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Istanbul

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E: training@blackbird-training.com www.blackbird-training.com



To all those who believe in Training and its power...



A MESSAGE FROM THE CEO

Training is not just a passion! It's a mission in life to develop people!



The success or failure of

BLACKBIRD Training is based on what impact & impression we leave at the end of each course.

Learning environments should always be safe & comfortable! This is why we tell our clients that one should learn with respect, dignity & prestigious! Our global training team is selected to respect your language & culture.

So, the training language can vary from English to French to Arabic.

We ask you what do you know about the topic. Then we ask you what do you want to learn about the topic. Only then, we kick up the course with new knowledge & learning activities.

Following this path, we started, years ago, with yes-we-can attitude. Now, we say: "Yes, we did!"

Sincerely yours,





Who we are

BLACKBIRD Training

believes in continuous development with respect and prestige. Training and non-formal education are key methods to build and develop nations.

Our records, in Training & Development, go back to 2001. 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 as well as NGOs. It is so because our professional staff and trainers customize each and every course according to the needs and the level of every client.

Our values

- Continuous Improvement
- Respect clients & needs
- Equal opportunities
- Learn with dignity & flexibility (via own language & level)

Our vision & mission

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

Although we do it right from the first time for our clients; we are more diligent to keep it right forever. Your trust and positive impression are very dear to us; our global team is so keen to answer all your needs in the right time and manner.

Our Training Philosophy

Training/consulting is usually related to Job description, performance appraisal, or maybe wish list. We deliver our training programmes based on problems and challenges at work. We integrate the clients' vision in our programmes so that it fits more into the context. This is why we are very flexible with the clients; we follow their needs rather than following our well-designed and pre-set outlines.

Although our training programmes are based on modern training technologies, we follow Socrates: "I cannot teach anybody anything. I can only make them think". How you think is the key to how you behave and perform.

Our services

International Training Programmes

Our training programmes involve all your senses. This dictate using applicable knowledge through some mini-workshops and learning activities. We design our programmes to be competency-based. What is competency?

It's the combination of Skill, Knowledge and Behaviour; one component on its own is not enough. We focus on building specific competencies leading to high performance.

In every training programme, we offer:

- Mini-workshops How to apply it to your work; what works and doesn't? And Why?
- ■Best Practices and latest updates
- ■Case studies, success stories as well as failure stories
- Modern application through IT programmes and/or mobile applications
- ■Share top and recent 3 book titles in this field

In-house Training & Consulting



A. In-house Customized Training

Based on your own Training

Needs Assessment (TNA) & your vision, we start offering you trainable solutions. If your TNA results are not ready, we do one remotely with a zero-cost:

because we care about offering them the right solution.

We do focus on building up the capacity of the staff. Having specific deliverables to our in-house training programmes makes our impact clear and steady for our clients.

B. Needs Assessment/Gap Analysis

For our HR/Training, we prepare practical toolkit to be implemented in your organization. The objective of this tool kit is to identify and develop the best needs assessment tool. You can use this tool or we can come and do it for you to save your time & efforts. The final result of this assessment should be an annual training plan for your organization.

C. Business Solutions

In many cases, training and workshop is not the only solution for your organization. This is why we expand our services to touch upon your policies, processes, and procedures.

Our business consultants have got great experience in consulting only not training.

Our Trainers

ABDUL HAMID MALAS Degree Cisco Certified

Expertise Area IT & Business Operations

Professional Certification CCNA USA

AMMAR BAIAZID

Degree MBA PMP ITIL

Expertise Area Project Management & IT

Professional Certification

Higher Institute of Business Administration

FARHAN DAHI

Degree

Expertise Area

Bankina

Professional Certification

Bordeaux University

ALAN LEE

Degree

Expertise Area

Leadership & Administration

Professional Certification

London Metropolitan University

CARRIE PADDOCK

Degree

Expertise Area

International Law

Professional Certification

Vanderbilt University. Tennessee, USA

FERAS KADRI

Degree

MSC

Expertise Area

Human Resources

Professional Certification

University of Reading, UK

ALI MOUSHLI Degree

Expertise Area

Electronics & GSM

Professional Certification

Baku Echo Energy University, Azerbaijan

FAHD ZATARI

Degree

Expertise Area

International Law

Professional Certification

HANI ABBAS ABDULLA

Degree

M.P.M

Expertise Area

Professional Certification

University of Pune

Damascus University

Degree

MBA, FRSA

NEIL BARKLEM

IBRAHIM ALHARIRI Degree

PHD

Expertise Area

Project Management & IT

Professional Certification

California University

MAIDA KADDAH

Degree

Expertise Area

International Law

Professional Certification

Vrije Universiteit

Expertise Area

Business Development

Professional Certification

Business Development Babson College, USA

RANIA ALOULABI

Degree

MBA

Expertise Area

Human Resources

Professional Certification

Arab Academy for Science and Technology

Degree **BA MMKG**

KEVIN DAHI

Expertise Area

Marketing & Branding

Professional Certification

George Brown College

MAHER AL-JARRAH

Degree

Expertise Area

Human Resources

Professional Certification

London Metropolitan University

OMAR MARDINI

Degree

MBA

Expertise Area

Finance & Accounting

Professional Certification

University of Bordeaux. France

TARIK ALBITAR

Degree

Expertise Area

Public Relations

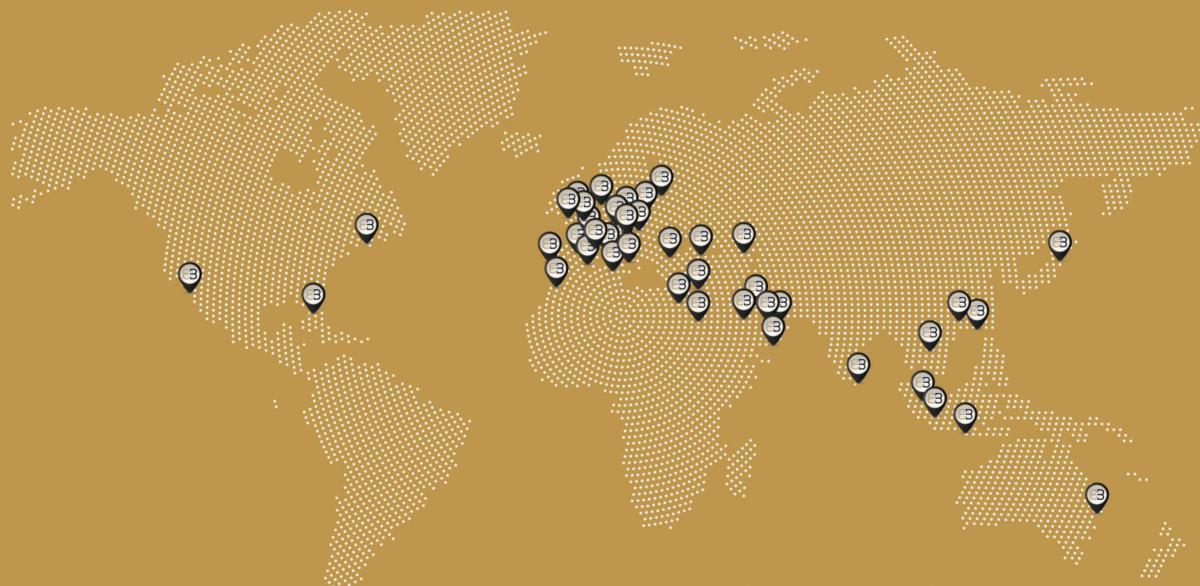
Professional Certification Kocaeli University

Degree DBA **Expertise Area** Human Resources **Professional Certification** European University, Switzerland

WISSAM AL MOUSTAFA



WHERE WE ARE



48 CITIES



Our Cities



Europe

Amsterdam, The Netherlands
Barcelona, Spain
Berlin, Germany
Brussels, Belgium
Geneva, Switzerland





Asia

Baku, Azerbaijan Bangkok, Thailand Hong Kong Jakarta, Indonesia



London

London, UK Madrid, Spain Manchester, UK Marbella, Spain Milan, Italy







Trabzon, Turkey Venice, Italy Vienna, Austria





Middle East

USA

Boston, USA



Amman, Jordan

Aswan, Egypt

Bahrain

Beirut, Lebanon

Cairo, Egypt

Casablanca, Morocco



Florida, USA



Dubai, UAE

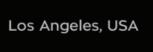
Kuwait

Muscat, Oman

Salalah, Oman

Sharm El-Sheikh, Egypt

Tunisia





Sidney, Australia



Our 20 Training Categories



BLACKBIRD MANAGEMENT & ADMIN COURSES

- Finance & Accounting
- Human Resources
- Management & Leadership
- Marketing, Sales, Client Care
- Media & Public Relations
- Professional Skills
- Project Management
- Quality Management
- Secretary & Admin
- Supply Chain & Logistics

BLACKBIRD TECHNICAL COURSES

- Customs & Safety
- GSM & Telecom Engineering
- Health & Safety
- Hospital Management
- IT & IT Engineering
- Legal
- Nationalization & 2030
- Oil & Gaz Engineering
- Special Workshops

Our 20 Training Categories

BLACKBIRD INTERNATIONAL CONFERENCE

- Leadership & 2030 Vision Realization
- Leadership & Management for Hospitals
- Managing the Training Function for New Training/HR Managers
- Modern Concepts of Quality Management for 2030
- Modern Procurement, Negotiation & Contract Management for 2030
- Project & Risk Management towards better Compliance
- Risk Management in the Modern World
- The Art of Event and PR Management in the Next 10 Years
- The UK Experience in Managing Support Services for Hospitals
- Upcoming Crisis and Conflict Management for 2030



MANAGEMENT & ADMIN COURSES

Finance & Accounting

Human Resources

Management & Leadership

Marketing, Sales, Client Care

Media & Public Relations

Professional Skills

Project Management

Quality Management

Secretary & Admin

Supply Chain & Logistics



BLACKBIRD FINANCE & ACCOUNTING

COURSES

- Accounting and Finance for Professionals
- Accounting for non-Accounting Managers
- Advanced Financial Statements Analysis
- Corporate Governance Principles, Policies and Best Practices
- Effective Budgeting & Operational Cost Control
- Enhancing the Skills of Financial Statements, Preparation and Analysis
- Estimating, Budgeting, Cost Control & Value Engineering
- Finance for non-finance Managers
- Finance, Risk Management & Corporate Governance
- Financial Analysis Modeling and Forecasting
- Financial Management for Non-Financial Professionals
- Financial Risk Manager (FRM)
- Financial Statements, Preparation and Analysis Masterclass
- Fraud Prevention The Complete Programme
- Implementing Corporate Governance in Banks
- International Financial Reporting Standards (IFRS) and Updates
- ♦ Key Account Management
- Mini-MBA for Accounting (5 days)
- Mini-MBA for Accounting (10 days)
- Mini-MBA for Finance (5 days)
- Mini-MBA for Finance (10 days)
- Principles of Accounting and Finance
- Professional Governance, Risk and Compliance (GRC)
- ♦ The A Z of Budgeting
- The Full Programme of Anti-Money Laundering (AML)
- Treasury and Cash Management for Professionals
- Value Engineering & Cost Control

BLACKBIRD HUMAN RESOURCES

COURSES

- Advance Dynamics of Certified Recruitment
- Advanced Performance Management Concepts
- Advanced Procedures for Personnel and Organizational Development
- CERTIFIED Manpower Planning
- CERTIFIED Training Professional
- Dynamics of Compensation & Benefits Principles
- Dynamics of Performance Management Principles
- Dynamics of Training & Development Principles
- Employee Relations Certified Specialist
- Executive Mini MBA in HR
- HR for Non-HR Managers
- Improving Manpower Planning and Training Management
- Interpersonal Skills for the HR Professionals
- Leading Strategies in HR
- Managing the Training Function (Certified Training Manager/Trainer)
- PHRi Preparation Program
- Performance Management & Career Path
- Principles of Performance Management
- Principles of Recruitment and Selection
- Principles of Training & Development
- Strategic Human Resources for HR Professionals
- The Advanced Strategies in Human Resources (5 days)
- The Advanced Strategies in Human Resources (10 days)
- The Advanced Strategies in Recruitment and Selection Principles
- The Essentials of Compensation & Benefits Principles
- The Essentials of Human Resources
- Writing Policies & Procedure for HR and Organizations

BLACKBIRD MANAGEMENT & LEADERSHIP COURSES

- ADVANCED INVESTMENT ANALYSIS AND MANAGEMENT
- CERTIFIED LEADING MANAGER
- Creative Supervisory leadership
- Driving Performance through Senior Manager & Leadership
- Dynamics of Middle Leadership Management
- Enhancing the Skills of Supervisory leadership
- ♦ Modern Supplier Management, Development & Optimization
- Public Speaking & Presentation Skills for Leaders
- Strategic Planning & Operational Crisis
- Management for Managers & Leaders
- The Art of Supervisory Leadership
- The Essentials of Supervisory Skills (A Z)
- The advanced Strategies of New Manager / Leader

BLACKBIRD MARKETING, SALES, CLIENT CARE

COURSES

- Customer Management (Awareness, Acquisition and Retention)
 Master Class
- Customer Service Excellence and Mindset (Customer Recreation)
- Effective Brand Management
- Effective Marketing Management & Research methods
- Mini-MBA in Sales Management (5 days)
- ♦ Mini-MBA in Sales Management (10 days)
- Sales & Sales Management for Professionals
- Sales Management Best Practices
- The Complete Program of Marketing, Communications and Media Planning
- ♦ The Essentials of Sales & Marketing Skills
- The advanced Strategies in Sales & Marketing

BLACKBIRD MEDIA & PUBLIC RELATIONS

COURSES

- Building Effective Media Relations
- The Complete Program in Event and PR Management
 The Essentials of Public Relations and
- Administration Communication Skills
- The Management of Marketing Campaigns
 in Public Organizations
- The complete program in Event and PR Management



BLACKBIRD PROFESSIONAL BUSINESS SKILLS

COURSES

- Advanced communication at work environment
- Communication Skills for professionals
- Communication and presentation Skills for professionals (TOT)
- Communication, Coordination and Leadership
- Corporate Business Development Professional
- Creativity and the 6 Thinking Hats
- Crisis and Conflict Management
- Emotional Intelligence for Managers
- Leadership & vision Realization
- Leadership Development; Self-Awareness, Skills & Strategies
- Linking Planning to Organizational Goals
- Modern Trends in Monitoring & Evaluation
- Modern Trends in Strategic Planning
- Planning & Organizing for Managers
- Problem solving and Decision-Making Best Practices
- Report Writing and Communication skills for Managers
- Risk Management Professional (RMP)
- Stress & Time Management for Managers
- The Advanced Strategies in Organizing & Team Building
- The Advanced Strategies in Planning
- Women's Leadership in Workplace
- Measure What Matters

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BLACKBIRD PROJECT MANAGEMENT

COURSES

- Advanced Strategies for Project Manager
- Applied Project Management for Oil & Gaz
- Managing Metrics and KPIs in Projects
- New Project Manager (Certified)
- ♦ PMO Key Initiative Full Overview
- Project Cost Estimating, Budgeting and Value Engineering Skills
- Project Risk Management and Compliance
- The Essentials of Project Manager Skills
- Value Analysis, Value Engineering and Waste Elimination



BLACKBIRD QUALITY MANAGEMENT

COURSES

- Effective QA/QC Management
- Leading Strategies in Six Sigma
- Lean Six Sigma Green Belt Certification Programme
- Mini MBA in Quality Management
- ♦ Mini MBA in Quality Management TQM
- Strategic risk management in insurance
- TQM Smart tools for Continual Improvement
- The Essentials of Total Quality Management
- The Advanced Strategies in Total Quality Management



BLACKBIRD SECRETARY & ADMIN

COURSES

- Advanced Secretary Skills
- Effective Secretary & Communication Skills
- Leading Strategies in Office Management
- Office Management & Communication Techniques
- The Essentials of Secretary Skills



BLACKBIRD SUPPLY CHAIN MANAGEMENT & LOGISTICS

COURSES

- E-Procurement & Purchasing Management
- Effective Warehouse Management
- The A Z of Facility Management
- The A Z of Logistics Management
- ♦ The A Z of Supply Chain Management
- The A Z of Warehouse Management
- The Complete Course on Purchasing Management
- The Essentials of Procurement Management Skills
- The advanced Strategies in Facility Management
- ♦ The advanced Strategies in Logistics Management
- The advanced Strategies in Procurement, Negotiation,
- Contract Management
- The advanced Strategies in Supply Chain Management
- The advanced Strategies in Warehouse Management



BLACKBIRD

TECHNICAL COURSES

Customs & Safety

GSM & Telecom Engineering

Health & Safety

Hospital Management

IT & IT Engineering

Legal

Nationalization & 2030

Oil & Gaz Engineering

Special Workshops



BLACKBIRD CUSTOMS & SAFETY

COURSES

BLACKBIRD GSM & TELECOM ENGINEERING COURSES

- Customs Valuation: Valuation Concepts & Transaction Value
- Harmonized System Agriculture & Agri-food
- ♦ Harmonized System Art and Jewelry
- Harmonized System Chemicals
- ♦ Harmonized System Industry & Construction
- ♦ Harmonized System Textiles
- International Customs.
- Shipping Documents and Shipping Role Players
- Rules of Origin
- Single Window Practitioners
- Single Window Managers
- Transfer Pricing

- Advanced Satellite Communication Systems & IP in Modern Networks
- Advanced Satellite Communication Systems Planning and Coordination
- Fundamental of VSAT Systems
- Telecommunication system engineering



BLACKBIRD HEALTH & SAFETY

COURSES

- Dynamics of Behaviour-Based Safety
- Environmental Management Certificate
- NEBOSH IOG
- NEBOSH International Oil & Gas Certificate Syllabus
- OSHA: Occupational Safety and Health Administration Standards
- Safety Technology & Risk Management
- The Complete Programme of Health & Safety

Management & Measurement



BLACKBIRD HOSPITAL MANAGEMENT

COURSES

- Applied Project Management for Hospitals
- Applied Supply Chain & Logistics Management for Hospitals
- Applied Warehouse Management for Hospitals
- Driving Performance through Administration & Secretary for Hospitals
- Dynamics of HRM for Healthcare/Hospital Professionals
- Effective Healthcare Communication, Public Relations & Engagement
- Excellence in Patient Experience and Involvement
- Facility Management (Operation & Maintenance)
- Fundamentals of Medical Billing and Coding
- ♦ HRM for Allied Health & HealthCare Professionals
- Health Care Management & Administration (MHA)
- Heating, Ventilation and Conditioning (HVAC) for Hospitals
- ISO 14971 Risk Management of Medical Devices
- Improving Patient Experience and Involvement
- JCI Accreditation Orientation & Facility Management Application
- ♦ Mini-Master of HealthCare Administration (MHA)
- Pathway Orientation to JCI Accreditation for Hospitals
- Physician & Nurse Recruitment & Selection Advanced
- Strategic Healthcare Management (HA)
- The Oxford Programme in Budgeting for Hospitals

BLACKBIRD IT & IT ENGINEERING

COURSES

BLACKBIRD LEGAL COURSES

- Comprehensive Course; Amazon Web Services (AWS)
- Digital Transformation & Innovation
- Documents and Record Control master class
- Introduction to Data
- Introduction to Machine Learning
- Leading Strategies in IT Project Management
- Mac Apache, MySQL, PHP Development Workshop
- Quality Systems in IT Management
- The Essentials of EDMS, E-Archiving
- The Essentials of IT Management Excellence
- The Ultimate OS X Administration Workshop
- The complete program of Documents and Record Control
- Troubleshooting and Maintenance Mac OS X
- Uninterruptible Power Supply (UPS)
- IT Engineering Internet of Things (IoT)
- The Security of Connected Medical
- Devices & Cyberattacks

- Certified Professional Contract Manager (Advanced)
- Contract Management and Negotiation Skills Master Class
- Contract Management, Negotiation and Legal Drafting
 Skills Master Class
- Effective FIDIC Contracts Management for professionals
- Leading Strategies in Resolving Contractual Claims and Disputes (FIDIC Claims)



BLACKBIRD NATIONALIZATION & 2030 VISION

COURSES

- Comprehensive Workshop on How to Realize 2030 Vision
- How to Generate Money from the Public Sector
- Privatization; Shifting from Public to Private Sector
- Smart Hire & Fire Towards Nationalization
- Strategic Planning through Challenges of 2030 Vision
- The advanced Strategies in Manpower Planning
 for Nationalization
- Improving Public Sector Productivity through Prioritization,
 Measurement and Alignment



BLACKBIRD OIL & GAZ COURSES

- Fundamentals of Mechanical Technology
- Maintenance, Planning, Scheduling & Control
- Oil and Gas Processing Flow Measurement
- Petroleum Trading & International Law
- Power Generation: Turbines, Boilers, Co-Generation,
 Combined Cycle, Wind & Solar Power
- Process HAZOP
- Process Plant Start Up, Commissioning & Troubleshooting
- Rotating Equipment Optimization with Continuous
 Reliability Improvement (CRI)



SPECIAL COURSES

- Achieving Performance Excellence through Benchmarking
- Board Members & Corporate Directors Certification Program
- CMA Part 1: Financial Reporting, Planning,
 Performance, and Control
- CMA Part 2: Financial Decision Making
- Certified Chief Financial Officer (CFO) -
 - The Complete Programme
- Digital Strategies for Business
- Food & Beverage Management Professional
- Good Manufacture Practices (GMP) for Products & Hardware
- Housekeeping Supervisor Professional Training
- Insurance and Risk Management for Senior Professionals
- ♦ Modern Trends in Fashion Designing
- Organizational Development and Institutional Structures
- Practical Real Estate Sales
- Professional Retail Math Formulas & Retail Management
- Quantity Surveyor
- The Art of Stakeholders Management
- The Power of Leaderless Organizations;
- The Starfish and the Spider



Our Clients



MANNAI Trading Company WLL, Oatar



UAFAM

xfam GB Internations Organization, **Yemen**



AFRICAN UNION ADVISORY BOARD ON CORRUPTION, Tanzania



Services Company,

KSA



Distribution Company Nigeria



OATARGAS Oatar



Capital Market Authority, Kuwait



Oatar Foundation, **Qatar**



Fourth Dimension Art, **KSA**



finistry of Interior,



for Delivery & Legacy

Oatar



Gulf Petrochemical Industrie Company (GPIC), Bahrain



(ONB), **Qatar**





AQALAT STC subsidiary, KSA



BADAN PENGELOLA KEUANGAN Haji, Indonesia



IDDIYA Investment Company, KSA



Hamad Medical Corporation, **Oatar**



TC Solutions, KSA



Saudi Electricity Company, KSA



Gulf Business Machines, Bahrain



Research Products
Development Company
KSA



Authority for Electricity Regulation Oman



National Industries Group (Holding), Kuwait



OLAYAN Saudi Holding Company, **KSA**



Oman Broadban Company, Oman



DALEEL
Petroleum, LLC,
Oman



Sahar ASKALAN Legal Advocacy & Consultancy (SAlegal), Omana



NESMA Partners, KSA | Bahrain



ENI CORPORAT UNIVERSITY, Italy



AL KHAFJI NATIONAL HOSPITAL **KSA**



General Organization fo Social Insurance KSA



North Oil company, **Oatar**



Technologies, KSA



General Marketing & Services Representative for IBM WTC, **Oatar**



AQNIA Energy KSA

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Now, it's time to take an action! You are invited for a complimentary Workshop on:

MANAGING THE TRAINING FUNCTION

Where: Radisson Blu Hotel, Sisli - Istanbul, Turkey

When: 24th - 26th May 2020

The objective of this workshop:

- To address your organizational training needs individually
- Set up your Training Needs Assessment (TNA)
 together
- Prepare an initial annual training plan & budget for your organization
- Respond to all your questions and challenges



The official course name & content:

Managing the Training Function (Certified Training Manager/Trainer)

The training function in HR is key and strategic.

Learn how to manage such a function professionally!

Introduction

Training departments carry a major responsibility in the organizations which focus on developing employees' knowledge and skills for current and future business needs. Being in charge of a training department requires an understanding of a number of concepts like management, strategy, policies, budget, evaluation and technology. The 'Certified Training Manager' course covers such important topics and provides participants with the knowledge and tools to survive the ever-growing demands placed on the training function.

Course Objectives

- Describe the key roles and responsibilities of training departments
- Develop a training department mission statement with key result areas and key performance indicators
- Establish a comprehensive training strategy which includes training policies, procedures, and training plans
- List important steps for developing and administering training budgets
- Identify methods for evaluating the training function
- Conduct a cost benefit analysis for training activities
- Prepare business requirements for a Learning Management System (LMS) and list the necessary system selection steps

Course Outlines

Developing the internal Training Capacity

- Select & recruit internal trainers for your organization
- Prepare Train-of-Trainer materials for your organization
- Master your training & presentation skills
- Class management
- Adults learning vs. child learning
- Shared learning principle

Managing a training department

- Defining management
- Key management functions
- Personal assessment and development plan
- Role of the training department in an organization
- Conducting a 'PEST' and 'SWOT' analysis
- Devising a training strategy
- Training department mission statement
- Identifying key result areas
- Training department key performance indicators
- Marketing the training function within your organization
- Training and development roles
- Structure of a training department

Mapping training policies, procedures and training plans

- Importance of training policies
- A look at common training policies
- Drafting training policies
- Components of a training plan
- Partnering with training providers

Establishing a training budget

- Whose responsibility is it
- Budget types and techniques
- Measurement, metrics and budget data
- Eight steps to creating your budget
- Tips for defending your budget
- Examples of training budgets

Evaluating the training function

- Reasons for evaluating the training function
- Key performance indicators
- Deciding on indicators
- Monitoring and reporting

Measuring employees' satisfaction of the training function

- Evaluation methods
- Developing the training function's satisfaction survey
- Evaluating transfer of behaviour
- Conducting a cost/benefit analysis
- Reporting return on investment
- Presenting your findings

Selecting and implementing a LMS

- Purpose and importance of LMS
- Existing types and technology
- Common features
- Business requirements
- Defining the selection process
- Examples and comparison of LMS

Selecting and implementing a LMS

- Applying Training Needs Asssement TNA
- Make an Annual Training Planning
- Differentiate in your plan between technical & non-technical training,

educated & non-educated, new & old employees

How to build your own internal training capacity

-Contact us-

London

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Istanbul

Mobile/WhatsApp: +90 552 210 00 44

Email: training@blackbird-training.com

www.blackbird-training.com



We invite you to consider
BLACKBIRD as your strategic training partner