

HIGH SKILLS

TRAINING OFFER

ANGOLA | CAPE VERDE | MOZAMBIQUE | PORTUGAL | SÃO TOMÉ AND PRÍNCIPE



HIGH SKILLS

TOGETHER, WITH OUR CLIENTS AND PARTNERS,
WE GROW AND MAKE THE DIFFERENCE!



PRESENTATION

High Skills is a Portuguese Company with presence in the PALOP markets, such as Angola, Cape Verde, Mozambique and São Tomé and Príncipe. Through time, High Skills has been creating new concepts, in areas like training and consultancy, distinguishing itself in the modern markets due to its commercial, pedagogical, trainers and Senior Trainers team, who support all of its activity, resulting in a high performance and a high notoriety in the markets which it is inserted.

Having this team more than 20 years of experience in the training and consulting markets, allowing it to retain knowledge to develop specific solutions to companies and individuals.

The development that we conducted together with our customers, allowing the company's growth, as well as, the growth of the professionals in their careers, giving them access to more innovating skills in different areas of action.

VISION

The High Skills vision is to be a pioneer in the elaboration of credible, innovative and quality Training and Consultancy Projects, privileging our clients of excellence, always betting in the growth and adaptation of the business market's needs, in order to be a reference in the market for all generations that accompanies us.

VALUES

Honor
Innovation
Positive Performance
Excellence
Professional Ethics
Social and Environmental Responsibility

**Relationship with our customers
and partners based on trust and
quality of service**

Your valorization is our MISSION!

OUR ADVANTAGES

- In the formation of groups, High Skills applies diagnostics of assessment of knowledge of the trainees and the constitution of the classes;
- High Quality – High Performance
- High Skills being a rigorous business in the Quality of Projects of Training and Consultancy, always guarantees their clients the return of investment, practicing the best policy in the Quality/Price relation.
- Trainee Kit + Pedagogical material.
- Coffee-break service

CONSULTING

The High Skills Consulting team is composed by Senior Consultants who help companies to diagnose and solve organizational problems, acting accordingly with their specific area of knowledge, or developing multidisciplinary works, based on their specialties and set of skills.

These teams own the following characteristics: professional ethics, courtesy, individual efficiency, integrity, independence, intellectual competence, and the ability to simplify the complexity of the problem, analytic capability, maturity and at least have 8 years of experience in the area of knowledge.

CONSULTING INTERVENTION AREAS

HUMAN RESOURCES

FINANCE

PROCUREMENT

ISO STANDARDS

ENGINEERING INSPECTIONS AND AUDITS

MARKETING AND COMMUNICATION

HIGH SKILLS

CONSULTING

INFORMATION

KNOWLEDGE

EVOLUTION

**HIGH SKILLS
CUSTOMERS RETURN**

PROCESS of High Skills Training

All Training in High Skills is designed accordingly with the areas of need.

METHODOLOGY of High Skills Training

High Skills always designs effective training solutions for its clients. The methodology used in the training process, enable the training to be shaped in a consulting process form, allowing its clients, promptly, have a return of the investment they've previously made.

When High Skills presents a proposal, it's based on a training referential and only after the adjudication, High Skills applies its training methodology process in order reduce its client cost giving the high impact on the classroom.

Types of evaluation available to the client without any additional cost:

- a) In default >> Handling the satisfaction assessments
- b) Course with workload equal to or greater than 24 hours = a) + Quantitative and Qualitative overall assessment of Training Action
- c) Course with workload equal to or greater than 24 hours = a) + b) + Quantitative and Qualitative overall assessment of Trainee

TRAINING



CERTIFICATIONS

DGERT CERTIFICATION

Through the “Direção-Geral do Emprego e das Relações de Trabalho” (D.G.E.R.T), High Skills is recognized by high standards of quality and service efficiency, presenting one of the most complete offers in Portugal, extending itself in the Catalogue courses, Specialization Mini-MBA, Specialization Courses, Information Technologies Academies, and also Training Plans specially adapted to the trainees needs, entity or company.

CERTIFICATION



ISO 9001
BUREAU VERITAS
Certification

N.º PT004346-1



High Skills reached another level of national recognition and we are proud to announce that during January 2017 High Skills has obtained its ISO 9001: 2015 Quality Certification.

The Quality Certification of our internal processes, comes from the effort that High Skills has always applied in its Training and Consulting services in the Innovation, Commitment with its Clients and Suppliers, and mainly the focus on the Valorization of all the elements of High Skills, as well as the Valorization of its Customers.

The entire structure of the company works through work processes and through its control indicators we measure our impact on customers, suppliers and employees. Through the award audit performed, High Skills once again demonstrated its expertise through its Quality Management System.

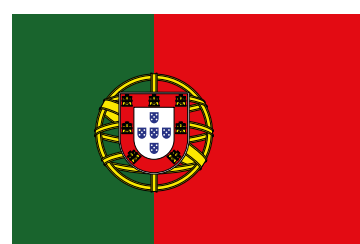
TRAINEE KIT



TRAINING OFFER

Training Offer

1. Public Administration
2. Banking and Insurance
3. Purchases, Stocks and Logistics
4. Engineering and Construction
5. Finance, Accounting and Tax
6. Projects Management
7. Human Resources Management
8. Management and Organizational Culture
9. Marketing and Sales
10. Microcomputers
11. Oil and Gas
12. Standards
13. Secretarial and Administrative Assistance
14. IT Systems
15. Transportation, Driving and Safety
16. Tourism and Hospitality
17. Specialization Mini-MBA's





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HIGH SKILLS



TRAINING COURSES

PUBLIC ADMINISTRATION

BEHAVIOURAL

HOURS

Strategic and Communications Politics of Public Administration	21
Quality Management and Public Services	35
Skills Management	21
Conflicts Management	18
Emotional Intelligence	18
Team Management and Leadership – Technical Coordinators	30
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HOURS

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PUBLIC ADMINISTRATION

KNOWLEDGE MANAGEMENT

HOURS

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Libraries Management and Documentation Centers	35
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Document Management – Basic	35
Public Management and Administration	40
Master in Senior Management for Public Administrators and Managers	30
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Transnational Civil Society - Public Administration	30
Public Administration	30
Introduction to Public-Private Partnerships	50
Master in Senior Management for Public Administrators and Managers	40
The Role of the State in the face of Globalization	30
Socioeconomic Planning in Public Administration	40
Public Policies for the Promotion of Competition: The role of Regulatory Institutions and Policies	40
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HOURS

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BANKING AND INSURANCE

BANKING

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HOURS

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BANKING AND INSURANCE

INSURANCE

HOURS

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Insurance and Pension Funds	18
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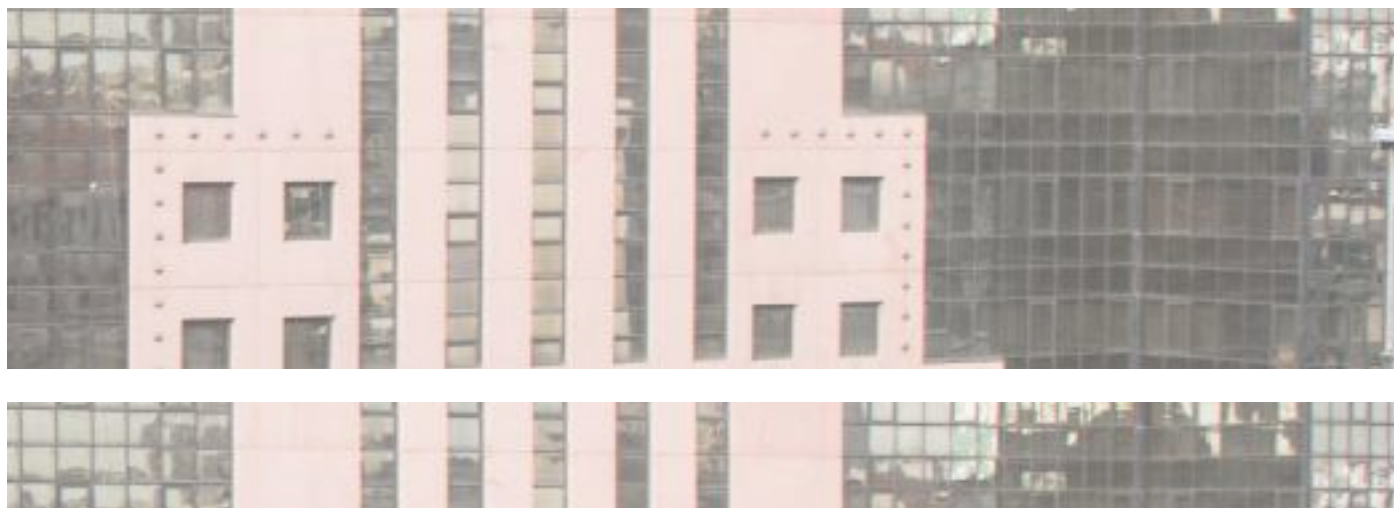


SUPPLY, STOCKS AND LOGISTICS

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SUPPLY, STOCKS AND LOGISTICS

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SUPPLY, STOCKS AND LOGISTICS

SUPPLY

HOURS

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E- Procurement and Fulfilment - Good Practices	24
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Strategic Management and Outsourcing Providers	12
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HOURS

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ENGINEERING AND CONSTRUCTION

ENGINEERING AND CONSTRUCTION	HOURS
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AVAC - Cold, Ventilation and Refrigeration	30
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Airport Security Management - Risk and Safety Management	18
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ENGINEERING AND CONSTRUCTION

ENGINEERING AND CONSTRUCTION	HOURS
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FINANCE, ACCOUNTING AND TAX

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FINANCE, ACCOUNTING AND TAX

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FINANCE, ACCOUNTING AND TAX

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FINANCE, ACCOUNTING AND TAX

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FINANCE, ACCOUNTING AND TAX

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HUMAN RESOURCES MANAGEMENT

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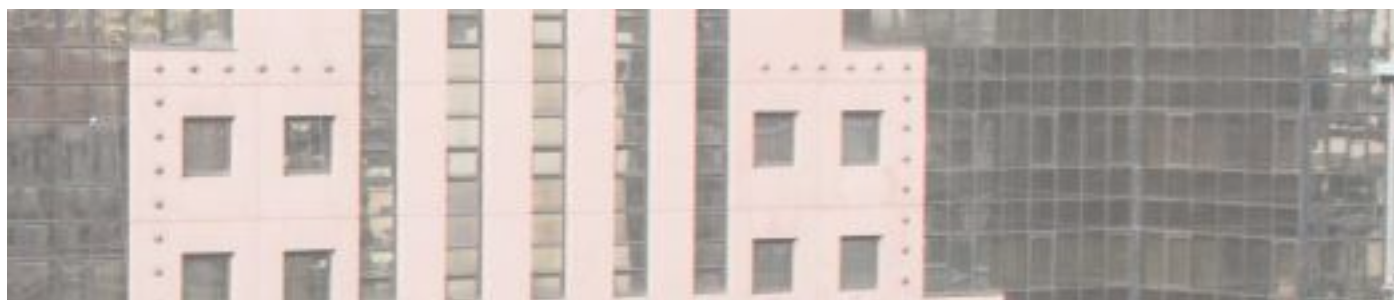


HUMAN RESOURCES MANAGEMENT

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HUMAN RESOURCES MANAGEMENT

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HUMAN RESOURCES MANAGEMENT

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MANAGEMENT AND CULTURE IN ORGANIZATIONS

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MANAGEMENT AND CULTURE IN ORGANIZATIONS

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MARKETING AND SALES

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MARKETING AND SALES

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Finance Applied to Business Management and Marketing	18
Brand Management - Create, Maintain and Manage Successful Brands	18
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Introduction to Blogs - using the tool WordPress.com	18
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Strategic Marketing for Industry	18
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MARKETING AND SALES

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MARKETING AND SALES

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Methods and Techniques for Prospecting - How to Gain New Customers	12
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Commercial Trading: Strategies and Tactics	18
Sales Trading - How to Make Profitable Sales	6
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Trading Sales	12
Intercultural Negotiation	18
New Technologies Applied to Business Management and Marketing	18
The Effective Sales Manager	12
The Networking as Sales Enhancer	12
Protocol in the Event Organization and International Meetings	12
Telemarketing and sales support	18
Objections on Sale - How to get around them with Competitive Arguments	18
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Planning and Event Management	18

MARKETING AND SALES

SALES	HOURS
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Recruit, Select and Integrate Sales Professionals	18
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Customer service - Creation, Management and Maintenance	18
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Supervision Call Centers - Monitoring and Application Management Strategies	18
Team Building - Leadership, Animate and Manage Teams Commercial	18
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Sales Techniques - Level I - Prepare New Professionals	18
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Technical Sales Professional - Level II - (Special Senior Trade Area)	12
Technical Sales Professional - Level III - (The Permanent Change and the Psychology of Purchase)	12
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Technical- Commercial: Sale of Industrial Products and Services	18
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Use the Search to Make Business Grow	6
Sale of Intelligent Solutions: Commercial Awareness	6
Sale of Intelligent Solutions: Develop and Sell a Value Proposition	6
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Actively Selling by Phone (Telesales)	18
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PowerPoint Advanced	12

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Word + Excel + Access Introduction	60

OFFICE

ADVANCED CYCLE

HOURS

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HOURS

Internet Explorer & Outlook - Pratica Navigation and E-mail	12
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Outlook - Management at Integra Tool (e- mails, Calendar , Tasks, Events)	12
Outlook Applied to Sales	12

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HOURS

Architecture and Database Implementation with Access	30
Descriptive Statistics Applied to Excel	30
Excel Applied to Financial Analysis - Investment Project Evaluation	30
Excel Applied to Accounting	30
Excel applied to Sales Management	12
Excel applied to the Financial Management	12
Excel Applied to Business - Dashboards	30
Advanced Excel Applied to Management	30
Excel in Pharmaceutical Area	30
Excel for Fleet Management	16
Excel for Stocks Data Analysis Template Management	30
Excel for Human Resources	30
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Managing Projects with MS Project	30
Diving Macros with VBA in Excel	30
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Productivity and Effectiveness Personnel Outlook	30
Business Solutions with Excel and Access	30

OFFICE

APPLIED OFFICE

HOURS

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HOURS

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Develop Quality Behavior in the Customer Service for all employees	18
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Practical Training of Internal Auditors - ISO 9001-2015	40
Quality Management Logistics	12
Quality Management in Public Services	24
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Integrated Management Systems QAS - Quality, Environment and Safety: NP EN ISO 9001: 2015, EN ISO 14001: 2015 and OHSAS 18001 ISO 45001 Future	18
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STANDARDS

QUALITY	HOURS
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Interpretation of ISO 9001: 2015	12
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ISO TS 16949 - Quality in the Automotive Sector	18
Kaizen - Continuous Improvement Practice	18
Methodologies to Improve Quality	18
Mobilization for Quality	12
The Excellence Model - EFQM	12
Process Customer Complaint Handling	12
QFD - Quality Function Development	24
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Customer Satisfaction	6
Sensitization on Health, Safety and Health at Work	18
Integrated Management Systems	18
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STANDARDS

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Implementation of Food Safety Management Systems - ISO 22000	24
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Implementation of HACCP Systems (Home)	18
Interpretation of ISO 22000 (HACCP)	12
Food Quality and Safety	18



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Design of Interna_PEI Emergency Plan	12
Performance SHT functions for Workers Designated	24
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Directive Seveso III - Policy for Security Systems Implementation	12
Ergonomics in Car Driving	12
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Safety Management, Hygiene and Health at Work - OHSAS 18001 / NP 4397	18
Risk Factors Management of Computerized Work Desk (GFRPTI)	18
Implementation of Health and Safety at Work Management System - OHSAS 18001 (Advanced)	24
Implementation of Safety Management Systems and Health at Work - OHSAS 18001 (Initial)	18
Cargo Handling Manual	12
Health and Safety Audit methodologies at Work	12
Metrology and Calibration Methods	24
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Postures Ergonomic	18
Postures for People Who Work Foot	6
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Integrated audits QAS - Quality, Environment and Safety: According to EN ISO 19011	24
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Control in Chemical Agent Exposure	18
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Formation of Auditors OHSAS 18001	40
Waste Management	12
Industrial Waste Management	24
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Integrated Quality Systems, Environment and Safety more Practical and In-Depth	60
Implementation of Environmental Management Systems - ISO 14001	24
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Environmental Marketing, a tool to educate and sensitize	12
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Analysis and Investment Projects Economic Evaluation in the Exploration and Oil and Gas Production	18
Operational aspects of Marketing, Import and Export of Oil and Derivatives	30
Blocks of Integrated Risk Assessment Exploration	18
Trade of Petroleum and its Derivatives - "TRADING"	30
E & P - Exploration and Production of oil	30
Taxation Angolan Oil	24
Petroleum Industry Fundamentals	30
Industry Fundamentals of Oil - Law	30
Petroleum Industry Fundamentals - Not Engineers	45
Management of Oil and Oil Supply Logistics	60
Risk Management in Production Projects and Exploration Oil	24
LPG - Liquefied Petroleum Gas	24
Introduction to Geodesy and Cartography in the Exploration and Production of Oil	18
Basics of Petroleum Engineering	24
Operators Bases and Distribution Terminals	18
Oil - The Stages of Exploration and Production to Storage	18
Fuel Filling Stations - Technical Customer Service, Management and Safety Posts	30
Petroleum Refining (refining processes)	30
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Maritime Transport Petroleum Products and Gases	30



OIL AND GAS

OIL AND GAS	HOURS
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Biodiesel - Analysis by Gas Chromatography	12
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Quality Control of Oil and Biofuels derivatives	60
Flow Assurance for Oil and Gas Wells	30
Natural Gas	30
Environmental and Renewable Energy	18
Laboratories in Waste Management	24
Introduction to Renewable Energy	12
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Health and Safety in Laboratories	18
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Maritime Transport Petroleum Products and Gases	30

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GGL Fundamentals	32
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Heat Exchangers	24
Liquefied Natural Gas (LNG)	40
Chemicals Handling	40
Compressors for Operators	40
Gas Dehydration	40
Gas Lift	24
Oil & Gas Production Overview	30
Operation of a Chemical Production Unit	30
Petroleum Products	30

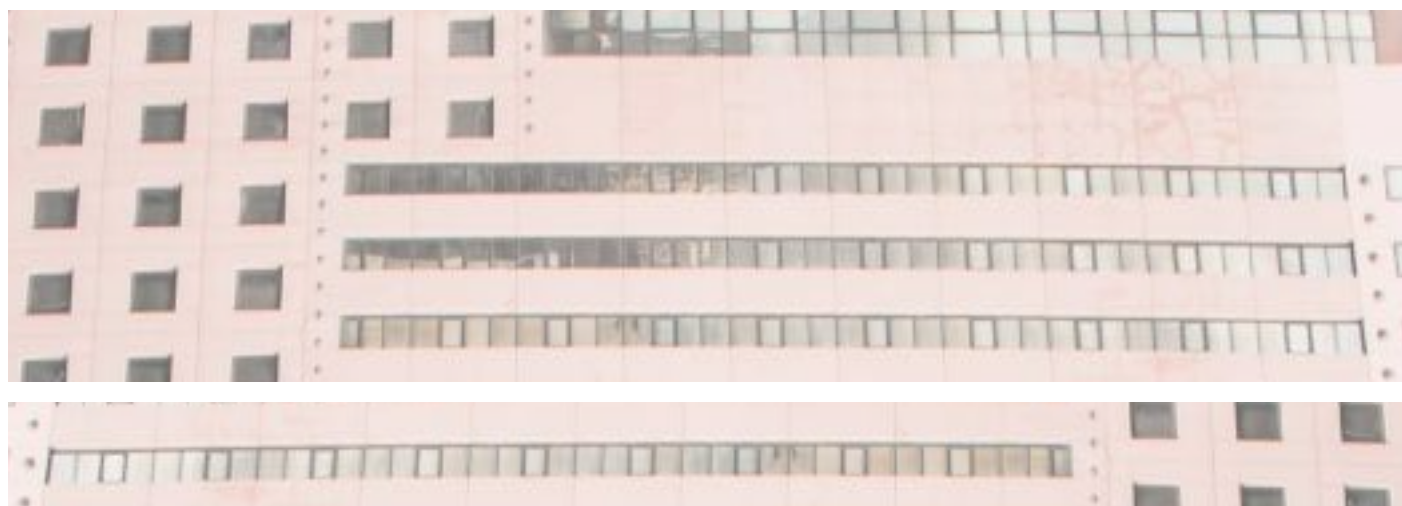
OIL AND GAS

PRODUCTION HOURS

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Natural Gas Storage	20
Quality and Risk Management in Projects	30
PFD & P&ID and Cause and Effect Chart	30
Natural Gas Transport by Pipeline	24
Natural Gas	40

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Instrumentation for Operators	40
Overview of Water Injection	16
General Notions of Compressors	30
General Notions of Gas Dehydration	16
PLC Introductory Course	40



SECRETARIAT AND ADVISORY

EVENTS AND TRAVEL	HOURS
Developing Management Skills for Professional Administrative Function	18
Manage and Treat Documents and Information - Full Cycle	60
Planning and Corporate Travel Organization	12
International Relations	60

INFORMATION MANAGEMENT, DOCUMENTATION AND ARCHIVE	HOURS
File and Document Management - Techniques and Best Practices	12
Creation , Management and Archives Practice - Special Secretariat	18
Write and Express Yourself Concisely	12
Dynamic Writing	12
Document and File Management	18
Administrative Management - Define Objectives and Control ICT Results and Indicators	50
Computerize Archive and Search Systems Information - Full Cycle	60
File Organization - Technical & Practices	18
File Organization - Technical & Practices - Full Cycle	60
Write Clear and Structured Documents	12

TECHNICAL COURSE	HOURS
How to Enhance and make the most of Microcomputer & New Technologies - Special Secretariat	18
Computerize Archive and Search Systems Information	18



SECRETARIAT AND ADVISORY

SECRETARIAT	HOURS
The Management Assistant	18
Improvement in Secretariat (Level B)	24
Improvement in Technical Secretariat and Protocol Rules	24
Cycle Office - Secretariat	30
Quality grounds for Desks and Management Assistants	18
Global management of an Office or Structure Unit and the People who Work There - Special Secretariat	24
Computerize the File and Information Research Systems with Excel Resource	60
Initiation to the Secretariat (Level A)	24
Planning, Organization and Meeting Management	12
Processes and Relationships for Excellence Performance - Special Secretaries	60
Secretariat Clinical Medical	24
Secretariat for Administration and Legal Aspects The Company	18
Secretariat Direction	18
Commercial Director of Secretariat	18
Secretariat Executive Directors and Top Managers	18
Executive Secretariat of Directors and Top Managers - Full Cycle	60
Technical Secretariat and Methods	24



IT - SYSTEMS

PROGRAMMING AND DATABASE	HOURS
Programming Logic	Consult Us
C# (C Sharp) – Advanced	Consult Us
Access	Consult Us
Database Administration - SQL Server	Consult Us
Windows Systems Administration	Consult Us
Android	Consult Us
C / C ++	Consult Us
Cisco	Consult Us
Cobol	Consult Us
Installation and Configuration Routers and Firewall and Switches	Consult Us
Installation and Windows Server 2012 Setup	Consult Us
Installing and Configuring Windows Server 2012	Consult Us
Java	Consult Us
jQuery	Consult Us
Linux	Consult Us
MS SQL	Consult Us
Oracle	Consult Us
Oracle Database 11g: Administration Workshop I	Consult Us
PHP	Consult Us
PHP (initial)	Consult Us
Programming	Consult Us
Android Programming	Consult Us
Programming in HTML5 and CSS3	Consult Us
Java Programming for Android	Consult Us
Oriented Programming Objects	Consult Us
Programming for iOS	Consult Us
Python (initial)	Consult Us
Python Web Programming - Complete Course	Consult Us
SQL	Consult Us
SQL Server Programming	Consult Us
Pricing in Telecommunications	Consult Us
Webservices	Consult Us

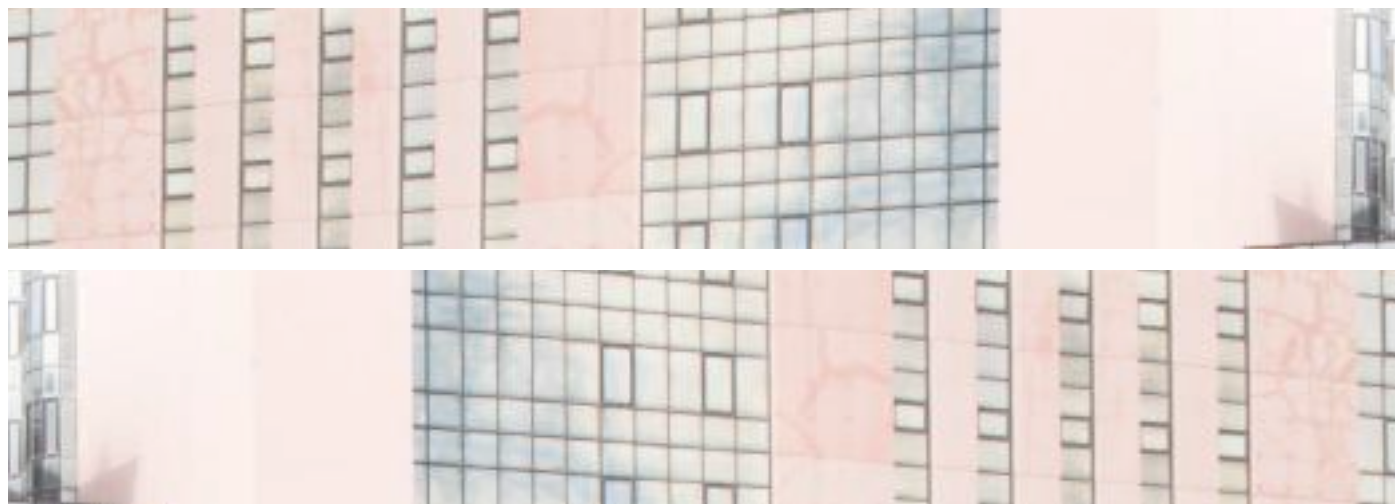
IT - SYSTEMS

SAFETY	HOURS
Oracle	Consult Us
Cisco	Consult Us
Cisco Certified Network Associate	Consult Us
Grafic Design & AutoCAD	Consult Us
Installing and Configuring Windows Server 2013	Consult Us
ITIL Foundation Certificate in IT Service Management	Consult Us
ITIL V3 Foundation	Consult Us
Linux	Consult Us
MicrosoftR WindowsR Security	Consult Us
MicroStrategy Developer Reporting Essentials	Consult Us
MS SQL	Consult Us
Networks	Consult Us
Network Security - Linux	Consult Us
Security in Computer Networks	Consult Us
Unix	Consult Us
Windows	Consult Us



IT - SYSTEMS

MANAGEMENT	HOURS
Administration and Database Management	Consult Us
Process Analysis	Consult Us
Enterprise Architecture	Consult Us
Audit Information	Consult Us
Audit Information	Consult Us
BPM - Business Process Management	Consult Us
BPM - Modeling, Analysis and Design of Processes	Consult Us
Business Analytics Report Designer	Consult Us
Business Analytics User Console	Consult Us
Capability Maturity Model Integration (CMMI) -Introdução	Consult Us
CRM	Consult Us
Process Design	Consult Us
Price Development in Telecommunications	Consult Us
Requirements Management and Engineering	Consult Us
Project Management	Consult Us
Project Management with Microsoft Project	Consult Us
IT Project Management with Microsoft Project	Consult Us
IT Management Requirements of a Company	Consult Us
Pricing Strategy Management in Telecommunications Area	Consult Us
Introduction to Data Analysis (with SPSS)	Consult Us



IT - SYSTEMS

NETWORK	HOURS
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CCNA - Routing & Switching	Consult Us
CISCO	Consult Us
Cisco CCNAD- SIP P2 (Routing & Switching)	Consult Us
Data Communications Optical Fiber for Environments where Physical Facilities	Consult Us
Basic Course in Information Technology	Consult Us
Management of Networks and Systems	Consult Us
Microsoft Windows Server 2008 Network Management	Consult Us
Management Systems and Networks in Linux	Consult Us
Telecommunications Management	Consult Us
Introduction to Networking and Communications	Consult Us
JUNIPER	Consult Us
Computer Technician	Consult Us

OPERATING SYSTEMS	HOURS
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Adobe CS6 Professional	Consult Us
Android	Consult Us
Java - Initiation	Consult Us
Java SE 8 - Complete Course	Consult Us
Linux	Consult Us
MAC	Consult Us
MCSA Windows Server 2013	Consult Us
Microsoft Exchange Server 2011	Consult Us
MicroStrategy Developer Reporting Essentials	Consult Us
Information and Management Systems	Consult Us
Software Arcgis	Consult Us
Hardware Technician	Consult Us
Ubuntu Working Enviroment and Aplications	Consult Us
UNIX	Consult Us
Windows	Consult Us
Windows Server 2013	Consult Us
Windows Vista - Initiation	Consult Us
Windows Vista - Advanced	Consult Us

TRANSPORTATION, DRIVING AND SAFETY

TRANSPORTATION, DRIVING AND SAFETY	HOURS
Defensive Driving	24
Driver/Shunter Truck - Training Continues Improvement	18
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Statistics Applied to Air Transport	30
Management and Route Optimization Road	18
Inspector / Auditor of Air Transport in the scope of Economic Regulation	60
Introduction to Fleet Management	12
Introduction to Tachographs and Times of Driving and Rest	12
Cargo Handling Manual and Mechanical - Complete Course	18
Function Transport Cost Optimization	18
Safe Pass Program - Safety Passport	18
Railway Safety for Technical - Complete Course	30
Railway Safety for Technicians - IET 77 RGS XII	18
Security (Defensive Driving + Personal Safety)	30
Tachographs and Times of Driving and Rest - Complete Course	18
Machinery and Equipment Maintenance Technicians	30



TOURISM

HOTELS AND RESTAURANTS	HOURS
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Customer Service and Reception - Special Sector Tourism	24
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Complaint Management in Hospitality	18
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Financial Management in Hospitality	18
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Hotel Management and Operational Management	40
Hotel Management: Concepts and Best Practices	50
Operational Management Hoteleiras Networks: Concepts and Best Practices	70
Operational Management Restoration - Concepts and Best Practices	50
Implementation and Evaluation of HACCP System	18
Services of the Hotel Accommodation as a Business and Work Area	18
Pastry/Bakery - Organization and Production	50
Reception and Service - Techniques and Best Practices	24
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TOURISM

TOURISM	HOURS
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Trading and Sales Tourism Products and Services	12
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Organization and Event Management	18
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Technical Animation Tourism	24
Sales Techniques for Tour Operators	8
Tourism & Hospitality: Basics and Best Practices	30



A low-angle, upward-looking photograph of several modern skyscrapers with glass facades, creating a sense of height and urban density. The buildings are arranged in a circular pattern around the center of the frame, with their edges converging towards the top. The sky is a pale, overcast grey.

SPECIALIZATION MINI MBA'S

HS



HIGH SKILLS

SPECIALIZATION MINI MBA'S

WHY MAKE A SPECIALIZATION MINI-MBA?

Our Specialization Mini MBA's reinforce the knowledge of our customers giving them for that, to a certain extent, obtain an advantage in the job market in relation to its competitors. High Skills is providing this type of services, ensuring results of excellence, demonstrating all the company's values.

From a training team of Senior Trainers with a wide experience in their area of expertise to a course with a strong practical component, allows the trainees to acquire skills and technical practices that they can immediately apply in their day-to-day work.

High Skills develops training programs tailored to the needs of learners, in which are included, in addition to the new facilities, well-equipped and easily accessible, short intervals during periods of training where the trainee and the trainer can enjoy a coffee break promoting a pleasant environment and strengthens the relationship trainer-trainee.

The Specialization Mini-MBA's are scheduled to be held in Lisbon, contact us to know the dates of their achievement.

We can perform the same in other locations/countries, please contact us.



10 ADVANTAGES of performing the SPECIALIZATION MINI MBA'S with us:

- 1 Training center properly equipped;;
- 2 Senior instructors experienced and duly accredited;
- 3 Specialized content to the needs of companies and of the participants and duly updated;
- 4 Practical content with simulations and even with visits to companies/ organizations related to the theme of the course;
- 5 Pedagogical team with over 15 years of experience, professional ethics and duly accredited;
- 6 Coffee breaks always served where is included: coffee, tea, juice, pastries, snacks, bread, butter, jam,...;
- 7 Executive Trainee Kit (executive cover + pen + pen drive). The customer may request an upgrade to the Executive Trainee Superior Kit which will include a Tablet (contact us);
- 8 Partnerships with chains of 3 to 5 stars hotels, where our participant may enjoy discounts that can reach to 50%;
- 9 Operation of the center in extended hour 08:00 to 19:00;
- 10 Logistical support since the arrival until the last day of the course.

SPECIALIZATION MINI MBA's

PUBLIC ADMINISTRATION

HOURS

Management and Integrated Public Administration	50
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BANKING AND INSURANCE

HOURS

Analysis Management and Insurance Non-Life	50
Analysis and Life Insurance Management	50
Banking and Financial Markets	50
Banking and Financial Markets - Market Rooms	50
Evolution of Banking	60

FINANCE, ACCOUNTING AND TAX

HOURS

Financial Analysis	50
Accounting and Strategic Planning	50
Accounting and Strategic Planning and Financial Analysis	50
Planning and Management Control	50
Project Finance	50
Corporate Finance - Gestão Financeira e Projetos de Investimento	50
Audit Accountant, Financial and Fiscal	50
Mini MBA Specialization in Trade Finance	50

PROJECT MANAGEMENT

HOURS

Project Management	50
Lean Operations Management	80

HUMAN RESOURCES MANAGEMENT

HOURS

Taxation for Human Resources	50
Human Resources Management with the Excel tool applied to HR	50

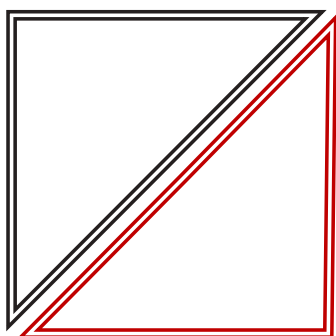
MANAGEMENT AND CULTURE IN ORGANIZATIONS		HOURS
Public Relations, Protocol and Events		50
MARKETING AND SALES		HOURS
Sales and Marketing		50
Marketing		50
SUPPLY, STOCKS AND LOGISTICS		HOURS
Imports and Exports		50
Logistics - Supply Chain		50
OIL, GAS AND TRADING		HOURS
Engineering Petroleum and Environmental Management		50
Commerce Refined Products and Natural Gas		50
QUALITY, ENVIRONMENT AND HSW		HOURS
SHT - Hazard Identification, Assessment and Professional Risk Control		50
Management of Quality Standards, SHT and Environment		50
SECRETARIAT		HOURS
Communication and Writing Secretariat Effectively		50
SYSTEMS		HOURS
Cisco Certified Network Associate (CCNA)		50
Java 1 Academy		50
Java 2 Academy		50
TOURISM		HOURS
Tourism and Hospitality Management		50
EXECUTIVE SKILLS		HOURS
Skills Executive - Gamify Leadership for Middle and Senior Managers		50
Skills Executive - Leading Success		30

HIGH SKILLS

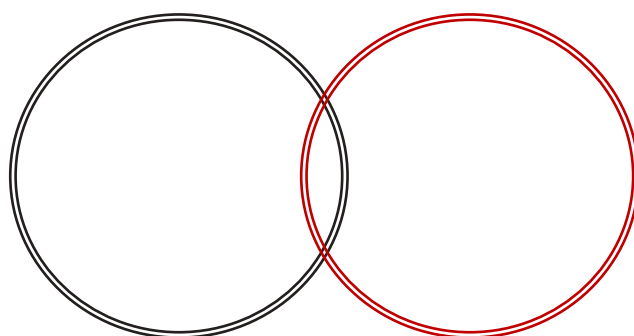
TRAINING

**SPECIALIZATION
COURSES**

**SPECIALIZATION
MINI MBA'S**



CONSULTING



CERTIFICATIONS

HIGH SKILLS - FORMAÇÃO E CONSULTORIA, Lda.

geral@highskills.pt

ANGOLA: 00244 941 126 090

CAPE VERDE: 00238 92 420 25

MOZAMBIQUE: 00258 821 099 522

PORTUGAL: 00351 217 931 365

SÃO TOMÉ AND PRÍNCIPE: 00239 999 25 15

TOGETHER, WITH OUR CLIENTS AND PARTNERS,
WE GROW AND MAKE THE DIFFERENCE!

www.highskills.pt

