

Mustafa M. Muslim

Training Experience: 16 Years
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Summary

Currently The Head Of The (NCDI- National Center For Development And Innovation) In Baghdad, Expert Trainer In Giving Business Development Courses With 16 Years Of Experience. Managed The Training Of (20,000) Students. Given (225) TOT For Trainers In Capacity Building And Business Development.

Capable Of Training In:

- Arabic
- English

Education

- Bachelor's Degree In Computer Science, University Of Baghdad,2006.
- Bachelor's Degree In Media, Public Relation, University Of Al-Iraqiyah,2018.

Accreditations

Certified Training

- Certified Training (Global Academy For Training And Developing Talent),2018
- Certified Training Center By (Mselect).2015
- Certified Training Center By (IFC) .2015
- Certified Training (Highfield Qualifications) -British,2014
- Certified Training By (Oxford Academy For Training And Consultation)-British,2014
- Certified Training Center By (American International Institute Of Training And Accreditation).2014
- Certified Instructor Of Human Recourses By (Cambridge College),2013.
- Certified Training Center Of Human Rights By (Iraqi National Council For Human Rights).2014
- P.P.S (Psycho Social Support) Mercy Corps,2019
- Certified Training Center By (USAID) - USA.2014

Trainer Of The Following Disciplines

Business skills

- Project Management.
- Business Development
- Entrepreneurship.
- Negotiation And Marketing Skills.
- roll-out of BDS on letters of credit and standard bid documents.
- Sales.
- Risk Management.

Soft Skills

- Decision Making.
- Problems Solving.
- Leadership Skills.
- Effective Communication.
- Delegating Effectively
- Managing Change.
- Motivating People.
- Effective Communication
- Etiquette

Livelihood

- Social Cohesion
- Empowerment Of Women.
- Human Rights.

Advance Training

- TOT,TOF,TOL
- NTA (Training Needs Analysis)
- Training Design.
- Presentation Skills.
- Public Speaking
- Coaching.
- Active Learning
- Influencing.
- Gap analysis
- Needs analysis tools
- Evaluation strategy
- Measuring the effectiveness of training

HR Skills

- Human Recourses Management
- Modern Management.
- CV Writing.
- Interview skills
- Data Collection (Methods, Tools, Techniques)
- Reporting Skills
- Monitoring & Evaluation

Security And Safety

Employment

CEO*
CEO Of NCDI (National Center For Development And Innovation, Baghdad, Iraq)

Aug-2005 To Current

Training Manger In FOTON Company ,2010

Achievements:

- Conducting Training Programs In Various Business And Human Development Subjects, Bringing The Number Of Trainees Around (20.000) Trainees For Different Skills During 16 Years.
- It Provided More Than (70) The Subject Of Training.
- TV Guest In More Than (40) For The Satellite Channels.
- Authorization Of Many Training Programs.
- Director For More Than A Setup Project Leaders And Training Camps.
- Contagious (Integrated International Program Guide For The Training Of Trainers)

Activities Training And Workshops That Have Been Prepared And Implemented:

- Advance (TOT-Training Of Trainers) With (NRC) For (16) Participants In Al-Anbar /Ramadi ,Oct. , 2020
- Business Development For Privet Sector Training with (GIZ) from Jun,2020
- Advance (TOT-Training Of Trainers) With (NED- NATIONAL ENDOWMENT FOR DEMOCRACY) For (16) Participants In Tikreet , Jan. , 2019
- Advance (TOT-Training Of Trainers) With (OXFAM) For (10) Participants In ERBIL , Mar. , 2019
- Advance (Training Of Trainers) With (Goal Org.) For (10) Managers Participant In Mousl, Dec.,2019
- Training Of Trainers for (Ministry Of Agriculture)With (Goal Org.) to (10) Participant, Nainawa, Oct.,2019
- Soft Skills And Employability Training (60 Participants) Under Youth RESOLVE Project Funded By EUROPEAN UNION With (NRC- Ramadi) , Dec,2019.
- (BMT- Business Management Training) For 100 Participants With (Mercy Corps) Livelihood project , Nainawa, 2019
- Control Working, Leadership, Team Building , Personality Analysis, Strategy Planning, With (IRATRAC), 2019
- Delegation, Communication, Leadership ,Team Building, Problem Solving To (QI CARD) ,2018
- Presentation Skills , Administration Skills, PETRONAS IRAQ,2018
- Questioning Skills , Listening Skills , Influencing , Making Action Plans, Overview (ZAIN Iraq) , 2018
- Prioritization, , NLP Techniques , Office Managing, PETRONAS IRAQ ,2018
- roll-out of BDS on letters of credit and standard bid documents (NCDI),2017
- 60 Persons Trained By with (USAID)Skills Of Personal And Institutional Security),2015.
- Prepare (185 T.O.T) Trainers In Various Specialization Capacity Building , Livelihood And Soft Skills, 2017.
- Training (1250) Girl Trainees Within Leadership Skills Program (Empowerment Of Women) In Cooperation By The (Ministry Of Youth And Sports),2014.
- Training (3000) university student Within Leadership Skills Program In Cooperation By The (Baghdad Governorate),2015.
- (I Am Human) Institutes Training 2000 Students Of Universities To Provide Students With Human Development Skills, 2013.
- Battered Women's Rights And Legal Protection.
- The Basics Of A Culture Of Human Rights And National Legislation Is Directed To Civil Assembly Organizations Working In The Event Of The Development Of Youth, Women And Persons With Special Needs.
- Workshop And Training Program On (Missions To Monitor Human Rights Violations And Prepare Their Own Reports).
- Trainer Of Many Iraqi Ministries And Departments Of Various Human Rights Workshops And Fields Of Management And Leadership In The Field Of Personal Development And Raise The Performance Levels Of Individual And Institutional Levels.
- Youth Leadership Camp, Erbil, Youth Empowerment In Decision Making, 2016.
- Training (40) University Professors In (College Of Media - Iraqi University) 2015.
- Implementation Of The Course (Leadership And Modern Management) Directed To Employees (Ministry Of Human Rights) Erbil, 2013.
- Training About 200 Members Of Private Sector Companies On The Skills Of Self-Management, Leadership, Conflict Resolution, Arts Of Effective Communication, Negotiation And Marketing Skills 2012.
- 70 Trainees Trained In The Art Of Presentation For Businessmen.
- 180 University Students Trained On The Skills Of CV Writing.

Responsibilities

- Ensuring Strategic Alignment Of The Training Department With Business Goals
- Evaluating Individual And Organizational Performance To Ensure Training Is Meeting Business Needs And Improving Performance
- Identifying Training Needs By Consulting With Stakeholders And Using Needs Assessments
- Developing And Delivering Training Solutions That Meet Business Needs
- Optimizing Training Processes For Efficiency
- Selecting And Managing Resources, Including Working With Both Internal Employees And Training Vendors To Develop And Deliver Training
- Managing The Technologies And Technical Personnel Required To Develop, Manage And Deliver Training

References:

No.	Names	Org.	Position	Training Course References	Contacts
1	Ruqaya Nawfal	Qi Card	Training Manager	Soft Skills	07827828044
2	Ahmed Abdullbasit	Goal Org	Project Officer	TOT	07517550679
3	Ahmed Alaa	Mercy Corps	Program Coordinator	Business Management Training	07705361563
4	Mohammed Qinawi	IRATRAC	HR Manager	Soft Skills	07901918363