Five frogs are sitting on a log. Four decide to jump off. How many are left? **Answer: five.** Why?

Because there's a difference between deciding and doing.



#### **EDUCATION**

Sept 2007 - Aug 2013 University of Phoenix, Arizona, United States of America

Doctorate of Management in Organizational Leadership

April 2004 - April 2006 University of Leicester, Leicester City, United Kingdom

Masters of Arts in Mass Communication

(Ethnographic Research: Representation of Children in Fast Food ads in

the United Arab of Emirates).

Oct 1998 - July 02 Notre Dame University "NDU" Zouk Mosbeh, Lebanon

Bachelor of Arts in Advertising and Marketing

#### WORK EXPERIENCE

Nov 05 – March 08

Dany Chakhtoura for Leadership and Management Consultancy, Dubai / Nov 10 - Present Abu Dhabi, United Arab of Emirates.

Corporate Communication Manager, Union National Bank, Abu Dhabi, May 10 – Nov 10 United Arab of Emirates

Director General, Avant Garde Communications, Abu Dhabi, United Arab of Sept 08 – May 10

**Emirates** 

Regional Manager and Head of Marketing & Communications, Gulf March 08 – July 08 Finance Corporation, Abu Dhabi Branch, United Arab of Emirates;

Senior Officer, Marketing & Media, Union National Bank Corporate Communication Division, Product Development, Head Office Abu Dhabi,

United Arab of Emirates;

Oct 02 - Nov 05 Account Manager, Advertising & Marketing Consultants (AMC), Abu Dhabi,

United Arab of Emirates;

#### **Courses Provided**

# **Career Development Courses**

- 1. Business Writing That Works
- 2. Business Etiquette: Gaining That Extra Edge
- 3. Communication Strategies
- 4. Conflict Resolution: Dealing with Difficult People
- 5. Critical Thinking
- 6. Customer Service: Critical Elements of Customer Service
- 7. Emotional Intelligence
- 8. Public Speaking: Speaking Under Pressure
- 9. Skills for the Administrative Assistant
- 10. The Minute Taker's Workshop
- 11. Time Management: Get Organized for Peak Performance
- 12. Writing Reports and Proposals
- 13. Negotiation Skills A One Day Primer

### **HR Courses**

- 14. Business Succession Planning: Developing and Maintaining a Succession Plan
- 15. Change Management: Change and How to Deal With It
- 16. Conducting Effective Performance Reviews
- 17. Customer Service Training: Managing Customer Service
- 18. Generation Gap: Closing the Generation Gap in the Workplace
- 19. Performance Management: Managing Employee Performance
- 20. Problem Solving and Decision Making
- 21. Stress Management
- 22. Talent Management
- 23. Teamwork: Building Better Teams

# Sales and Marketing

- 24. Branding: Creating and Managing Your Corporate Brand
- 25. Building Relationships for Success in Sales Course Outline
- 26. Call Center Training: Sales and Customer Service Training for Call Center Agents
- 27. Customer Relationship Management
- 28. Dynamite Sales Presentations
- 29. Overcoming Objections to Nail the Sale
- 30. Selling Smarter
- 31. Telemarketing: Using the Telephone as a Sales Tool

# **Supervisors and Managers Courses**

- 1. Advanced Project Management
- 2. Business Leadership: Becoming Management Material
- 3. Coaching: A Leadership Skill4. Effective Planning & Scheduling
- 5. Intermediate Project Management

- 6. Leadership Skills for Supervisors
- 7. Meeting Management: The Art of Making Meetings Work
- 8. Motivation Training: Motivating Your Workforce
- 9. Negotiating for Results
- 10. Project Management Fundamentals
- 11. Project Management Training: Understanding Project Management
- 12. Risk Management
- 13. Team Building: Developing High Performance Teams
- 14. The ABCs of Supervising Others
- 15. The Professional Supervisor

## PROFESSIONAL CERTFICIATIONS ACQUIRED

Certificate of Participation "Orientation Program" by Union National Bank

**Decision Making & Problem Solving**: Problem Solving Fundamentals

**Leadership:** Leading Through Change

Managerial Leadership: Motivating Employees

Strategic Decision Making: Making the Right Decision
Strategic Management: Analyzing Strategic Options
Strategic Management: Establishing Strategic Focus
Quality Management: The Quality Management Process
Advanced Project Leadership: Bringing Home the Value

**Project Leadership:** Communicating Within a Project Team

**Project Management:** The Fundamentals

# PROFESSIONAL CERTFICIATIONS ACQUIRED

Special Training Certificate "Up selling Techniques" presented by "Matter"

Certificate of Achievement in "Team Building" presented by "Matter"

Officiating Certificate presented by the **International Tennis Federation** (**ITF**)

Certificate of Leadership from the **Lebanese Scouts Association** (Brevet D'Assistant / Aigrette)

## **QUALITY MANAGEMENT CERTIFIED**

Feb 14 ISO 9001 – 2008 Certified Lead Auditor

#### INTERNATIONAL AFFILIATIONS

June 2015 Joint Venture with Canada Global Center

#### INTERNATIONAL RECOGNITION

June 2015 Professional Certified Trainer – Practitioner by Canada Global Center

Aug 02 Life time member of the International Advertising Association (IAA)

#### **LANGUAGES**

Arabic (Mother Tongue)

English

French

(All trainings can be provided in both English and Arabic)

#### TV INTERVIEWS AS A GUEST SPEAKER

#### 2014

Decision Makers TV – الذكاء العاطفي

مدير المبيعات - Decision Makers TV

التفكير العقلاني الموؤسساتي – Decision Makers TV

تحقيق أحلام التسويق – Decision Makers TV

Rotana Khalijiah – الاكثر التزاما في دفع الفواتير

Rotana Khalijiah – النواحي السيكولوجية قبل الزواج

#### **2015**

وضع اهدافك للعام الجديد – Rotana Khalijiah

### **AWARDS**

**April 2015** Certificate of Appreciation from Al Qasssimi Hospital – Shajah (UAE) for his

efforts in contribution to the success of the Presentation Skills Course

**Nov 2014** Certificate of Appreciation from Greenlight Training Center for his efforts in

contribution to the success of the Team Building Course

June 2014	Certificate of Appreciation from QUATTRO Training Centre for his efforts in contribution to the success of the Event Management Course for the Ministry of Labor Dubai (UAE)
June 2014	Certificate of Appreciation from the Ministry of Education and Youth (UAE) for his efforts in contribution to the success of the Leadership Skills Course
June 2014	Certificate of Appreciation from QUATTRO Training Centre for his efforts in contribution to the success of the Event Management Course for the Ministry of Labor Dubai (UAE)
March 2014	Certificate of Appreciation from Sharjah Police HQ for his efforts in contribution to the success of the Personal Development Program
January 2014	Certificate of Appreciation from TRAINING HOUSE for his efforts in contribution to the success of the Managerial Skills Course for the Ministry of Finance Kuwait.
June 2013	Certificate of Appreciation from MENASmart for his efforts in contribution to the success of the Enhanced Productivity Skills Course for DEWA.
May 2013	Certificate of Appreciation from QUATTRO Training Centre for his efforts in contribution to the success of the Public Relations, Mass Communication and Media Course for the GASCO.
September 2012	Certificate of Appreciation from the Ministry of Education and Youth (UAE) for his efforts in contribution to the success of the Communications Skills Course
September 2012	Certificate of Appreciation from QUATTRO Training Centre for his efforts in contribution to the success of the Communications Skills Course for the Ministry of Education and Youth (UAE)
March 2012	Certificate of Appreciation from QUATTRO Training Centre for his efforts in contribution to the success of the Negotiation Skills for ADNOC
February 2011	Certificate of Appreciation from the Canadian University in Dubai for his participation in the business open day
March 2008	Best Branch Sales Award from Gulf Finance Company