This training program covered export and import procedures, risk management, purchasing, and legal administration. Export training detailed recording export transactions electronically, including identifying parties, confidentiality levels, urgency, subject, attachments, barcode printing, scanning, departmental routing, tracking, and notification. Import training mirrored this, adding procedures for "For display" and "General import for safekeeping" and including audit review forms. Risk management focused on analyzing and assessing financial, technological, legal, and natural disaster risks, categorized by color-coded levels (red/high, yellow/medium, pink/low-medium, green/low) to prioritize mitigation. Purchasing management training covered identifying needs, sourcing suppliers, negotiating contracts, inventory management, and quality control, including a practical example using the Al-Jeraisy Company and the Etimad electronic platform for government procurement. Legal administration training emphasized ensuring compliance, reviewing contracts, handling employee issues, and court representation. Finally, the HR files section's role in maintaining employee records, ensuring document security and confidentiality, and supporting administrative processes was discussed, along with practical file data entry.