

## Foreword

*Al Baraka Academy was established with a mission to offer Corporate Training & Development programs with a view to improve the skills of the employees and enhance the overall standards of performance. Al Baraka Academy has designed training programs to teach employees new skills, to advance them into their new jobs and to ensure the overall development of all staff in order to make them adaptable, agile, innovative and courageous.*

*The aim of Al Baraka Academy is to provide high quality, cost effective training and development for all staff worldwide especially in the areas of Sharia, Operations, Finance, Risk, Corporate Governance, Compliance and interpersonal skills.*

*Al Baraka Academy announced its 2018 training plans to all Department Heads at the Head Office and the Bahrain Subsidiary Unit, in order to register all staff in suitable training courses.*

*We are now informing the readers through our first bulletin the latest updates on the activities of the Academy as well as provide some best practice ideologies and articles.*

**Adnan Ahmed Yousif**  
President & Chief Executive

## Al Baraka Academy completes 11 Training Sessions during the first half of 2018



Al Baraka Academy, as part of its continuous endeavor to build expertise has marshalled all resources to successfully complete Training of its staff across all cadres. This commitment reflects the Pioneering role the institution has played in spreading Islamic and Shari'a principles in Banking and Financial services sector.

Even today, four decades hence, Al Baraka is committed to ensure grass root awareness building and constantly updating both members of the institution as well as members in the sector in the larger interest of development and growth.

To this end, the Group resorts to facilitating professional programs, through its resources, through support from Tamkeen and other educational institutions in Bahrain.





# Report of the training programs held up to August 2018.

We are pleased to submit a Report of the training sessions conducted by Al Baraka Academy during 2018, up to the end of August 2018. A total of 247 members were trained which comprises of executives from Al Baraka Banking Group, Al Baraka Islamic Bank – Bahrain and a handful of Interns.

The Program facilitators were largely from within the organization, and were selected based on their rich experience and domain knowledge.

No	Training Session	Facilitator	Schedule
1	Teambuilding & Teamwork Skills	Mr. Abdulla Suwaileh	12-11 March 2018 5-4 April 2018
2	Corporate Communications & PR	Mr. Hasan Hassani	13 March 2018
3	Islamic Banking Ethics	Dr. EL Tigani EL Tayeb	14 March 2018
4	MS Excel Intermediate Level	Mr. Abdulla Al Qannas	26-25 March 2018 2-1 July 2018
5	Islamic Finance Products	Mr. Mohamed Jassim Hasan	18 April 2018 16 July 2018
6	Information Security Awareness	Mr. Khalid Waheed	19 April 2018 26 July 2018
7	Shari'a Governance	Mr. Mohamed Abdullatif Al Mahmood	22 April 2018 27 August 2018
8	MS Excel Advanced Level	Mr. Abdulla Al Qannas	10-7 May 2018 9-6 August 2018
9	Arts of Effective Communication	Mr. Abdulla Suwaileh	15-13 May 2018
10	Internal Control	Mr. Khaled Al Awadhi	15 July 2018
11	Professional Presentation Skills	Mr. Abdulla Suwaileh	23-22 July 2018
12	IIRA: Understanding Ratings [Webinar]	Mr. Sabeen Saleem (CEO of IIRA)	24 July 2018
13	Investors Relations	Mr. Ahmed AbdulGhaffar	25 July 2018
14	Fintech and Digital Banking	Mr. Ahmed Albalooshi Ms. Wajeaha Hussain Awadh	2 August 2018
15	Overview of Trade Finance	Mr. Hamad Al Saeed	5 August 2018
Total Participation: 247 members from Al Baraka Banking Group, Al Baraka Bank – Bahrain and Interns.			

No	Training Session	Facilitator	Schedule
1	Leadership & Managing People	Abdulla Suwaileh	3-2 September 2018 12-11 November 2018
2	Islamic Banking Ethics	Dr. EL Tigani EL Tayeb	18 September 2018 15 October 2018
3	Information Security Session	Khalid Waheed	27 September 2018 22 November 2018
4	Internal Control	Khalid Al Awadhi	14 October 2018
5	Islamic Finance Products	Mohamed Jassim Hasan	15 November 2018
Training Plan for September - December 2018			

## How to apply?

- Obtain your direct manager approval
- Send your registration to: [training@albaraka.bh](mailto:training@albaraka.bh)
- Course Confirmation will be sent to you before the starting date of the course



For enquiries, contact:

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# Management Fundamentals

## Manage + Men + Tactfully = Management



In every large organization, there is a hierarchy of management that keeps the whole operation running smoothly. A good manager is able to blend into the background, changing small things here and there to great effect. Being a good manager is about leading by example. It is one of the toughest jobs out there — in part because you have to manage other people's expectations — and because it is one of the least acknowledged tasks.

- Motivating Your Employees
- Make people feel good
- Tell your employees how much you appreciate them from time to time
- Make sure each employee knows what's expected
- Offer goal-oriented feedback
- Assign tasks that will stretch your employees
- Assume responsibility for your employees' mistakes
- Don't take credit for your employees' achievements
- Acknowledge your own missteps
- Keep the door open
- Take an interest in your employees
- Don't mix positive and negative feedback
- Listen
- Clarify what you're hearing
- Ask questions
- Treat everyone equally and well



# Glimpses from the Internal Courses concluded so far



## Facilitating Professional Programs

- The training unit offers help to Al Baraka staff to apply for any relevant professional programs.
- Tamkeen supports some of the professional programs under their supporting scheme. Management approval is required.
- Currently, Al Baraka banking group and Al Baraka Islamic Bank, Bahrain sponsors a number of professional qualifications such as: ACCA, CFA, ADIF, ADICJ, ICA diploma in Compliance.
- There are a number of BIBF training courses conducted during first half of 2018. ABG staff attended 15 BIBF courses, and AIB staff attended 56 BIBF courses.