



ANNUAL PLAN 2024



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ABOUT US

ABOUT TC TRAINING CENTER

TC TRAINING CENTER IS LOCATED IN DOWNTOWN KUALA LUMPUR, MALAYSIA, NEXT TO THE TWIN TOWERS PETRONAS. AND ITS SUBSIDIARY OF (TC OF TC SDN BHD)(1060702-W), THE MAIN OBJECTIVE OF THE CENTER IS TO PROVIDE TRAINING, ADVISORY SERVICES AND STRATEGIC SOLUTIONS THROUGH A GROUP OF AGENTS, REPRESENTATIVES AND PARTNERSHIPS AROUND THE WORLD, AND SEEKS TO PROVIDE ITS SERVICES IN THE REGIONAL AND INTERNATIONAL LEVEL.

WHO WE ARE?

TC TRAINING CENTER TEAM IS A GROUP OF TRAINING EXPERTS AND CONSULTANTS WITH LONG EXPERIENCE AND PRACTICAL EXPERIENCE WHO HOLD HIGHER DEGREES IN SPECIALIZATION FROM INTERNATIONALLY RECOGNIZED UNIVERSITIES AND HAVE LONG EXPERIENCE IN LOCAL AND REGIONAL TRAINING, HOWEVER, OUR MOTTO IS ALWAYS EXCELLENCE THROUGH EXPERIENCE AND OFFERS TO TRAINEES. AT TC TRAINING CENTER, WE ARE COMMITTED TO CONTINUOUSLY IMPROVING TRAINING STANDARDS AND PRACTICES THROUGH COLLABORATION WITH DISTINGUISHED LOCAL, REGIONAL AND INTERNATIONAL UNIVERSITIES, AS WELL AS ACHIEVING GREATER FOREIGN ACCREDITATION BY INTERNATIONALLY QUALIFIED BODIES. TC TRAINING CENTER IS APPROVED BY THE INTERNATIONAL FEDERATION OF TRAINING AND DEVELOPMENT ORGANIZATIONS (IFTDO) NO. (667), PARTNER NETWORK BY ORACLE ENROLMENT ID: 1067055, APPROVED BY HR CERTIFICATION INSTITUTE (HRCI) NO. (603831), APPROVED BY INSTITUTE OF ASSET MANAGEMENT (IAM) NO. (4000020), APPROVED BY SURUHANJAYA SYARIKAT MALAYSIA (SSM) NO. (1060702-W), APPROVED BY DEWAN BANDARAYA KUALA LUMPUR (DBKL) NO. (DBKL.JPPP/PR01/0835/10/2016).

OUR VISION:

OUR VISION AT TC TRAINING CENTER IS TO BE A LEADING AND DISTINGUISHED CENTER IN THE FIELD OF TRAINING AND EDUCATION IN THE PREPARATION OF TRAINEES IN VARIOUS FIELDS PROFESSIONALLY BY PROVIDING TRAINING COURSES THAT ARE QUALITY AND CONFORM TO INTERNATIONAL STANDARDS.

OUR MISSION:

WE AIM TO PREPARE, DEVELOP, AND PROVIDE TRAINING AND TRAINING PROGRAMS THAT ARE INTERNATIONALLY RECOGNIZED IN THE FIELD OF HUMAN DEVELOPMENT, WHETHER FOR INDIVIDUALS, COMPANIES OR GOVERNMENTAL INSTITUTIONS THROUGH THE APPLICATION OF THE LATEST TECHNOLOGIES AND METHODOLOGIES NECESSARY TO ENHANCE OUR SERVICES. PROVIDING MARKET REQUIREMENTS IN THE FIELDS OF TRAINING IS ONE OF OUR MAIN OBJECTIVES.

IMPROVE THE CAPABILITIES OF TRAINEES FROM ALL SECTORS TARGETED BY THE GOVERNMENT SECTOR AND THE PRIVATE SECTOR IN THEIR RESPECTIVE FIELDS AND SPECIALIZED IN ORDER TO RAISE THE LEVEL OF EFFICIENCY OF THEIR PERFORMANCE

OUR CORE VALUES ARE:

- INTEGRITY
- HONESTY
- CONTINUOUS IMPROVEMENT
- ACCOUNTABILITY



TC TRAINING CENTER ACCREDITATIONS & PARTNER



OUR CENTER IS ACCREDITED BY IFTDO

International Federation of Training
& Development Organizations in the UK
Membership No (667)
www.iftdo.net

OUR CENTER IS ACCREDITED BY PEOPLECERT

- ITIL 4 Foundation
 - ITIL 4 Specialist Create, Deliver & Support
 - ITIL 4 Specialist Drive Stakeholder Value
- www.peoplecert.org



OUR CENTER IS ACCREDITED BY (SSM)

Suruhanjaya Syarikat Malaysia
In Malaysia
Reg.No. (1060702-W)
www.ssm.com.my

OUR CENTER IS ACCREDITED BY IAM

Institute of Asset Management
In The USA
Membership No (4000020)
www.theiam.org



OUR CENTER IS ACCREDITED BY HRCI

HR Certification Institute
In The USA
Membership No (603831)
www.recert.hrci.org



TC TRAINING CENTER ACCREDITATIONS & PARTNER



OUR CENTER IS LICENSED BY PEOPLECERT

- PeopleCert Scrum Master 1
 - PeopleCert Scrum Master 2
- www.peoplecert.org

OUR CENTER IS PARTNER WITH COREACH

(Previously Reach2Change)
Saudi Arabia Since: 2018
www.coreach.co



OUR CENTER IS PARTNER WITH ORACLE PARTNER NETWORK

In The USA
Enrolment ID: 1067055
www.oracle.com



OUR CENTER IS PARTNER WITH ICCCI

Iraqi Canadian Chamber Of Commerce &
Industry Canada Since: 2018
www.ccci.ca



OUR CENTER IS LICENSED BY (PEOPLECERT)

- PeopleCert DevOps Fundamentals
 - DevOps Leadership (PeopleCert)
- www.peoplecert.org



TC TRAINING CENTER ACCREDITATIONS & PARTNER



OUR CENTER IS LICENSED BY (PEOPLECERT)

- Software Development Skills Foundation (JavaScript)
- Software Development Skills Foundation (Python)
- Software Development Skills Advanced (C#)

www.peoplecert.org

OUR CENTER IS LICENSED BY (PEOPLECERT)

- Prince2 Agile Foundation
- Prince2 Agile Practitioner

www.peoplecert.org



ACCREDITED TRAINING ORGANIZATION
PeopleCert ON BEHALF OF AXELOS



ACCREDITED TRAINING ORGANIZATION
PeopleCert ON BEHALF OF AXELOS

OUR CENTER IS LICENSED BY (PEOPLECERT)

- Prince2 Foundation V2017
- Prince2 Practitioner V2017
- Prince2 Agile Foundation

www.peoplecert.org

OUR PARTNER SIKKA HOLIDAYS SDN BHD

Sikka Holidays SDN BHD

Reg.No

(1480375-T)

www.sikkaholidays.com



سكة
Sikka Holidays



OUR CENTER IS PARTNER WITH CEETA

CEETA College of English Education
& Training Australia
Since: 2018

www.ceetacolleg.gld.edu.au

SOME OF TC TRAINING CENTER CLIENTS



مطارات عُمان
Oman Airports



هيئة الربط الكهربائي
لدول مجلس التعاون لدول الخليج العربية
GCC Interconnection Authority



وزارة المالية
Ministry of Finance

BAE SYSTEMS

مركز الملك سلمان
للإغاثة والأعمال الإنسانية
KING SALMAN
HUMANITARIAN AID & RELIEF CENTRE



SOME OF TC TRANING CENTER CERTIFICATE

MEM No. AM 691



Connecting the world's Human Resources Leadership and high performance practitioners

INTERNATIONAL FEDERATION OF TRAINING & DEVELOPMENT ORGANISATIONS (IFTDO)

CERTIFICATE OF MEMBERSHIP

This is to certify that

TC TRAINING CENTER, MALAYSIA

is an Associate Member in good standing of IFTDO for the period

2023

Issued: Dr. Uddesh Kohli,
Secretary General



International Federation of Training and Development Organization
IFTDO is registered in the United Kingdom as not-for-profit Organization (No. 1829725) and Charity (No. 326633)



Hereby Certifies That

TC Training Center

Is An

HR Certification Institute Approved Provider



From: March 1, 2023

To: February 28, 2024

And Is Authorized To Use The "Approved Provider" Seal With HR-Related Continuing Education Workshops and Seminars Within The Dates Specified Above

Date: February 1, 2023

Attest:

SOME OF TC TRAINING CENTER CERTIFICATE



This document certifies that
TC Training Center

was admitted to membership of
The Institute of Asset Management
in the class of

Corporate Member

and is entitled to the benefits and rights explained in our constitution
and voluntarily agrees to abide by our Code of Conduct.

Whilst membership of the Institute remains current this Member is entitled
to use the membership mark shown.



Signed: *David Y. Geron*

Chief Executive

Member Number: 4000020

Date of Issue: 19th June 2018

This certificate remains the property of the IAM and must be returned
on cessation of membership or on the request of the Institute.

www.theIAM.org



Please note that an authorised certificate
bears the imprint of our seal



TRAINING CATEGORY

MANAGEMENT & LEADERSHIP SYSTEMS	01
SECRETARIAL & OFFICE ADMINISTRATION	02
PROJECT MANAGEMENT & MUNICIPALITIES	03
HUMAN RESOURCES & TRAINING MANAGEMENT	04
MEDIA & PUBLIC RELATIONS	05
LAW, CONTRACTS MANAGEMENT & TENDERS	06
FINANCE, ACCOUNTING & BUDGETING	07
PURCHASES, WAREHOUSES& LOGISTICS SERVICES	08
TECHNICAL ENGINEERING & MAINTENANCE	09
INFORMATION TECHNOLOGY & SECURITY	10
HEALTH & SAFETY & ENVIRONMENT	11
BANKS, STOCK EXCHANGE, INSURANCE & INVESTMENT	12
OIL & GAS TECHNOLOGY	13

MANAGEMENT & LEADERSHIP SYSTEMS

#	NAME	DATE	TRAINING TYPE
01	ACHIEVING LEADERSHIP EXCELLENCE	05 - 09/MAR	ONLINE - FACE TO FACE
02	ACHIEVING LEADERSHIP EXCELLENCE STRATEGIC PLANNING & MANAGEMENT OF CORPORATE COMMUNICATIONS	12 - 16/MAR	ONLINE - FACE TO FACE
03	ACHIEVING MARKETING EXCELLENCE IN SERVICE ORGANIZATIONS	19 - 23/MAR	ONLINE - FACE TO FACE
04	ADVANCED DATA ANALYSIS TECHNIQUES	26 - 30/MAR	ONLINE - FACE TO FACE
05	ADVANCED MEDIATION SKILLS	02 - 06/APR	ONLINE - FACE TO FACE
06	ADVANCED NEGOTIATION SKILLS	09 - 13/APR	ONLINE - FACE TO FACE
07	ADVANCED SAFETY LEADERSHIP	16 - 20/APR	ONLINE - FACE TO FACE
08	ADVANCED SOCIAL MEDIA TRAINING	23 - 27/APR	ONLINE - FACE TO FACE
09	ADVANCED SUPERVISORY SKILLS	07 - 11/MAY	ONLINE - FACE TO FACE
10	BUILDING CORE LEADERSHIP, SUPERVISORY & TEAM COMPETENCIES	18 - 22/JUNE	ONLINE - FACE TO FACE
11	BUILDING CORE SUPERVISORY COMPETENCIES	25 - 29/JUNE	ONLINE - FACE TO FACE
12	BUILDING PERSONAL LEADERSHIP SKILLS	02 - 06/JULY	ONLINE - FACE TO FACE
13	BUILDING PERSONAL LEADERSHIP SKILLS DISRUPTIVE INNOVATION & SOLUTIONS IN CHANGE (D.I.S.C.)	09 - 13/JULY	ONLINE - FACE TO FACE
14	BUILDING SKILLS FOR WORKING IN TEAMS	16 - 20/JULY	ONLINE - FACE TO FACE
15	BUSINESS FUNDAMENTALS: PROFESSIONAL WRITING & SPEAKING SKILLS	23 - 27/JULY	ONLINE - FACE TO FACE
16	BUSINESS IMPROVEMENT & QUALITY TECHNIQUES	06 - 10/AUG	ONLINE - FACE TO FACE
17	BUSINESS PROCESS ANALYSIS & MODELLING	13 - 17/AUG	ONLINE - FACE TO FACE
18	BUSINESS SYSTEM ANALYSIS: DISCOVERING, ANALYSING, MODELLING & SPECIFYING USER REQUIREMENTS	27 - 31/AUG	ONLINE - FACE TO FACE
19	CORPORATE SOCIAL RESPONSIBILITY	03 - 07/SEP	ONLINE - FACE TO FACE
20	CREATIVE STRATEGIC PLANNING & LEADERSHIP	10 - 14/SEP	ONLINE - FACE TO FACE
21	CUSTOMER FOCUSED MANAGEMENT	17 - 21/SEP	ONLINE - FACE TO FACE
22	CUSTOMER PROFILING TECHNIQUES & PROCEDURES	24 - 28/SEP	ONLINE - FACE TO FACE
23	CUSTOMER-FOCUSED SELLING STRATEGIES	01 - 05/OCT	ONLINE - FACE TO FACE
24	DATA ANALYSIS TECHNIQUES	08 - 12/OCT	ONLINE - FACE TO FACE

MANAGEMENT & LEADERSHIP SYSTEMS

#	NAME	DATE	TRAINING TYPE
25	DEVELOPING EXCELLENCE IN PEOPLE LEADERSHIP	15 - 19/OCT	ONLINE - FACE TO FACE
26	DEVELOPING KEY LEADERSHIP SKILLS TO DELIVER BETTER PROJECTS	22 - 26/OCT	ONLINE - FACE TO FACE
27	DISPUTE MANAGEMENT & AVOIDANCE IN THE ENERGY SECTOR	05 - 09/NOV	ONLINE - FACE TO FACE
28	DYNAMICS OF LEADERSHIP	12 - 16/NOV	ONLINE - FACE TO FACE
29	EFFECTIVE PRESENTATION SKILLS FOR FINANCE PROFESSIONALS	19 - 23/NOV	ONLINE - FACE TO FACE
30	EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS	26 - 30/NOV	ONLINE - FACE TO FACE
31	ESSENTIAL FACILITATION SKILLS AND THE PSYCHOLOGY OF GROUPS	03 - 07/DEC	ONLINE - FACE TO FACE
32	ESSENTIAL MANAGEMENT SKILLS FOR ADMINISTRATORS	10 - 14/DEC	ONLINE - FACE TO FACE
33	ESSENTIALS OF BALANCED SCORECARD	17 - 21/DEC	ONLINE - FACE TO FACE
34	ESSENTIALS OF QUALITY ASSURANCE	24 - 28/DEC	ONLINE - FACE TO FACE
35	GLOBAL ENERGY MARKETS & PRICING	05 - 09/MAR	ONLINE - FACE TO FACE
36	HR PROCESSES, CULTURE, & CHANGE MANAGEMENT PROGRAMME	12 - 16/MAR	ONLINE - FACE TO FACE
37	IMPROVING OPERATION PERFORMANCE AND PRODUCTIVITY	19 - 23/MAR	ONLINE - FACE TO FACE
38	INCIDENT & CRISIS RESPONSE COMMUNICATION SKILLS	26 - 30/MAR	ONLINE - FACE TO FACE
39	INTERNAL CONSULTANCY SKILLS AT WORK	02 - 06/APR	ONLINE - FACE TO FACE
40	LEADERSHIP AND MANAGEMENT	09 - 13/APR	ONLINE - FACE TO FACE
41	LEADERSHIP DEVELOPMENT: SELF-AWARENESS, SKILLS & STRATEGIES STRATEGIC PLANNING USING THE BALANCED	16 - 20/APR	ONLINE - FACE TO FACE
42	LEADERSHIP, COMMUNICATIONS & INTERPERSONAL SKILLS	23 - 27/APR	ONLINE - FACE TO FACE
43	LEADERSHIP, CRITICAL THINKING & INNOVATION	07 - 11/MAY	ONLINE - FACE TO FACE
44	LEADING & MANAGING CHANGE	18 - 22/JUNE	ONLINE - FACE TO FACE
45	LEADING FOR ORGANISATIONAL IMPACT LEADERSHIP, CRITICAL THINKING & INNOVATION	25 - 29/JUNE	ONLINE - FACE TO FACE
46	LEADING FOR STRATEGIC SUCCESS	02 - 06/JULY	ONLINE - FACE TO FACE
47	LEADING HIGH PERFORMING TEAMS	09 - 13/JULY	ONLINE - FACE TO FACE
48	LEADING THROUGH VUCA (VOLATILITY, UNCERTAINTY, COMPLEXITY & AMBIGUITY)	16 - 20/JULY	ONLINE - FACE TO FACE

MANAGEMENT & LEADERSHIP SYSTEMS

#	NAME	DATE	TRAINING TYPE
49	LEAN 6 SIGMA GREEN BELT PROGRAM	23 - 27/JULY	ONLINE - FACE TO FACE
50	MANAGING & MOTIVATING TOWARDS EXCELLENCE	06 - 10/AUG	ONLINE - FACE TO FACE
51	MANAGING AND MEASURING TRAINING, LEARNING AND DEVELOPMENT	13 - 17/AUG	ONLINE - FACE TO FACE
52	MANAGING CONFLICTS & DIFFICULT SITUATIONS	27 - 31/AUG	ONLINE - FACE TO FACE
53	MANAGING RADICAL CHANGE FOR HIGH GROWTH	03 - 07/ SEP	ONLINE - FACE TO FACE
54	MARKET LEADERSHIP & MARKETING STRATEGIES	10 - 14/ SEP	ONLINE - FACE TO FACE
55	MARKETING COMMUNICATION	17 - 21/ SEP	ONLINE - FACE TO FACE
56	MARKETING STRATEGIES AND PLANNING	24 - 28/ SEP	ONLINE - FACE TO FACE
57	MASTERING CORPORATE COMMUNICATIONS	01 - 05/OCT	ONLINE - FACE TO FACE
58	MASTERING ENTREPRENEURSHIP	08 - 12/OCT	ONLINE - FACE TO FACE
59	MASTERING PEOPLE MANAGEMENT & TEAM LEADERSHIP	15 - 19/OCT	ONLINE - FACE TO FACE
60	MASTERING WORKFLOW: COLLECT, PROCESS, ORGANISE REVIEW & PERFORM	22 - 26/OCT	ONLINE - FACE TO FACE
61	MAXIMISING YOUR LEADERSHIP EFFECTIVENESS	05 - 09/NOV	ONLINE - FACE TO FACE
62	MEASURING AND MANAGING CUSTOMER SATISFACTION	12 - 16/NOV	ONLINE - FACE TO FACE
63	MOTIVATING, COACHING, COUNSELLING & MENTORING	19 - 23/NOV	ONLINE - FACE TO FACE
64	NEGOTIATION AND CONFLICT MANAGEMENT IN ORGANISATIONS	26 - 30/NOV	ONLINE - FACE TO FACE
65	NEXT GENERATION LEADERSHIP	03 - 07/DEC	ONLINE - FACE TO FACE
66	OPERATIONAL EXCELLENCE: MANAGING PERFORMANCE	10 - 14/DEC	ONLINE - FACE TO FACE
67	PERSONAL EFFECTIVENESS & INFLUENCING SKILLS	17 - 21/DEC	ONLINE - FACE TO FACE
68	PLANNING SPECIALIST LEADERSHIP DEVELOPMENT: SELF-AWARENESS, SKILLS & STRATEGIES	24 - 28/DEC	ONLINE - FACE TO FACE
69	PRIORITY MANAGEMENT	05 - 09/MAR	ONLINE - FACE TO FACE
70	PROBLEM SOLVING & DECISION MAKING SKILLS FOR ENGINEERS AND TECHNICAL PROFESSIONALS	12 - 16/MAR	ONLINE - FACE TO FACE
71	PUBLIC SECTOR MANAGEMENT, GOVERNANCE & FISCAL SUSTAINABILITY TECHNIQUES	19 - 23/MAR	ONLINE - FACE TO FACE
72	RESULT-BASED MANAGEMENT (RBM)	26 - 30/MAR	ONLINE - FACE TO FACE

MANAGEMENT & LEADERSHIP SYSTEMS

#	NAME	DATE	TRAINING TYPE
73	ROOT CAUSE ANALYSIS (RCA)	02 - 06/ APR	ONLINE - FACE TO FACE
74	SERVICE LEVEL AGREEMENTS	09 - 13/ APR	ONLINE - FACE TO FACE
75	SETTING PRIORITIES, TIME MANAGEMENT & STRESS REDUCTION	16 - 20/ APR	ONLINE - FACE TO FACE
76	STAKEHOLDER MANAGEMENT: INFLUENCING & NEGOTIATING	23 - 27/ APR	ONLINE - FACE TO FACE
77	STRATEGIC AWARENESS AND BUSINESS	07 - 11/MAY	ONLINE - FACE TO FACE
78	STRATEGIC EVENT MANAGEMENT	18 - 22/JUNE	ONLINE - FACE TO FACE
79	STRATEGIC HR BUSINESS PARTNER	25 - 29/JUNE	ONLINE - FACE TO FACE
80	STRATEGIC INTERNAL COMMUNICATION SKILLS	02 - 06/JULY	ONLINE - FACE TO FACE
81	STRATEGIC PLANNING & GOAL SETTING: SETTING BUSINESS GOALS, TARGETS & DELIVERABLES	09 - 13/JULY	ONLINE - FACE TO FACE
82	STRATEGIC PLANNING & MANAGEMENT OF CORPORATE COMMUNICATIONS	16 - 20/JULY	ONLINE - FACE TO FACE
83	STRATEGIC PLANNING AND EXECUTION	23 - 27/JULY	ONLINE - FACE TO FACE
84	STRATEGIC PLANNING USING THE BALANCED SCORECARD: TURNING STRATEGY INTO REALITY	06 - 10/AUG	ONLINE - FACE TO FACE
85	STRATEGIC THINKING & BUSINESS PLANNING	13 - 17/AUG	ONLINE - FACE TO FACE
86	STRATEGIC THINKING, ANALYSIS AND PLANNING	27 - 31/AUG	ONLINE - FACE TO FACE
87	STRATEGY & BUSINESS ANALYSIS	03 - 07/ SEP	ONLINE - FACE TO FACE
88	STRATEGY & STRATEGIC PLANNING	10 - 14/ SEP	ONLINE - FACE TO FACE
89	STRATEGY BUILDING & SUSTAINING COMPETITIVE ADVANTAGE	17 - 21/ SEP	ONLINE - FACE TO FACE
90	THE CHALLENGE OF GLOBALISATION	24 - 28/ SEP	ONLINE - FACE TO FACE
91	THE COMPETENT MANAGER	01 - 05/OCT	ONLINE - FACE TO FACE
92	THE COMPLETE COURSE ON HOW TO SUPERVISE PUBLIC SECTOR	08 - 12/OCT	ONLINE - FACE TO FACE
93	THE EFFECTIVE TEAM LEADER SEMINAR (WORKSHOP)	15 - 19/OCT	ONLINE - FACE TO FACE
94	THE MANAGEMENT & LEADERSHIP DEVELOPMENT PROGRAMME	22 - 26/OCT	ONLINE - FACE TO FACE
95	THE MIDDLE MANAGER DEVELOPMENT PROGRAMME	05 - 09/NOV	ONLINE - FACE TO FACE
96	THE STRATEGIC LEADER	12 - 16/NOV	ONLINE - FACE TO FACE

SECRETARIAL & OFFICES ADMINISTRATION

#	NAME	DATE	TRAINING TYPE
01	ADVANCED OFFICE MANAGEMENT & EFFECTIVE ADMINISTRATION SKILLS	05 - 09/MAR	ONLINE - FACE TO FACE
02	BUSINESS FUNDAMENTALS: PROFESSIONAL WRITING & SPEAKING SKILLS	12 - 16/MAR	ONLINE - FACE TO FACE
03	DEVELOPING CORE SKILLS FOR ADMINISTRATORS & SECRETARIES	19 - 23/MAR	ONLINE - FACE TO FACE
04	PROFESSIONAL SKILLS FOR ADMINISTRATORS & SECRETARIES	26 - 30/MAR	ONLINE - FACE TO FACE
05	FINANCE & ACCOUNTING FOR OFFICE ADMINISTRATORS & SECRETARIES	02 - 06/APR	ONLINE - FACE TO FACE
06	ESSENTIAL MANAGEMENT SKILLS FOR ADMINISTRATORS	09 - 13/APR	ONLINE - FACE TO FACE
07	ADVANCED OFFICE MANAGEMENT & EFFECTIVE ADMINISTRATION SKILLS	16 - 20/APR	ONLINE - FACE TO FACE
08	THE SENIOR SECRETARY DEVELOPMENT PROGRAMME	23 - 27/APR	ONLINE - FACE TO FACE
09	MANAGEMENT INFORMATION & DOCUMENTATION	07 - 11/MAY	ONLINE - FACE TO FACE
10	DATA ANALYSIS AND REPORTING TECHNIQUES	18 - 22/JUNE	ONLINE - FACE TO FACE
11	COMPETENCE DEVELOPMENT MASTERCLASS FOR SECRETARIES AND ADMINISTRATORS	25 - 29/JUNE	ONLINE - FACE TO FACE
12	THE USE OF INFORMATION TECHNOLOGY AND COMMUNICATION NETWORKS AT ORGANIZING AND ADMINISTRATING OFFICES	02 - 06/JULY	ONLINE - FACE TO FACE
13	THE SENIOR SECRETARY DEVELOPMENT PROGRAM	09 - 13/JULY	ONLINE - FACE TO FACE
14	SUPERVISORY STRATEGIES & STRATEGIC THINKING FOR SENIOR MANAGEMENT OFFICE MANAGERS	16 - 20/JULY	ONLINE - FACE TO FACE
15	SKILLS OF SENIOR EXECUTIVE RESPONSIBLE AND LEADERS OFFICES MANAGEMENT	23 - 27/JULY	ONLINE - FACE TO FACE
16	SIMPLIFICATION OF PROCEDURES AND WORKFLOW FOR OFFICE MANAGERS & SECRETARIAL	06 - 10/AUG	ONLINE - FACE TO FACE
17	PROFESSIONAL SKILLS FOR ADMINISTRATORS AND SECRETARIES	13 - 17/AUG	ONLINE - FACE TO FACE
18	MANAGERIAL AND BEHAVIOURAL SKILLS FOR OFFICE MANAGERS & SECRETARIES	27 - 31/AUG	ONLINE - FACE TO FACE
19	ADVANCED ARCHIVING MANAGEMENT	03 - 07/SEP	ONLINE - FACE TO FACE
20	INFORMATION AND DOCUMENTATION COMPLIANCE	10 - 14/SEP	ONLINE - FACE TO FACE
21	DOCUMENTATION & ELECTRONIC ARCHIVING USING COMPUTERS- REDUCING THE USE OF PLAIN PAPER	17 - 21/SEP	ONLINE - FACE TO FACE
22	ADVANCED OFFICE MANAGEMENT & EFFECTIVE ADMINISTRATION SKILLS	24 - 28/SEP	ONLINE - FACE TO FACE
23	OFFICE MANAGEMENT FOR SENIOR MANAGERS AND VIPS	01 - 05/OCT	ONLINE - FACE TO FACE
24	MODERN TECHNOLOGIES IN DOCUMENT MANAGEMENT AND ELECTRONIC ARCHIVING	08 - 12/OCT	ONLINE - FACE TO FACE
25	ADVANCED AND ADVANCED PROGRAM TO DEVELOP THE SKILLS OF MANAGERS OF THE OFFICES OF LEADERS, MINISTERS, DEPUTIES AND DIRECTORS	15 - 19/OCT	ONLINE - FACE TO FACE

PROJECT MANAGEMENT & MUNICIPALITIES

#	NAME	DATE	TRAINING TYPE
01	ADVANCED PROJECT MANAGEMENT / PMP® EXAM PREPARATION	05 - 09/MAR	ONLINE - FACE TO FACE
02	APPLYING PROJECT CONTROL: PROJECT MONITORING, REPORTING & CONTROL	12 - 16/MAR	ONLINE - FACE TO FACE
03	COMMERCIAL AND BUSINESS CONTRACTS	19 - 23/MAR	ONLINE - FACE TO FACE
04	CONCRETE STRUCTURE DESIGNING FOR INDUSTRIAL PROJECTS	26 - 30/MAR	ONLINE - FACE TO FACE
05	CONSTRUCTION SUPERVISION SKILLS	02 - 06/APR	ONLINE - FACE TO FACE
06	CONTRACT & PROJECT RISK MANAGEMENT& COMPLIANCE	09 - 13/APR	ONLINE - FACE TO FACE
07	CONTRACT RISK MANAGEMENT & COMPLIANCE	16 - 20/APR	ONLINE - FACE TO FACE
08	DATA ANALYSIS AND REPORTING TECHNIQUES	23 - 27/APR	ONLINE - FACE TO FACE
09	DECISION MAKING IN PROJECTS	07 - 11/MAY	ONLINE - FACE TO FACE
10	DEVELOPING KEY LEADERSHIP SKILLS TO DELIVER BETTER PROJECTS	18 - 22/JUNE	ONLINE - FACE TO FACE
11	EFFECTIVE CONTRACTOR MANAGEMENT IN MAINTENANCE & TECHNICAL PROJECTS	25 - 29/JUNE	ONLINE - FACE TO FACE
12	EFFECTIVE PROJECT COORDINATION & MANAGEMENT	02 - 06/JULY	ONLINE - FACE TO FACE
13	EXTERNAL PROJECT MANAGEMENT & INTEGRATED SERVICES APPROACH TO WELL CONSTRUCTION	09 - 13/JULY	ONLINE - FACE TO FACE
14	FEASIBILITY ANALYSIS	16 - 20/JULY	ONLINE - FACE TO FACE
15	INTERNATIONAL CONTRACTING	23 - 27/JULY	ONLINE - FACE TO FACE
16	MANAGING & NEGOTIATING WITH CONSULTANTS & CONTRACTORS	06 - 10/AUG	ONLINE - FACE TO FACE
17	MANAGING BUSINESS REQUIREMENTS USING A PROJECT FRAMEWORK	13 - 17/AUG	ONLINE - FACE TO FACE
18	MANAGING PROJECT CONTROL	27 - 31/AUG	ONLINE - FACE TO FACE
19	MANAGING TENDERS, SPECIFICATIONS & CONTRACTS	03 - 07/SEP	ONLINE - FACE TO FACE
20	NEGOTIATING AND MANAGING PPP CONTRACTS	10 - 14/SEP	ONLINE - FACE TO FACE
21	OFFSHORE & MARINE PROJECTS AND RISKS MANAGEMENT	17 - 21/SEP	ONLINE - FACE TO FACE
22	OFFSHORE PROJECT ASSESSMENT	24 - 28/SEP	ONLINE - FACE TO FACE
23	PLANNING, ORGANISING & CONTROLLING PROJECTS	01 - 05/OCT	ONLINE - FACE TO FACE
24	PROCUREMENT MANAGEMENT OF EQUIPMENT AND WORKS FOR WORLD BANK AIDED PROJECTS	08 - 12/OCT	ONLINE - FACE TO FACE

PROJECT MANAGEMENT & MUNICIPALITIES

#	NAME	DATE	TRAINING TYPE
25	PROFESSIONAL PROJECT LEADER	15 - 19/OCT	ONLINE - FACE TO FACE
26	PROJECT ANALYSIS: TOOLS & TECHNIQUES FOR MANAGING RISK & UNCERTAINTY	22 - 26/OCT	ONLINE - FACE TO FACE
27	PROJECT APPRAISAL: FINANCIAL AND ECONOMIC FACTORS	05 - 09/NOV	ONLINE - FACE TO FACE
28	PROJECT APPRAISAL: IDENTIFICATION, POLICY ANALYSIS & SELECTION	12 - 16/NOV	ONLINE - FACE TO FACE
29	PROJECT BUDGETING & COST MANAGEMENT	19 - 23/NOV	ONLINE - FACE TO FACE
30	PROJECT EXECUTION: DESIGN, PROCUREMENT, CONSTRUCT & START-UP	26 - 30/NOV	ONLINE - FACE TO FACE
31	PROJECT FINANCIAL & RISK APPRAISAL	03 - 07/DEC	ONLINE - FACE TO FACE
32	PROJECT PERFORMANCE MEASUREMENT AND MANAGEMENT	10 - 14/DEC	ONLINE - FACE TO FACE
33	PROJECT POLICY & FINANCIAL APPRAISAL	17 - 21/DEC	ONLINE - FACE TO FACE
34	PROJECT RISK MANAGEMENT & COMPLIANCE	24 - 28/DEC	ONLINE - FACE TO FACE
35	STAKEHOLDER MANAGEMENT: INFLUENCING & NEGOTIATING	05 - 09/MAR	ONLINE - FACE TO FACE
36	TECHNICAL PROJECT MANAGEMENT	12 - 16/MAR	ONLINE - FACE TO FACE
37	THE CONTRACTS & PROJECT MANAGEMENT MBA	19 - 23/MAR	ONLINE - FACE TO FACE

HUMAN RESOURCE & TRAINING MANAGEMENT

#	NAME	DATE	TRAINING TYPE
01	ADVANCED SELECTION, INTERVIEWING & RECRUITMENT SKILLS	05 - 09/MAR	ONLINE - FACE TO FACE
02	BASICS OF HUMAN RESOURCES MANAGEMENT	12 - 16/MAR	ONLINE - FACE TO FACE
03	BUILDING PERFORMANCE INDICATORS KPI'S	19 - 23/MAR	ONLINE - FACE TO FACE
04	DATA ANALYSIS AND REPORTING TECHNIQUES	26 - 30/MAR	ONLINE - FACE TO FACE
05	EMPLOYEE RELATIONSHIP SPECIALIST	02 - 06/APR	ONLINE - FACE TO FACE
06	ESSENTIAL FACILITATION SKILLS AND THE PSYCHOLOGY OF GROUPS	09 - 13/APR	ONLINE - FACE TO FACE
07	HR PROCESSES, CULTURE, & CHANGE MANAGEMENT PROGRAMME	16 - 20/APR	ONLINE - FACE TO FACE
08	HUMAN RESOURCES DEVELOPMENT & PERSONNEL MANAGEMENT	23 - 27/APR	ONLINE - FACE TO FACE
09	HUMAN RESOURCES MANAGEMENT STRATEGIES & FUNCTIONAL PERFORMANCE MEASUREMENT	07 - 11/MAY	ONLINE - FACE TO FACE
10	HUMAN RESOURCES STRATEGIES	18 - 22/JUNE	ONLINE - FACE TO FACE
11	INNOVATIONS IN WORKFORCE PLANNING, ORGANIZATIONAL DEVELOPMENT, BUSINESS EFFICIENCY AND ANALYSIS	25 - 29/JUNE	ONLINE - FACE TO FACE
12	INTERNAL CONSULTANCY SKILLS AT WORK	02 - 06/JULY	ONLINE - FACE TO FACE
13	JOB EVALUATION & ANALYSIS - (WORKSHOP)	09 - 13/JULY	ONLINE - FACE TO FACE
14	JOB EVALUATION & ANALYSIS UNDERSTANDING REWARD MANAGEMENT	16 - 20/JULY	ONLINE - FACE TO FACE
15	LEADERSHIP FOR ORGANISATIONAL IMPACT	23 - 27/JULY	ONLINE - FACE TO FACE
16	LINKING TRAINING TO ORGANISATIONAL GOALS	06 - 10/AUG	ONLINE - FACE TO FACE
17	MANAGEMENT AND ORGANIZATION OF TRAINING COURSES	13 - 17/AUG	ONLINE - FACE TO FACE
18	MODERN METHODS IN HUMAN RESOURCE MANAGEMENT H.R.M	27 - 31/AUG	ONLINE - FACE TO FACE
19	PERFORMANCE MANAGEMENT: SETTING OBJECTIVES, AND KPIS	03 - 07/SEP	ONLINE - FACE TO FACE
20	PROFESSIONAL JOB ANALYST	10 - 14/SEP	ONLINE - FACE TO FACE
21	PROFESSIONAL RECRUITMENT ANALYST	17 - 21/SEP	ONLINE - FACE TO FACE
22	PROFESSIONAL TRAINING COORDINATOR	24 - 28/SEP	ONLINE - FACE TO FACE
23	STRATEGIC WORKFORCE PLANNING MASTERCLASS	01 - 05/OCT	ONLINE - FACE TO FACE
24	THE ART OF HUMAN RESOURCE MANAGEMENT	08 - 12/OCT	ONLINE - FACE TO FACE
25	TRAIN THE TRAINER (T.O.T)	15 - 19/OCT	ONLINE - FACE TO FACE

MEDIA AND PUBLIC RELATIONS

#	NAME	DATE	TRAINING TYPE
01	ACHIEVING EXCELLENCE IN CUSTOMER SERVICE	05 - 09/MAR	ONLINE - FACE TO FACE
02	ADVANCED SOCIAL MEDIA TRAINING	12 - 16/MAR	ONLINE - FACE TO FACE
03	CLIENT MANAGEMENT STRATEGIES FOR RETENTION & GROWTH	19 - 23/MAR	ONLINE - FACE TO FACE
04	CUSTOMER FOCUSED MANAGEMENT	26 - 30/MAR	ONLINE - FACE TO FACE
05	CUSTOMER PROFILING TECHNIQUES & PROCEDURES	02 - 06/APR	ONLINE - FACE TO FACE
06	CUSTOMER SERVICE FOR THE PUBLIC SECTOR AND THE ART OF DEALING WITH THE PUBLIC	09 - 13/APR	ONLINE - FACE TO FACE
07	CUSTOMER-FOCUSED SELLING STRATEGIES	16 - 20/APR	ONLINE - FACE TO FACE
08	EFFECTIVE GOVERNMENT RELATIONS FOR THE OIL & GAS SECTOR	23 - 27/APR	ONLINE - FACE TO FACE
09	EVENT MANAGEMENT SPECIALIST	07 - 11/MAY	ONLINE - FACE TO FACE
10	DEALING WITH CUSTOMER COMPLAINTS AND OBJECTIONS	18 - 22/JUNE	ONLINE - FACE TO FACE
11	MEASURING AND MANAGING CUSTOMER SATISFACTION	25 - 29/JUNE	ONLINE - FACE TO FACE
12	MODERN METHODS AND TECHNIQUES IN THE PREPARATION AND ORGANIZATION OF CONFERENCES AND EXHIBITIONS	02 - 06/JULY	ONLINE - FACE TO FACE
13	PLANNING AND MANAGING PR CAMPAIGNS	09 - 13/JULY	ONLINE - FACE TO FACE
14	PROTOCOL & EVENT MANAGEMENT	16 - 20/JULY	ONLINE - FACE TO FACE
15	PUBLIC RELATIONS IN THE OIL AND GAS INDUSTRY	23 - 27/JULY	ONLINE - FACE TO FACE
16	PUBLIC RELATIONS, ORGANIZATION AND MANAGEMENT OF EVENTS, CONFERENCES AND PROTOCOL	06 - 10/AUG	ONLINE - FACE TO FACE
17	SERVICE QUALITY AND EXCELLENCE, BEYOND CUSTOMER SERVICE	13 - 17/AUG	ONLINE - FACE TO FACE
18	SKILLS OF DEALING WITH VIP	27 - 31/AUG	ONLINE - FACE TO FACE
19	STRATEGIES AND PLANS FOR PUBLIC RELATIONS AND PROTOCOL IN PARLIAMENTS	03 - 07/SEP	ONLINE - FACE TO FACE
20	HOW TO DEVELOP SELF AND OVERCOME STRESS	10 - 14/SEP	ONLINE - FACE TO FACE
21	PUBLIC RELATIONS AND BUILDING THE INSTITUTIONAL WORK SYSTEM	17 - 21/SEP	ONLINE - FACE TO FACE
22	MARKETING STRATEGIES FOR MARKET ANALYSIS AND COMPETITORS	24 - 28/SEP	ONLINE - FACE TO FACE
23	ADVANCED CRM CUSTOMER RELATIONSHIP MANAGEMENT	01 - 05/OCT	ONLINE - FACE TO FACE
24	MARKETING FOR CORPORATE SALES AND SALES TEAM MANAGEMENT	08 - 12/OCT	ONLINE - FACE TO FACE
25	MARKETING AND SALES (SKILL - CREATIVITY – EXCELLENCE)	15 - 19/OCT	ONLINE - FACE TO FACE

LAW, CONTRACTS MANAGEMENT & TENDERS

#	NAME	DATE	TRAINING TYPE
01	BIDDING, EVALUATION, NEGOTIATION & CONTRACT AWARD	05 - 09/MAR	ONLINE - FACE TO FACE
02	ADVANCED SOCIAL MEDIA TRAINING	12 - 16/MAR	ONLINE - FACE TO FACE
03	CONTRACT & PROJECT RISK MANAGEMENT& COMPLIANCE	19 - 23/MAR	ONLINE - FACE TO FACE
04	CONTRACT MANAGEMENT FROM PRINCIPLES TO ACTION	26 - 30/MAR	ONLINE - FACE TO FACE
05	CONTRACT RISK MANAGEMENT & COMPLIANCE	02 - 06/APR	ONLINE - FACE TO FACE
06	EFFECTIVE CONTRACTOR MANAGEMENT IN MAINTENANCE & TECHNICAL PROJECTS	09 - 13/APR	ONLINE - FACE TO FACE
07	EFFECTIVE PURCHASING AND CONTRACT NEGOTIATION STRATEGIES	16 - 20/APR	ONLINE - FACE TO FACE
08	EFFECTIVE PURCHASING, SUPPLIER SELECTION & CONTRACT PREPARATION	23 - 27/APR	ONLINE - FACE TO FACE
09	EXTERNAL PROJECT MANAGEMENT & INTEGRATED SERVICES APPROACH TO WELL CONSTRUCTION	07 - 11/MAY	ONLINE - FACE TO FACE
10	MAINTENANCE CONTRACTING & OUTSOURCING	18 - 22/JUNE	ONLINE - FACE TO FACE
11	MANAGING & NEGOTIATING WITH CONSULTANTS & CONTRACTORS	25 - 29/JUNE	ONLINE - FACE TO FACE
12	MANAGING TENDERS, SPECIFICATIONS & CONTRACTS	02 - 06/JULY	ONLINE - FACE TO FACE
13	MANAGING VENDOR QUALIFICATION, PERFORMANCE & CONTRACT COMPLIANCE	09 - 13/JULY	ONLINE - FACE TO FACE
14	NEGOTIATING AND MANAGING PPP CONTRACTS	16 - 20/JULY	ONLINE - FACE TO FACE
15	PROJECT APPRAISAL AND RISK MANAGEMENT	23 - 27/JULY	ONLINE - FACE TO FACE
16	PROJECT APPRAISAL: FINANCIAL AND ECONOMIC FACTORS	06 - 10/AUG	ONLINE - FACE TO FACE
17	PROJECT APPRAISAL: IDENTIFICATION, POLICY ANALYSIS & SELECTION	13 - 17/AUG	ONLINE - FACE TO FACE
18	PROJECT RISK ANALYSIS & MANAGEMENT	27 - 31/AUG	ONLINE - FACE TO FACE
19	STATUTORY, LEGAL AND COMPLIANCE REQUIREMENTS	03 - 07/SEP	ONLINE - FACE TO FACE
20	THE CONTRACTS & PROJECT MANAGEMENT MBA	10 - 14/SEP	ONLINE - FACE TO FACE
21	UNDERSTANDING ENERGY CONTRACTS	17 - 21/SEP	ONLINE - FACE TO FACE
22	NEGOTIATE CONTRACTS AND TENDERS AND LIMIT EXPOSURE TO FINANCIAL AND LEGAL RISKS	24 - 28/SEP	ONLINE - FACE TO FACE
23	ADVANCED PROCEDURES IN THE PREPARATION OF BIDS&TENDERS AND THEIR LEGAL SYSTEMS AND DRAFTING THEIR CONTRACTS	01 - 05/OCT	ONLINE - FACE TO FACE
24	MODERN MATERIALS FOR DRAFTING CONTROL CLAUSES AND CONVENTIONS	08 - 12/OCT	ONLINE - FACE TO FACE
25	WRITING AND DRAFTING CONTRACTS AND COMMERCIAL TENDERS	15 - 19/OCT	ONLINE - FACE TO FACE

FINANCE, ACCOUNTING & BUDGETING

#	NAME	DATE	TRAINING TYPE
01	ACCOUNTING AND THE CALCULATION OF VAT	05 - 09/MAR	ONLINE - FACE TO FACE
02	ACCOUNTING FOR NON - ACCOUNTANTS	12 - 16/MAR	ONLINE - FACE TO FACE
03	ACCOUNTS PAYABLE: FROM ACCOUNTING TO MANAGEMENT (PLANNING, ORGANIZING AND ACHIEVING BEST PRACTICES)	19 - 23/MAR	ONLINE - FACE TO FACE
04	ADVANCED BUDGETING & COST MANAGEMENT	26 - 30/MAR	ONLINE - FACE TO FACE
05	ADVANCED CASH FLOW & WORKING CAPITAL MANAGEMENT	02 - 06/APR	ONLINE - FACE TO FACE
06	ADVANCED FINANCIAL STATEMENTS ANALYSIS	09 - 13/APR	ONLINE - FACE TO FACE
07	ADVANCED SKILLS IN STATISTICAL REPORTING AND COMPARISON TABLES	16 - 20/APR	ONLINE - FACE TO FACE
08	BUDGET PREPARATION SKILLS	23 - 27/APR	ONLINE - FACE TO FACE
09	BUDGET PREPARATION, ALLOCATION & COST CONTROL	07 - 11/MAY	ONLINE - FACE TO FACE
10	BUDGETING, FORECASTING AND THE PLANNING PROCESS	18 - 22/JUNE	ONLINE - FACE TO FACE
11	BUSINESS FINANCIAL & ACCOUNTING SKILLS	25 - 29/JUNE	ONLINE - FACE TO FACE
12	CERTIFIED INTERNAL CONTROL PROFESSIONAL CICP	02 - 06/JULY	ONLINE - FACE TO FACE
13	CHECKING AND REVIEWING THE BUDGET, FINAL ACCOUNTS AND PREPARING REPORTS	09 - 13/JULY	ONLINE - FACE TO FACE
14	CORPORATE FINANCIAL PLANNING, BUDGETING & CONTROL	16 - 20/JULY	ONLINE - FACE TO FACE
15	DATA ANALYSIS AND REPORTING TECHNIQUES	23 - 27/JULY	ONLINE - FACE TO FACE
16	EFFECTIVE PRESENTATION SKILLS FOR FINANCE PROFESSIONALS	06 - 10/AUG	ONLINE - FACE TO FACE
17	ESSENTIALS OF CORPORATE FINANCE	13 - 17/AUG	ONLINE - FACE TO FACE
18	FINANCE & ACCOUNTING FOR OFFICE ADMINISTRATORS & SECRETARIES	27 - 31/AUG	ONLINE - FACE TO FACE
19	FINANCIAL ACCOUNTING & REPORTING	03 - 07/SEP	ONLINE - FACE TO FACE
20	FINANCIAL ANALYSIS & EXECUTIVE MANAGEMENT SKILLS FOR NON-FINANCIAL PROFESSIONALS	10 - 14/SEP	ONLINE - FACE TO FACE
21	FINANCIAL ANALYSIS, MODELLING & FORECASTING	17 - 21/SEP	ONLINE - FACE TO FACE
22	FINANCIAL ANALYSIS, PLANNING & CONTROL	24 - 28/SEP	ONLINE - FACE TO FACE
23	FINANCIAL ANALYSIS, PLANNING & CONTROL BUDGET PREPARATION SKILLS	01 - 05/OCT	ONLINE - FACE TO FACE
24	FINANCIAL ANALYSIS, PLANNING & CONTROL FINANCIAL ANALYSIS, PLANNING & CONTROLLING BUDGETS	08 - 12/OCT	ONLINE - FACE TO FACE

FINANCE, ACCOUNTING & BUDGETING

#	NAME	DATE	TRAINING TYPE
25	FINANCIAL ANALYSIS, PLANNING & CONTROLLING BUDGETS	15 - 19/OCT	ONLINE - FACE TO FACE
26	FINANCIAL MANAGEMENT FOR NON-FINANCIAL PROFESSIONALS	22 - 26/OCT	ONLINE - FACE TO FACE
27	FINANCIAL RISK, ROOT CAUSE ANALYSIS & PROBLEM SOLVING	05 - 09/NOV	ONLINE - FACE TO FACE
28	FINANCIAL STRATEGY	12 - 16/NOV	ONLINE - FACE TO FACE
29	FINANCIAL STRATEGY & ACCOUNTING SKILLS	19 - 23/NOV	ONLINE - FACE TO FACE
30	FUNDAMENTALS OF FINANCE & ACCOUNTING	26 - 30/NOV	ONLINE - FACE TO FACE
31	INSTITUTIONAL GOVERNANCE	03 - 07/DEC	ONLINE - FACE TO FACE
32	PROJECT PERFORMANCE MEASUREMENT AND MANAGEMENT	10 - 14/DEC	ONLINE - FACE TO FACE
33	INTERNATIONAL STANDARDS IN ACCOUNTING AND AUDITING (ISA - IPSAS - IFRS)	17 - 21/DEC	ONLINE - FACE TO FACE
34	MANAGING CORPORATE & ISLAMIC FINANCE AND CORPORATE GOVERNANCE	24 - 28/DEC	ONLINE - FACE TO FACE
35	PREPARATION OF PUBLIC BUDGETS, FINAL ACCOUNTS AND FINANCIAL REPORTS	05 - 09/MAR	ONLINE - FACE TO FACE
36	PROJECT APPRAISAL: FINANCIAL AND ECONOMIC FACTORS NEW	12 - 16/MAR	ONLINE - FACE TO FACE
37	SETTING & CONTROLLING BUDGETS	19 - 23/MAR	ONLINE - FACE TO FACE
38	THE EFFECTIVE FINANCE PROFESSIONAL	09 - 13/APR	ONLINE - FACE TO FACE
39	TREASURY AND RISK MANAGEMENT	16 - 20/APR	ONLINE - FACE TO FACE

PURCHASES, WAREHOUSES & LOGISTICS SERVICES

#	NAME	DATE	TRAINING TYPE
01	ADVANCED LOGISTICS & MATERIAL MANAGEMENT	05 - 09/MAR	ONLINE - FACE TO FACE
02	ADVANCED TENDERING PROCEDURES & BID EVALUATION	12 - 16/MAR	ONLINE - FACE TO FACE
03	BIDDING, EVALUATION, NEGOTIATION & CONTRACT AWARD	19 - 23/MAR	ONLINE - FACE TO FACE
04	DATA ANALYSIS AND REPORTING TECHNIQUES	26 - 30/MAR	ONLINE - FACE TO FACE
05	EFFECTIVE PURCHASING AND CONTRACT NEGOTIATION STRATEGIES	02 - 06/APR	ONLINE - FACE TO FACE
06	EFFECTIVE PURCHASING, TENDERING & SUPPLIER SELECTION	09 - 13/APR	ONLINE - FACE TO FACE
07	EXCELLENCE IN WAREHOUSE AND INVENTORY	16 - 20/APR	ONLINE - FACE TO FACE
08	INVENTORY & STOCK CONTROL MANAGEMENT	23 - 27/APR	ONLINE - FACE TO FACE
09	LOGISTICS & SUPPLY CHAIN MANAGEMENT	07 - 11/MAY	ONLINE - FACE TO FACE
10	MANAGING TENDERS, SPECIFICATIONS & CONTRACTS	18 - 22/JUNE	ONLINE - FACE TO FACE
11	METHODS & TECHNIQUES TO IMPROVE THE EFFICIENCY, PERFORMANCE AND SAFETY IN WAREHOUSE	25 - 29/JUNE	ONLINE - FACE TO FACE
12	NEGOTIATING AND MANAGING PPP CONTRACTS	02 - 06/JULY	ONLINE - FACE TO FACE
13	PERFORMING A PROCUREMENT GAP ANALYSIS	09 - 13/JULY	ONLINE - FACE TO FACE
14	PROCUREMENT AND SUPPLY CHAIN MANAGEMENT BEST PRACTICES	16 - 20/JULY	ONLINE - FACE TO FACE
15	PROCUREMENT BEST PRACTICES	23 - 27/JULY	ONLINE - FACE TO FACE
16	PROCUREMENT MANAGEMENT OF EQUIPMENT AND WORKS FOR WORLD BANK AIDED PROJECTS EFFECTIVE PURCHASING & TENDERING	06 - 10/AUG	ONLINE - FACE TO FACE
17	STRATEGIC COST AND VALUE MANAGEMENT IN THE SUPPLY CHAIN	13 - 17/AUG	ONLINE - FACE TO FACE
18	STRATEGIC SOURCING: THE OPTIMUM APPROACH TO BUYING	27 - 31/AUG	ONLINE - FACE TO FACE
19	SUPPLY MARKET ANALYSIS	03 - 07/SEP	ONLINE - FACE TO FACE
20	THE CHALLENGE OF GLOBALISATION	10 - 14/SEP	ONLINE - FACE TO FACE
21	TRAINING ON OPENING ENVELOPES OF TENDERS AND INVITATIONS	17 - 21/SEP	ONLINE - FACE TO FACE
22	WAREHOUSE & STORES MANAGEMENT	24 - 28/SEP	ONLINE - FACE TO FACE
23	WAREHOUSE OPERATIONS AND MANAGEMENT	01 - 05/OCT	ONLINE - FACE TO FACE
24	DESIGN, EVALUATION AND CONTRACT MANAGEMENT	08 - 12/OCT	ONLINE - FACE TO FACE
25	MODERN TECHNIQUES FOR PLANNING, ACCOUNTING AND WAREHOUSE CONTROL	15 - 19/OCT	ONLINE - FACE TO FACE

TECHNICAL, ENGINEERING & MAINTENANCE

#	NAME	DATE	TRAINING TYPE
01	ACHIEVING CMMS DATA INTEGRITY	05 - 09/MAR	ONLINE - FACE TO FACE
02	ADVANCED CIRCUIT BREAKER OPERATION AND MAINTENANCE	12 - 16/MAR	ONLINE - FACE TO FACE
03	ADVANCED DATA ANALYSIS TECHNIQUES	19 - 23/MAR	ONLINE - FACE TO FACE
04	ADVANCED MATERIALS & TECHNOLOGY IN CONCRETE INDUSTRY	26 - 30/MAR	ONLINE - FACE TO FACE
05	ARC FLASH HAZARD ANALYSIS	02 - 06/APR	ONLINE - FACE TO FACE
06	CENTRIFUGAL COMPRESSOR & STEAM TURBINE	09 - 13/APR	ONLINE - FACE TO FACE
07	CONCRETE STRUCTURE DESIGNING FOR INDUSTRIAL PROJECTS	16 - 20/APR	ONLINE - FACE TO FACE
08	CONSTRUCTION AND MAINTENANCE OF BRIDGE	23 - 27/APR	ONLINE - FACE TO FACE
09	CONSTRUCTION QUALITY CONTROL ON SITE	07 - 11/MAY	ONLINE - FACE TO FACE
10	CONSTRUCTION SUPERVISION SKILLS	18 - 22/JUNE	ONLINE - FACE TO FACE
11	CONTROL VALVES & ACTUATORS	25 - 29/JUNE	ONLINE - FACE TO FACE
12	CORROSION AND CONCRETE PROTECTION	02 - 06/JULY	ONLINE - FACE TO FACE
13	COST EFFECTIVE STRATEGIES FOR THE MAINTENANCE OF ELECTRICAL POWER SYSTEMS	09 - 13/JULY	ONLINE - FACE TO FACE
14	DATA ANALYSIS TECHNIQUES	16 - 20/JULY	ONLINE - FACE TO FACE
15	ECONOMIC & TECHNICAL EVALUATIONS IN ENGINEERING & MAINTENANCE PROJECTS	23 - 27/JULY	ONLINE - FACE TO FACE
16	EFFECTIVE CONTRACTOR MANAGEMENT IN MAINTENANCE & TECHNICAL PROJECTS	06 - 10/AUG	ONLINE - FACE TO FACE
17	ELECTRICAL DISTRIBUTION EQUIPMENT OPERATION & MAINTENANCE	13 - 17/AUG	ONLINE - FACE TO FACE
18	ELECTRICAL EQUIPMENT & CONTROL SYSTEMS	27 - 31/AUG	ONLINE - FACE TO FACE
19	ELECTRICAL INSTALLATIONS IN HAZARDOUS AREAS	03 - 07/SEP	ONLINE - FACE TO FACE
20	ENERGY ISOLATION: STANDARDS, TECHNIQUES AND BEST PRACTICES	10 - 14/SEP	ONLINE - FACE TO FACE
21	FAULT FINDING TECHNIQUES ON AN ELECTRICAL POWER SYSTEM	17 - 21/SEP	ONLINE - FACE TO FACE
22	FPSO/FLNG E&I DESIGN INSTALLATION AND OPERATION	24 - 28/SEP	ONLINE - FACE TO FACE
23	FUNDAMENTALS OF ASSET & FACILITIES MANAGEMENT	01 - 05/OCT	ONLINE - FACE TO FACE
24	FUNDAMENTALS OF ASSET MANAGEMENT	08 - 12/OCT	ONLINE - FACE TO FACE

TECHNICAL, ENGINEERING & MAINTENANCE

#	NAME	DATE	TRAINING TYPE
25	FUNDAMENTALS OF DEEPWATER RISER ENGINEERING	15 - 19/OCT	ONLINE - FACE TO FACE
26	GROUNDING SYSTEMS DESIGN & APPLICATION	22 - 26/OCT	ONLINE - FACE TO FACE
27	HEAVY DUTY DIESEL ENGINE (HDD) OPERATION AND MAINTENANCE	05 - 09/NOV	ONLINE - FACE TO FACE
28	IMPLEMENTING EFFECTIVE PREVENTIVE & PREDICTIVE MAINTENANCE PROGRAMMES	12 - 16/NOV	ONLINE - FACE TO FACE
29	INNOVATIVE ROOT CAUSE ANALYSIS	19 - 23/NOV	ONLINE - FACE TO FACE
30	INTEGRATED FIELD DEVELOPMENT PLANNING	26 - 30/NOV	ONLINE - FACE TO FACE
31	MACHINERY FAILURE, VIBRATION & PREDICTIVE MAINTENANCE	03 - 07/DEC	ONLINE - FACE TO FACE
32	MAINTENANCE & RELIABILITY BEST PRACTICES	10 - 14/DEC	ONLINE - FACE TO FACE
33	MAINTENANCE AUDIT AND SITE INSPECTION	17 - 21/DEC	ONLINE - FACE TO FACE
34	MAINTENANCE CONTRACTING & OUTSOURCING	24 - 28/DEC	ONLINE - FACE TO FACE
35	MAINTENANCE ERRORS: UNDERSTAND, IDENTIFY AND MANAGE	05 - 09/MAR	ONLINE - FACE TO FACE
36	MAINTENANCE OF CONCRETE PAVEMENT FOR ROADS	12 - 16/MAR	ONLINE - FACE TO FACE
37	MAINTENANCE OF ELECTRIC GENERATORS	19 - 23/MAR	ONLINE - FACE TO FACE
38	MAINTENANCE OF REFRIGERATION AND AIR CONDITIONING EQUIPMENT	26 - 30/MAR	ONLINE - FACE TO FACE
39	MAINTENANCE STRATEGY DEVELOPMENT AND COST EFFECTIVE IMPLEMENTATION	02 - 06/APR	ONLINE - FACE TO FACE
40	MANAGING EFFICIENT SHUTDOWNS & TURNAROUNDS	09 - 13/APR	ONLINE - FACE TO FACE
41	MOBILE LIFTING EQUIPMENT OPERATION AND MAINTENANCE	16 - 20/APR	ONLINE - FACE TO FACE
42	MODERN ELECTRICAL POWER SYSTEMS	23 - 27/APR	ONLINE - FACE TO FACE
43	MODERN MAINTENANCE TECHNOLOGIES	07 - 11/MAY	ONLINE - FACE TO FACE
44	NEXT GENERATION TRAINING FOR SUBSEA & MARINE OPERATIONS ENGINEERS AND ASSET MANAGERS	18 - 22/JUNE	ONLINE - FACE TO FACE
45	OPTIMIZING EQUIPMENT MAINTENANCE & REPLACEMENT DECISIONS	25 - 29/JUNE	ONLINE - FACE TO FACE
46	PETROLEUM REFINING-PRODUCTION PLANNING, SCHEDULING AND YIELD OPTIMISATION	02 - 06/JULY	ONLINE - FACE TO FACE
47	PRACTICAL PUMP & VALVE TECHNOLOGY	09 - 13/JULY	ONLINE - FACE TO FACE
48	PROBLEM SOLVING & DECISION MAKING SKILLS FOR ENGINEERS AND TECHNICAL PROFESSIONALS	16 - 20/JULY	ONLINE - FACE TO FACE

TECHNICAL, ENGINEERING & MAINTENANCE

#	NAME	DATE	TRAINING TYPE
49	PROCESS PLANT OPTIMIZATION TECHNOLOGY AND CONTINUAL IMPROVEMENT	23 - 27/JULY	ONLINE - FACE TO FACE
50	PRODUCTION PLANNING & SCHEDULING IN PETROLEUM REFINERIES	06 - 10/AUG	ONLINE - FACE TO FACE
51	PUMPS, COMPRESSORS & TURBINES	13 - 17/AUG	ONLINE - FACE TO FACE
52	REDUCED COST TECHNOLOGIES FOR FPSO AND FLNG FACILITIES	27 - 31/AUG	ONLINE - FACE TO FACE
53	REDUCING COSTS THROUGH SPARES OPTIMISATION AND RATIONALISATION	03 - 07/ SEP	ONLINE - FACE TO FACE
54	REFINERY PROCESS YIELD OPTIMISATION	10 - 14/ SEP	ONLINE - FACE TO FACE
55	RISK BASED STRATEGIES FOR INSPECTION & MAINTENANCE (RBI & RBM)	17 - 21/ SEP	ONLINE - FACE TO FACE
56	ROAD NETWORKS PLANNING	24 - 28/ SEP	ONLINE - FACE TO FACE
57	ROADS MAINTENANCE	01 - 05/OCT	ONLINE - FACE TO FACE
58	ROOT CAUSE ANALYSIS (RCA) FACILITATOR TRAINING	08 - 12/OCT	ONLINE - FACE TO FACE
59	SAFETY IN PROCESS EQUIPMENT DESIGN & OPERATION	15 - 19/OCT	ONLINE - FACE TO FACE
60	SERVICE LEVEL AGREEMENTS	22 - 26/OCT	ONLINE - FACE TO FACE
61	START-UP, COMMISSIONING & TESTING OF ELECTRICAL SYSTEMS	05 - 09/NOV	ONLINE - FACE TO FACE
62	STORAGE TANK DESIGN, CONSTRUCTION & MAINTENANCE	12 - 16/NOV	ONLINE - FACE TO FACE
63	STRUCTURAL RENOVATION OF BUILDINGS	19 - 23/NOV	ONLINE - FACE TO FACE
64	SUBSTATION DESIGN & OPERATION	26 - 30/NOV	ONLINE - FACE TO FACE
65	TRANSFORMER OPERATIONAL PRINCIPLES, SELECTION & TROUBLESHOOTING	03 - 07/DEC	ONLINE - FACE TO FACE
66	TRANSMISSION & DISTRIBUTION OPERATION & DESIGN CALCULATIONS	10 - 14/DEC	ONLINE - FACE TO FACE
67	TROUBLESHOOTING & MAINTENANCE OF ELECTRICAL EQUIPMENT	17 - 21/DEC	ONLINE - FACE TO FACE
68	TROUBLESHOOTING PROCESS OPERATION	24 - 28/DEC	ONLINE - FACE TO FACE
69	TURNAROUND WORKS FOR ONSHORE AND OFFSHORE FACILITIES	05 - 09/MAR	ONLINE - FACE TO FACE
70	UNDERSTANDING AND PREVENTING PROCESS EQUIPMENT FAILURES	12 - 16/MAR	ONLINE - FACE TO FACE
71	UPS SYSTEMS & BATTERY CHARGERS	19 - 23/MAR	ONLINE - FACE TO FACE
72	WORK PACK ENGINEERING FOR REFURBISHMENT / DEBOTTLENECKING WORKS FOR BOTH ONSHORE AND FACILITIES	26 - 30/MAR	ONLINE - FACE TO FACE

INFORMATION & TECHNOLOGY & SECURITY

#	NAME	DATE	TRAINING TYPE
01	IOT (INTERNET OF THINGS)	05 - 09/MAR	ONLINE - FACE TO FACE
02	THE TRANSITION TO E-GOVERNMENT - THE EXPERIENCE OF DEVELOPED COUNTRIES INTO E-GOVERNMENT	12 - 16/MAR	ONLINE - FACE TO FACE
03	THE DEVELOPMENT OF GOVERNMENTAL LEADING CATEGORY IN GOVERNMENT AND E-SERVICES GENERAL STRATEGIES	19 - 23/MAR	ONLINE - FACE TO FACE
04	CLOUD SECURITY FUNDAMENTALS	26 - 30/MAR	ONLINE - FACE TO FACE
05	INFORMATION SECURITY MANAGEMENT	02 - 06/APR	ONLINE - FACE TO FACE
06	GIS GEOGRAPHICAL INFORMATION SYSTEMS	09 - 13/APR	ONLINE - FACE TO FACE
07	GIS GEOGRAPHICAL INFORMATION SYSTEMS –APPLICATIONS	16 - 20/APR	ONLINE - FACE TO FACE
08	DATABASE MANAGEMENT	23 - 27/APR	ONLINE - FACE TO FACE
09	HACKER TOOLS, TECHNIQUES, EXPLOITS AND INCIDENT HANDLING	07 - 11/MAY	ONLINE - FACE TO FACE
10	INTRODUCTION TO E-COMMERCE: OPTIONS, TECHNOLOGIES AND BUSINESS IMPACTS	18 - 22/JUNE	ONLINE - FACE TO FACE
11	INTRODUCTION TO INFORMATION SECURITY	25 - 29/JUNE	ONLINE - FACE TO FACE
12	INTRODUCTION TO NETWORKING	02 - 06/JULY	ONLINE - FACE TO FACE
13	INTRODUCTION TO NETWORKING ADMINISTRATION	09 - 13/JULY	ONLINE - FACE TO FACE
14	MANAGEMENT STRATEGIES FOR IT DEPARTMENT	16 - 20/JULY	ONLINE - FACE TO FACE
15	IT PROJECT MANAGEMENT PLANNING AND SCHEDULING	23 - 27/JULY	ONLINE - FACE TO FACE
16	INFORMATION MANAGEMENT SYSTEMS ACCORDING TO THE BRITISH APPROACH ITIL	06 - 10/AUG	ONLINE - FACE TO FACE
17	ITIL® FOUNDATION CERTIFIED	13 - 17/AUG	ONLINE - FACE TO FACE
18	ITIL VERSION 3	27 - 31/AUG	ONLINE - FACE TO FACE
19	SOFTWARE TESTING & QUALITY ASSURANCE	03 - 07/SEP	ONLINE - FACE TO FACE
20	MICROSOFT SHAREPOINT FUNDAMENTAL'S AND ADMINISTRATION	10 - 14/SEP	ONLINE - FACE TO FACE
21	WEB SERVER ADMINISTRATION	17 - 21/SEP	ONLINE - FACE TO FACE
22	DESIGN AND MANAGEMENT OF NETWORKS AND SECURE THEM AGAINST INTRUSION	24 - 28/SEP	ONLINE - FACE TO FACE
23	CERTIFIED ETHICAL HACKER	01 - 05/OCT	ONLINE - FACE TO FACE
24	CLOUD COMPUTING SECURITY	08 - 12/OCT	ONLINE - FACE TO FACE
25	IMPLEMENTING AND TROUBLESHOOTING UNIFIED WIRELESS NETWORK	15 - 19/OCT	ONLINE - FACE TO FACE

FINANCE, ACCOUNTING & BUDGETING

#	NAME	DATE	TRAINING TYPE
01	ADVANCED ACCIDENT INVESTIGATION & REPORTING	05 - 09/MAR	ONLINE - FACE TO FACE
02	ADVANCED HEALTH & SAFETY MANAGEMENT	12 - 16/MAR	ONLINE - FACE TO FACE
03	ADVANCED PROCESS HAZOP	19 - 23/MAR	ONLINE - FACE TO FACE
04	ADVANCED SAFETY LEADERSHIP	26 - 30/MAR	ONLINE - FACE TO FACE
05	ALARM MANAGEMENT	02 - 06/APR	ONLINE - FACE TO FACE
06	BEST PRACTICES IN INDUSTRIAL SAFETY AND OCCUPATIONAL SAFETY	09 - 13/APR	ONLINE - FACE TO FACE
07	CAUSES OF INDUSTRIAL FIRES AND METHODS OF CONTROL	16 - 20/APR	ONLINE - FACE TO FACE
08	CONSTRUCTION QUALITY CONTROL ON SITE	23 - 27/APR	ONLINE - FACE TO FACE
09	CONTRACTOR SAFETY MANAGEMENT	07 - 11/MAY	ONLINE - FACE TO FACE
10	DEVELOPING AN EFFECTIVE SAFETY CULTURE	18 - 22/JUNE	ONLINE - FACE TO FACE
11	ENERGY ISOLATION: STANDARDS, TECHNIQUES AND BEST PRACTICES	25 - 29/JUNE	ONLINE - FACE TO FACE
12	ENERGY OPTIMISATION OF OIL REFINERIES	02 - 06/JULY	ONLINE - FACE TO FACE
13	ENVIRONMENTAL MONITORING AND MODELLING	09 - 13/JULY	ONLINE - FACE TO FACE
14	ESSENTIALS OF QUALITY ASSURANCE	16 - 20/JULY	ONLINE - FACE TO FACE
15	FIRE FIGHTING IN INSTALLATIONS	23 - 27/JULY	ONLINE - FACE TO FACE
16	HAZARDOUS WASTE MANAGEMENT AND POLLUTION	06 - 10/AUG	ONLINE - FACE TO FACE
17	INCIDENT & CRISIS RESPONSE COMMUNICATION SKILLS	13 - 17/AUG	ONLINE - FACE TO FACE
18	MANAGEMENT AND CONTROL OF ENVIRONMENTAL MANAGEMENT NEBOCH ECO-INFRASTRUCTURES FIRE-FIGHTING TECHNOLOGY	27 - 31/AUG	ONLINE - FACE TO FACE
19	MANAGING PROJECT RISKS IN THE OIL & GAS INDUSTRY	03 - 07/SEP	ONLINE - FACE TO FACE
20	MANAGING SECURITY RISKS IN THE OIL AND GAS INDUSTRY	10 - 14/SEP	ONLINE - FACE TO FACE
21	OFFSHORE SAFETY & RISK MANAGEMENT SYSTEMS	17 - 21/SEP	ONLINE - FACE TO FACE
22	OSHA: OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION STANDARDS	24 - 28/SEP	ONLINE - FACE TO FACE
23	PREVENTIVE SECURITY, OCCUPATIONAL SAFETY AND LOSS PREVENTION	01 - 05/OCT	ONLINE - FACE TO FACE
24	QHSE AWARENESS AND IMPLEMENTATION OF ISO 9001, 14001 & OHSAS 18001	08 - 12/OCT	ONLINE - FACE TO FACE

FINANCE, ACCOUNTING & BUDGETING

#	NAME	DATE	TRAINING TYPE
25	QUALITY ASSURANCE & CONTROL	15 - 19/OCT	ONLINE - FACE TO FACE
26	QUALITY ASSURANCE AND MANAGEMENT SYSTEM	22 - 26/OCT	ONLINE - FACE TO FACE
27	QUALITY ASSURANCE IN PRACTICE	05 - 09/NOV	ONLINE - FACE TO FACE
28	RADIATION SAFETY	12 - 16/NOV	ONLINE - FACE TO FACE
29	RISK ANALYSIS AND RISK MANAGEMENT IN PROCESS SAFETY	19 - 23/NOV	ONLINE - FACE TO FACE
30	RISK ASSESSMENTS, METHOD STATEMENTS AND QUALITY PLANS	26 - 30/NOV	ONLINE - FACE TO FACE
31	ROOT CAUSE ANALYSIS USING TRIPOD BETA METHOD: INCIDENT INVESTIGATION AND ANALYSIS	03 - 07/DEC	ONLINE - FACE TO FACE
32	SAFETY AUDIT & SITE INSPECTION	10 - 14/DEC	ONLINE - FACE TO FACE
33	SAFETY IN PROCESS EQUIPMENT DESIGN & OPERATION	17 - 21/DEC	ONLINE - FACE TO FACE
34	SAFETY TECHNOLOGY & RISK MANAGEMENT	24 - 28/DEC	ONLINE - FACE TO FACE
35	SECURITY INSPECTION CONCEPTS AND STRATEGIES ACCORDING TO THE HIGHEST STANDARDS OF GLOBAL APPLICATION	05 - 09/MAR	ONLINE - FACE TO FACE
36	SECURITY, SAFETY AND OCCUPATIONAL HEALTH ENGINEERING	12 - 16/MAR	ONLINE - FACE TO FACE
37	SUSTAINABILITY, ENERGY AND CHANGE: FUNDAMENTALS OF TRANSITION ENGINEERING	19 - 23/MAR	ONLINE - FACE TO FACE
38	THE 10-DAY ADVANCED HEALTH & SAFETY LEADERSHIP	09 - 13/APR	ONLINE - FACE TO FACE
39	THE 10-DAY HSE PROGRAM	16 - 20/APR	ONLINE - FACE TO FACE

BANKING, STOCK EXCHANGE, INSURANCE & INVESTMENT

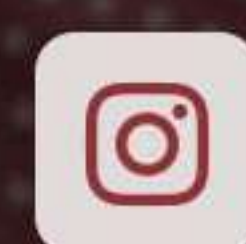
#	NAME	DATE	TRAINING TYPE
01	ASSET MANAGEMENT & INSURANCE	05 - 09/MAR	ONLINE - FACE TO FACE
02	BANKING & CREDIT RISK MANAGEMENT	12 - 16/MAR	ONLINE - FACE TO FACE
03	BREADTH INDICATORS (DAILY – WEEKLY)	19 - 23/MAR	ONLINE - FACE TO FACE
04	BUILD & MANAGE A PORTFOLIO OF SPECULATIVE TECHNIQUES 1	26 - 30/MAR	ONLINE - FACE TO FACE
05	BUILD & MANAGE A PORTFOLIO OF SPECULATIVE TECHNIQUES 2	02 - 06/APR	ONLINE - FACE TO FACE
06	CARS INSURANCE MANAGEMENT	09 - 13/APR	ONLINE - FACE TO FACE
07	DIGITAL ANALYSIS FOR CHANGING TREND SIGNALS	16 - 20/APR	ONLINE - FACE TO FACE
08	DIGITAL ANALYSIS FOR STOCK MARKET INDICES & SECTORS	23 - 27/APR	ONLINE - FACE TO FACE
09	DIGITAL ANALYSIS FOR OSCILLATORS INDICATORS LEVEL 1	07 - 11/MAY	ONLINE - FACE TO FACE
10	DIGITAL ANALYSIS FOR OSCILLATORS INDICATORS LEVEL 2	18 - 22/JUNE	ONLINE - FACE TO FACE
11	DIGITAL ANALYSIS FOR TREND FOLLOWING INDICATORS	25 - 29/JUNE	ONLINE - FACE TO FACE
12	INTERNATIONAL INSURANCE STANDARDS	02 - 06/JULY	ONLINE - FACE TO FACE
13	INVESTMENT FUNDS CLASSIFIED & METHODS OF EVALUATION	09 - 13/JULY	ONLINE - FACE TO FACE
14	MAKING INVESTMENT DECISIONS IN THE MANAGEMENT OF THE SECURITIES PORTFOLIO	16 - 20/JULY	ONLINE - FACE TO FACE
15	MEASURING & DEVELOPING THE PREDICTIVE CAPACITY OF TECHNICAL ANALYSIS INDICATORS LEVEL 1	23 - 27/JULY	ONLINE - FACE TO FACE
16	MEASURING & DEVELOPING THE PREDICTIVE CAPACITY OF TECHNICAL ANALYSIS INDICATORS LEVEL 2	06 - 10/AUG	ONLINE - FACE TO FACE
17	PORTFOLIO CONSTRUCTION & MANAGEMENT TECHNIQUES LEVEL 1	13 - 17/AUG	ONLINE - FACE TO FACE
18	PORTFOLIO CONSTRUCTION & MANAGEMENT TECHNIQUES LEVEL 2	27 - 31/AUG	ONLINE - FACE TO FACE
19	PROFESSIONAL CERTIFICATE IN FINANCIAL MARKETS	03 - 07/SEP	ONLINE - FACE TO FACE
20	PROFESSIONAL CERTIFICATE IN PORTFOLIO MANAGEMENT	10 - 14/SEP	ONLINE - FACE TO FACE
21	STOCK MARKET ADVANCED TECHNIQUE FOR BUY & SELL TIMING	17 - 21/SEP	ONLINE - FACE TO FACE
22	STOCK MARKET ADVANCED TOOLS FOR STATISTICS REPORT	24 - 28/SEP	ONLINE - FACE TO FACE
23	STOCK MARKET TECHNICAL ANALYSIS LEVEL 1	01 - 05/OCT	ONLINE - FACE TO FACE
24	STOCK MARKET TECHNICAL ANALYSIS LEVEL 2	08 - 12/OCT	ONLINE - FACE TO FACE
25	USING EXCEL FOR STOCK MARKET (STATISTICS REPORTS)	15 - 19/OCT	ONLINE - FACE TO FACE

OIL & GAS TECHNOLOGY SHORT ONE

#	NAME	DATE	TRAINING TYPE
01	BASIC ANALYSIS AND TRADITIONAL FUNDAMENTAL ANALYSIS	05 - 09/MAR	ONLINE - FACE TO FACE
02	BASIC SKILLS FOR OIL AND GAS MANAGERS AND SUPERVISORS	12 - 16/MAR	ONLINE - FACE TO FACE
03	DESIGN OF OIL-RESISTANT BUILDINGS IN THE OIL AND GAS FIELD	19 - 23/MAR	ONLINE - FACE TO FACE
04	DEVELOPING COMPETENCIES FOR SUPERVISORY EXCELLENCE IN THE OIL, GAS AND PETROCHEMICAL INDUSTRY	26 - 30/MAR	ONLINE - FACE TO FACE
05	EFFECTIVE GOVERNMENT RELATIONS FOR THE OIL AND GAS SECTOR	02 - 06/APR	ONLINE - FACE TO FACE
06	EXPLORATION AND PRODUCTION BASICS	09 - 13/APR	ONLINE - FACE TO FACE
07	FUNDAMENTALS OF TANK ENGINEERING	16 - 20/APR	ONLINE - FACE TO FACE
08	IMPLEMENT DIGITAL (SMART) FIELDS IN OIL FIELDS	23 - 27/APR	ONLINE - FACE TO FACE
09	IMPROVE REFINERY PRODUCTION	07 - 11/MAY	ONLINE - FACE TO FACE
10	IMPROVING THE EFFICIENCY OF OIL REFINERIES	18 - 22/JUNE	ONLINE - FACE TO FACE
11	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRIC) FOR THE OIL AND GAS INDUSTRY	25 - 29/JUNE	ONLINE - FACE TO FACE
12	INTERNATIONAL OIL AND GAS BUSINESS ADMINISTRATION	02 - 06/JULY	ONLINE - FACE TO FACE
13	LEADERSHIP AND STRATEGIC THINKING IN THE OIL, GAS AND PETROCHEMICAL INDUSTRY	09 - 13/JULY	ONLINE - FACE TO FACE
14	MAINTENANCE OF LAND AND SEA FACILITIES	16 - 20/JULY	ONLINE - FACE TO FACE
15	OIL AND GAS ACCOUNTING AND MEASUREMENT PERFORMANCE	23 - 27/JULY	ONLINE - FACE TO FACE
16	OIL REFINING PLANNING PRODUCTION, SCHEDULING AND YIELD IMPROVEMENT	06 - 10/AUG	ONLINE - FACE TO FACE
17	OPERATION, DIAGNOSIS AND MAINTENANCE OF OIL AND GAS PRODUCTION EQUIPMENT	13 - 17/AUG	ONLINE - FACE TO FACE
18	PROCUREMENT MANAGEMENT AND SUPPLY CHAIN MANAGEMENT FOR THE OIL AND GAS INDUSTRY	27 - 31/AUG	ONLINE - FACE TO FACE
19	PRODUCTION PLANNING AND SCHEDULING IN OIL REFINERIES	03 - 07/SEP	ONLINE - FACE TO FACE
20	RECENT PRACTICES IN OIL AND GAS CONTRACTS, LICENSING, PRODUCTION RIGHTS, LEGISLATION AND AGREEMENTS	10 - 14/SEP	ONLINE - FACE TO FACE
21	RECORD QUALITY CONTROL AND PETROPHYSICS	17 - 21/SEP	ONLINE - FACE TO FACE
22	REINFORCEMENT TECHNIQUES	24 - 28/SEP	ONLINE - FACE TO FACE
23	STORAGE TANK DESIGN, CONSTRUCTION AND MAINTENANCE	01 - 05/OCT	ONLINE - FACE TO FACE
24	STRATEGIC TALENT MANAGEMENT IN THE OIL AND GAS INDUSTRY	08 - 12/OCT	ONLINE - FACE TO FACE
25	TRAINING THE NEXT GENERATION OF MARINE OPERATIONS ENGINEERS AND ASSET MANAGERS	15 - 19/OCT	ONLINE - FACE TO FACE



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