

TRAINING PROGRAMS	Date		No.	Place
	Start Date	End Date	of Days	
Administration & Secretarial Courses				
Effective Office Management	12-May	13-May	2	Inhouse/Hotel
Mastering People Management & Team Leadership	9-Jun	10-Jun	2	Inhouse/Hotel
Business Protocol and Etiquette	7-Jul	8-Jul	2	Inhouse/Hotel
Strategic Planning and Management	11-Aug	12-Aug	2	Inhouse/Hotel
The Highly Productive and Effective Administration	15-Sep	16-Sep	2	Inhouse/Hotel
Administration and Office Management: Best Practices and Technology	6-Oct	7-Oct	2	Inhouse/Hotel
Executive Secretary & Office Management	11-Nov	12-Nov	2	Inhouse/Hotel
Communication and Interpersonal Skills Courses				
Advanced Negotiation Skills	26-May	27-May	3	Inhouse/Hotel
Interpersonal And Effective Communication Talent	11-Jun	13-Jun	3	Inhouse/Hotel
Business Relations and Professional Communication	9-Jul	11-Jul	3	Inhouse/Hotel
Leadership, Communications & Interpersonal Skills	19-Aug	21-Aug	3	Inhouse/Hotel
The Power of Now	25-Aug	27-Aug	3	Inhouse/Hotel
Seven Habits of Highly Effective People	3-Sep	5-Sep	3	Inhouse/Hotel
Establishing Positive Relationships and Ending Conflict	8-Sep	10-Sep	3	Inhouse/Hotel
Moving Ahead: Breaking Behavior Patterns That Hold You Back	6-Oct	8-Oct	3	Inhouse/Hotel
Customer Service Courses				
Advanced Customer Service (Complains, Feedback And Improvement)	19-Aug	21-Aug	3	Inhouse/Hotel
Customer Service Excellence: How to win customers	25-Aug	27-Aug	3	Inhouse/Hotel
Smart Customer Service (Cost effective and Success results)	3-Sep	5-Sep	3	Inhouse/Hotel
Customer Service Strategy: Building a Customer Centric Organization	8-Sep	10-Sep	3	Inhouse/Hotel
Lead, Motivate, and Exceed Customer Service Excellence	6-Oct	8-Oct	3	Inhouse/Hotel
Financial Courses				
Dashboards and Business Reports Using Excel	9-Jul	11-Jul	3	Inhouse/Hotel
Advanced Financial Analysis	19-Aug	21-Aug	3	Inhouse/Hotel
Financial Controller Workshop	25-Aug	27-Aug	3	Inhouse/Hotel
Corporate Governance: Principles, Policies and Best Practices	3-Sep	5-Sep	3	Inhouse/Hotel
Essentials of Internal Audit	6-Oct	8-Oct	3	Inhouse/Hotel
Human Resource Management Courses				
Managing the Training Function for Bottom-Line Results: Tools, Models and Best Practices	9-Jun	11-Jun	3	Inhouse/Hotel
HR KPIs Benchmarking & Management Performance	7-Jul	9-Jul	3	Inhouse/Hotel
Knowledge Management: How to Create an Effective Learning Organization	11-Aug	13-Aug	3	Inhouse/Hotel
Advanced Selection, Negotiation and Recruitment Skills	15-Sep	17-Sep	3	Inhouse/Hotel
Reinventing Organizational Development: New Approaches to Change in Organizations	11-Nov	13-Nov	3	Inhouse/Hotel
The Global Challenge: Frameworks for International Human Resource Management	8-Dec	10-Dec	3	Inhouse/Hotel
Leadership and Management Courses				
The Leadership Edge: Strategies for the New Leader	26-May	27-May	3	Inhouse/Hotel
The Leadership Journey: Reinvigorate Your Leadership	11-Jun	13-Jun	3	Inhouse/Hotel
The 360° Leader - Emotional Intelligence in Leadership Pinnacle	9-Jul	11-Jul	3	Inhouse/Hotel
The Power of Leaders	19-Aug	21-Aug	3	Inhouse/Hotel
Creative Thinking and Innovation Techniques	25-Aug	27-Aug	3	Inhouse/Hotel
Building High Performance Teams Capturing the Magic of Synergistic Effort	3-Sep	5-Sep	3	Inhouse/Hotel
Talent Management for Key Succession	8-Sep	10-Sep	3	Inhouse/Hotel
The Leadership Edge: Strategies for the New Leader	6-Oct	8-Oct	3	Inhouse/Hotel
Building Skills for Working in Teams: Igniting Passion & Activating Potential in Teams	12-Nov	14-Nov	3	Inhouse/Hotel
Advanced Presentations And Public Speaking	15-Dec	17-Dec	3	Inhouse/Hotel
Sales and Marketing Courses				
Strategic Value of Customer Relationships	11-Jun	13-Jun	3	Inhouse/Hotel

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Negotiation , Wining Deals And Sales	8-Sep	10-Sep	3	Inhouse/Hotel
Marketing For Better Result	6-Oct	8-Oct	3	Inhouse/Hotel
Certificate In Digital Marketing	12-Nov	14-Nov	3	Inhouse/Hotel
Driving Digital and Social Strategy	3-Sep	5-Sep	3	Inhouse/Hotel
Best Practice Of Marketing , Sales And Promotion	17-Dec	19-Dec	3	Inhouse/Hotel
Health and Safety Courses				
Health and Safety in the Workplace	10-Sep	12-Sep	3	Inhouse/Hotel
First Safety , Health And Environment Competencies	8-Oct	10-Oct	3	Inhouse/Hotel
Office Safety And Health & Environment	17-Nov	19-Nov	3	Inhouse/Hotel
Add...				Inhouse/Hotel
Add...				Inhouse/Hotel
English for Academics				
Starter (A1)	Min of 6		10	Inhouse/Hotel
Elementary (A1-A2)	Min of 6		10	Inhouse/Hotel
Pre-Intermediate (A2-B1)	Min of 6		10	Inhouse/Hotel
Intermediate (B1-B1+)	Min of 6		10	Inhouse/Hotel
Upper Intermediate (B1+ -B2)	Min of 6		10	Inhouse/Hotel
Advanced (B2+ -C1)	Min of 6		10	Inhouse/Hotel
IELTS - Preparation	Min of 6		5	Inhouse/Hotel
TOEFL - Preparation	Min of 6		5	Inhouse/Hotel
Security Courses				
Security measures and integrated skills for officers in crisis management security	18-Aug	22-Aug	5	Inhouse/Hotel
Security Strategic Management	15-Sep	19-Sep	5	Inhouse/Hotel
Skills development field for security officials (sources)	8-Sep	10-Sep	5	Inhouse/Hotel
Principles of Crimes Investigation	6-Nov	8-Nov	3	Inhouse/Hotel
Modern methods in the detection of fraud	17-Nov	19-Nov	3	Inhouse/Hotel
Technical Courses				
Operation, Troubleshooting & Control	18-Aug	22-Aug	5	Inhouse/Hotel
Developing the skills of maintenance supervisors	15-Sep	19-Sep	5	Inhouse/Hotel
Overall maintenance: planning, design, building and operating system	8-Sep	10-Sep	5	Inhouse/Hotel
Skills Development and Technical Report Writing (for engineers and technicians)	6-Nov	10-Nov	5	Inhouse/Hotel
Recent trends for total Maintenance Management System (TPM)	17-Nov	21-Nov	5	Inhouse/Hotel
Legal Courses				
Legal aspects: Administrative and Technical	18-Aug	20-Aug	3	Inhouse/Hotel
Administrative and legal legislation	3-Sep	5-Sep	3	Inhouse/Hotel
Assets typical wording of contracts and how to address problems	8-Sep	10-Sep	3	Inhouse/Hotel
Contract management and international conventions	6-Oct	8-Oct	3	Inhouse/Hotel
Legal aspects and problems in the management of modern enterprises	12-Nov	14-Nov	3	Inhouse/Hotel
Legal aspects of procurement contracts	15-Dec	17-Dec	3	Inhouse/Hotel
Legal writing skills and techniques drafting legislation and design contracts	6-Nov	9-Nov	3	Inhouse/Hotel
Modern skills in negotiating and preparing contracts management and engineering	17-Dec	19-Dec	3	Inhouse/Hotel
Education and Self Management				
Educational Evaluation strategies	Min of 5		3	Inhouse/Hotel
Educational supervision methods	Min of 5		3	Inhouse/Hotel
Modern classroom management	Min of 5		3	Inhouse/Hotel
Modern teaching strategies	Min of 5		3	Inhouse/Hotel
School Management	Min of 5		3	Inhouse/Hotel
ISO Quality Management				
ISO 9001:2015 Requirements	14-Jul	16-Jul		Inhouse/Hotel

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ISO 9001:2015 Implementation	18-Aug	20-Aug		Inhouse/Hotel
ISO 9001:2015 Internal Auditor	15-Sep	17-Sep		Inhouse/Hotel
ISO 9001:2015 Lead Auditor IRCA certified	8-Oct	10-Oct		Inhouse/Hotel
ISO 9001:2015 Senior Management Briefing	17-Nov	19-Nov		Inhouse/Hotel
EFQM Certified Internal Assessor Training	29-Dec	31-Dec		Inhouse/Hotel
ISO 9001 Certified Auditor/Lead Auditor	15-Dec	17-Dec		Inhouse/Hotel
Municipality, Environment, Real Estate				
Sales Negotiations in Real Estate Relationships	14-Jul	16-Jul	3	Inhouse/Hotel
Customer Service for Excellence in Real Estate Relationships	15-Sep	17-Sep	3	Inhouse/Hotel
Expectation Management & Problem Solving	8-Oct	10-Oct	3	Inhouse/Hotel
Successful in Sales for Brokers	17-Nov	19-Nov	3	Inhouse/Hotel
The Industry Master for Brokers	29-Dec	31-Dec	3	Inhouse/Hotel
Engineering, Safety & Petroleum				
Exploration & Production Fundamentals: Basic Petroleum Technology	16-Jun	20-Jun	5	Inhouse/Hotel
Process Plant Start-up, Commissioning & Troubleshooting	14-Jul	18-Jul	5	Inhouse/Hotel
Next Generation Leadership: Enhancing Creativity, Team Performance & Commitment	18-Aug	22-Aug	5	Inhouse/Hotel
Process Plant Start-up, Commissioning & Troubleshooting	15-Sep	19-Sep	5	Inhouse/Hotel
The 5-day Strategic Vision & Business Risk Management Strategies	22-Sep	26-Sep	5	Inhouse/Hotel
Next Generation Leadership: Enhancing Creativity, Team Performance & Commitment	6-Oct	10-Oct	5	Inhouse/Hotel
Accident Frequency Analysis Methods	20-Oct	25-Oct	5	Inhouse/Hotel
Behavioral Based Safety Leadership and Root Cause Analysis (Advanced)	17-Nov	21-Nov	5	Inhouse/Hotel
Environmental Aspects and Impacts	14-Nov	28-Nov	5	Inhouse/Hotel
Strategic Crisis Management and Major Emergency Response	8-Dec	12-Dec	5	Inhouse/Hotel
Safety Compliance & Site Inspection	15-Dec	19-Dec	5	Inhouse/Hotel