a firm with other sectors.

➤ **Legal Consultancies**

- Drawing regulation strategies for firms.
- Studying and Solving Legal Issues Related to Contracting in Firms.
- Training on Legal Procedures and Implications essential for business in Firms.
- Settlement of Legal Contracts

1- Training services:

Different technology training is available, but only one source can provide you with competitive flexible solutions to allow you to focus on real-world skills. WISE ZONE will help you find the courses,

professional certifications, and flexible learning solutions to enable you using the latest business technologies in progress of creating training solutions for your business.

WISE ZONE provides training services to enhance the capabilities and skills of individuals, where it enterprises with accreditation from well-known universities and colleges all over the world.

Training Programs:

- Project Management/PMP
- Administration Programs.
- Human Resource Programs.
- Financial Programs.
- Legal Programs.
- Public relations Programs.
- Public Information Programs.
- Telecommunications Programs.
- Strategic Management Programs.
- Leadership & Management Programs.
- Creativity & Innovation Programs.
- Entrepreneurship Programs.
- Sales & Marketing Management Programs.
- Health Care Programs.
- Green Environment Programs
- Marketing & Customer Services Programs
- Engineering Sciences Programs.
- Banking & Credit programs.
- Financial Management Programs.
- Psychology Science Programs.
- Child Protection & Parenting Values Building Programs
- Family Relationships programs.
- Self-Development Programs.

3- Conferences Services:

WISE ZONE Provides Services That Include:

- Events & Conferences Planning.
- Events & Conferences Execution.
- Client Relationship Management.
- Events & Conferences Coordination.
- Events & Conferences Implicated Services, Translations and Editing.
- Events & Conferences Supplies and Procurements.

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- Events & Conferences Promotion.
- Media and Publication Management.

4- Business Solutions

- TNA Solutions
- HR Solutions
- CRM Systems
- Online training

5- Recruitment Services

- Head Hunting
- Executive Search
- Data Bank Management
- Career Counselling
- Testing, Evaluation, and Interviewing

6- Student Services

- On-site training
- On-job training

7- Online services

- Online training
- HR Solutions
- HR Outsourcing
- Online advisory

8- Consulting Services

- Management Solutions.
- Strategic Planning.
- HR Solutions.

- Market Studies
- Financial Consultations.
- Media Consultation
- Project Management Consultations.
- Training Needs Assessment.
- Operation Process Re-Engineering
- Quality Assurance & ISO standards.
- Quality Control Techniques
- Loyalty Points.
- Mistry Shoppers.

➤ **Top Achievement**

- *Jordanian Hashemite Fund for Human Development: Legal Services for 3 months-year 2016 : "لدعم المرشحات للانتخابات النيابية القادمة في أربع محافظات (الكرك، اربد، المفرق، الزرقاء)*
- *Epsilon: for Education and Training Development: Signing agreement as the only appointed Training Center for their programs – year 2017.*
- *Mercy Corps: Conduct Project Management for Development Professionals training course for 50 persons of CBOs community project in Russaifeh, Salt, Ma'an, for 1 month – year 2018.*
- *Mercy Corps: Conduct English Language training course for 20 persons of CBOs community project in Sakhra- Ajlun for 20 days – year 2018.*
- *PM4NGO's: The only Training Company in the Middle East is listed at PM4NGOs directory.*
- *ABA: Signing agreement with American Business Academy as an exclusive agent in Jordan for Certified Business Analysis Program- year 2018.*
- *Signing Agreement with Balqa Applied University year 2018*



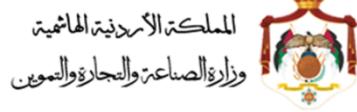
اللجنة الوطنية الأردنية
لشؤون المرأة
The Jordanian National
Commission for Women





WISE ZONE Clients

- Executives & Senior Professional Experts
- Middle Management & Professionals
- Students & New Graduates
- Job seekers and knowledge pursuer





WISE ZONE contact Information:

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