



INSTITUTE FOR TRAINING OF  
**TEHRAN  
CHAMBER OF  
COMMERCE**

## **ACADEMIC CALENDAR**

*Institute for Training and Education of Tehran Chamber of Commerce*

The second half of 1399

# 6 months educational calendar for Itecc

*(Institute for Training and Education of Tehran Chamber of Commerce)*



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**INSTITUTE FOR TRAINING  
AND EDUCATION OF TEHRAN  
CHAMBER OF COMMERCE,  
LIST OF COURSES  
“ITECC”**

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**COMMERCE**

6 months educational calendar for Itecc

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<b>DATE</b>	<b>EDUCATIONAL GROUP</b>	<b>COURSE NAME</b>	<b>TIME</b>
OCT	Commerce	comprehensive international commercial course	60
OCT	Commerce	Customs laws with customs clearance approach	8
OCT	Commerce	Commercial law training course	8
JAN	Commerce	Laws and regulations of special economic zones	9
JAN	Commerce	International correspondances	32
FEB	Commerce	Customs tariffs	9
DEC	Commerce	Definitive procedure of export and return of foreign exchange to the country	12
NOV	Commerce	Principles of negotiation and professional code of conduct in business meetings	16
NOV	Commerce	Place an order through NTSW and declare remotely in EPL	24
MAR	Commerce	Electronic commerce	16

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# **ENGLISH**

# **LANGUAGE**

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<b>DATE</b>	<b>EDUCATIONAL GROUP</b>	<b>COURSE NAME</b>	<b>TIME</b>
NOV	English language	English for foreign guests, telephone conversations and e-mail	24

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**FINANCIAL**



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<b>DATE</b>	<b>EDUCATIONAL GROUP</b>	<b>COURSE NAME</b>	<b>TIME</b>
OCT	Financial	basic accounting	16
OCT	Financial	Rules of tenders and auctions	8
OCT	Financial	training course of tax laws of country	12
OCT	Financial	Bank guarantees	16
JAN	Financial	New financial management for businesses	16
FEB	Financial	Introduction to accounting principals	16
FEB	Financial	Stock Exchange Investment Management Basics Course	12
DEC	Financial	International Bank Guarantees and related regulations	4
DEC	Financial	Introduction to the new accounting standard	12
DEC	Financial	Traiding with cryptocurrencies	8
NOV	Financial	Iran's official tender website	8
NOV	Financial	Principles and rules of financial contracts	16

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NOV	Financial	Prepare and adjust financial statement	24
NOV	Financial	Traiding based on stock charts	6
MAR	Financial	International financing methods	16
MAR	Financial	Financial transactions under the sanction condition	6
MAR	Financial	How to hold tenders and executive regulations of government transactions	8

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**HSE**

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<b>DATE</b>	<b>EDUCATIONAL GROUP</b>	<b>COURSE NAME</b>	<b>TIME</b>
JAN	HSE	Risk economic valuation	8
NOV	HSE	Safety instructor training	8

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# **LEADERSHIP AND MANAHEMENT**

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<b>DATE</b>	<b>EDUCATIONAL GROUP</b>	<b>COURSE NAME</b>	<b>TIME</b>
OCT	Leadership and manahement	comprehensive training course for business management	30
OCT	Leadership and manahement	Commercial insurance and social security laws	8
OCT	Leadership and manahement	Understanding consumer behavior and its importance and necessity	12
OCT	Leadership and manahement	Crisis management (operational approach)	16
JAN	Leadership and manahement	Startup management	16
JAN	Leadership and manahement	Tax and insurance key points for managers	16
FEB	Leadership and manahement	Comprehensive project management course (project management training, risk management, professional ethics in project management, maturity and development of project management in project-based organizations)	24
FEB	Leadership and manahement	Document management, document control and archiving principles	8
FEB	Leadership and manahement	Business intelligence for manegers	4
DEC	Leadership and manahement	Comprehensive course of managerial skills (time management, crisis management, risk management, research and development management, management decision making techniques, evaluation and organization audit techniques)	24

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DEC	Leadership and manahement	Recruitment and personnel management	8
DEC	Leadership and manahement	How to buy insurance? (The process of completing the forms, choosing the coverage, the basic and important points in each insurance policy, related laws and regulations and general conditions, safety and risk management, public and private conditions related to the insurance policy)	8
DEC	Leadership and manahement	Business coaching	30
DEC	Leadership and manahement	Human resource management fo non-human resource managers	16
NOV	Leadership and manahement	Remote working	8
MAR	Leadership and manahement	Negotiation techniques	16
MAR	Leadership and manahement	Business analysis training course	16

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# **LEGAL AND ARBITRATION**



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<b>DATE</b>	<b>EDUCATIONAL GROUP</b>	<b>COURSE NAME</b>	<b>TIME</b>
JAN	Legal and arbitration	Business law training course	8
FEB	Legal and arbitration	Training courses on the principles of international commercial contracts and different types of contracts	16
DEC	Legal and arbitration	Preparation and regulation of international trade agreements (purchase, sale, agency)	16
NOV	Legal and arbitration	Comprehensive contract writing	16
NOV	Legal and arbitration	Comprehensive course of arbitration	24
NOV	Legal and arbitration	Legal and criminal rules of commercial documents (checks and promissory notes), new rules and regulations of checks	6

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# **MARKETING AND SALES**

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<b>DATE</b>	<b>EDUCATIONAL GROUP</b>	<b>COURSE NAME</b>	<b>TIME</b>
OCT	Marketing and sales	Customer Relationship Psychology Course	8
OCT	Marketing and sales	Marketing and branding in exports	12
JAN	Marketing and sales	Content production and content marketing	16
JAN	Marketing and sales	Digital marketing	12
FEB	Marketing and sales	Comprehensive course on sales management	24
FEB	Marketing and sales	Business Advertising Management	6
DEC	Marketing and sales	Foreign sales planning and export engineering	12
NOV	Marketing and sales	Marketing in times of recession and crisis	12
NOV	Marketing and sales	Branding course	8

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# **PERSONAL SKILLS**

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<b>DATE</b>	<b>EDUCATIONAL GROUP</b>	<b>COURSE NAME</b>	<b>TIME</b>
OCT	Personal Skills	Excell - Basic and intermediate	12
JAN	Personal Skills	interviewing skills	12
JAN	Personal Skills	ICDL	16
JAN	Personal Skills	Comprehensive training course for individual development	30
DEC	Personal Skills	Excell- Advanced	12
DEC	Personal Skills	Rules for writing letters and administrative correspondence for secretaries	8
MAR	Personal Skills	required skills for secretaries	16

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# WAYS OF COMMUNICATION WITH ITECC INSTITUTE

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