

GRADUATE DEVELOPMENT PROGRAMME



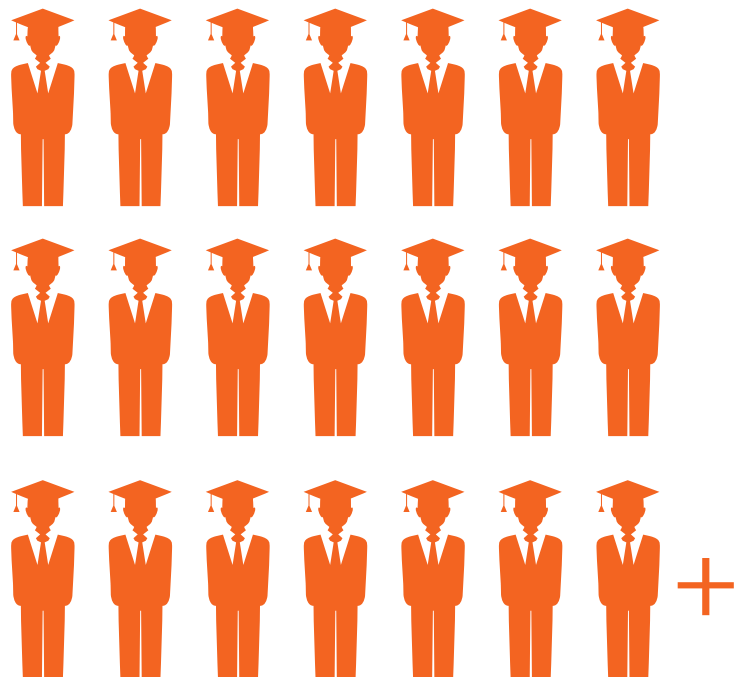


The BIBF qualifies over **20,000** learners a year across all major business disciplines and economic sectors. Since its establishment, it has provided training and development opportunities in 63 countries giving the institute a global footprint.

The BIBF has delivered training to over

340,000

students in **63 countries** since its inception in 1981

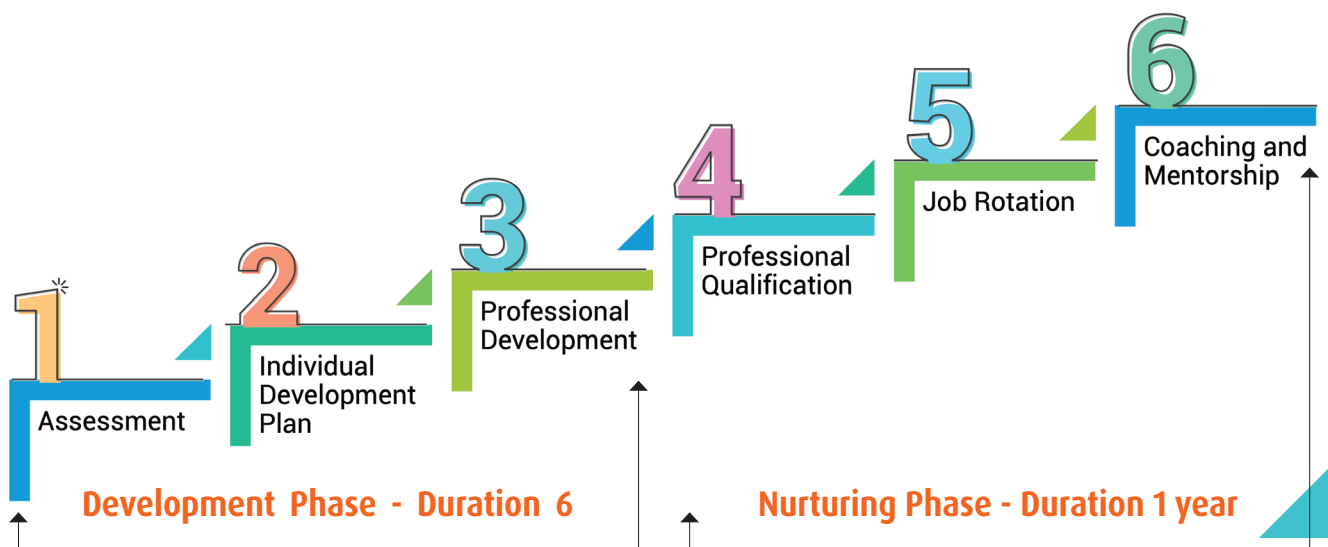


GRADUATE DEVELOPMENT PROGRAMME

Graduate development programmes are an opportunity to prepare a pool of future work ready generation through training and practical work experience. It provides an opportunity to apply knowledge acquired at university to challenge real-world situations and acquire key transferrable skills.

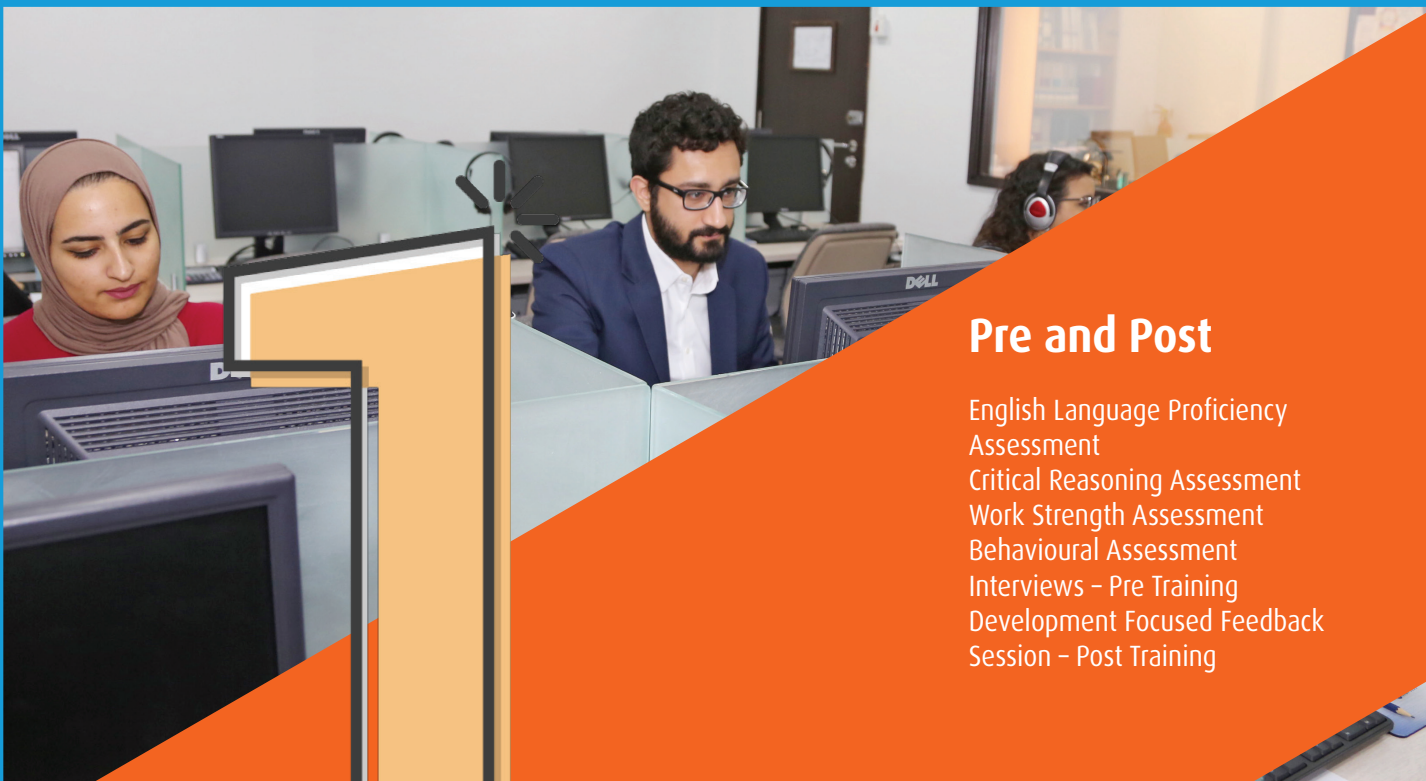
Graduates are offered comprehensive training and development as part of the programme, as well as an opportunity to contribute professionally. The BIBF will work alongside your organisation to help develop your graduate employees. We work hand-in-hand to ensure your organisation has the best and most capable staff.

We propose a programme that will include these elements:



ASSESSMENT

DEVELOPMENT PHASE



Pre and Post

- English Language Proficiency Assessment
- Critical Reasoning Assessment
- Work Strength Assessment
- Behavioural Assessment
- Interviews – Pre Training
- Development Focused Feedback Session – Post Training

2

Individual Development Plan

The candidates will be evaluated against the competencies required for the organization and the potential roles of the candidates. The Individual Development Plan will be based on the skill gap analysis and the needs of the organization. This will recommend the training that needs to be conducted for each candidate.

Training

3

Professional Development

The short training programs and workshops available at the BIBF is ideal to help participants fulfil their potential through effective training in areas including :

- leadership
- team building
- self-management
- organizational skills
- work and business tiquette
- communicational skills
- critical thinking
- stress management
- interpersonal skills
- positive thinking
- decision-making
- CMI Level 3 / 5
- Microsoft Office
- Fundamentals of Project Management



4

Professional Qualifications



BIBF serves as an incubator for the world's leading professional qualifications and offers courses in the areas of Accounting & Finance, Banking, English & Business Communication, Human Resources, Information Technology, Insurance, Islamic Finance, Leadership & Management, Marketing, Sales and PR, Project Management, and Simulation Training. These specialist programmes are offered in collaboration with globally recognised awarding bodies with the aim to equip the labour market with the skills and knowledge required to fulfil the growth objectives of the Kingdom of Bahrain.

BIBF serves as an incubator for the world's leading professional qualifications





"True leadership stems from individuality that is honestly and sometimes imperfectly expressed... Leaders should strive for authenticity over perfection."
- Sheryl Sandberg, COO, Facebook



Professional Qualifications

The Professional Qualification allows the candidates to specialise in their specific fields for example:

Accounting

- Association of Accounting Technicians - AAT (UK)
 - Association Of Chartered Certified Accountants - Acca (UK)
 - Certified Management Accountant - CMA
 - Certified Public Accountant - CPA
 - Foundations in Accountancy - FIA
-

Banking

- ACI Certificate
 - ACI Diploma
 - ACI Operation
 - Associate Professional Risk Manager (APRM)
 - Certificate for Documentary Credit Specialists (CDCS)
 - Certificate In International Trade And Finance (CITF)
 - Chartered Financial Analyst (CFA)
 - Financial Advice Programme (FAP) - Level 1
 - Financial Advice Programme (FAP) - Level 2
 - Foundations of Financial Risk Preparatory Program (FFR)
 - ICA - Certification in Compliance Awareness
 - ICA - Certification in Financial Crime Prevention
 - ICA - Diploma in Governance- Risk and Compliance
 - ICA - International Diploma in Anti-Money Laundering
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Insurance

- Insurance Management Diploma Advanced Claims
- Insurance Management Diploma Advanced Underwriting
- Advanced Insurance Diploma Cargo - Goods in Transit Insurance
- Intermediate Insurance Diploma Commercial Property -
- Engineering Insurance CAR/EAR
- Insurance Management Diploma
- Insurance Corporate Management
- Insurance Management Diploma
- Insurance Corporate Management
- Intermediate Insurance Diploma
- Introduction to Insurance -
- Insurance Documentation
- Insurance Management Diploma Insurance & Marketing
- Intermediate Insurance Diploma Medical Insurance
- Intermediate Insurance Diploma Motor Insurance
- Intermediate Insurance Diploma Personal Insurance
- Advanced Insurance Diploma Reinsurance
- Insurance Management Diploma Risk Management





Professional Qualifications

Marketing and PR

The Chartered Institute Of Public Relations (CIPR) (Level 5)
Chartered Institute Of Marketing (CIM) (Level 3)

IT

Managing Cyber Security (CISI)

HR

Chartered Institute Of Personnel And Development (CIPD)
(Level3)

Islamic Finance

Advanced Diploma in Islamic Finance (ADIF)
Advanced Diploma in Islamic Commercial
Jurisprudence (ADICJ)

Taxation

Advanced Diploma in International Taxation (ADIT)

*"Success isn't about how much money you make,
it's about the difference you make in people's
lives." - Michelle Obama.*

BIBF

EXCELLENCE



BIBF
LEADING EXCELLENCE

"Find the smartest people you can and surround yourself with them." - Marissa Meyer, CEO, Yahoo!

5

Job Rotation

The job rotation component of the Graduate Development Programme would require your organization to provide on the job training through structural job rotation. The outcome of the job rotation will be evaluated in the Development Feedback Session.

6

Mentorship

When implementing a Mentoring Process within an organization, it is very important to have a clearly defined "Role Profile" of what is expected of an individual if he/she desires to be a Mentor. It is also important to indicate within that profile, the specific skills/competencies that are required. Mentors will be obtained from your organization for the programme. The mentoring session will run for the duration of the Graduate Development Programme - with one session a month for each participant.

The Mentorship programme entails three components:

- 1) Mentoring workshop. This one day workshop will:**
 - Explaining the mentor's responsibilities and rules of ethical conduct.
 - Reviewing some of the key skills and tools that the mentors can use during the sessions.
 - Providing mentors with an overall pathway to follow in order to enhance the effectiveness and efficiency of the mentoring sessions.
- 2) Assigning Mentors from your organization with the mentees.**
- 3) Supervision and measurement of the mentoring relationship**

JOIN US!



The programme fee is excluding any taxes, the client shall be liable to pay any applicable taxes, duties, surcharges and other levies related to this programme.



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