



About us

Innovation Arabic Center is a specialized Training and Consulting organization in Malaysia. Services offered by our professionals in the areas of : Management and leadership, Finance, Information Technology, Engineering - Oil and Gas, Customer Service, Procurement and logistic, Health Safety and Environment, Contract Management, Human Resource, Media and Public Relation in accordance with the international norms and procedures.

Innovation Arabic Center is committed to providing quality training and hence, our instructors & Consultants undergo rigorous selection process, to measure them against strict criteria, not only measuring their technical competence, but also their ability to deliver high quality training.

Innovation Arabic Center has passed through rigorous Quality Management Systems to become accredited with some of the world's top accreditation bodies. We've always had a strong belief in the quality of our team and our service, which has kept us at the forefront of the training world.

Innovation Arabic Center is not limited to providing Training and Consulting, we also provide (Free of Charge) follow-up and feedback services, thus ensuring effective participation.

CONTRACTS

	Course Title	Date	Venue
1.	Auditing of Projects and Contractors Terminology, Concept and Applications	19 – 23 Nov 2017	Cairo
2.	Business Analysis within a Project Environment	26 – 30 Nov 2017	Kuwait
3.	Combating Risk & Fraud in Procurement	17 – 21 Dec 2017	Dubai
4.	Contract Management for Non-Contract Professionals	24 – 28 Dec 2017	Kuala Lumpur
5.	Effective Expediting Monitoring, Controlling and Improving Timely Supplier Deliveries	31 Dec - 04 Jan 2018	Dubai
6.	e-Procurement Developing, Implementing and Managing the Complete Process	14 - 18 Jan 2018	Sharm El-Sheikh
7.	Contracts Management Procurement, Tendering and Partnering	21 - 25 Jan 2018	Kuwait
8.	Effective Supply Chain, Warehouse and Inventory Management	28 Jan - 01 Feb 2018	Dubai
9.	Financial Management for Projects and Contracts	28 Jan - 01 Feb 2018	Cairo
10.	Managing Projects with MS Project 2016	04 - 08 Feb 2018	Kuala Lumpur
11.	Portfolio Management and Corporate Finance Principles	11 - 15 Feb 2018	Singapore
12.	Project Management for Non Project Professionals	18 - 22 Feb 2018	Kuala Lumpur
13.	Stakeholders Management Achieving Consensus for Successful Project Execution	25 Feb - 01 Mar 2018	Dubai
14.	Strategic Skills for Procurement Methods and Techniques for Better Procurement Value	04 - 08 Mar 2018	Sharm Elsheikh
15.	The 3 Phases of Contract Management Tendering, Execution and Evaluation	11 - 15 Mar 2018	Cairo
16.	The 5-day Contract Professional MBA	18 - 22 Mar 2018	Singapore

17.	The Art of Oil & Gas Procurement	25 – 29 Mar 2018	Kuala Lumpur
18.	Vehicle Fleet Development & Management	01 - 05 Apr 2018	Cairo
19.	Auditing of Projects and Contractors Terminology, Concept and Applications	08 - 12 Apr 2018	Kuwait
20.	Business Analysis within a Project Environment	15 - 19 Apr 2018	Dubai
21.	Combating Risk & Fraud in Procurement	22 - 26 Apr 2018	Cairo
22.	Contract Management for Non-Contract Professionals	29 Apr - 03 May 2018	Singapore
23.	Effective Expediting Monitoring, Controlling and Improving Timely Supplier Deliveries	06 - 10 May 2018	Kuala Lumpur
24.	e-Procurement Developing, Implementing and Managing the Complete Process	24 - 28 Jun 2018	Kuala Lumpur
25.	Contracts Management Procurement, Tendering and Partnering	01 - 05 Jul 2018	Sharm Elsheikh
26.	Effective Supply Chain, Warehouse and Inventory Management	08 - 12 Jul 2018	Dubai
27.	Financial Management for Projects and Contracts	15 - 19 Jul 2018	Dubai
28.	Managing Projects with MS Project 2016	22 - 26 Jul 2018	Kuala Lumpur
29.	Portfolio Management and Corporate Finance Principles	29 Jul - 02 Aug 2018	Kuwait
30.	Project Management for Non Project Professionals	05 - 09 Aug 2018	Dubai
31.	Stakeholders Management Achieving Consensus for Successful Project Execution	12 - 16 Aug 2018	Kuala Lumpur
32.	Strategic Skills for Procurement Methods and Techniques for Better Procurement Value	20 - 24 Aug 2018	Cairo
33.	The 3 Phases of Contract Management Tendering, Execution and Evaluation	26 - 30 Aug 2018	Kuala Lumpur
34.	The 5-day Contract Professional MBA	02 - 06 Sep 2018	Dubai

35.	The Art of Oil & Gas Procurement	09 - 13 Sep 2018	Kuwait
36.	Vehicle Fleet Development & Management	16 - 20 Sep 2018	Sharm El-Sheikh
37.	Auditing of Projects and Contractors Terminology, Concept and Applications	23 - 27 Sep 2018	Cairo
38.	Business Analysis within a Project Environment	01 - 05 Oct 2018	Singapore
39.	Combating Risk & Fraud in Procurement	07 - 11 Oct 2018	Kuala Lumpur
40.	Contract Management for Non-Contract Professionals	14 - 18 Oct 2018	Dubai
41.	Effective Expediting Monitoring, Controlling and Improving Timely Supplier Deliveries	21 - 25 Oct 2018	Cairo
42.	e-Procurement Developing, Implementing and Managing the Complete Process	28 Oct - 01 Nov 2018	Kuala Lumpur
43.		04 - 08 Nov 2018	Singapore
44.	Contracts Management Procurement, Tendering and Partnering	11 - 15 Nov 2018	Dubai
45.	Effective Supply Chain, Warehouse and Inventory Management	18 - 22 Nov 2018	Cairo
46.	Financial Management for Projects and Contracts	25 - 29 Nov 2018	Kuala Lumpur
47.	Managing Projects with MS Project 2016	02 - 06 Dec 2018	Dubai
48.	Portfolio Management and Corporate Finance Principles	09 - 13 Dec 2018	Cairo
49.	Project Management for Non Project Professionals	16 - 20 Dec 2018	Kuala Lumpur
50.	Stakeholders Management Achieving Consensus for Successful Project Execution	23 - 27 Dec 2018	Kuwait
51.	Strategic Skills for Procurement Methods and Techniques for Better Procurement Value	06-12 Jan 2019	Dubai
52.	The 3 Phases of Contract Management Tendering, Execution and Evaluation	13- 17 Jan 2019	Cairo

53.	The 5-day Contract Professional MBA	20 – 24 Jan 2019	Kuala Lumpur
54.	The Art of Oil & Gas Procurement	03 – 07 Feb 2019	Dubai
55.	Vehicle Fleet Development & Management	10 – 14 Feb 2019	Kuala Lumpur
56.	Effective Expediting Monitoring, Controlling and Improving Timely Supplier Deliveries	17 – 21 Feb 2019	Kuwait



Customer Service & Public Relation

	Course Title	Date	Venue
1.	Call & Contact Centre Workshop Practical Skills to Enhance Customer Satisfaction	19 – 23 Nov 2017	Cairo
2.	Certified Customer Service Professional	26 – 30 Nov 2017	Kuwait
3.	Developing and Implementing a Corporate Social Responsibility (CSR) Framework Taking a Sustainable Approach to Business Planning and Operations	17 – 21 Dec 2017	Dubai
4.	Customer Service Workshop	24 – 28 Dec 2017	Kuala Lumpur
5.	Best Practices in Communication and Relational Skills	31 Dec - 04 Jan 2018	Dubai
6.	Developing Internal Customer Services	14 - 18 Jan 2018	Sharm El-Sheikh
7.	Certified Public Relations Officer Public Relations & Corporate Communications	21 - 25 Jan 2018	Kuwait
8.	Building an Award Winning Service Culture	28 Jan - 01 Feb 2018	Dubai
9.	Events and Conferences Management	28 Jan - 01 Feb 2018	Cairo
10.	Customer Satisfaction and Loyalty	04 - 08 Feb 2018	Kuala Lumpur
11.	Excellence in Customer Service	11 - 15 Feb 2018	Singapore
12.	Marketing and Brand Management	18 - 22 Feb 2018	Kuala Lumpur
13.	Public Relations and Media Skills	25 Feb - 01 Mar 2018	Dubai
14.	Corporate Social Responsibility(CSR)	04 - 08 Mar 2018	Sharm Elsheikh
15.	Public Relations Campaigns From Planning to Execution	11 - 15 Mar 2018	Cairo
16.	Managing and Leading Strategic Communication Public Relations, Marketing and Internal Communication	18 - 22 Mar 2018	Singapore
17.	Customer Management Specialist(Managing Service Quality and Customer Satisfaction)	25 – 29 Mar 2018	Kuala Lumpur

18.	Public Relations Professional	01 - 05 Apr 2018	Cairo
19.	Customer Service Excellence Tools & Techniques for Customer RetentionCustomer Service Management	08 - 12 Apr 2018	Kuwait
20.	The Customer Complaint System A Tool for Customer	15 - 19 Apr 2018	Dubai
21.	The Essentials of Business Etiquette and Protocol	22 - 26 Apr 2018	Cairo
22.	Transforming Patient Experience Delivering Care that meets Patient Needs & Preferences	29 Apr - 03 May 2018	Singapore
23.	Call & Contact Centre Workshop Practical Skills to Enhance Customer Satisfaction	06 - 10 May 2018	Kuala Lumpur
24.	Certified Customer Service Professional	24 - 28 Jun 2018	Kuala Lumpur
25.	Developing and Implementing a Corporate Social Responsibility (CSR) Framework Taking a Sustainable Approach to Business Planning and Operations	01 - 05 Jul 2018	Sharm Elsheikh
26.	Customer Service Workshop	08 - 12 Jul 2018	Dubai
27.	Best Practices in Communication and Relational Skills	15 - 19 Jul 2018	Dubai
28.	Developing Internal Customer Services	22 - 26 Jul 2018	Kuala Lumpur
29.	Certified Public Relations Officer Public Relations & Corporate Communications	29 Jul - 02 Aug 2018	Kuwait
30.	Building an Award Winning Service Culture	05 - 09 Aug 2018	Dubai
31.	Events and Conferences Management	12 - 16 Aug 2018	Kuala Lumpur
32.	Customer Satisfaction and Loyalty	20 - 24 Aug 2018	Cairo
33.	Excellence in Customer Service	26 - 30 Aug 2018	Kuala Lumpur
34.	Marketing and Brand Management	02 - 06 Sep 2018	Dubai
35.	Public Relations and Media Skills	09 - 13 Sep 2018	Kuwait
36.	Corporate Social Responsibility(CSR)	16 - 20 Sep 2018	Sharm El-Sheikh

37.	Public Relations Campaigns From Planning to Execution	23 - 27 Sep 2018	Cairo
38.	Managing and Leading Strategic Communication Public Relations, Marketing and Internal Communication	01 - 05 Oct 2018	Singapore
39.	Customer Management Specialist(Managing Service Quality and Customer Satisfaction)	07 - 11 Oct 2018	Kuala Lumpur
40.	Public Relations Professional	14 - 18 Oct 2018	Dubai
41.	Customer Service Excellence Tools & Techniques for Customer RetentionCustomer Service Management	21 - 25 Oct 2018	Cairo
42.	The Customer Complaint System A Tool for Customer	28 Oct - 01 Nov 2018	Kuala Lumpur
43.	The Essentials of Business Etiquette and Protocol	04 - 08 Nov 2018	Singapore
44.	Transforming Patient Experience Delivering Care that meets Patient Needs & Preferences	11 - 15 Nov 2018	Dubai
45.	Call & Contact Centre Workshop Practical Skills to Enhance Customer Satisfaction	18 - 22 Nov 2018	Cairo
46.	Certified Customer Service Professional	25 - 29 Nov 2018	Kuala Lumpur
47.	Developing and Implementing a Corporate Social Responsibility (CSR) Framework Taking a Sustainable Approach to Business Planning and Operations	02 - 06 Dec 2018	Dubai
48.	Customer Service Workshop	09 - 13 Dec 2018	Cairo
49.	Best Practices in Communication and Relational Skills	16 - 20 Dec 2018	Kuala Lumpur
50.	Developing Internal Customer Services	23 - 27 Dec 2018	Kuwait
51.	Certified Public Relations Officer Public Relations & Corporate Communications	06-12 Jan 2019	Dubai
52.	Building an Award Winning Service Culture	13– 17 Jan 2019	Cairo
53.	Events and Conferences Management	20 – 24 Jan 2019	Kuala Lumpur
54.	Customer Satisfaction and Loyalty	03 – 07 Feb 2019	Dubai

55.	Excellence in Customer Service	10 – 14 Feb 2019	Kuala Lumpur
56.	Marketing and Brand Management	17 – 21 Feb 2019	Kuwait
57.	Public Relations and Media Skills	24 – 28 March 2019	Dubai



Engineering – Oil & Gas

	Course Title	Date	Venue
1.	Advanced Circuit Breaker Operation and Maintenance	19 – 23 Nov 2017	Cairo
2.	Arc Flash Hazard Analysis	26 – 30 Nov 2017	Kuwait
3.	Boilers Operation, Maintenance and Troubleshooting	17 – 21 Dec 2017	Dubai
4.	Centrifugal Compressor& Steam Turbine	24 – 28 Dec 2017	Kuala Lumpur
5.	Competency Development and Managerial Excellence for Operation and Production Supervisors	31 Dec - 04 Jan 2018	Dubai
6.	Cost Effective Strategies for the Maintenance of Electrical Power Systems	14 - 18 Jan 2018	Sharm El-Sheikh
7.	Data Analysis Techniques	21 - 25 Jan 2018	Kuwait
8.	Electric Motors and Motor Protection in Non-Hazardous and Hazardous Environments	28 Jan - 01 Feb 2018	Dubai
9.	Electrical Distribution Networks Operation	28 Jan - 01 Feb 2018	Cairo
10.	Flares and Relief Systems Efficient Design, Safe Operation & Maintenance	04 - 08 Feb 2018	Kuala Lumpur
11.	Info-Graphics Data Analysis and Reporting Technique	11 - 15 Feb 2018	Singapore
12.	Machinery Failure Vibration & Predictive Maintenance	18 - 22 Feb 2018	Kuala Lumpur
13.	Materials of Construction for Process Equipment	25 Feb - 01 Mar 2018	Dubai
14.	MOBILE LIFTING EQUIPMENT OPERATION AND MAINTENANCE	04 - 08 Mar 2018	Sharm Elsheikh
15.	Modern Electrical Power Systems	11 - 15 Mar 2018	Cairo
16.	Electrical Equipment	18 - 22 Mar 2018	Singapore
17.	Next Generation Training for Subsea & Marine Operations Engineers and Asset Managers	25 – 29 Mar 2018	Kuala Lumpur

18.	Offshore Structure Design, Construction, Inspection, Maintenance and Repair	01 - 05 Apr 2018	Cairo
19.	Process Plant Optimization Technology and Continual Improvement	08 - 12 Apr 2018	Kuwait
20.	Production Planning& Scheduling in Petroleum Refineries	15 - 19 Apr 2018	Dubai
21.	Root Cause Analysis Solving Problems by Eliminating Causes	22 - 26 Apr 2018	Cairo
22.	Strategic Thinking and Leadership for Engineers	29 Apr - 03 May 2018	Singapore
23.	Substation Design	06 - 10 May 2018	Kuala Lumpur
24.	Tamco-High-Voltage-Switchgears	24 - 28 Jun 2018	Kuala Lumpur
25.	Electrical Installations in Hazardous Areas	01 - 05 Jul 2018	Sharm Elsheikh
26.	The Competency Development and Managerial Excellence for Operation and Production	08 - 12 Jul 2018	Dubai
27.	Transformer Operational Principles	15 - 19 Jul 2018	Dubai
28.	UPS SYSTEM AND BATTERY CHARGES	22 - 26 Jul 2018	Kuala Lumpur
29.	Electrical Protection	29 Jul - 02 Aug 2018	Kuwait
30.	Transmission & Distribution Operation & Design Calculations	05 - 09 Aug 2018	Dubai
31.	Fault Finding Techniques on an Electrical Power System	12 - 16 Aug 2018	Kuala Lumpur
32.	Troubleshooting & Maintenance of Electrical Equipment	20 - 24 Aug 2018	Cairo
33.	TROUBLESHOOTING PROSSES OPERATION	26 - 30 Aug 2018	Kuala Lumpur
34.	Troubleshooting	02 - 06 Sep 2018	Dubai
35.	Start-up, Commissioning & Testing of Electrical Systems	09 - 13 Sep 2018	Kuwait
36.	Root Cause Analysis(RCA) Facilitator Training	16 - 20 Sep 2018	Sharm El-Sheikh
37.	Storage Tank Design, Construction &Maintenance	23 - 27 Sep 2018	Cairo

38.	Advanced Circuit Breaker Operation and Maintenance	01 - 05 Oct 2018	Singapore
39.	Arc Flash Hazard Analysis	07 - 11 Oct 2018	Kuala Lumpur
40.	Boilers Operation, Maintenance and Troubleshooting	14 - 18 Oct 2018	Dubai
41.	Centrifugal Compressor& Steam Turbine	21 - 25 Oct 2018	Cairo
42.	Competency Development and Managerial Excellence for Operation and Production Supervisors	28 Oct - 01 Nov 2018	Kuala Lumpur
43.	Cost Effective Strategies for the Maintenance of Electrical Power Systems	04 - 08 Nov 2018	Singapore
44.	Data Analysis Techniques	11 - 15 Nov 2018	Dubai
45.	Electric Motors and Motor Protection in Non-Hazardous and Hazardous Environments	18 - 22 Nov 2018	Cairo
46.	Electrical Distribution Networks Operation	25 - 29 Nov 2018	Kuala Lumpur
47.	Flares and Relief Systems Efficient Design, Safe Operation & Maintenance	02 - 06 Dec 2018	Dubai
48.	Info-Graphics Data Analysis and Reporting Technique	09 - 13 Dec 2018	Cairo
49.	Machinery Failure Vibration & Predictive Maintenance	16 - 20 Dec 2018	Kuala Lumpur
50.	Materials of Construction for Process Equipment	23 - 27 Dec 2018	Kuwait
51.	MOBILE LIFTING EQUIPMENT OPERATION AND MAINTENANCE	06-12 Jan 2019	Dubai
52.	Modern Electrical Power Systems	13– 17 Jan 2019	Cairo
53.	Electrical Equipment	20 – 24 Jan 2019	Kuala Lumpur
54.	Next Generation Training for Subsea & Marine Operations Engineers and Asset Managers	03 – 07 Feb 2019	Dubai
55.	Offshore Structure Design, Construction, Inspection, Maintenance and Repair	10 – 14 Feb 2019	Kuala Lumpur

56.	Process Plant Optimization Technology and Continual Improvement	17 – 21 Feb 2019	Kuwait
57.	Production Planning& Scheduling in Petroleum Refineries	24 – 28 March 2019	Dubai



Finance

	Course Title	Date	Venue
1.	Accounts Payable from Accounting to Management	19 – 23 Nov 2017	Cairo
2.	Advanced Budgeting & Forecasting Techniques Using Excel	26 – 30 Nov 2017	Kuwait
3.	Basic Accounting Principles	17 – 21 Dec 2017	Dubai
4.	Capital Budgeting Analysis	24 – 28 Dec 2017	Kuala Lumpur
5.	Cash Flow & Working Capital Management	31 Dec - 04 Jan 2018	Dubai
6.	Cost Analysis to Support Strategic Decisions	14 - 18 Jan 2018	Sharm El-Sheikh
7.	Basics of Cost Estimation and Cost Analysis	21 - 25 Jan 2018	Kuwait
8.	Decision Making By Using Budget & Cost Control	28 Jan - 01 Feb 2018	Dubai
9.	Financial Analysis	28 Jan - 01 Feb 2018	Cairo
10.	Cash Flow Planning & forecasting	04 - 08 Feb 2018	Kuala Lumpur
11.	Governmental Accounting, Financial Reporting and Budgeting	11 - 15 Feb 2018	Singapore
12.	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)	18 - 22 Feb 2018	Kuala Lumpur
13.	Budget Preparation and Control	25 Feb - 01 Mar 2018	Dubai
14.	MBA in Financial and Management Accounting	04 - 08 Mar 2018	Sharm Elsheikh
15.	Financial Planning & Forecasting	11 - 15 Mar 2018	Cairo
16.	Payroll Preparation, Analysis and Management	18 - 22 Mar 2018	Singapore
17.	Setting & Controlling Budgets	25 – 29 Mar 2018	Kuala Lumpur
18.	Spreadsheet skills for planning, forecasting and budgeting	01 - 05 Apr 2018	Cairo
19.	Fundamentals of Cost Accounting	08 - 12 Apr 2018	Kuwait

20.	Strategic And Financial Planning	15 - 19 Apr 2018	Dubai
21.	The Essentials of Budgeting & Business Finance	22 - 26 Apr 2018	Cairo
22.	Advanced Finance Programme	29 Apr - 03 May 2018	Singapore
23.	Fundamentals of Finance & Accounting for Admin. Professionals	06 - 10 May 2018	Kuala Lumpur
24.	Strategic Management and Strategic Cost Management In 21st century business environment	24 - 28 Jun 2018	Kuala Lumpur
25.	Accounts Payable from Accounting to Management	01 - 05 Jul 2018	Sharm Elsheikh
26.	Advanced Budgeting & Forecasting Techniques Using Excel	08 - 12 Jul 2018	Dubai
27.	Basic Accounting Principles	15 - 19 Jul 2018	Dubai
28.	Capital Budgeting Analysis	22 - 26 Jul 2018	Kuala Lumpur
29.	Cash Flow & Working Capital Management	29 Jul - 02 Aug 2018	Kuwait
30.	Cost Analysis to Support Strategic Decisions	05 - 09 Aug 2018	Dubai
31.	Basics of Cost Estimation and Cost Analysis	12 - 16 Aug 2018	Kuala Lumpur
32.	Decision Making By Using Budget & Cost Control	20 - 24 Aug 2018	Cairo
33.	Financial Analysis	26 - 30 Aug 2018	Kuala Lumpur
34.	Cash Flow Planning & forecasting	02 - 06 Sep 2018	Dubai
35.	Governmental Accounting, Financial Reporting and Budgeting	09 - 13 Sep 2018	Kuwait
36.	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)	16 - 20 Sep 2018	Sharm El-Sheikh
37.	Budget Preparation and Control	23 - 27 Sep 2018	Cairo
38.	MBA in Financial and Management Accounting	01 - 05 Oct 2018	Singapore
39.	Financial Planning & Forecasting	07 - 11 Oct 2018	Kuala Lumpur
40.	Payroll Preparation, Analysis and Management	14 - 18 Oct 2018	Dubai

41.	Setting & Controlling Budgets	21 - 25 Oct 2018	Cairo
42.	Spreadsheet skills for planning, forecasting and budgeting	28 Oct - 01 Nov 2018	Kuala Lumpur
43.	Fundamentals of Cost Accounting	04 - 08 Nov 2018	Singapore
44.	Strategic and Financial Planning	11 - 15 Nov 2018	Dubai
45.	The Essentials of Budgeting & Business Finance	18 - 22 Nov 2018	Cairo
46.	Advanced Finance Programme	25 - 29 Nov 2018	Kuala Lumpur
47.	Fundamentals of Finance & Accounting for Admin. Professionals	02 - 06 Dec 2018	Dubai
48.	Strategic Management and Strategic Cost Management In 21st century business environment	09 - 13 Dec 2018	Cairo
49.	Accounts Payable from Accounting to Management	16 - 20 Dec 2018	Kuala Lumpur
50.	Accounts Payable from Accounting to Management	23 - 27 Dec 2018	Kuwait
51.	Advanced Budgeting & Forecasting Techniques Using Excel	06-12 Jan 2019	Dubai
52.	Basic Accounting Principles	13– 17 Jan 2019	Cairo
53.	Capital Budgeting Analysis	20 – 24 Jan 2019	Kuala Lumpur
54.	Cash Flow & Working Capital Management	03 – 07 Feb 2019	Dubai
55.	Cost Analysis to Support Strategic Decisions	10 – 14 Feb 2019	Kuala Lumpur
56.	Basics of Cost Estimation and Cost Analysis	17 – 21 Feb 2019	Kuwait
57.	Decision Making By Using Budget & Cost Control	24 – 28 March 2019	Dubai

HEALTH – SAFETY - ENVIRONMENT

	Course Title	Date	Venue
1.	Advanced Accident Investigation	19 – 23 Nov 2017	Cairo
2.	CCPS Risk-Based Process Safety (RBPS) The Next Generation PSM Framework	26 – 30 Nov 2017	Kuwait
3.	Certificate in Security Management	17 – 21 Dec 2017	Dubai
4.	Contractor Safety Management	24 – 28 Dec 2017	Kuala Lumpur
5.	Advanced Process HAZOP	31 Dec - 04 Jan 2018	Dubai
6.	Certificate in Supervising Security Operations	14 - 18 Jan 2018	Sharm El-Sheikh
7.	Advanced Safety Leadership	21 - 25 Jan 2018	Kuwait
8.	Developing an Effective Safety Culture	28 Jan - 01 Feb 2018	Dubai
9.	Environmental Monitoring and Modelling	28 Jan - 01 Feb 2018	Cairo
10.	Cyber Security Information Security Management Best Practice	04 - 08 Feb 2018	Kuala Lumpur
11.	Hazardous Waste Management and Pollution	11 - 15 Feb 2018	Singapore
12.	Health, Safety & Environment Passport for the Process Industry	18 - 22 Feb 2018	Kuala Lumpur
13.	IT Systems Identity and Access Management	25 Feb - 01 Mar 2018	Dubai
14.	Modern Strategies of Auditing Professional Health	04 - 08 Mar 2018	Sharm Elsheikh
15.	Offshore Safety& Risk Management Systems	11 - 15 Mar 2018	Cairo
16.	Health and Safety in Construction Projects Legislation, Safety Plans, Occupational Health and Assessment	18 - 22 Mar 2018	Singapore
17.	OSHA Occupational Safety & Health Administration Standards	25 – 29 Mar 2018	Kuala Lumpur

18.	Pre-Startup Audit Evaluating, Determining and Implementing Effective Risk Control Measures	01 - 05 Apr 2018	Cairo
19.	Preventive Security, Professional Safety and Loss Prevention in Vital Facilities	08 - 12 Apr 2018	Kuwait
20.	Safety Compliance and Site Inspection	15 - 19 Apr 2018	Dubai
21.	Sustainability, Energy and Change Fundamentals of Transition Engineering	22 - 26 Apr 2018	Cairo
22.	Advanced Accident Investigation	29 Apr - 03 May 2018	Singapore
23.	CCPS Risk-Based Process Safety (RBPS) The Next Generation PSM Framework	06 - 10 May 2018	Kuala Lumpur
24.	Certificate in Security Management	24 - 28 Jun 2018	Kuala Lumpur
25.	Contractor Safety Management	01 - 05 Jul 2018	Sharm Elsheikh
26.	Advanced Process HAZOP	08 - 12 Jul 2018	Dubai
27.	Certificate in Supervising Security Operations	15 - 19 Jul 2018	Dubai
28.	Advanced Safety Leadership	22 - 26 Jul 2018	Kuala Lumpur
29.	Developing an Effective Safety Culture	29 Jul - 02 Aug 2018	Kuwait
30.	Environmental Monitoring and Modelling	05 - 09 Aug 2018	Dubai
31.	Cyber Security Information Security Management Best Practice	12 - 16 Aug 2018	Kuala Lumpur
32.	Hazardous Waste Management and Pollution	20 - 24 Aug 2018	Cairo
33.	Health, Safety & Environment Passport for the Process Industry	26 - 30 Aug 2018	Kuala Lumpur
34.	IT Systems Identity and Access Management	02 - 06 Sep 2018	Dubai
35.	Modern Strategies of Auditing Professional Health	09 - 13 Sep 2018	Kuwait
36.	Offshore Safety& Risk Management Systems	16 - 20 Sep 2018	Sharm El-Sheikh

37.	Health and Safety in Construction Projects Legislation, Safety Plans, Occupational Health and Assessment	23 - 27 Sep 2018	Cairo
38.	OSHA Occupational Safety & Health Administration Standards	01 - 05 Oct 2018	Singapore
39.	Pre-Startup Audit Evaluating, Determining and Implementing Effective Risk Control Measures	07 - 11 Oct 2018	Kuala Lumpur
40.	Preventive Security, Professional Safety and Loss Prevention in Vital Facilities	14 - 18 Oct 2018	Dubai
41.	Safety Compliance and Site Inspection	21 - 25 Oct 2018	Cairo
42.	Sustainability, Energy and Change Fundamentals of Transition Engineering	28 Oct - 01 Nov 2018	Kuala Lumpur
43.	Advanced Accident Investigation	04 - 08 Nov 2018	Singapore
44.	CCPS Risk-Based Process Safety (RBPS) The Next Generation PSM Framework	11 - 15 Nov 2018	Dubai
45.	Certificate in Security Management	18 - 22 Nov 2018	Cairo
46.	Contractor Safety Management	25 - 29 Nov 2018	Kuala Lumpur
47.	Advanced Process HAZOP	02 - 06 Dec 2018	Dubai
48.	Certificate in Supervising Security Operations	09 - 13 Dec 2018	Cairo
49.	Advanced Safety Leadership	16 - 20 Dec 2018	Kuala Lumpur
50.	Developing an Effective Safety Culture	23 - 27 Dec 2018	Kuwait
51.	Environmental Monitoring and Modelling	06-12 Jan 2019	Dubai
52.	Cyber Security Information Security Management Best Practice	13– 17 Jan 2019	Cairo
53.	Hazardous Waste Management and Pollution	20 – 24 Jan 2019	Kuala Lumpur
54.	Health, Safety & Environment Passport for the Process Industry	03 – 07 Feb 2019	Dubai

55.	IT Systems Identity and Access Management	10 – 14 Feb 2019	Kuala Lumpur
56.	Modern Strategies of Auditing Professional Health	17 – 21 Feb 2019	Kuwait
57.	Offshore Safety& Risk Management Systems	24 – 28 March 2019	Dubai



HUMAN RESOURCES

	Course Title	Date	Venue
1.	Career Path Planning and Employee Performance Appraisal	19 – 23 Nov 2017	Cairo
2.	Certificate in Competency Development and Implementation	26 – 30 Nov 2017	Kuwait
3.	Employee Engagement Boosting Productivity and Retention	17 – 21 Dec 2017	Dubai
4.	Employee Engagement Strategy and Practices	24 – 28 Dec 2017	Kuala Lumpur
5.	Human Resources Administration Skills	31 Dec - 04 Jan 2018	Dubai
6.	Innovation in Training Human Resources and Realizing Total Quality	14 - 18 Jan 2018	Sharm El-Sheikh
7.	Measuring Return of Investment in Human Resources	21 - 25 Jan 2018	Kuwait
8.	Essentials of Labor Law for HR Professionals	28 Jan - 01 Feb 2018	Dubai
9.	Internal Consultancy Skills at Work	28 Jan - 01 Feb 2018	Cairo
10.	Modern Trends in Training and Career Development	04 - 08 Feb 2018	Kuala Lumpur
11.	Managing Training & ROI	11 - 15 Feb 2018	Singapore
12.	Essential Facilitation Skills and the Psychology of Groups	18 - 22 Feb 2018	Kuala Lumpur
13.	Operational Management in Global Organisations	25 Feb - 01 Mar 2018	Dubai
14.	Planning and Organizing Labor Force and Managing Career Succession	04 - 08 Mar 2018	Sharm Elsheikh
15.	Strategic Management in Global Organisations	11 - 15 Mar 2018	Cairo
16.	The Art of Human Resource Management	18 - 22 Mar 2018	Singapore
17.	Strategies of Distinction in Performance Management and Career Development	25 – 29 Mar 2018	Kuala Lumpur
18.	Career Path Planning and Employee Performance Appraisal	01 - 05 Apr 2018	Cairo

19.	Certificate in Competency Development and Implementation	08 - 12 Apr 2018	Kuwait
20.	Employee Engagement Boosting Productivity and Retention	15 - 19 Apr 2018	Dubai
21.	Employee Engagement Strategy and Practices	22 - 26 Apr 2018	Cairo
22.	Human Recourses Administration Skills	29 Apr - 03 May 2018	Singapore
23.	Innovation in Training Human Resources and Realizing Total Quality	06 - 10 May 2018	Kuala Lumpur
24.	Measuring Return of Investment in Human Resources	24 - 28 Jun 2018	Kuala Lumpur
25.	Essentials of Labor Law for HR Professionals	01 - 05 Jul 2018	Sharm Elsheikh
26.	Internal Consultancy Skills at Work	08 - 12 Jul 2018	Dubai
27.	Modern Trends in Training and Career Development	15 - 19 Jul 2018	Dubai
28.	Managing Training& ROI	22 - 26 Jul 2018	Kuala Lumpur
29.	Essential Facilitation Skills and the Psychology of Groups	29 Jul - 02 Aug 2018	Kuwait
30.	Operational Management in Global Organisations	05 - 09 Aug 2018	Dubai
31.	Planning and Organizing Labor Force and Managing Career Succession	12 - 16 Aug 2018	Kuala Lumpur
32.	Strategic Management in Global Organisations	20 - 24 Aug 2018	Cairo
33.	The Art of Human Resource Management	26 - 30 Aug 2018	Kuala Lumpur
34.	Strategies of Distinction in Performance Management and Career Development	02 - 06 Sep 2018	Dubai
35.	Career Path Planning and Employee Performance Appraisal	09 - 13 Sep 2018	Kuwait
36.	Certificate in Competency Development and Implementation	16 - 20 Sep 2018	Sharm El-Sheikh
37.	Employee Engagement Boosting Productivity and Retention	23 - 27 Sep 2018	Cairo
38.	Employee Engagement Strategy and Practices	01 - 05 Oct 2018	Singapore

39.	Human Recourses Administration Skills	07 - 11 Oct 2018	Kuala Lumpur
40.	Innovation in Training Human Resources and Realizing Total Quality	14 - 18 Oct 2018	Dubai
41.	Measuring Return of Investment in Human Resources	21 - 25 Oct 2018	Cairo
42.	Essentials of Labor Law for HR Professionals	28 Oct - 01 Nov 2018	Kuala Lumpur
43.	Internal Consultancy Skills at Work	04 - 08 Nov 2018	Singapore
44.	Modern Trends in Training and Career Development	11 - 15 Nov 2018	Dubai
45.	Managing Training& ROI	18 - 22 Nov 2018	Cairo
46.	Essential Facilitation Skills and the Psychology of Groups	25 - 29 Nov 2018	Kuala Lumpur
47.	Operational Management in Global Organisations	02 - 06 Dec 2018	Dubai
48.	Planning and Organizing Labor Force and Managing Career Succession	09 - 13 Dec 2018	Cairo
49.	Strategic Management in Global Organisations	16 - 20 Dec 2018	Kuala Lumpur
50.	The Art of Human Resource Management	23 - 27 Dec 2018	Kuwait
51.	Strategies of Distinction in Performance Management and Career Development	06-12 Jan 2019	Dubai
52.	Career Path Planning and Employee Performance Appraisal	13– 17 Jan 2019	Cairo
53.	Certificate in Competency Development and Implementation	20 – 24 Jan 2019	Kuala Lumpur
54.	Employee Engagement Boosting Productivity and Retention	03 – 07 Feb 2019	Dubai
55.	Employee Engagement Strategy and Practices	10 – 14 Feb 2019	Kuala Lumpur
56.	Human Recourses Administration Skills	17 – 21 Feb 2019	Kuwait
57.	Innovation in Training Human Resources and Realizing Total Quality	24 – 28 March 2019	Dubai

INFORMATION TECHNOLOGY

	Course Title	Date	Venue
1.	Electronic Document Management System(EDMS)	19 – 23 Nov 2017	Cairo
2.	Information Confidentiality	26 – 30 Nov 2017	Kuwait
3.	Install and commission switching system, related peripherals & intercom systems	17 – 21 Dec 2017	Dubai
4.	Advanced IT Service Management - ITIL Release, Control and Validation	24 – 28 Dec 2017	Kuala Lumpur
5.	COBIT and IT Governance Foundations	31 Dec - 04 Jan 2018	Dubai
6.	Arc GIS Server Web Administration Using the Microsoft .NET Framework Course	14 - 18 Jan 2018	Sharm El-Sheikh
7.	Introduction to ITIL	21 - 25 Jan 2018	Kuwait
8.	Cisco IP Telephony	28 Jan - 01 Feb 2018	Dubai
9.	IT Service Management	28 Jan - 01 Feb 2018	Cairo
10.	Electronic Document Management Systems	04 - 08 Feb 2018	Kuala Lumpur
11.	IT strategic alignment	11 - 15 Feb 2018	Singapore
12.	Install and commission switching systems	18 - 22 Feb 2018	Kuala Lumpur
13.	Creative strategic IT Leadership	25 Feb - 01 Mar 2018	Dubai
14.	Managing a World-Class IT Department	04 - 08 Mar 2018	Sharm Elsheikh
15.	Wireless Communications Data& Voice	11 - 15 Mar 2018	Cairo
16.	Electronic Document Management System(EDMS)	18 - 22 Mar 2018	Singapore
17.	Information Confidentiality	25 – 29 Mar 2018	Kuala Lumpur
18.	Install and commission switching system, related peripherals	01 - 05 Apr 2018	Cairo

	& intercom systems		
19.	Advanced IT Service Management - ITIL Release, Control and Validation	08 - 12 Apr 2018	Kuwait
20.	COBIT and IT Governance Foundations	15 - 19 Apr 2018	Dubai
21.	Arc GIS Server Web Administration Using the Microsoft .NET Framework Course	22 - 26 Apr 2018	Cairo
22.	Introduction to ITIL	29 Apr - 03 May 2018	Singapore
23.	Cisco IP Telephony	06 - 10 May 2018	Kuala Lumpur
24.	IT Service Management	24 - 28 Jun 2018	Kuala Lumpur
25.	Electronic Document Management Systems	01 - 05 Jul 2018	Sharm Elsheikh
26.	IT strategic alignment	08 - 12 Jul 2018	Dubai
27.	Install and commission switching systems	15 - 19 Jul 2018	Dubai
28.	Creative strategic IT Leadership	22 - 26 Jul 2018	Kuala Lumpur
29.	Managing a World-Class IT Department	29 Jul - 02 Aug 2018	Kuwait
30.	Wireless Communications Data& Voice	05 - 09 Aug 2018	Dubai
31.	Electronic Document Management System(EDMS)	12 - 16 Aug 2018	Kuala Lumpur
32.	Information Confidentiality	20 - 24 Aug 2018	Cairo
33.	Install and commission switching system, related peripherals & intercom systems	26 - 30 Aug 2018	Kuala Lumpur
34.	Advanced IT Service Management - ITIL Release, Control and Validation	02 - 06 Sep 2018	Dubai
35.	COBIT and IT Governance Foundations	09 - 13 Sep 2018	Kuwait
36.	Arc GIS Server Web Administration Using the Microsoft .NET Framework Course	16 - 20 Sep 2018	Sharm El-Sheikh

37.	Introduction to ITIL	23 - 27 Sep 2018	Cairo
38.	Cisco IP Telephony	01 - 05 Oct 2018	Singapore
39.	IT Service Management	07 - 11 Oct 2018	Kuala Lumpur
40.	Electronic Document Management Systems	14 - 18 Oct 2018	Dubai
41.	IT strategic alignment	21 - 25 Oct 2018	Cairo
42.	Install and commission switching systems	28 Oct - 01 Nov 2018	Kuala Lumpur
43.	Creative strategic IT Leadership	04 - 08 Nov 2018	Singapore
44.	Managing a World-Class IT Department	11 - 15 Nov 2018	Dubai
45.	Wireless Communications Data& Voice	18 - 22 Nov 2018	Cairo
46.	Electronic Document Management System(EDMS)	25 - 29 Nov 2018	Kuala Lumpur
47.	Information Confidentiality	02 - 06 Dec 2018	Dubai
48.	Install and commission switching system, related peripherals & intercom systems	09 - 13 Dec 2018	Cairo
49.	Advanced IT Service Management - ITIL Release, Control and Validation	16 - 20 Dec 2018	Kuala Lumpur
50.	COBIT and IT Governance Foundations	23 - 27 Dec 2018	Kuwait
51.	Arc GIS Server Web Administration Using the Microsoft .NET Framework Course	06-12 Jan 2019	Dubai
52.	Introduction to ITIL	13– 17 Jan 2019	Cairo
53.	Cisco IP Telephony	20 – 24 Jan 2019	Kuala Lumpur
54.	IT Service Management	03 – 07 Feb 2019	Dubai
55.	Electronic Document Management Systems	10 – 14 Feb 2019	Kuala Lumpur
56.	IT strategic alignment	17 – 21 Feb 2019	Kuwait

57.

Install and commission switching systems

24 – 28 March 2019

Dubai



LEADERSHIP - MANAGEMENT - SELF DEVELOPMENT

	Course Title	Date	Venue
1.	Achieving Leadership Excellence	19 – 23 Nov 2017	Cairo
2.	Creative Problem Solving and Decision Making	26 – 30 Nov 2017	Istanbul
3.	Management Skills for New Managers and Supervisors	17 – 21 Dec 2017	Dubai
4.	Mastering People Management & Team Leadership	24 – 28 Dec 2017	Bahrain
5.	Risk Management, Control & Compliance	31 Dec - 04 Jan 2018	Dubai
6.	Managing Multiple Tasks, Priorities and Deadlines	31 Dec - 04 Jan 2018	Sharm El-Sheikh
7.	Negotiation and Conflict Management in Organizations	14 - 18 Jan 2018	Istanbul
8.	Crisis Communication Management	14 - 18 Jan 2018	Dubai
9.	Strategic Management of Innovation	21 - 25 Jan 2018	Cairo
10.	Strategic Thinking & Business Planning	29 Jan - 02 Feb 2018	Kuala Lumpur
11.	Time Management and Stress Control	28 Jan - 01 Feb 2018	Bahrain
12.	Advanced Communication and Interpersonal Skills	28 Jan - 01 Feb 2018	Kuala Lumpur
13.	Managing People at Work	28 Jan - 01 Feb 2018	Dubai
14.	Document Control and Records Management	04 - 08 Feb 2018	Amsterdam
15.	Implementing Business Process Improvement and Understanding Essential Quality Tools	11 - 15 Feb 2018	Barcelona
16.	Business Writing Skills	11 - 15 Feb 2018	Singapore
17.	The Practical Leader: Developing and Leading High Performing Teams	11 - 15 Feb 2018	Kuala Lumpur
18.	The Power of Positive Attitude	18 - 22 Feb 2018	Bahrain
19.	Data Analysis and Reporting Techniques Using Excel	18 - 22 Feb 2018	Istanbul

20.	Best Practices in Communication and Relational Skills	25 Feb - 01 Mar 2018	Barcelona
21.	Effective Performance Management	25 Feb - 01 Mar 2018	Cairo
22.	Leadership and Management Skills for Supervisors	04 - 08 Mar 2018	Singapore
23.	Business Etiquette and Protocol	04 - 08 Mar 2018	Kuala Lumpur
24.	Leading High Performing Teams	04 - 08 Mar 2018	Kuala Lumpur
25.	Implementing Business Process Improvement and Understanding Essential Quality Tools	04 - 08 Mar 2018	Cyprus
26.	Strategic Thinking, Influencing & Implementation	04 - 08 Mar 2018	Dubai
27.	Simplification of Work Procedures	11 - 15 Mar 2018	Dubai
28.	Building Skills for Working in Teams: Igniting Passion & Activating Potential in Teams	11 - 15 Mar 2018	Kuala Lumpur
29.	Business Improvement & Quality Techniques	11 - 15 Mar 2018	Istanbul
30.	Media Management in Crisis Communications	11 - 15 Mar 2018	Barcelona
31.	Effective Business Report Writing	11 - 15 Mar 2018	Kuala Lumpur
32.	Strategy, Risks, Negotiation & Leadership	11 - 15 Mar 2018	Amsterdam
33.	Managing Priorities, Performance & Pressure	18 - 22 Mar 2018	Kuala Lumpur
34.	Implementing Good Management Practices in your Work and Organization	18 - 22 Mar 2018	Dubai
35.	Strategic Planning Using the Balanced Scorecard: Turning Strategy into Reality	18 - 22 Mar 2018	Istanbul
36.	Leadership Development: Self-awareness, Skills & Strategies	18 - 22 Mar 2018	Sharm El-Sheikh
37.	Leadership, Innovation & Enterprise Skills	18 - 22 Mar 2018	Bahrain
38.	Professional Business Writing & Speaking Skills	25 – 29 Mar 2018	Singapore

39.	Advanced Supervisory Skills	01 - 05 Apr 2018	Barcelona
40.	Evaluating performance & quality control on employees	01 - 05 Apr 2018	Dubai
41.	Advanced Documents and Records Management Compliance	01 - 05 Apr 2018	Bahrain
42.	Leadership Skills for Top Management and Executive Hopefuls	08 - 12 Apr 2018	Cyprus
43.	E-Library Management Techniques	08 - 12 Apr 2018	Madrid
44.	Strategic Planning Using the Balanced Scorecard	08 - 12 Apr 2018	Dubai
45.	Creative Thinking and Innovation Techniques	15 - 19 Apr 2018	Amsterdam
46.	Documents and Records Management Compliance (Document Control Specialist)	15 - 19 Apr 2018	Barcelona
47.	High Performance: Communication, Influencing, Persuading & Negotiating	15 - 19 Apr 2018	Amsterdam
48.	Communication and Planning Skills for Administrative Professionals	22 - 26 Apr 2018	Cairo
49.	Mastering People Management & Team Leadership	22 - 26 Apr 2018	Kuala Lumpur
50.	Enterprise Risk Management	22 - 26 Apr 2018	Istanbul
51.	Implementing Business Process Improvement and Understanding Essential Quality Tools	22 - 26 Apr 2018	Dubai
52.	Success under Pressure: Emotional Intelligence, Conflict Management and Negotiations	22 - 26 Apr 2018	Bahrain
53.	Strategic Planning & Goal Setting: Setting Business Goals, Targets & Deliverables	29 Apr - 03 May 2018	Cyprus
54.	Improving Your Personal Effectiveness, Team Management and People Skills	29 Apr - 03 May 2018	Dubai
55.	10 Tools for Highly Effective Managers	29 Apr - 03 May 2018	Barcelona
56.	Managing and Building Confidence through Communications	29 Apr - 03 May 2018	Istanbul

57.	Change Management and Building High Performing Teams	29 Apr - 03 May 2018	Dubai
58.	Emotional Intelligence for Workplace Success	29 Apr - 03 May 2018	Kuala Lumpur
59.	Writing Effective Policies & Procedures	06 - 10 May 2018	Madrid
60.	Best Practices in Communication and Relational Skills	06 - 10 May 2018	Dubai
61.	Vehicle Fleet Development & Management	06 - 10 May 2018	Barcelona
62.	Communicating w0ith Clarity & Impact	06 - 10 May 2018	Amsterdam
63.	Effective Negotiation, Persuasion and Critical Thinking	06 - 10 May 2018	Kuala Lumpur
64.	Crisis Management	24 - 28 Jun 2018	Barcelona
65.	Leadership, Communications & Interpersonal Skills	24 - 28 Jun 2018	Amsterdam
66.	Change Management and Building High Performing Teams	24 - 28 Jun 2018	Cyprus
67.	NEGOTIATIONS AND CONFLICT MANAGEMENT	24 - 28 Jun 2018	Madrid
68.	Leadership, Vision and Organisational Reality	24 - 28 Jun 2018	Kuala Lumpur
69.	Marketing Strategies and Planning	01 - 05 Jul 2018	Dubai
70.	Data Analysis and Reporting Techniques Using Excel	01 - 05 Jul 2018	Bahrain
71.	The Art of Influencing Business Decisions	01 - 05 Jul 2018	Cyprus
72.	MANAGEMENT LEADERSHIP	01 - 05 Jul 2018	Barcelona
73.	Mini MBA	01 - 05 Jul 2018	Kuala Lumpur
74.	Systems Thinking and Managing Complex Scenarios	01 - 05 Jul 2018	Dubai
75.	SMALL BUSINESS MANAGEMENT	01 - 05 Jul 2018	Cairo

76.	Designing the Organization: From Strategy to Organizational Structure	01 - 05 Jul 2018	Sharm El-Sheikh
77.	Business Ethics & Etiquette	01 - 05 Jul 2018	Madrid
78.	Motivating, Coaching, Counselling & Mentoring	01 - 05 Jul 2018	Dubai
79.	Conflict Resolution	08 - 12 Jul 2018	Amsterdam
80.	Best Practices in Communication and Relational Skills	08 - 12 Jul 2018	Dubai
81.	Lead, Motivate & Inspire	08 - 12 Jul 2018	Kuala Lumpur
82.	Advanced Supervisory Skills	08 - 12 Jul 2018	Vienna
83.	Creative problem solving & Decision making	08 - 12 Jul 2018	Barcelona
84.	Mastering Team Leadership Skills	08 - 12 Jul 2018	Bahrain
85.	Building High Performing Teams	08 - 12 Jul 2018	Cyprus
86.	Conflict Management Techniques	08 - 12 Jul 2018	Madrid
87.	Leading & Managing Change	08 - 12 Jul 2018	Amsterdam
88.	The Art of Influencing Business Decisions	08 - 12 Jul 2018	Dubai
89.	Business Etiquette	08 - 12 Jul 2018	Istanbul
90.	Developing Excellence in People Leadership	15 - 19 Jul 2018	Kuala Lumpur
91.	Mastering Entrepreneurship: From Creativity and Innovation to Business Strategy	15 - 19 Jul 2018	Singapore
92.	Motivating, Coaching, Counselling & Mentoring: Practical Tools for Effective Leadership	15 - 19 Jul 2018	Cairo
93.	Strategy Building & Sustaining Competitive Advantage	15 - 19 Jul 2018	Istanbul

94.	Mastering People Management & Team Leadership	15 - 19 Jul 2018	Dubai
95.	Achieving Success Through Goal Setting & Planning	15 - 19 Jul 2018	Bahrain
96.	Business Improvement & Quality Techniques	22 - 26 Jul 2018	Dubai
97.	The Strategic Leader: Strategic Planning, Negotiation and Conflict Management	22 - 26 Jul 2018	Sharm El-Sheikh
98.	Leading with Ethics and Compliance	22 - 26 Jul 2018	Istanbul
99.	Competency Based Management and Personal Effectiveness	22 - 26 Jul 2018	Dubai
100.	Achieving Leadership Success through People & Innovation	22 - 26 Jul 2018	Cairo
101.	High Impact Business Communication	22 - 26 Jul 2018	Kuala Lumpur
102.	Key Performance Indicators & Optimisation	22 - 26 Jul 2018	Bahrain
103.	Achieving Leadership Excellence	29 Jul - 02 Aug 2018	Dubai
104.	Creative Problem Solving and Decision Making	29 Jul - 02 Aug 2018	Amsterdam
105.	Management Skills for New Managers and Supervisors	29 Jul - 02 Aug 2018	Barcelona
106.	Mastering People Management & Team Leadership	29 Jul - 02 Aug 2018	Singapore
107.	Risk Management, Control & Compliance	29 Jul - 02 Aug 2018	Kuala Lumpur
108.	Managing Multiple Tasks, Priorities and Deadlines	29 Jul - 02 Aug 2018	Bahrain
109.	Corporate Work Culture Improvement	05 - 09 Aug 2018	Barcelona
110.	The Power of Positive Attitude	05 - 09 Aug 2018	Kuala Lumpur
111.	Data Analysis and Reporting Techniques Using Excel	05 - 09 Aug 2018	Amsterdam

112.	Best Practices in Communication and Relational Skills	05 - 09 Aug 2018	Kuala Lumpur
113.	Effective Performance Management	05 - 09 Aug 2018	Dubai
114.	Leadership and Management Skills for Supervisors	05 - 09 Aug 2018	Istanbul
115.	Business Etiquette and Protocol	05 - 09 Aug 2018	Sharm El-Sheikh
116.	Leading High Performing Teams	05 - 09 Aug 2018	Bahrain
117.	Implementing Business Process Improvement and Understanding Essential Quality Tools	05 - 09 Aug 2018	Singapore
118.	Strategic Thinking, Influencing & Implementation	05 - 09 Aug 2018	Barcelona
119.	Simplification of Work Procedures	05 - 09 Aug 2018	Dubai
120.	Building Skills for Working in Teams: Igniting Passion & Activating Potential in Teams	05 - 09 Aug 2018	Bahrain
121.	Business Improvement & Quality Techniques	12 - 16 Aug 2018	Cyprus
122.	Media Management in Crisis Communications	12 - 16 Aug 2018	Madrid
123.	Effective Business Report Writing	12 - 16 Aug 2018	Dubai
124.	Strategy, Risks, Negotiation & Leadership	12 - 16 Aug 2018	Amsterdam
125.	Managing Priorities, Performance & Pressure	12 - 16 Aug 2018	Barcelona
126.	Implementing Good Management Practices in your Work and Organization	12 - 16 Aug 2018	Amsterdam
127.	Strategic Planning Using the Balanced Scorecard: Turning Strategy into Reality	12 - 16 Aug 2018	Cairo
128.	Leadership Development: Self-awareness, Skills & Strategies	12 - 16 Aug 2018	Kuala Lumpur
129.	Advanced Supervisory Skills	26 - 30 Aug 2018	Dubai

130.	Evaluating performance & quality control on employees	26 - 30 Aug 2018	Barcelona
131.	Advanced Documents and Records Management Compliance	26 - 30 Aug 2018	Istanbul
132.	Leadership Skills for Top Management and Executive Hopefuls	26 - 30 Aug 2018	Dubai
133.	E-Library Management Techniques	26 - 30 Aug 2018	Kuala Lumpur
134.	Strategic Planning Using the Balanced Scorecard	26 - 30 Aug 2018	Madrid
135.	Creative Thinking and Innovation Techniques	26 - 30 Aug 2018	Dubai
136.	Documents and Records Management Compliance (Document Control Specialist)	02 - 06 Sep 2018	Barcelona
137.	High Performance: Communication, Influencing, Persuading & Negotiating	02 - 06 Sep 2018	Amsterdam
138.	Communication and Planning Skills for Administrative Professionals	02 - 06 Sep 2018	Kuala Lumpur
139.	Mastering People Management & Team Leadership	02 - 06 Sep 2018	Cairo
140.	Enterprise Risk Management	02 - 06 Sep 2018	Vienna
141.	Implementing Business Process Improvement and Understanding Essential Quality Tools	02 - 06 Sep 2018	Dubai
142.	Success under Pressure: Emotional Intelligence, Conflict Management and Negotiations	02 - 06 Sep 2018	Bahrain
143.	Strategic Planning & Goal Setting: Setting Business Goals, Targets & Deliverables	02 - 06 Sep 2018	Bahrain
144.	Improving Your Personal Effectiveness, Team Management and People Skills	09 - 13 Sep 2018	Kuala Lumpur
145.	10 Tools for Highly Effective Managers	09 - 13 Sep 2018	Cyprus
146.	Managing and Building Confidence through Communications	09 - 13 Sep 2018	Amsterdam

147.	Change Management and Building High Performing Teams	09 - 13 Sep 2018	Dubai
148.	Emotional Intelligence for Workplace Success	09 - 13 Sep 2018	Cairo
149.	Writing Effective Policies & Procedures	09 - 13 Sep 2018	Sharm El-Sheikh
150.	Best Practices in Communication and Relational Skills	09 - 13 Sep 2018	Istanbul
151.	Vehicle Fleet Development & Management	09 - 13 Sep 2018	Dubai
152.	Communicating With Clarity & Impact	09 - 13 Sep 2018	Istanbul
153.	Effective Negotiation, Persuasion and Critical Thinking	09 - 13 Sep 2018	Cairo
154.	Six Sigma Green Belt Program	16 - 20 Sep 2018	Kuala Lumpur
155.	Leading Innovation and Change	16 - 20 Sep 2018	Dubai
156.	Organisational Structure & Work Ethics Behaviour	16 - 20 Sep 2018	Bahrain
157.	Planning: Monitoring, Control, Completion & Evaluation	16 - 20 Sep 2018	Barcelona
158.	The Successful Female Leader	16 - 20 Sep 2018	Amsterdam
159.	Managing Strategic Alliances and Partnerships	16 - 20 Sep 2018	Cyprus
160.	Mastering Communication, Negotiation and Presentation Skills	16 - 20 Sep 2018	Madrid
161.	Setting Priorities, Time Management & Stress Reduction	23 - 27 Sep 2018	Kuala Lumpur
162.	The Balanced Scorecard: Achieving Performance	23 - 27 Sep 2018	Dubai
163.	Mastering Team Leadership Skills	23 - 27 Sep 2018	Bahrain
164.	Writing Effective Legal Documents and Commercial Contracts	23 - 27 Sep 2018	Cyprus

	– A Practical Workshop		
165.	The Power of Positive Thinking, Psychology and Attitude	23 - 27 Sep 2018	Barcelona
166.	Negotiation and Conflict Management	23 - 27 Sep 2018	Kuala Lumpur
167.	Managerial Leadership	23 - 27 Sep 2018	Dubai
168.	NEGOTIATIONS AND CONFLICT MANAGEMENT	07 - 11 Oct 2018	Vienna
169.	Leadership, Vision and Organisational Reality	07 - 11 Oct 2018	Barcelona
170.	Marketing Strategies and Planning	07 - 11 Oct 2018	Bahrain
171.	Data Analysis and Reporting Techniques Using Excel	07 - 11 Oct 2018	Cyprus
172.	The Art of Influencing Business Decisions	07 - 11 Oct 2018	Madrid
173.	MANAGEMENT LEADERSHIP	07 - 11 Oct 2018	Amsterdam
174.	Mini MBA	07 - 11 Oct 2018	Dubai
175.	Systems Thinking and Managing Complex Scenarios	07 - 11 Oct 2018	Istanbul
176.	SMALL BUSINESS MANAGEMENT	14 - 18 Oct 2018	Kuala Lumpur
177.	Designing the Organization: From Strategy to Organizational Structure	14 - 18 Oct 2018	Cairo
178.	Business Ethics & Etiquette	14 - 18 Oct 2018	Istanbul
179.	Motivating, Coaching, Counselling & Mentoring	14 - 18 Oct 2018	Dubai
180.	Conflict Resolution	14 - 18 Oct 2018	Bahrain
181.	Best Practices in Communication and Relational Skills	14 - 18 Oct 2018	Dubai

182.	Lead, Motivate & Inspire	21 - 25 Oct 2018	Sharm El-Sheikh
183.	Advanced Supervisory Skills	21 - 25 Oct 2018	Istanbul
184.	Creative problem solving & Decision making	21 - 25 Oct 2018	Dubai
185.	Mastering Team Leadership Skills	28 Oct - 01 Nov 2018	Cairo
186.	Building High Performing Teams	28 Oct - 01 Nov 2018	Kuala Lumpur
187.	Conflict Management Techniques	28 Oct - 01 Nov 2018	Bahrain
188.	Leading & Managing Change	04 - 08 Nov 2018	Kuala Lumpur
189.	The Art of Influencing Business Decisions	04 - 08 Nov 2018	Dubai
190.	Business Etiquette	04 - 08 Nov 2018	Amsterdam
191.	Mastering Entrepreneurship: From Creativity and Innovation to Business Strategy	04 - 08 Nov 2018	Singapore
192.	Motivating, Coaching, Counselling & Mentoring: Practical Tools for Effective Leadership	04 - 08 Nov 2018	Kuala Lumpur
193.	Strategy Building & Sustaining Competitive Advantage	04 - 08 Nov 2018	Bahrain
194.	Mastering People Management & Team Leadership	04 - 08 Nov 2018	Istanbul
195.	Achieving Success Through Goal Setting & Planning	04 - 08 Nov 2018	Barcelona
196.	Business Improvement & Quality Techniques	11 - 15 Nov 2018	Cairo
197.	The Strategic Leader: Strategic Planning, Negotiation and Conflict Management	11 - 15 Nov 2018	Singapore
198.	Leading with Ethics and Compliance	11 - 15 Nov 2018	Kuala Lumpur
199.	Competency Based Management and Personal Effectiveness	11 - 15 Nov 2018	Kuala Lumpur

200.	Achieving Leadership Success through People & Innovation	11 - 15 Nov 2018	Cyprus
201.	High Impact Business Communication	11 - 15 Nov 2018	Dubai
202.	Key Performance Indicators & Optimisation	11 - 15 Nov 2018	Dubai
203.		11 - 15 Nov 2018	Kuala Lumpur
204.	Creative Problem Solving and Decision Making	11 - 15 Nov 2018	Istanbul
205.	Management Skills for New Managers and Supervisors	11 - 15 Nov 2018	Barcelona
206.	Mastering People Management & Team Leadership	18 - 22 Nov 2018	Kuala Lumpur
207.	Risk Management, Control & Compliance	18 - 22 Nov 2018	Amsterdam
208.	Managing Multiple Tasks, Priorities and Deadlines	18 - 22 Nov 2018	Kuala Lumpur
209.	Negotiation and Conflict Management in Organizations	18 - 22 Nov 2018	Dubai
210.	Crisis Communication Management	18 - 22 Nov 2018	Istanbul
211.	Strategic Management of Innovation	18 - 22 Nov 2018	Sharm El-Sheikh
212.	Strategic Thinking & Business Planning	18 - 22 Nov 2018	Bahrain
213.	Time Management and Stress Control	18 - 22 Nov 2018	Singapore
214.	Advanced Communication and Interpersonal Skills	18 - 22 Nov 2018	Barcelona
215.	Managing People at Work	18 - 22 Nov 2018	Dubai
216.	Document Control and Records Management	18 - 22 Nov 2018	Bahrain
217.	Implementing Business Process Improvement and Understanding Essential Quality Tools	25 - 29 Nov 2018	Cyprus
218.	Business Writing Skills	25 - 29 Nov 2018	Madrid

219.	The Practical Leader: Developing and Leading High Performing Teams	25 - 29 Nov 2018	Dubai
220.	Corporate Work Culture Improvement	25 - 29 Nov 2018	Amsterdam
221.	The Power of Positive Attitude	25 - 29 Nov 2018	Barcelona
222.	Data Analysis and Reporting Techniques Using Excel	25 - 29 Nov 2018	Amsterdam
223.	Best Practices in Communication and Relational Skills	25 - 29 Nov 2018	Cairo
224.	Effective Performance Management	25 - 29 Nov 2018	Kuala Lumpur
225.	Leadership and Management Skills for Supervisors	25 - 29 Nov 2018	Istanbul
226.	Business Etiquette and Protocol	25 - 29 Nov 2018	Dubai
227.	Leading High Performing Teams	25 - 29 Nov 2018	Bahrain
228.	Implementing Business Process Improvement and Understanding Essential Quality Tools	25 - 29 Nov 2018	Cyprus
229.	Strategic Thinking, Influencing & Implementation	25 - 29 Nov 2018	Dubai
230.	Simplification of Work Procedures	25 - 29 Nov 2018	Barcelona
231.	Building Skills for Working in Teams: Igniting Passion & Activating Potential in Teams	25 - 29 Nov 2018	Istanbul
232.	Strategic Planning Using the Balanced Scorecard: Turning Strategy into Reality	02 - 06 Dec 2018	Kuala Lumpur
233.	Leadership Development: Self-awareness, Skills & Strategies	02 - 06 Dec 2018	Cairo
234.	Leadership, Innovation & Enterprise Skills	02 - 06 Dec 2018	Dubai
235.	Professional Business Writing & Speaking Skills	02 - 06 Dec 2018	Bahrain
236.	Advanced Supervisory Skills	02 - 06 Dec 2018	Kuala Lumpur

237.	Evaluating performance & quality control on employees	02 - 06 Dec 2018	Cyprus
238.	Advanced Documents and Records Management Compliance	02 - 06 Dec 2018	Amsterdam
239.	Leadership Skills for Top Management and Executive Hopefuls	02 - 06 Dec 2018	Dubai
240.	E-Library Management Techniques	02 - 06 Dec 2018	Cairo
241.	Strategic Planning Using the Balanced Scorecard	02 - 06 Dec 2018	Sharm El-Sheikh
242.	Creative Thinking and Innovation Techniques	02 - 06 Dec 2018	Istanbul
243.	Documents and Records Management Compliance (Document Control Specialist)	02 - 06 Dec 2018	Dubai
244.	High Performance: Communication, Influencing, Persuading & Negotiating	02 - 06 Dec 2018	Istanbul
245.	Communication and Planning Skills for Administrative Professionals	02 - 06 Dec 2018	Cairo
246.	Mastering People Management & Team Leadership	02 - 06 Dec 2018	Kuala Lumpur
247.	Enterprise Risk Management	02 - 06 Dec 2018	Dubai
248.	Implementing Business Process Improvement and Understanding Essential Quality Tools	02 - 06 Dec 2018	Bahrain
249.	Success under Pressure: Emotional Intelligence, Conflict Management and Negotiations	02 - 06 Dec 2018	Barcelona
250.	Strategic Planning & Goal Setting: Setting Business Goals, Targets & Deliverables	02 - 06 Dec 2018	Amsterdam
251.	Improving Your Personal Effectiveness, Team Management and People Skills	09 - 13 Dec 2018	Cyprus
252.	10 Tools for Highly Effective Managers	09 - 13 Dec 2018	Madrid
253.	Managing and Building Confidence through Communications	09 - 13 Dec 2018	Kuala Lumpur

254.	Change Management and Building High Performing Teams	09 - 13 Dec 2018	Dubai
255.	Emotional Intelligence for Workplace Success	09 - 13 Dec 2018	Bahrain
256.	Writing Effective Policies & Procedures	09 - 13 Dec 2018	Cyprus
257.	Best Practices in Communication and Relational Skills	09 - 13 Dec 2018	Barcelona
258.	Vehicle Fleet Development & Management	09 - 13 Dec 2018	Kuala Lumpur
259.	Communicating With Clarity & Impact	09 - 13 Dec 2018	Dubai
260.	Effective Negotiation, Persuasion and Critical Thinking	16 - 20 Dec 2018	Cairo
261.	Six Sigma Green Belt Program	16 - 20 Dec 2018	Sharm El-Sheikh
262.	Leading Innovation and Change	16 - 20 Dec 2018	Madrid
263.	Organisational Structure & Work Ethics Behaviour	16 - 20 Dec 2018	Dubai
264.	Planning: Monitoring, Control, Completion & Evaluation	16 - 20 Dec 2018	Amsterdam
265.	The Successful Female Leader	16 - 20 Dec 2018	Dubai
266.	Managing Strategic Alliances and Partnerships	16 - 20 Dec 2018	Kuala Lumpur
267.	Mastering Communication, Negotiation and Presentation Skills	23 - 27 Dec 2018	Vienna
268.	Setting Priorities, Time Management & Stress Reduction	23 - 27 Dec 2018	Barcelona
269.	The Balanced Scorecard: Achieving Performance	23 - 27 Dec 2018	Bahrain
270.	Mastering Team Leadership Skills	23 - 27 Dec 2018	Cyprus
271.	Writing Effective Legal Documents and Commercial Contracts	23 - 27 Dec 2018	Madrid

	– A Practical Workshop		
272.	The Power of Positive Thinking, Psychology and Attitude	23 - 27 Dec 2018	Amsterdam
273.	Negotiation and Conflict Management	23 - 27 Dec 2018	Dubai
274.	Managerial Leadership	23 - 27 Dec 2018	Istanbul
275.	Creativity, Critical Thinking and Problem Solving	06-12 Jan 2019	Kuala Lumpur
276.	Leadership and Management Skills for New Manager and Supervisor	13– 17 Jan 2019	Cairo
277.	Negotiating For Results	20 – 24 Jan 2019	Istanbul
278.	Managing and Leading Innovation	03 – 07 Feb 2019	Dubai
279.	Crisis Management	03 – 07 Feb 2019	Bahrain
280.	Leadership, Communications & Interpersonal Skills	03 – 07 Feb 2019	Dubai
281.	Change Management and Building High Performing Teams	03 – 07 Feb 2019	Sharm El-Sheikh
282.	NEGOTIATIONS AND CONFLICT MANAGEMENT	03 – 07 Feb 2019	Istanbul
283.	Leadership, Vision and Organisational Reality	10 – 14 Feb 2019	Dubai
284.	Marketing Strategies and Planning	10 – 14 Feb 2019	Cairo
285.	Data Analysis and Reporting Techniques Using Excel	10 – 14 Feb 2019	Kuala Lumpur
286.	The Art of Influencing Business Decisions	17 – 21 Feb 2019	Bahrain
287.	MANAGEMENT LEADERSHIP	17 – 21 Feb 2019	Kuala Lumpur
288.	Mini MBA	17 – 21 Feb 2019	Dubai

289.	Systems Thinking and Managing Complex Scenarios	17 – 21 Feb 2019	Amsterdam
290.	SMALL BUSINESS MANAGEMENT	17 – 21 Feb 2019	Barcelona
291.	Competency Based Management and Personal Effectiveness	24 – 28 March 2019	Kuala Lumpur
292.	Achieving Leadership Success through People & Innovation	24 – 28 March 2019	Dubai
293.	High Impact Business Communication	24 – 28 March 2019	Cairo
294.	Key Performance Indicators & Optimisation	24 – 28 March 2019	Sharm El-Sheikh



LEADERSHIP – MANAGEMENT – SOFT SKILLS

	Course Title	Date	Venue
1.	Achieving Leadership Excellence	19 – 23 Nov 2017	Cairo
2.	Advanced Communication and Interpersonal Skills	26 – 30 Nov 2017	Kuwait
3.	Best Practices in Communication and Relational Skills	17 – 21 Dec 2017	Dubai
4.	Creative Problem Solving and Decision Making	24 – 28 Dec 2017	Kuala Lumpur
5.	Data Analysis and Reporting Techniques Using Excel	31 Dec - 04 Jan 2018	Dubai
6.	Business Etiquette and Protocol	14 - 18 Jan 2018	Sharm El-Sheikh
7.	Document Control and Records Management	21 - 25 Jan 2018	Kuwait
8.	Effective Crisis Management Communications	28 Jan - 01 Feb 2018	Dubai
9.	Building Skills for Working in Teams Igniting Passion & Activating Potential in Teams	28 Jan - 01 Feb 2018	Cairo
10.	Implementing Business Process Improvement and Understanding Essential Quality Tool1	04 - 08 Feb 2018	Kuala Lumpur
11.	Leadership and Management Skills for Supervisors	11 - 15 Feb 2018	Singapore
12.	Management Skills for New Managers and Supervisors	18 - 22 Feb 2018	Kuala Lumpur
13.	Mastering People Management& Team Leadership	25 Feb - 01 Mar 2018	Dubai
14.	Risk Management, Control & Compliance	04 - 08 Mar 2018	Sharm Elsheikh
15.	Simplification of Work Procedures	11 - 15 Mar 2018	Cairo
16.	The Power of Positive Attitude	18 - 22 Mar 2018	Singapore
17.	Negotiation and Conflict Management in Organizations	25 – 29 Mar 2018	Kuala Lumpur
18.	Implementing Business Process Improvement and Understanding Essential Quality Tools	01 - 05 Apr 2018	Cairo

19.	Leading High Performing Teams	08 - 12 Apr 2018	Kuwait
20.	Strategic Management of Innovation	15 - 19 Apr 2018	Dubai
21.	The Practical Leader Developing and Leading High Performing Teams	22 - 26 Apr 2018	Cairo
22.	Managing People at Work	29 Apr - 03 May 2018	Singapore
23.	Managing Multiple Tasks, Priorities and Deadlines	06 - 10 May 2018	Kuala Lumpur
24.	Strategic Thinking& Business Planning	24 - 28 Jun 2018	Kuala Lumpur
25.	Achieving Leadership Excellence	01 - 05 Jul 2018	Sharm Elsheikh
26.	Advanced Communication and Interpersonal Skills	08 - 12 Jul 2018	Dubai
27.	Best Practices in Communication and Relational Skills	15 - 19 Jul 2018	Dubai
28.	Creative Problem Solving and Decision Making	22 - 26 Jul 2018	Kuala Lumpur
29.	Data Analysis and Reporting Techniques Using Excel	29 Jul - 02 Aug 2018	Kuwait
30.	Business Etiquette and Protocol	05 - 09 Aug 2018	Dubai
31.	Document Control and Records Management	12 - 16 Aug 2018	Kuala Lumpur
32.	Effective Crisis Management Communications	20 - 24 Aug 2018	Cairo
33.	Building Skills for Working in Teams Igniting Passion & Activating Potential in Teams	26 - 30 Aug 2018	Kuala Lumpur
34.	Implementing Business Process Improvement and Understanding Essential Quality Tool1	02 - 06 Sep 2018	Dubai
35.	Leadership and Management Skills for Supervisors	09 - 13 Sep 2018	Kuwait
36.	Management Skills for New Managers and Supervisors	16 - 20 Sep 2018	Sharm El-Sheikh
37.	Mastering People Management& Team Leadership	23 - 27 Sep 2018	Cairo
38.	Risk Management, Control & Compliance	01 - 05 Oct 2018	Singapore

39.	Simplification of Work Procedures	07 - 11 Oct 2018	Kuala Lumpur
40.	The Power of Positive Attitude	14 - 18 Oct 2018	Dubai
41.	Negotiation and Conflict Management in Organizations	21 - 25 Oct 2018	Cairo
42.	Implementing Business Process Improvement and Understanding Essential Quality Tools	28 Oct - 01 Nov 2018	Kuala Lumpur
43.	Leading High Performing Teams	04 - 08 Nov 2018	Singapore
44.	Strategic Management of Innovation	11 - 15 Nov 2018	Dubai
45.	The Practical Leader Developing and Leading High Performing Teams	18 - 22 Nov 2018	Cairo
46.	Managing People at Work	25 - 29 Nov 2018	Kuala Lumpur
47.	Managing Multiple Tasks, Priorities and Deadlines	02 - 06 Dec 2018	Dubai
48.	Strategic Thinking & Business Planning	09 - 13 Dec 2018	Cairo
49.	Achieving Leadership Excellence	16 - 20 Dec 2018	Kuala Lumpur
50.	Advanced Communication and Interpersonal Skills	23 - 27 Dec 2018	Kuwait
51.	Best Practices in Communication and Relational Skills	06-12 Jan 2019	Dubai
52.	Creative Problem Solving and Decision Making	13– 17 Jan 2019	Cairo
53.	Data Analysis and Reporting Techniques Using Excel	20 – 24 Jan 2019	Kuala Lumpur
54.	Business Etiquette and Protocol	03 – 07 Feb 2019	Dubai
55.	Document Control and Records Management	10 – 14 Feb 2019	Kuala Lumpur
56.	Effective Crisis Management Communications	17 – 21 Feb 2019	Kuwait
57.	Building Skills for Working in Teams Igniting Passion & Activating Potential in Teams	24 – 28 March 2019	Dubai

PROCUREMENT & LOGISTIC

	Course Title	Date	Venue
1.	Performing a Procurement GAP Analysis	19 – 23 Nov 2017	Cairo
2.	Quantitative Risk Analysis	26 – 30 Nov 2017	Kuwait
3.	Strategic Cost and Value Management in the Supply Chain	17 – 21 Dec 2017	Dubai
4.	Procurement and Supply Chain Management Best Practices	24 – 28 Dec 2017	Kuala Lumpur
5.	Supplier Relationship Management(SRM) and Operational Excellence	31 Dec - 04 Jan 2018	Dubai
6.	Procurement Best Practices	14 - 18 Jan 2018	Sharm El-Sheikh
7.	Supply Market Analysis	21 - 25 Jan 2018	Kuwait
8.	Project Control, Planning Scheduling and Cost Management	28 Jan - 01 Feb 2018	Dubai
9.	The Purchasing& Contracts Masterclass	28 Jan - 01 Feb 2018	Cairo
10.	Project Procurement Management	04 - 08 Feb 2018	Kuala Lumpur
11.	Warehouse AND Stores Management	11 - 15 Feb 2018	Singapore
12.	Effective Purchasing and Contract Negotiation Strategie1	18 - 22 Feb 2018	Kuala Lumpur
13.	Excellence in Warehouse and Inventory 10 DAYS	25 Feb - 01 Mar 2018	Dubai
14.	Bidding, Evaluation, Negotiation & Contract Award	04 - 08 Mar 2018	Sharm Elsheikh
15.	Fundamental of Project Budgeting& Cost Management	11 - 15 Mar 2018	Cairo
16.	Global Procurement and Supply Chain Management for the Oil& Gas Industry	18 - 22 Mar 2018	Singapore
17.	Logistics & Supply Chain Management	25 – 29 Mar 2018	Kuala Lumpur
18.	Managing Vendor Qualification, Performance & Contract Compliance	01 - 05 Apr 2018	Cairo

19.	Mini MBA Procurement Professionals	08 - 12 Apr 2018	Kuwait
20.	Managing& Negotiating with Consultants & Contractors	15 - 19 Apr 2018	Dubai
21.	Performing a Procurement GAP Analysis	22 - 26 Apr 2018	Cairo
22.	Quantitative Risk Analysis	29 Apr - 03 May 2018	Singapore
23.	Strategic Cost and Value Management in the Supply Chain	06 - 10 May 2018	Kuala Lumpur
24.	Procurement and Supply Chain Management Best Practices	24 - 28 Jun 2018	Kuala Lumpur
25.	Supplier Relationship Management(SRM) and Operational Excellence	01 - 05 Jul 2018	Sharm Elsheikh
26.	Procurement Best Practices	08 - 12 Jul 2018	Dubai
27.	Supply Market Analysis	15 - 19 Jul 2018	Dubai
28.	Project Control, Planning Scheduling and Cost Management	22 - 26 Jul 2018	Kuala Lumpur
29.	The Purchasing& Contracts Masterclass	29 Jul - 02 Aug 2018	Kuwait
30.	Project Procurement Management	05 - 09 Aug 2018	Dubai
31.	Warehouse AND Stores Management	12 - 16 Aug 2018	Kuala Lumpur
32.	Effective Purchasing and Contract Negotiation Strategie1	20 - 24 Aug 2018	Cairo
33.	Excellence in Warehouse and Inventory 10 DAYS	26 - 30 Aug 2018	Kuala Lumpur
34.	Bidding, Evaluation, Negotiation & Contract Award	02 - 06 Sep 2018	Dubai
35.	Fundamental of Project Budgeting& Cost Management	09 - 13 Sep 2018	Kuwait
36.	Global Procurement and Supply Chain Management for the Oil& Gas Industry	16 - 20 Sep 2018	Sharm El-Sheikh
37.	Logistics & Supply Chain Management	23 - 27 Sep 2018	Cairo
38.	Managing Vendor Qualification, Performance & Contract Compliance	01 - 05 Oct 2018	Singapore

39.	Mini MBA Procurement Professionals	07 - 11 Oct 2018	Kuala Lumpur
40.	Managing& Negotiating with Consultants & Contractors	14 - 18 Oct 2018	Dubai
41.	Performing a Procurement GAP Analysis	21 - 25 Oct 2018	Cairo
42.	Quantitative Risk Analysis	28 Oct - 01 Nov 2018	Kuala Lumpur
43.	Strategic Cost and Value Management in the Supply Chain	04 - 08 Nov 2018	Singapore
44.	Procurement and Supply Chain Management Best Practices	11 - 15 Nov 2018	Dubai
45.	Supplier Relationship Management(SRM) and Operational Excellence	18 - 22 Nov 2018	Cairo
46.	Procurement Best Practices	25 - 29 Nov 2018	Kuala Lumpur
47.	Supply Market Analysis	02 - 06 Dec 2018	Dubai
48.	Project Control, Planning Scheduling and Cost Management	09 - 13 Dec 2018	Cairo
49.	The Purchasing& Contracts Masterclass	16 - 20 Dec 2018	Kuala Lumpur
50.	Project Procurement Management	23 - 27 Dec 2018	Kuwait
51.	Warehouse AND Stores Management	06-12 Jan 2019	Dubai
52.	Effective Purchasing and Contract Negotiation Strategie1	13– 17 Jan 2019	Cairo
53.	Excellence in Warehouse and Inventory 10 DAYS	20 – 24 Jan 2019	Kuala Lumpur
54.	Bidding, Evaluation, Negotiation & Contract Award	03 – 07 Feb 2019	Dubai
55.	Fundamental of Project Budgeting& Cost Management	10 – 14 Feb 2019	Kuala Lumpur
56.	Global Procurement and Supply Chain Management for the Oil& Gas Industry	17 – 21 Feb 2019	Kuwait
57.	Logistics & Supply Chain Management	24 – 28 March 2019	Dubai