



BUC

BADR UNIVERSITY IN CAIRO
جامعة بدر بالقاهرة



PROFESSIONAL DEVELOPMENT
& CONTINUING EDUCATION

2023

Training Calendar

Classroom Courses

Badr University in Cairo- BUC
The Institute for Professional
Development and Continuing Education IPDCE

About Us

IPDCE at The Badr University in Cairo BUC puts knowledge to work through an unrivalled network of consultants from all over the world. IPDCE is a highly successful training company specializing in organizational training markets. We offer over 500 high quality public seminars each year that are up-to-date, performance-focused and delivered by leading industry experts and professional facilitators.

IPDCE leads the way in providing practical and informative training on a wide range of business, commercial and professional topics. We conduct training's in areas such as; Management and Leadership, Oil and Gas, Finance and Accounting, HR, IT, Project Management, Contract Management plus many more. These are held in many different popular locations around the world. Please review our full schedule of Training Seminars for further details

IPDCE also provides in-company training which can be tailored to your company's specific needs.

Overview

IPDCE provides certificate programs, noncredit term-length courses and variable-length, customized courses to fulfill the continuing education needs of individuals and organizations in Egypt and the Middle East. To fulfill the diverse needs of the community, IPDCE offers a broad array of professional educational certificates and stand-alone courses. These are provided through the following offerings: Career and Skills Development Programs, Language Enhancement Programs, IT and Computer Programs, Teacher training programs, Youth programs, Tailor-Made Programs, along with evaluation testing and assessments and the Career Guidance Unit. IPDCE regularly scheduled courses and certificates are offered at BUC Campus. Tailor-made courses for companies and organizations are also conducted on-site and at the client's facilities.

As well as outstanding training course content and training delivery, our many satisfied participants really value our interactive and engaging approach style. This ensures delegates can debate, share and agree learning points with their peers for maximum effectiveness.

Approach

We ensure that you maximize your return on investment in personal development through the most appropriate methods of training and development, scheduled at venues around the world, at a time that suits your needs. IPDCE puts knowledge to work through an unrivalled network of consultants from all over the world.



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Our Vision

Develop cutting-edge training solutions that can be implemented at all levels within an organization. Our public and in-house courses are developed to meet the specific demands of our clients.

Our Mission

Provide professional and strategic consultancy and training services at competitive fee levels, to a worldwide circle of clients in a way that adds long-term value to their organization.

Core Values

- Being always professional and helpful to you at all times and in all situations.
- Listening to your needs and structuring solutions which meet them
- Communicating effectively, irrespective of geography, distance, time or complexity
- Establishing and maintaining a positive and rewarding client relationship
- Providing a warm and friendly environment ensuring that the learning experience is first class

We believe that quality comes first. We are 100% committed to providing our clients with a product of the very highest standard as well as an uncompromising level of customer service.

Our Services

IPDCE is a service provider and as such, our service is the cornerstone of the business. If the service fails, so does the company – that's the importance we place upon it. Our customer service strategy is evaluated constantly throughout the year to measure our performance along with the associated performances of venues and instructors. Our quality service is our quality product and as such, the company is excelling in the marketplace.

Our Offer

- Training to develop expertise.
- Consultancy to pinpoint areas where training can help.
- Practical and interactive materials to ensure learning is applied.
- Accredited training courses of best practice and latest corporate knowledge.
- One-to-one intensive executive coaching for top management professionals.



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Administration and Leadership

No.	Course Title	Date
1	E-Library Management Techniques	23 - 27 Jan 2023
2	Engineering Electronic Document Management Systems (EDMS)	06 - 10 Feb 2023
3	Communication and Planning Skills for Administrative Professionals	13 - 17 Feb 2023
4	Advanced Communication Skills	20 - 24 Feb 2023
5	Office Management Professional	13 - 17 Mar 2023
6	The Office Professional and Records Management Masterclass	13 - 24 Mar 2023
7	Office Management and Effective Administration Skills	13 - 17 Mar 2023
8	SharePoint Implementation Best Practices	20 - 24 Mar 2023
9	Presentation Skills Using Neuro-Linguistic Programming (NLP)	20 - 24 Mar 2023
10	Document Control Specialist	20 - 24 Mar 2023
11	Documents and Records Management Compliance	20 - 24 Mar 2023
12	Organizing and Behavioural Skills for Administrative Professionals / Executive Secretaries / PAs	03 - 07 Apr 2023
13	Advanced Communication Skills	03 - 07 Apr 2023
14	Developing and Implementing a Corporate Social Responsibility (CSR) Framework	03 - 07 Apr 2023
15	Advanced Business Writing Skills	03 - 07 Apr 2023
16	Best Practices in Communication and Relational Skills	08 - 12 May 2023
17	Engineering Electronic Document Management Systems (EDMS)	08 - 12 May 2023
18	Advanced Presentation Skills	15 - 19 May 2023
19	Communication and Planning Skills for Administrative Professionals	21 - 25 May 2023
20	Advanced Business Writing Skills	22 - 26 May 2023
21	Building a Customer-Centric Service Culture	29 May - 02 Jun 2023
22	Advanced Communication Skills	05 - 09 Jun 2023
23	Advanced Documents and Records Management Compliance	05 - 09 Jun 2023
24	Document Control Specialist	03 - 07 Jul 2023
25	Documents and Records Management Compliance	03 - 07 Jul 2023
26	Advanced Presentation Skills	14 - 18 Aug 2023
27	Organizing and Behavioural Skills for Administrative Professionals / Executive Secretaries / PAs	28 Aug - 01 Sep 2023
28	SharePoint Implementation Best Practices	04 - 08 Sep 2023
29	Communication and Planning Skills for Administrative Professionals	04 - 08 Sep 2023
30	Engineering Electronic Document Management Systems (EDMS)	11 - 15 Sep 2023

No.	Course Title	Date
31	Presentation Skills Using Neuro-Linguistic Programming (NLP)	09 - 13 Oct 2023
32	Developing and Implementing a Corporate Social Responsibility (CSR) Framework	09 - 13 Oct 2023
33	Best Practices in Communication and Relational Skills	09 - 13 Oct 2023
34	Document Control Specialist	23 - 27 Oct 2023
35	Documents and Records Management Compliance	23 - 27 Oct 2023
36	E-Library Management Techniques	23 - 27 Oct 2023
37	Building a Customer-Centric Service Culture	30 Oct - 03 Nov 2023
38	Advanced Documents and Records Management Compliance	30 Oct - 03 Nov 2023
39	Advanced Business Writing Skills	30 Oct - 03 Nov 2023
40	Office Management Professional	20 - 24 Nov 2023
41	The Office Professional and Records Management Masterclass	20 Nov - 01 Dec 2023
42	Advanced Presentation Skills	20 - 24 Nov 2023
43	Office Management and Effective Administration Skills	20 - 24 Nov 2023
44	Advanced Communication Skills	27 Nov - 01 Dec 2023
45	Document Control Specialist	27 Nov - 01 Dec 2023
46	Documents and Records Management Compliance	27 Nov - 01 Dec 2023
47	Building a Customer-Centric Service Culture	04 - 08 Dec 2023
48	Communication and Planning Skills for Administrative Professionals	10 - 14 Dec 2023
49	Document Control Specialist	11 - 15 Dec 2023
50	Documents and Records Management Compliance	11 - 15 Dec 2023



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Management and Entrepreneurship

No.	Course Title	Date
1	Teamwork and Team Building	02 - 06 Jan 2023
2	Excellence in Maintenance and Reliability Management	02 - 06 Jan 2023
3	Mastering Emotional Intelligence	09 - 13 Jan 2023
4	Project Leadership, Management and Communications	09 - 13 Jan 2023
5	Strategic Planning Specialist	16 - 20 Jan 2023
6	The Art of Strategic Management	16 - 20 Jan 2023
7	The Art of Strategic Management and Leadership	16 - 20 Jan 2023
8	Business Analysis for Project Success	23 - 27 Jan 2023
9	The Art and Science of Professional Leadership	23 - 27 Jan 2023
10	The Practical Leader	30 Jan - 03 Feb 2023
11	Leading with Passion	30 Jan - 03 Feb 2023
12	Strategic Thinking and Leadership for Engineers	30 Jan - 03 Feb 2023
13	Teamwork and Team Building	30 Jan - 03 Feb 2023
14	Change Management and Building High Performing Teams	06 - 10 Feb 2023
15	Advanced Contracts Management	06 - 10 Feb 2023
16	Leadership and Management Skills for Supervisors	06 - 10 Feb 2023
17	Managing and Leading Innovation	06 - 10 Feb 2023
18	Engineering Electronic Document Management Systems (EDMS)	06 - 10 Feb 2023
19	Mastering Business Data Collection, Analysis and Presentation	13 - 17 Feb 2023
20	The Strategic People Manager – ILM Endorsed	13 - 17 Feb 2023
21	Designing Solutions to Complex Business Problems	13 - 17 Feb 2023
22	Managing People and Strategy	13 - 17 Feb 2023
23	Communication Strategies to Empower your Professional Career	19 - 23 Feb 2023
24	Advanced Communication Skills	20 - 24 Feb 2023
25	Creativity, Critical Thinking and Problem Solving	20 - 24 Feb 2023
26	Advanced Management	27 Feb - 03 Mar 2023
27	Portfolio Management and Corporate Finance Principles	27 Feb - 03 Mar 2023
28	The 10-day Advanced Management and Leadership Programme	27 Feb - 03 Mar 2023
29	The Effective Strategic Manager	27 Feb - 03 Mar 2023
30	Emotional Intelligence: EQ for Innovative Leadership and Corporate Teamwork	27 Feb - 03 Mar 2023
31	The Power of Positive Thinking, Psychology and Attitude	06 - 10 Mar 2023
32	Leadership and Strategic Communication:	06 - 10 Mar 2023

No.	Course Title	Date
33	Advanced Leadership	06 - 10 Mar 2023
34	Mastering Business Data Collection, Analysis and Presentation	06 - 10 Mar 2023
35	The Seven Habits of Highly Effective People	06 - 10 Mar 2023
36	Mastering Emotional Intelligence	06 - 10 Mar 2023
37	Leadership Skills for Technical Professionals	06 - 10 Mar 2023
38	Leading with Passion	06 - 10 Mar 2023
39	Programme Management	06 - 10 Mar 2023
40	Teamwork and Team Building	06 - 10 Mar 2023
41	The 3 Phases of Contract Management	06 - 10 Mar 2023
42	Managing and Leading Innovation	06 - 10 Mar 2023
43	Leadership and Management Skills for the 21st Century	06 - 17 Mar 2023
44	Strategic Capabilities for Emerging Business Leaders	06 - 10 Mar 2023
45	Creative Leadership in Crisis Best Practices	13 - 17 Mar 2023
46	Managing Stress and Work-Life Balance	13 - 17 Mar 2023
47	Cyber Security, Information Governance, Legal Risk Management and Compliance with ISO Records Management Controls	13 - 17 Mar 2023
48	Professional in Business Analysis - Exam Preparation Course	13 - 17 Mar 2023
49	Leadership Vision and Organizational Reality	13 - 17 Mar 2023
50	Leading and Managing Vendor Relations	13 - 17 Mar 2023
51	Energizing People for Performance	13 - 17 Mar 2023
52	Stakeholders Management	13 - 17 Mar 2023
53	Leading with Passion	13 - 17 Mar 2023
54	Presentation Skills Using Neuro-Linguistic Programming (NLP)	20 - 24 Mar 2023
55	Transformational Leadership Post COVID-19	20 - 24 Mar 2023
56	Business Sustainability Management	20 - 24 Mar 2023
57	Change Management and Building High Performing Teams	27 - 31 Mar 2023
58	Communication Strategies to Empower your Professional Career	27 - 31 Mar 2023
59	Mastering Emotional Intelligence	27 - 31 Mar 2023
60	Leadership Skills in Lean Times	27 - 31 Mar 2023
61	Advanced Communication Skills	03 - 07 Apr 2023
62	Mastering Business Etiquette and Protocol	03 - 07 Apr 2023
63	Global Oil Economics and Strategic Planning	03 - 07 Apr 2023
64	Time Management and Personal Effectiveness	03 - 07 Apr 2023

No.	Course Title	Date
65	Project Management	03 - 07 Apr 2023
66	Developing and Implementing a Corporate Social Responsibility (CSR) Framework	03 - 07 Apr 2023
67	Advanced Business Writing Skills	03 - 07 Apr 2023
68	Business Process Optimization and Modelling	03 - 07 Apr 2023
69	Creativity, Critical Thinking and Problem Solving	10 - 14 Apr 2023
70	Success under Pressure	10 - 14 Apr 2023
71	Executive Program in Leadership and Organizational Strategy	24 - 28 Apr 2023
72	Advanced Visualization with Power BI Training	24 - 28 Apr 2023
73	Leading High Impact Teams - Advanced Level	01 - 05 May 2023
74	Women's Senior Leadership Program	08 - 12 May 2023
75	Project Risk Management and Compliance	08 - 12 May 2023
76	Best Practices in Communication and Relational Skills	08 - 12 May 2023
77	Engineering Electronic Document Management Systems (EDMS)	08 - 12 May 2023
78	Leadership Skills for Technical Professionals	14 - 18 May 2023
79	Leadership Development for Engineers	15 - 19 May 2023
80	Advanced Management	15 - 19 May 2023
81	SAP Enterprise Resource Planning	15 - 19 May 2023
82	Advanced Presentation Skills	15 - 19 May 2023
83	Project Leadership, Management and Communications	15 - 19 May 2023
84	Strategic Thinking and Leadership for Engineers	15 - 19 May 2023
85	The 10-day Advanced Management and Leadership Programme	15 - 26 May 2023
86	Emotional Intelligence: EQ for Innovative Leadership and Corporate Teamwork	15 - 19 May 2023
87	Leadership and Crisis Management in Emergency Situations	15 - 19 May 2023
88	Leadership and Strategic Communication:	21 - 25 May 2023
89	Advanced Leadership	22 - 26 May 2023
90	Leadership Skills for Technical Professionals	22 - 26 May 2023
91	Developing Transformational Leadership	22 - 26 May 2023
92	Teamwork and Team Building	22 - 26 May 2023
93	Artificial Intelligence (AI)	22 - 26 May 2023
94	Excellence in Maintenance and Reliability Management	22 - 26 May 2023
95	Advanced Business Writing Skills	22 - 26 May 2023
96	Stakeholders Management	29 May - 02 Jun 2023
97	Leading with Passion	29 May - 02 Jun 2023

No.	Course Title	Date
98	Advanced Communication Skills	05 - 09 Jun 2023
99	The Successful Female Leader	05 - 09 Jun 2023
100	Business Analysis for Project Success	05 - 09 Jun 2023
101	Strategic Thinking and Decision Making in Competitive Environments	05 - 09 Jun 2023
102	Digital Business Leadership	05 - 09 Jun 2023
103	Advanced Documents and Records Management Compliance	05 - 09 Jun 2023
104	Business Analysis within a Project Environment	05 - 09 Jun 2023
105	Business Analysis within a Project Environment	05 - 09 Jun 2023
106	Managing Strategic Alliances and Partnerships	12 - 16 Jun 2023
107	Mastering Communication, Negotiation and Presentation Skills	12 - 16 Jun 2023
108	Strategic Planning in the Public Sector	12 - 16 Jun 2023
109	The 10-day Strategic Planning and Management in the Public Sector	12 - 16 Jun 2023
110	Change Management and Building High Performing Teams	19 - 23 Jun 2023
111	Managing Stress and Work-Life Balance	19 - 23 Jun 2023
112	The Practical Leader	19 - 23 Jun 2023
113	Time Management and Personal Effectiveness	19 - 23 Jun 2023
114	Leadership Skills in Lean Times	19 - 23 Jun 2023
115	Leadership Vision and Organizational Reality	19 - 23 Jun 2023
116	Advanced Contracts Management	19 - 23 Jun 2023
117	Strategic Management in the Public Sector	19 - 23 Jun 2023
118	Mastering and Managing Professional Communications	02 - 06 Jul 2023
119	Communication Strategies to Empower your Professional	02 - 06 Jul 2023
120	Artificial Intelligence (AI)	02 - 06 Jul 2023
121	Managing People and Strategy	02 - 06 Jul 2023
122	Mastering Corporate Communications	03 - 07 Jul 2023
123	Leadership and Team Development for Managerial Success	03 - 07 Jul 2023
124	Mastering Business Data Collection, Analysis and Presentation	03 - 07 Jul 2023
125	The Strategic People Manager – ILM Endorsed	03 - 07 Jul 2023
126	Time Management and Personal Effectiveness	03 - 07 Jul 2023
127	Quality Assurance and Quality Control using ISO 9001:2015 as a Framework	03 - 07 Jul 2023
128	Best Practices in Executive Management	03 - 07 Jul 2023
129	The 10-day Advanced Contracts and Purchasing Management	03 - 14 Jul 2023
130	Leadership and Management Skills for New Manager and Supervisor	03 - 07 Jul 2023

No.	Course Title	Date
131	Creativity, Critical Thinking and Problem Solving	16 - 20 Jul 2023
132	Maritime Business Management	17 - 21 Jul 2023
133	Creativity, Critical Thinking and Problem Solving	17 - 21 Jul 2023
134	Data Privacy: Protecting the Data in the Connected World	17 - 21 Jul 2023
135	Leading with Passion	23 - 27 Jul 2023
136	Managing Strategic Alliances and Partnerships	24 - 28 Jul 2023
137	Cyber Security, Information Governance, Legal Risk Management and Compliance with ISO Records Management Controls	24 - 28 Jul 2023
138	Advanced Negotiation Skills and Deal Making Strategies	24 - 28 Jul 2023
139	Developing a Business Analysis Work Plan	24 - 28 Jul 2023
140	Emotional Intelligence: EQ for Innovative Leadership and Corporate Teamwork	24 - 28 Jul 2023
141	Fiber Optic - Communication Training	24 - 28 Jul 2023
142	Managing a High-Performing Sales Team	24 - 28 Jul 2023
143	Strategic Crisis Management for Incident and Emergency Situations	24 Jul - 04 Aug 2023
144	Business Process Optimization and Modelling	24 - 28 Jul 2023
145	Leadership and Team Development for Managerial Success	07 - 11 Aug 2023
146	Strategic Planning Specialist	07 - 11 Aug 2023
147	The Art of Strategic Management	07 - 11 Aug 2023
148	Building Collaborative Business Models for Innovation and Competitiveness	07 - 11 Aug 2023
149	Leadership and Crisis Management in Emergency Situations	07 - 11 Aug 2023
150	The Art of Strategic Management and Leadership	07 - 18 Aug 2023
151	Managing and Leading Innovation	07 - 11 Aug 2023
152	Business Sustainability Management	07 - 11 Aug 2023
153	Leadership and Management Skills for the 21st Century	07 - 18 Aug 2023
154	Professional English Language for Executive Management	14 - 18 Aug 2023
155	Leadership Vision and Organizational Reality	14 - 18 Aug 2023
156	Advanced Presentation Skills	14 - 18 Aug 2023
157	Audit Sampling	14 - 18 Aug 2023
158	Strategic Thinking and Leadership for Engineers	14 - 18 Aug 2023
159	The Art and Science of Professional Leadership	14 - 18 Aug 2023
160	The Power of Positive Thinking, Psychology and Attitude	21 - 25 Aug 2023
161	Leadership Skills for Technical Professionals	14 - 18 Aug 2023
162	Advanced Management	21 - 25 Aug 2023
163	Success under Pressure	21 - 25 Aug 2023

No.	Course Title	Date
164	The 10-day Advanced Management and Leadership Programme	21 - 25 Aug 2023
165	Artificial Intelligence (AI)	21 - 25 Aug 2023
166	Facilitating Change Through Effective Communications	21 Aug - 01 Sep 2023
167	The Art of Influencing Business Decisions	21 - 25 Aug 2023
168	The Effective Strategic Manager	28 Aug - 01 Sep 2023
169	Advanced Leadership	28 Aug - 01 Sep 2023
170	Creativity, Critical Thinking and Problem Solving	28 Aug - 01 Sep 2023
171	Mastering Management and Leadership Skills	28 Aug - 01 Sep 2023
172	Mastering Management Skills	28 Aug - 01 Sep 2023
173	Leading with Passion	28 Aug - 01 Sep 2023
174	Communication Strategies to Empower your Professional Career	04 - 08 Sep 2023
175	Mastering Team Leadership Skills	04 - 08 Sep 2023
176	The 10-day Financial Management Workshop for the Oil and Gas Industry	04 - 08 Sep 2023
177	Advanced Contracts Management	04 - 08 Sep 2023
178	Data Privacy: Protecting the Data in the Connected World	04 - 08 Sep 2023
179	Leading with Passion	04 - 08 Sep 2023
180	Emotional Intelligence: EQ for Innovative Leadership and Corporate Teamwork	04 - 08 Sep 2023
181	The 10-day Advanced Contracts and Purchasing Management	04 - 08 Sep 2023
182	Managerial Leadership	04 ac- 08 Sep 2023
183	Business Process Optimization and Modelling	04 - 08 Sep 2023
184	Managing Stress and Work-Life Balance	11 - 15 Sep 2023
185	Business Analysis for Project Success	11 - 15 Sep 2023
186	Stakeholders Management	11 - 15 Sep 2023
187	Success under Pressure	11 - 15 Sep 2023
188	Engineering Electronic Document Management Systems	11 - 15 Sep 2023
189	The Practical Leader	18 - 22 Sep 2023
190	Advanced Leadership	18 - 22 Sep 2023
191	Mastering Business Data Collection, Analysis and Presentation	18 - 22 Sep 2023
192	Advanced Negotiation Skills and Deal Making Strategies	18 - 22 Sep 2023
193	Change Management and Building High Performing Teams	25 - 29 Sep 2023
194	Advanced Visualization with Power BI Training	25 - 29 Sep 2023
195	The Seven Habits of Highly Effective People	25 - 29 Sep 2023
196	Mastering Communication, Negotiation and Presentation Skills	25 - 29 Sep 2023

No.	Course Title	Date
197	Project Leadership, Management and Communications	25 - 29 Sep 2023
198	Leading and Managing Vendor Relations	25 - 29 Sep 2023
199	Leadership and Management Skills for Supervisors	25 - 29 Sep 2023
200	Energizing People for Performance	25 - 29 Sep 2023
201	Time Management and Personal Effectiveness	02 - 06 Oct 2023
202	Strategy Analysis	02 - 06 Oct 2023
203	Teamwork and Team Building	02 - 06 Oct 2023
204	Excellence in Maintenance and Reliability Management	02 - 06 Oct 2023
205	Strategic Crisis Management for Incident and Emergency Situations	02 - 06 Oct 2023
206	Leadership and Strategic Communication:	08 - 12 Oct 2023
207	Mastering Business Etiquette and Protocol	09 - 13 Oct 2023
208	Presentation Skills Using Neuro-Linguistic Programming (NLP)	09 - 13 Oct 2023
209	Stakeholders Management	09 - 13 Oct 2023
210	Strategic Planning in the Public Sector	09 - 13 Oct 2023
211	Developing and Implementing a Corporate Social Responsibility (CSR) Framework	09 - 13 Oct 2023
212	Developing Transformational Leadership	09 - 13 Oct 2023
213	The 10-day Strategic Planning and Management in the Public Sector	09 - 13 Oct 2023
214	Best Practices in Communication and Relational Skills	09 - 13 Oct 2023
215	Business Sustainability Management	09 - 13 Oct 2023
216	Leading High Impact Teams - Advanced Level	09 - 13 Oct 2023
217	The Seven Habits of Highly Effective People	16 - 20 Oct 2023
218	Mastering Emotional Intelligence	16 - 20 Oct 2023
219	Time Management and Personal Effectiveness	16 - 20 Oct 2023
220	Leadership Skills in Lean Times	16 - 20 Oct 2023
221	Strategic Management in the Public Sector	16 - 20 Oct 2023
222	Management Excellence Masterclass	16 - 20 Oct 2023
223	Competency Development and Managerial Excellence for Operation and Production Supervisors	16 - 20 Oct 2023
224	The 10-day Competency Development and Managerial Excellence for Plant Supervisors	16 - 20 Oct 2023
225	Strategic Capabilities for Emerging Business Leaders	16 - 20 Oct 2023
226	Mastering Communication, Negotiation and Presentation Skills	23 - 27 Oct 2023
227	Leadership Development for Engineers	23 - 27 Oct 2023
228	Designing Solutions to Complex Business Problems	23 - 27 Oct 2023

No.	Course Title	Date
229	Portfolio Management and Corporate Finance Principles	23 - 27 Oct 2023
230	Competency Development and Managerial Excellence for Maintenance Supervisors	23 - 27 Oct 2023
231	Fraud and Corruption in the Workplace	23 - 27 Oct 2023
232	The 3 Phases of Contract Management	23 - 27 Oct 2023
233	Leadership and Team Development for Managerial Success	30 Oct - 03 Nov 2023
234	Professional English Language for Executive Management	30 Oct - 03 Nov 2023
235	Quality Assurance and Quality Control using ISO 9001:2015 as a Framework	30 Oct - 03 Nov 2023
236	Strategic Planning Specialist	30 Oct - 03 Nov 2023
237	Best Practices in Executive Management	30 Oct - 03 Nov 2023
238	The Art of Strategic Management	30 Oct - 03 Nov 2023
239	Advanced Documents and Records Management Compliance	30 Oct - 03 Nov 2023
240	Advanced Business Writing Skills	30 Oct - 03 Nov 2023
241	The Art of Strategic Management and Leadership	30 Oct - 03 Nov 2023
242	The Power of Positive Thinking, Psychology and Attitude	06 - 10 Nov 2023
243	Executive Program in Leadership and Organizational Strategy	06 - 10 Nov 2023
244	Creativity, Critical Thinking and Problem Solving	06 - 10 Nov 2023
245	The Successful Female Leader	06 - 10 Nov 2023
246	Management Excellence Masterclass	06 - 10 Nov 2023
247	The Art and Science of Professional Leadership	06 - 10 Nov 2023
248	Managing a High-Performing Sales Team	06 - 10 Nov 2023
249	Business Analysis within a Project Environment	06 - 10 Nov 2023
250	Managing Strategic Alliances and Partnerships	13 - 17 Nov 2023
251	Mastering Management and Leadership Skills	13 - 17 Nov 2023
252	Mastering Management Skills	13 - 17 Nov 2023
253	The 10-day Financial Management Workshop for the Oil and Gas Industry	13 - 17 Nov 2023
254	Programme Management	13 - 17 Nov 2023
255	Developing a Business Analysis Work Plan	13 - 17 Nov 2023
256	Mastering Team Leadership Skills	20 - 24 Nov 2023
257	Professional in Business Analysis - Exam Preparation Course	20 - 24 Nov 2023
258	SAP Enterprise Resource Planning	20 - 24 Nov 2023
259	Advanced Contracts Management	20 - 24 Nov 2023
260	Advanced Presentation Skills	20 - 24 Nov 2023
261	Strategic Thinking and Decision Making in Competitive Environments	20 - 24 Nov 2023
262	Strategic Thinking and Leadership for Engineers	20 - 24 Nov 2023
263	Building Collaborative Business Models for Innovation and Competitiveness	20 - 24 Nov 2023
264	Success under Pressure	20 - 24 Nov 2023
265	Creative Leadership in Crisis Best Practices	27 Nov - 01 Dec 2023
266	Advanced Communication Skills	27 Nov - 01 Dec 2023

Sales and Marketing

No.	Course Title	Date
1	Managing and Leading Strategic Communication	06 - 10 Feb 2023
2	Marketing Communications and Brand Management	06 - 10 Mar 2023
3	Customer-Centric Selling Master Class	13 - 17 Mar 2023
4	Cx - The Customer Experience	27 - 31 Mar 2023
5	Digital Business Leadership	05 - 09 Jun 2023
6	Managing and Leading Strategic Communication	03 - 07 Jul 2023
7	Cx - The Customer Experience	23 - 27 Jul 2023
8	Advanced Negotiation Skills and Deal Making Strategies	24 - 28 Jul 2023
9	Managing a High-Performing Sales Team	24 - 28 Jul 2023
10	Strategic Marketing: Planning, Development and Implementation	14 - 18 Aug 2023
11	Emotional Intelligence for Sales Professionals	04 - 08 Sep 2023
12	The 10-day Global Sales Professional Seminar	04 - 15 Sep 2023
13	Global Excellence for Sales Professionals	11 - 15 Sep 2023
14	Marketing Communications and Brand Management	18 - 22 Sep 2023
15	Advanced Negotiation Skills and Deal Making Strategies	18 - 22 Sep 2023
16	Customer-Centric Selling Master Class	23 - 27 Oct 2023
17	Managing a High-Performing Sales Team	06 - 10 Nov 2023
18	Cx - The Customer Experience	20 - 24 Nov 2023
19	Emotional Intelligence for Sales Professionals	27 Nov - 01 Dec 2023
20	The 10-day Global Sales Professional Seminar	27 Nov - 08 Dec 2023
21	Digital Business Leadership	04 - 08 Dec 2023
22	Global Excellence for Sales Professionals	04 - 08 Dec 2023
23	Managing and Leading Strategic Communication	04 - 08 Dec 2023
24	Strategic Marketing: Planning, Development and Implementation	11 - 15 Dec 2023
25	Cx - The Customer Experience	17 - 21 Dec 2023



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Human Resources Management

No.	Course Title	Date
1	HRM Skills for Today's Leaders and Professionals	16 - 20 Jan 2023
2	Compensation and Benefits Professional (CBP)	23 - 27 Jan 2023
3	Effective HR Audit for Strategic Alignment	30 Jan - 03 Feb 2023
4	Effective Talent Management	20 - 24 Feb 2023
5	The 10-Day HR Management Seminar	27 Feb - 10 Mar 2023
6	Advanced Human Resource Management	06 - 10 Mar 2023
7	Organizational Structure and Work Ethics Behavior	06 - 10 Mar 2023
8	The Saudi Labour Law	12 - 16 Mar 2023
9	HRM Skills for Today's Leaders and Professionals	13 - 17 Mar 2023
10	Payroll Management and Effective Payroll Controls	13 - 17 Mar 2023
11	Recruitment, Selection and Retention	13 - 17 Mar 2023
12	Energizing People for Performance	13 - 17 Mar 2023
13	The Effective Human Resources Administrator	20 - 24 Mar 2023
14	Enhancing the Skills of Training Coordinators and Administrators	27 - 31 Mar 2023
15	Organization and Relationship Systems in the Workplace	27 - 31 Mar 2023
16	Talent Retention Through Remuneration and Training	27 - 31 Mar 2023
17	HRM Skills for Challenging Times	03 - 07 Apr 2023
18	Advanced Recruitment, Psychometric Analysis and Assessment	10 - 14 Apr 2023
19	Workplace Diversity and Talent Management	24 - 28 Apr 2023
20	Enhancing Job Performance	08 - 12 May 2023
21	E-HR: Latest Trends and Applications	15 - 19 May 2023
22	Advanced Human Resource Management	22 - 26 May 2023
23	Advanced Recruitment, Psychometric Analysis and Assessment	22 - 26 May 2023
24	Organisation and Relationship Systems in the Workplace	29 May - 02 Jun 2023
25	Enhancing the Skills of Training Coordinators and Administrators	05 - 09 Jun 2023
26	Advanced Human Resource Management	11 - 15 Jun 2023
27	Organisational Structure and Work Ethics Behaviour	12 - 16 Jun 2023
28	Compensation and Benefits Professional (CBP)	19 - 23 Jun 2023
29	HRM Skills for Today's Leaders and Professionals	03 - 07 Jul 2023
30	Effective HR Audit for Strategic Alignment	03 - 07 Jul 2023
31	Effective Talent Management	24 - 28 Jul 2023
32	The Saudi Labour Law	20 - 24 Aug 2023

No.	Course Title	Date
33	Organisational Structure and Work Ethics Behaviour	21 - 25 Aug 2023
34	Payroll Management and Effective Payroll Controls	21 - 25 Aug 2023
35	E-HR: Latest Trends and Applications	04 - 08 Sep 2023
36	Enhancing Job Performance	11 - 15 Sep 2023
37	Organization and Relationship Systems in the Workplace	18 - 22 Sep 2023
38	HRM Skills for Today's Leaders and Professionals	25 - 29 Sep 2023
39	Training Material and eLearning Design and Development	25 - 29 Sep 2023
40	Energizing People for Performance	25 - 29 Sep 2023
41	Payroll Management and Effective Payroll Controls	02 - 06 Oct 2023
42	Talent Retention Through Remuneration and Training	02 - 06 Oct 2023
43	HRM Skills for Today's Leaders and Professionals	16 - 20 Oct 2023
44	Enhancing the Skills of Training Coordinators and Administrators	23 - 27 Oct 2023
45	Advanced Recruitment, Psychometric Analysis and Assessment	30 Oct - 03 Nov 2023
46	HRM Skills for Challenging Times	06 - 10 Nov 2023
47	Organizational Structure and Work Ethics Behaviour	20 - 24 Nov 2023
48	The Saudi Labour Law	26 - 30 Nov 2023
49	The 10-Day HR Management Seminar	27 Nov - 08 Dec 2023
50	The Effective Human Resources Administrator	27 Nov - 01 Dec 2023
51	Advanced Human Resource Management	04 - 08 Dec 2023
52	Organization and Relationship Systems in the Workplace	11 - 15 Dec 2023
53	Effective Talent Management	11 - 15 Dec 2023
54	Compensation and Benefits Professional (CBP)	25 - 29 Dec 2023
55	Recruitment, Selection and Retention	25 - 29 Dec 2023



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Accounting and Finance

No.	Course Title	Date
1	Financial Analysis	09 - 13 Jan 2023
2	Auditing of Projects and Contractors	16 - 20 Jan 2023
3	Advanced Budgeting and Forecasting	06 - 10 Feb 2023
4	The 10-day Finance and Accounting Seminar	27 Feb - 10 Mar 2023
5	Portfolio Management and Corporate Finance Principles	27 Feb - 03 Mar 2023
6	Advanced International Financial Reporting Standards (IFRS)	27 Feb - 03 Mar 2023
7	Data Analysis Fundamentals	27 Feb - 03 Mar 2023
8	Corporate Financial Management and Accounting	27 Feb - 03 Mar 2023
9	Budgeting and Cost Control	05 - 09 Mar 2023
10	Treasury and Cash Management	06 - 10 Mar 2023
11	Mastering Finance and Accounting	06 - 10 Mar 2023
12	Certificate in Digital Innovation for Finance (CERTDIF)	06 - 10 Mar 2023
13	Auditing of Projects and Contractors	12 - 16 Mar 2023
14	Sustainable Finance and Investments	13 - 17 Mar 2023
15	Payroll Management and Effective Payroll Controls	13 - 17 Mar 2023
16	Cash Flow Management and Forecasting	13 - 17 Mar 2023
17	The Effective Financial Controller	19 - 23 Mar 2023
18	Financial Management for Projects and Contracts	20 - 24 Mar 2023
19	Project Financial Control and Project Management for the Oil and Gas Industry	27 - 31 Mar 2023
20	Budgeting, Planning and Management Reporting	27 - 31 Mar 2023
21	Global Oil Economics and Strategic Planning	03 - 07 Apr 2023
22	Advanced Commercial Analysis	03 - 07 Apr 2023
23	Treasury and Cash Management	10 - 14 Apr 2023
24	Advanced Budgeting and Forecasting	08 - 12 May 2023
25	Cost Analysis to Support Strategic Decisions	08 - 12 May 2023
26	Cash Flow Management and Forecasting	14 - 18 May 2023
27	Financial Analysis	15 - 19 May 2023
28	Data Analysis Fundamentals	21 - 25 May 2023
29	Advanced International Financial Reporting Standards (IFRS)	22 - 26 May 2023
30	Petroleum Economics, Risk and Decision Analysis	22 - 26 May 2023
31	Auditing of Projects and Contractors	22 - 26 May 2023

No.	Course Title	Date
32	Upstream Petroleum Cost Trends and Benchmarking	22 - 26 May 2023
33	Budgeting and Cost Control	29 May - 02 Jun 2023
34	Credit Policies Management	05 - 09 Jun 2023
35	Mastering Finance and Accounting	12 - 16 Jun 2023
36	Advanced Applied Data Analysis	19 - 23 Jun 2023
37	International Financial Reporting Standards (IFRS)	19 - 23 Jun 2023
38	Accounts Receivable	19 - 23 Jun 2023
39	Managing the Cash Cycle	03 - 14 Jul 2023
40	Accounts Payable	03 - 07 Jul 2023
41	Cash Flow Management and Forecasting	17 - 21 Jul 2023
42	Advanced Budgeting and Forecasting	24 - 28 Jul 2023
43	Treasury and Cash Management	31 Jul - 04 Aug 2023
44	Project Financial Control and Project Management for the Oil and Gas Industry	14 - 18 Aug 2023
45	Audit Sampling	14 - 18 Aug 2023
46	Financial Management for Projects and Contracts	14 - 18 Aug 2023
47	Upstream Petroleum Cost Trends and Benchmarking	14 - 18 Aug 2023
48	Petroleum Economics, Risk and Decision Analysis	20 - 24 Aug 2023
49	The Effective Accounts Assistant	21 - 25 Aug 2023
50	Payroll Management and Effective Payroll Controls	21 - 25 Aug 2023
51	Budgeting, Planning and Management Reporting	21 - 25 Aug 2023
52	Data Analysis Fundamentals	21 - 25 Aug 2023
53	The Effective Financial Controller	28 Aug - 01 Sep 2023
54	Sustainable Finance and Investments	28 Aug - 01 Sep 2023
55	Cost Analysis to Support Strategic Decisions	28 Aug - 01 Sep 2023
56	The 10-day Financial Management Workshop for the Oil and Gas	04 - 15 Sep 2023
57	Strategic Financial Planning and Implementation	04 - 08 Sep 2023
58	Mastering Finance and Accounting	04 - 08 Sep 2023
59	Budgeting and Cost Control for the Oil and Gas Industry	04 - 08 Sep 2023
60	Internal Controls: Monitoring, Evaluation and Risk-Based Auditing	04 - 08 Sep 2023
61	Corporate Credit Analysis	04 - 08 Sep 2023
62	Finance and Accounting for the Oil and Gas Industry	11 - 15 Sep 2023
63	Financial Management for Projects and Contracts	18 - 22 Sep 2023
64	Budgeting and Cost Control	24 - 28 Sep 2023

No.	Course Title	Date
65	Financial Analysis	25 - 29 Sep 2023
66	Payroll Management and Effective Payroll Controls	02 - 06 Oct 2023
67	Auditing of Projects and Contractors	02 - 06 Oct 2023
68	Best Practice Financial Management and Reporting for the Public Sector (IFRS and IPSAS)	02 - 13 Oct 2023
69	International Financial Reporting Standards (IFRS)	02 - 06 Oct 2023
70	Advanced Commercial Analysis	09 - 13 Oct 2023
71	International Public Sector Accounting Standards (IPSAS)	09 - 13 Oct 2023
72	Corporate Financial Management and Accounting	09 - 13 Oct 2023
73	The Effective Accountant	16 - 20 Oct 2023
74	Auditing in the Oil and Gas Industry	16 - 20 Oct 2023
75	Portfolio Management and Corporate Finance Principles	23 - 27 Oct 2023
76	Review of Financial Accounting and Detecting Fraud	30 Oct - 03 Nov 2023
77	Credit Policies Management	30 Oct - 03 Nov 2023
78	Mastering Finance and Accounting	06 - 10 Nov 2023
79	International Standards in Auditing (ISA) and Practical Application in the Audit Process	06 - 10 Nov 2023
80	Budgeting, Planning and Management Reporting	06 - 10 Nov 2023
81	Treasury and Cash Management	13 - 17 Nov 2023
82	The 10-day Financial Management Workshop for the Oil and Gas Industry	13 - 24 Nov 2023
83	Advanced International Financial Reporting Standards (IFRS)	13 - 17 Nov 2023
84	Budgeting and Cost Control for the Oil and Gas Industry	13 - 17 Nov 2023
85	Cash Flow Management and Forecasting	13 - 17 Nov 2023
86	Managing the Cash Cycle	20 Nov - 01 Dec 2023
87	Finance and Accounting for the Oil and Gas Industry	20 - 24 Nov 2023
88	Accounts Receivable	20 - 24 Nov 2023
89	The 10-day Finance and Accounting Seminar	27 Nov - 08 Dec 2023
90	Strategic Financial Planning and Implementation	27 Nov - 01 Dec 2023
91	Advanced Budgeting and Forecasting	27 Nov - 01 Dec 2023
92	Accounts Payable	27 Nov - 01 Dec 2023
93	Project Financial Control and Project Management for the Oil and Gas Industry Mastering Finance and Accounting	04 - 08 Dec 2023
94	Cost Analysis to Support Strategic Decisions	04 - 08 Dec 2023
95	Data Analysis Fundamentals	04 - 08 Dec 2023

No.	Course Title	Date
96	Global Oil Economics and Strategic Planning	10 - 14 Dec 2023
97	Sustainable Finance and Investments	11 - 15 Dec 2023
98	Advanced Applied Data Analysis	11 - 15 Dec 2023
99	Upstream Petroleum Cost Trends and Benchmarking	11 - 15 Dec 2023
100	The Effective Financial Controller	11 - 15 Dec 2023
101	Mastering Finance and Accounting	17 - 21 Dec 2023
102	Financial Management for Projects and Contracts	18 - 22 Dec 2023



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Healthcare Management and Economics

No.	Course Title	Date
1	HQA Program	8 Jan 2023 to 8 Jan 2024
2	Health Economic Modelling and Analysis Program	19-23 Feb 2023
3	International Patient Management and Medical Tourism Program	5-28 Feb 2023
4	Leadership in HealthCare Program	26 Feb - 2 Mar 2023
5	Developing Human and Organizational Potential in HealthCare	5-9 Mar 2023
6	Quality, Clinical and Corporate Governance in Healthcare	12-16 Mar 2023
7	Career and Development in Healthcare Organization	12-16 Mar 2023
8	Strategy and Innovation in HealthCare Leaders	12-16 Mar 2023
9	Excellence in Healthcare Management	12 - 16 Mar 2023
10	Strategy and Innovation in HealthCare Leaders	30 Apr - 4 May 2023
11	Change Management in Healthcare Organizations	7-11 May 2023
12	Health Economic Decision Making and Health Technology Appraisal/ Assessment	14-18 May 2023
13	Healthcare Operations: Cost Control and Productivity Management	15 - 19 May 2023
14	Principles of Obtaining Patient Access	21-25 May 2023
15	Excellence in Healthcare Management	22 - 26 May 2023
16	Understanding the Use of Data in Health Technology Assessment	28 May - 1 Jun 2023
17	HQA Program	3 Jun 2023 to 3 Jun 2024
18	Sub-National (Regional, Institutional) Health Economic Decision Making	4-8 Jun 2023
19	Digital Healthcare	05 - 09 Jun 2023
20	Transforming Patient Experience	12 - 16 Jun 2023
21	Principles of Hospital Management	11-22 Jun 2023
22	Health Economic Modelling and Analysis Program	20-24 Aug 2023
23	Leadership in HealthCare Program	27-31 Aug 2023
24	Developing Human and Organizational Potential in HealthCare	3-7 Sep 2023
25	Quality, Clinical and Corporate Governance in Healthcare	10-14 Sep 2023
26	Career and Development in Healthcare Organization	10-14 Sep 2023
27	Strategy and Innovation in HealthCare Leaders	10-14 Sep 2023
28	Strategy and Innovation in HealthCare Leaders	17-21 Sep 2023
29	Change Management in Healthcare Organizations	24-28 Sep 2023
30	Health Economic Decision Making and Health Technology Appraisal/ Assessment	1-5 Oct 2023
31	Healthcare Operations: Cost Control and Productivity Management	02 - 06 Oct 2023
32	Principles of Obtaining Patient Access	8-12 Oct 2023

No.	Course Title	Date
33	Excellence in Healthcare Management	09 - 13 Oct 2023
34	Understanding the Use of Data in Health Technology Assessment	15-19 Oct 2023
35	Sub-National (Regional, Institutional) Health Economic Decision Making	22-26 Oct 2023
36	Principles of Hospital Management	29 Oct - 9 Nov 2023
37	International Patient Management and Medical Tourism Program	5-28 Nov 2023
38	Digital Healthcare	06 - 10 Nov 2023
39	Transforming Patient Experience	13 - 17 Nov 2023
40	Excellence in Healthcare Management	10 - 14 Dec 2023



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Electrical Engineering and Instrumentation

No.	Course Title	Date
1	Variable Frequency Drives (VFDs)	30 Jan - 03 Feb 2023
2	Electric Submersible Pumps (ESPs)	30 Jan - 03 Feb 2023
3	Electrical and Instrumentation Design, Installation and Operation:	06 - 10 Feb 2023
4	Electrical Motor Installation and Protection	27 Feb - 03 Mar 2023
5	Fundamentals of Renewable Energy	13 - 17 Mar 2023
6	Uninterruptible Power Supply (UPS)	03 - 07 Apr 2023
7	LV, MV and HV Circuit Breakers	15 - 19 May 2023
8	Protective Control Relay Systems and Automation	22 - 26 May 2023
9	Power and Distribution Transformers	29 May - 02 Jun 2023
10	Industrial Instrumentation and Modern Control Systems	05 - 09 Jun 2023
11	Electric Submersible Pumps (ESPs)	12 - 16 Jun 2023
12	Uninterruptible Power Supply (UPS)	17 - 21 Jul 2023
13	Variable Frequency Drives (VFDs)	14 - 18 Aug 2023
14	Power and Distribution Transformers	21 - 25 Aug 2023
15	Electrical and Instrumentation Design, Installation and Operation	11 - 15 Sep 2023
16	LV, MV and HV Circuit Breakers	25 - 29 Sep 2023
17	Fundamentals of Renewable Energy	16 - 20 Oct 2023
18	Electrical Motor Installation and Protection	23 - 27 Oct 2023
19	Uninterruptible Power Supply (UPS)	30 Oct - 03 Nov 2023
20	Power and Distribution Transformers	06 - 10 Nov 2023
21	Electric Submersible Pumps (ESPs)	13 - 17 Nov 2023
22	Industrial Instrumentation and Modern Control Systems	20 - 24 Nov 2023
23	Electrical Engineering Advanced Workshop	27 Nov - 01 Dec 2023
24	Protective Control Relay Systems and Automation	18 - 22 Dec 2023



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Oil and Gas

No.	Course Title	Date
1	Oil Movement, Storage and Troubleshooting	09 - 13 Jan 2023
2	Flares and Relief Systems	23 - 27 Jan 2023
3	Introduction to the Oil and Gas Industry	26 Feb - 02 Mar 2023
4	SIMOPS: Simultaneous Operations System for the Oil and Gas Industry	26 Feb - 02 Mar 2023
5	Advanced Process Risk Assessment and Risk Management	27 Feb - 03 Mar 2023
6	Reservoir Simulation Fundamentals for Non-Specialists	27 Feb - 03 Mar 2023
7	Gas Processing	06 - 10 Mar 2023
8	Oil and Gas Commercial Contracts and Negotiation Skills	06 - 10 Mar 2023
9	Technical Safety Engineering	13 - 17 Mar 2023
10	Oil and Gas Technical Competence for Non-Technical Professionals	20 - 24 Mar 2023
11	CCPS Risk-Based Process Safety (RBPS)	27 - 31 Mar 2023
12	Project Financial Control and Project Management for the Oil and Gas Industry	27 - 31 Mar 2023
13	Oil Movement, Storage and Troubleshooting	27 - 31 Mar 2023
14	Reservoir Management and Monitoring	27 - 31 Mar 2023
15	Gas and LNG Contracts	27 - 31 Mar 2023
16	Global Oil Economics and Strategic Planning	03 - 07 Apr 2023
17	Firefighting System Design and Review for Oil and Gas Industry	03 - 07 Apr 2023
18	Understanding Success Factors in the Oil and Gas Industry	10 - 14 Apr 2023
19	Advanced Process Risk Assessment and Risk Management	14 - 18 May 2023
20	Integrated Reservoir Analysis	15 - 19 May 2023
21	Oil and Gas Commercial Contracts and Negotiation Skills	15 - 19 May 2023
22	Petroleum Production Operations	15 - 19 May 2023
23	Process Plant Start-up and Commissioning	15 - 19 May 2023
24	Oil and Gas Operational Safety	15 - 19 May 2023
25	Process Plant Start-up, Commissioning and Troubleshooting	15 - 26 May 2023
26	Introduction to the Oil and Gas Industry	22 - 26 May 2023
27	Petroleum Economics, Risk and Decision Analysis	22 - 26 May 2023
28	Process Troubleshooting and Problem Solving	22 - 26 May 2023
29	Upstream Petroleum Cost Trends and Benchmarking	22 - 26 May 2023
30	SIMOPS: Simultaneous Operations System for the Oil and Gas Industry	29 May - 02 Jun 2023
31	Reservoir Management and Monitoring	05 - 09 Jun 2023
32	Petroleum Engineering for Non-Specialists	12 - 16 Jun 2023

No.	Course Title	Date
33	The Art of Oil and Gas Procurement	19 - 23 Jun 2023
34	Firefighting System Design and Review for Oil and Gas Industry	19 - 23 Jun 2023
35	CCPS Risk-Based Process Safety (RBPS)	03 - 07 Jul 2023
36	Maritime Business Management	17 - 21 Jul 2023
37	Oil and Gas Operational Safety	23 - 27 Jul 2023
38	Oil and Gas Project Management	24 - 28 Jul 2023
39	The 10-day Oil and Gas Seminar	24 Jul - 04 Aug 2023
40	Understanding Success Factors in the Oil and Gas Industry	24 - 28 Jul 2023
41	CCPS Risk-Based Process Safety (RBPS)	07 - 11 Aug 2023
42	Project Financial Control and Project Management for the Oil and Gas Industry	14 - 18 Aug 2023
43	Upstream Petroleum Cost Trends and Benchmarking	14 - 18 Aug 2023
44	Petroleum Economics, Risk and Decision Analysis	20 - 24 Aug 2023
45	The 10-day Financial Management Workshop for the Oil and Gas Industry	04 - 15 Sep 2023
46	Oil and Gas Commercial Contracts and Negotiation Skills	04 - 08 Sep 2023
47	Budgeting and Cost Control for the Oil and Gas Industry	04 - 08 Sep 2023
48	Technical Report Writing in the Maritime and Offshore Industry	04 - 08 Sep 2023
49	Oil and Gas Technical Competence for Non-Technical Professionals	11 - 15 Sep 2023
50	Finance and Accounting for the Oil and Gas Industry	11 - 15 Sep 2023
51	Technology Formation Evaluation	11 - 15 Sep 2023
52	Oil Movement, Storage and Troubleshooting	18 - 22 Sep 2023
53	Advanced Process Risk Assessment and Risk Management	24 - 28 Sep 2023
54	Reservoir Management and Monitoring	24 - 28 Sep 2023
55	Gas Processing	25 - 29 Sep 2023
56	Flares and Relief Systems	02 - 06 Oct 2023
57	Process Plant Start-up and Commissioning	08 - 12 Oct 2023
58	Gas and LNG Contracts	09 - 13 Oct 2023
59	OFM Waterflood Monitoring and Surveillance	09 - 13 Oct 2023
60	SIMOPS: Simultaneous Operations System for the Oil and Gas Industry	09 - 13 Oct 2023
61	Auditing in the Oil and Gas Industry	16 - 20 Oct 2023
62	Petroleum Production Operations	16 - 20 Oct 2023
63	Technical Safety Engineering	16 - 20 Oct 2023
64	Introduction to the Oil and Gas Industry	23 - 27 Oct 2023
65	Oil and Gas Operational Safety	30 Oct - 03 Nov 2023

No.	Course Title	Date
66	The Art of Oil and Gas Procurement	06 - 10 Nov 2023
67	Process Engineering for Non-process Engineering Professionals	06 - 10 Nov 2023
68	The 10-day Financial Management Workshop for the Oil and Gas Industry	13 - 24 Nov 2023
69	Budgeting and Cost Control for the Oil and Gas Industry	13 - 17 Nov 2023
70	The 10-day Oil and Gas Seminar	13 - 24 Nov 2023
71	Understanding Success Factors in the Oil and Gas Industry	13 - 17 Nov 2023
72	Waste Management	13 - 17 Nov 2023
73	Oil and Gas Project Management	20 - 24 Nov 2023
74	Finance and Accounting for the Oil and Gas Industry	20 - 24 Nov 2023
75	Reservoir Simulation Fundamentals for Non-Specialists	20 - 24 Nov 2023
76	Maritime Business Management	27 Nov - 01 Dec 2023
77	Advanced Process Risk Assessment and Risk Management	27 Nov - 01 Dec 2023
78	Process Plant Start-up and Commissioning	27 Nov - 01 Dec 2023
79	Process Plant Start-up, Commissioning and Troubleshooting	27 Nov - 08 Dec 2023
80	Introduction to the Oil and Gas Industry	03 - 07 Dec 2023
81	Project Financial Control and Project Management for the Oil and Gas Industry	04 - 08 Dec 2023
82	Oil Movement, Storage and Troubleshooting	04 - 08 Dec 2023
83	Process Troubleshooting and Problem Solving	04 - 08 Dec 2023
84	Reservoir Management and Monitoring	10 - 14 Dec 2023
85	SIMOPS: Simultaneous Operations System for the Oil and Gas Industry	10 - 14 Dec 2023
86	Global Oil Economics and Strategic Planning	11 - 15 Dec 2023
87	CCPS Risk-Based Process Safety (RBPS)	11 - 15 Dec 2023
88	Oil and Gas Commercial Contracts and Negotiation Skills	11 - 15 Dec 2023
89	Petroleum Engineering for Non-Specialists	11 - 15 Dec 2023
90	Upstream Petroleum Cost Trends and Benchmarking	11 - 15 Dec 2023



Project Management and Constructions

No.	Course Title	Date
1	Project Leadership, Management and Communications	09 - 13 Jan 2023
2	Business Analysis for Project Success	23 - 27 Jan 2023
3	Decision Making in Projects (Engineering)	13 - 17 Feb 2023
4	Project Management Specialist	27 Feb - 10 Mar 2023
5	The 10-day Project Professional Seminar	27 Feb - 10 Mar 2023
6	Strategic Project Management	27 Feb - 03 Mar 2023
7	Project Management and Compliance	06 - 10 Mar 2023
8	Project Scheduling and Cost Control	06 - 10 Mar 2023
9	Programme Management	06 - 10 Mar 2023
10	Project Management for Contract Professionals	13 - 17 Mar 2023
11	Working Effectively in Project Teams	20 - 24 Mar 2023
12	Requirements Management	20 - 24 Mar 2023
13	Strategic Project Management	26 - 30 Mar 2023
14	Project Management	03 - 07 Apr 2023
15	Project Scheduling and Cost Control	10 - 14 Apr 2023
16	Project Risk Management and Compliance	08 - 12 May 2023
17	Construction Administration for Engineers	15 - 19 May 2023
18	Project Leadership, Management and Communications	15 - 19 May 2023
19	Project Management for Non-Project Professionals	22 - 26 May 2023
20	Business Analysis for Project Success	05 - 09 Jun 2023
21	The Project Management Professional® (PMP®) Examination Preparatory Course	19 - 23 Jun 2023
22	Advanced Project Management	19 - 23 Jun 2023
23	Oracle Primavera P6 Rel. 8.0 Fundamentals	03 - 07 Jul 2023
24	Project Management and Compliance	03 - 07 Jul 2023
25	Construction Administration for Engineers	10 - 14 Jul 2023
26	Oil and Gas Project Management	24 - 28 Jul 2023
27	Working Effectively in Project Teams	21 - 25 Aug 2023
28	Strategic Project Management	20 - 24 Aug 2023
29	Project Management Specialist	21 Aug - 01 Sep 2023
30	The 10-day Project Professional Seminar	21 Aug - 01 Sep 2023
31	Project Management and Compliance	28 Aug - 01 Sep 2023

No.	Course Title	Date
32	Advanced Project Management	11 - 15 Sep 2023
33	Business Analysis for Project Success	11 - 15 Sep 2023
34	Project Management for Contract Professionals	25 - 29 Sep 2023
35	Project Leadership, Management and Communications	25 - 29 Sep 2023
36	Complex Project Management Training	02 - 06 Oct 2023
37	Project Scheduling and Cost Control	02 - 06 Oct 2023
38	Agile Project and Delivery Management Training	09 - 13 Oct 2023
39	Project Management for Non-Project Professionals	16 - 20 Oct 2023
40	Managing Projects	16 - 20 Oct 2023
41	Decision Making in Projects (Engineering)	23 - 27 Oct 2023
42	Requirements Management	23 - 27 Oct 2023
43	Building and Evolving a PMO Training	30 Oct - 03 Nov 2023
44	Managing Projects with MS Project 2016	06 - 10 Nov 2023
45	Programme Management	13 - 17 Nov 2023
46	Project Manager Leadership Training	20 - 24 Nov 2023
47	Oil and Gas Project Management	20 - 24 Nov 2023
48	Project Management Specialist	27 Nov - 08 Dec 2023
49	Risk Management for Projects, Programs and Operations	27 Nov - 01 Dec 2023
50	The 10-day Project Professional Seminar	27 Nov - 08 Dec 2023
51	Advanced Project Management	27 Nov - 01 Dec 2023
52	Construction Administration for Engineers	27 Nov - 01 Dec 2023
53	Project Management and Compliance	04 - 08 Dec 2023
54	Advanced Project Management	04 - 08 Dec 2023
55	Project Management	11 - 15 Dec 2023
56	Project Risk Management and Compliance	11 - 15 Dec 2023
57	Oracle Primavera P6 Rel. 8.0 Fundamentals	18 - 22 Dec 2023
58	Strategic Project Management	17 - 21 Dec 2023



Contract Management

No.	Course Title	Date
1	Management of Contracts and Contract Claims	23 - 27 Jan 2023
2	Advanced Contracts Management	06 - 10 Feb 2023
3	Contracts Management	20 - 24 Feb 2023
4	Contract Management for Non-Contract Professionals	26 Feb - 02 Mar 2023
5	Contract Planning, Strategy and Claims Management	27 Feb - 03 Mar 2023
6	Contracts Management Professional	27 Feb - 03 Mar 2023
7	Oil and Gas Commercial Contracts and Negotiation Skills	06 - 10 Mar 2023
8	Post Award Contracts	06 - 10 Mar 2023
9	The 3 Phases of Contract Management	06 - 10 Mar 2023
10	Contracts Administration	12 - 16 Mar 2023
11	Project Management for Contract Professionals	13 - 17 Mar 2023
12	Writing Effective Legal Documents and Commercial Contracts - A Practical Workshop	13 - 17 Mar 2023
13	Stakeholders Management	19 - 23 Mar 2023
14	Financial Management for Projects and Contracts	20 - 24 Mar 2023
15	Strategic Contract Management	20 - 24 Mar 2023
16	Contract Planning, Strategy and Claims Management	26 - 30 Mar 2023
17	Management of Contracts and Contract Claims	26 - 30 Mar 2023
18	Global Oil Economics and Strategic Planning	03 - 07 Apr 2023
19	Contractual Risk, Insurance and Indemnities	03 - 07 Apr 2023
20	Management of Contracts and Contract Claims	08 - 12 May 2023
21	Ship Chartering, Laytime and Demurrage Masterclass	15 - 19 May 2023
22	Oil and Gas Commercial Contracts and Negotiation Skills	15 - 19 May 2023
23	Contract Management for Non-Contract Professionals	15 - 19 May 2023
24	The 10-day Contract and Project Management Skills for Non- Professionals	15 - 26 May 2023
25	The 5-day Contract Professional Seminar	15 - 19 May 2023
26	The 5-day Contract Professional Seminar	15 - 19 May 2023
27	Contracts Administration	22 - 26 May 2023
28	Stakeholders Management	29 May - 02 Jun 2023
29	Negotiating and Contracting in Procurement and Supply	05 - 09 Jun 2023
30	Strategic Contract Management	12 - 16 Jun 2023
31	Advanced Contracts Management	19 - 23 Jun 2023

No.	Course Title	Date
32	Contractual Risk, Insurance and Indemnities	19 - 23 Jun 2023
33	Management of Contracts and Contract Claims	03 - 07 Jul 2023
34	The 10-day Advanced Contracts and Project Management	03 - 14 Jul 2023
35	The 10-day Advanced Contracts and Purchasing Management	03 - 14 Jul 2023
36	Ship Chartering, Laytime and Demurrage Masterclass	17 - 21 Jul 2023
37	Contracts Management	17 - 21 Jul 2023
38	Writing Effective Legal Documents and Commercial Contracts - A Practical Workshop	07 - 11 Aug 2023



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Interior Design and Graphic

No.	Course Title	Date
1	CM and Primavera	5-9 Mar 2023
2	Portrait Painting	8-12 Jan 2023
3	2D Certificate Animation	22-26 Jan 2023
4	Microwave Communication Networks	5-9 Mar 2023
5	Hand Tuft Carpet Making	8-12 Jan 2023
6	3D Certificate Animation	29 Jan-2 Feb 2023
7	Operation and Maintenance Procedures for Surface Water Purification Plants	5-9 Mar 2023
8	Drawing and Painting	15-19 Jan 2023
9	Graphic Design Certificate	5-9 Feb 2023
10	Analysis and Evaluation of Industrial Projects	12-16 Mar 2023
11	T0Shirt and Textile Printing	15-19 Jan 2023
12	Web Design and Development Certificate	12-16 Feb 2023
13	Confronting Jamming of Stations and Receivers	12-16 Mar 2023
14	Sculpture and Relief	22-26 Jan 2023
15	Special Effect Certificate	19-23 Feb 2023
16	Operation and Maintenance of Desalination Plants	12-16 Mar 2023
17	Tie and Dye Textile Printing	22-26 Jan 2023
18	Mobile Apps Certificate	26-2 Mar 2023
19	Integrated Project Management	30 Apr 4 May 2023
20	Mural Design	29Jan - 2 Feb 2023
21	3D Design Certificate	5-9 Mar 2023
22	Maintenance and Operation of Communications Control Devices	30 Apr 4 May 2023
23	Ceramics	29 Jan - 2 Feb 2023
24	2D Cad Certificate	12-16 Mar 2023
25	Safety Considerations in Handling Chlorine	30 Apr 4 May 2023
26	Sketching	5-9 Feb 2023
27	Game Design Certificate	30 April -4 May 2023
28	Soil Mechanics and Tests	7-11 May 2023
29	Stained Glass	5-9 Feb 2023
30	Montage and Film Editing Certificate	7-11 May 2023
31	Modern Methods of Extending Communication Networks	7-11 May 2023
32	Watercolor Painting	12-16 Feb 2023

No.	Course Title	Date
33	2D Certificate Animation	23-27 Jul 2023
34	Standard Operation and Maintenance Procedures for Drinking Water Networks and Their Accessories	7-11 May 2023
35	Computer Aided Fashion Design (Clo)	12-16 Feb 2023
36	3D Certificate Animation	30-3 Aug 2023
37	Modern Methods of Calculating Quantities	14-18 May 2023
38	Computer Aided Fashion Manufacturing (Gerber)	19-23 Feb 2023
39	Graphic Design Certificate	6-10 Aug 2023
40	Designing Electronic Systems for Networks Using Computers	14-18 May 2023
41	Fashion Design	26 Feb -2 Mar 2023
42	Web Design and Development Certificate	13-17 Aug 2023
43	Operation and Maintenance of Drinking Water Plants Using Ultra-Filtration	14-18 May 2023
44	Acoustics and Voice Over	26 Feb -2 Mar 2023
45	Special Effect Certificate	20-24 Aug 2023
46	Environmental Considerations for the Design and Implementation of Engineering Projects	21-25 May 2023
47	Jewelry	5-9 Mar 2023
48	Mobile Apps Certificate	27-31 Aug 2023
49	Management Technology in Mechanical Engineering Work	21-25 May 2023
50	Vr360 Film Making	5-9 Mar 2023
51	3D Design Certificate	3-7 Sep 2023
52	Advanced Wastewater Treatment Technologies	21-25 May 2023
53	Hand Tuft Carpet Making	9-13 Jul 2023
54	2D Cad Certificate	10-14 Sep 2023
55	Structural Foundation Engineering	28 May - 1 Jun 2023
56	T0Shirt and Textile Printing	16-20 Jul 2023
57	Game Design Certificate	17-21 Sep 2023
58	Modern Techniques for Maintenance and Operation of Mechanical Equipment	28 May - 1 Jun 2023
59	Tie and Dye Textile Printing	23-27 Jul 2023
60	Montage and Film Editing Certificate	24-28 Sep 2023
61	Procedures for Dealing with Industrial Waste and Modern Treatment Systems	28 May - 1 Jun 2023
62	Ceramics	30 Jul - 3 Aug 2023
63	Project Management and Facility Maintenance	4-8 June 2023
64	Stained Glass	6-10 Aug 2023

No.	Course Title	Date
65	Basics of Operation and Maintenance of Compressors	4-8 Jun 2023
66	Computer Aided Fashion Design (Clo)	13-17 Aug 2023
67	Sludge handling, Handling and Transportation Procedures	4-8 Jun 2023
68	Computer Aided Fashion Manufacturing (Gerber)	20-24 Aug 2023
69	Management and Maintenance of Concrete Buildings	11-15 Jun 2023
70	Acoustics and Voice Over	27-31 Aug 2023
71	Operation and Maintenance of Pumps.	11-15 Jun 2023
72	Vr360 Film Making	3-7 Sep 2023
73	Using Laboratory Analyzes to Control the Operation of Drinking Water Plants	11-15 Jun 2023
74	Portrait Painting	12-16 Nov 2023
75	Analysis and Evaluation of Facilities and Buildings and Methods of Restoration	18-22 Jun 2023
76	Drawing and Painting	19-23 Nov 2023
77	Operation and Maintenance of Sewage Treatment Technologies	18-22 Jun 2023
78	Sculpture and Relief	26-30 Nov 2023
79	Preparation for PMP	18-22 Jun 2023
80	Mural Design	3-7 Dec 2023
81	CM and Primavera	3-7 Sep 2023
82	Sketching	10-14 Dec 2023
83	Microwave Communication Networks	3-7 Sep 2023
84	Watercolor Painting	17-21 Dec 2023
85	Operation and Maintenance Procedures for Surface Water Purification Plants	3-7 Sep 2023
86	Fashion Design	24-28 Dec 2023
87	Analysis and Evaluation of Industrial Projects	10-14 Sep 2023
88	Jewelry	31 Dec 2023 to 4 Jan 2024
89	Confronting Jamming of Stations and Receivers	10-14 Sep 2023
90	Operation and maintenance of desalination plants	10-14 Sep 2023
91	Integrated Project Management	17-21 Sep 2023
92	Maintenance and Operation of Communications Control Devices	17-21 Sep 2023
93	Safety Considerations in Handling Chlorine	17-21 Sep 2023
94	Soil Mechanics and Tests	24-28 Sep 2023
95	Modern Methods of Extending Communication Networks	24-28 Sep 2023
96	Standard Operation and Maintenance Procedures for Drinking Water Networks and Their Accessories	24-28 Sep 2023
97	Modern Methods of Calculating Quantities	1-5 Oct 2023

No.	Course Title	Date
98	Designing Electronic Systems for Networks Using Computers	1-5 Oct 2023
99	Operation and Maintenance of Drinking Water Plants Using Ultra-Filtration	1-5 Oct 2023
100	Environmental Considerations for the Design and Implementation of Engineering Projects	8-12 Oct 2023
101	Management technology in mechanical engineering work	8-12 Oct 2023
102	Advanced Wastewater Treatment Technologies	8-12 Oct 2023
103	Structural Foundation Engineering	15-19 Oct 2023
104	Modern Techniques for Maintenance and Operation of Mechanical Equipment	15-19 Oct 2023
105	Procedures for Dealing with Industrial Waste and Modern Treatment Systems	15-19 Oct 2023
106	Project Management and Facility Maintenance	22-26 Oct 2023
107	Basics of Operation and Maintenance of Compressors	22-26 Oct 2023
108	Sludge Handling and Transportation Procedures	22-26 Oct 2023
109	Management and Maintenance of Concrete Buildings	29 Oct - 2 Nov 2023
110	Operation and Maintenance of Pumps.	29 Oct - 2 Nov 2023
111	Using Laboratory Analyzes to Control the Operation of Drinking Water Plants	29 Oct - 2 Nov 2023
112	Analysis and Evaluation of Facilities and Buildings and Methods of Restoration	5-9 Mar 2023
113	Operation and Maintenance of Sewage Treatment Technologies	5-9 Nov 2023
114	Preparation for PMP	5-9 Nov 2023

PROFESSIONAL **D**EVELOPMENT
 & **C**ONTINUING **E**DUICATION



Purchasing and Supply Chain Management

No.	Course Title	Date
1	Effective Supply Chain, Warehouse, and Inventory Management	06 - 10 Feb 2023
2	Logistic and Supply Chain	06 - 10 Feb 2023
3	E-Procurement: Developing, Implementing and Managing the Complete Process	13 - 17 Feb 2023
4	Applying Supply Chain Sustainability	20 - 24 Feb 2023
5	Contracts Management	20 - 24 Feb 2023
6	Advanced Warehouse Management, Warehousing Performance Measures, Storage Control and Safety	27 Feb - 03 Mar 2023
7	Category Management in Procurement	27 Feb - 03 Mar 2023
8	LNG Charter Party	06 - 10 Mar 2023
9	Logistics and Transport Management	06 - 10 Mar 2023
10	Leading and Managing Vendor Relations	13 - 17 Mar 2023
11	Effective Supply Chain, Warehouse, and Inventory Management	19 - 23 Mar 2023
12	CoSeminarting Risk and Fraud in Procurement	20 - 24 Mar 2023
13	Effective Expediting	27 - 31 Mar 2023
14	Gas and LNG Contracts	27 - 31 Mar 2023
15	Vehicle Fleet Development and Management	03 - 07 Apr 2023
16	Strategic Skills for Procurement	03 - 07 Apr 2023
17	LNG Charter Party	10 - 14 Apr 2023
18	Ship Chartering, Laytime and Demurrage Masterclass	15 - 19 May 2023
19	Supplier Relationship Management (SRM) and Operational Excellence	15 - 19 May 2023
20	Developing Purchasing Policies, Processes and Service Level Agreements	15 - 19 May 2023
21	Applying Supply Chain Sustainability	29 May - 02 Jun 2023
22	E-Procurement: Developing, Implementing and Managing the Complete Process	05 - 09 Jun 2023
23	Negotiating and Contracting in Procurement and Supply	05 - 09 Jun 2023
24	Improving Productivity through Quality Enhancement and Cost Reduction	05 - 09 Jun 2023
25	Effective Supply Chain, Warehouse, and Inventory Management	12 - 16 Jun 2023
26	Global Sourcing Strategy and Smart International Procurement	12 - 16 Jun 2023
27	Advanced Purchasing Management	19 - 23 Jun 2023
28	The Art of Oil and Gas Procurement	19 - 23 Jun 2023
29	Category Management in Procurement	19 - 23 Jun 2023
30	CoSeminarting Risk and Fraud in Procurement	19 - 23 Jun 2023
31	Material Cataloguing, Specifications and Storage Planning	03 - 07 Jul 2023
32	Ship Chartering, Laytime and Demurrage Masterclass	17 - 21 Jul 2023

No.	Course Title	Date
33	Maritime Business Management	17 - 21 Jul 2023
34	Contracts Management	17 - 21 Jul 2023
35	Effective Supply Chain, Warehouse, and Inventory Management	23 - 27 Jul 2023
36	Logistic and Supply Chain	24 - 28 Jul 2023
37	Advanced Warehouse Management, Warehousing Performance Measures, Storage Control and Safety	14 - 18 Aug 2023
38	Strategic Skills for Procurement	14 - 18 Aug 2023
39	Logistics and Transport Management	04 - 08 Sep 2023
40	Operations Management Masterclass	11 - 15 Sep 2023
41	Advanced Purchasing Management	11 - 15 Sep 2023
42	Developing Purchasing Policies, Processes and Service Level Agreements	25 - 29 Sep 2023
43	Leading and Managing Vendor Relations	25 - 29 Sep 2023
44	Strategic Skills for Procurement	02 - 06 Oct 2023
45	CoSeminarting Risk and Fraud in Procurement	02 - 06 Oct 2023
46	Gas and LNG Contracts	09 - 13 Oct 2023
47	E-Procurement: Developing, Implementing and Managing the Complete Process	16 - 20 Oct 2023
48	Global Sourcing Strategy and Smart International Procurement	16 - 20 Oct 2023
49	Vehicle Fleet Development and Management	23 - 27 Oct 2023
50	Effective Supply Chain, Warehouse, and Inventory Management	30 Oct - 03 Nov 2023
51	The Art of Oil and Gas Procurement	06 - 10 Nov 2023
52	Negotiating and Contracting in Procurement and Supply	06 - 10 Nov 2023
53	Improving Productivity through Quality Enhancement and Cost Reduction	06 - 10 Nov 2023
54	Effective Expediting	13 - 17 Nov 2023
55	Supplier Relationship Management (SRM) and Operational Excellence	20 - 24 Nov 2023
56	Applying Supply Chain Sustainability	20 - 24 Nov 2023
57	Maritime Business Management	27 Nov - 01 Dec 2023
58	Advanced Purchasing Management	27 Nov - 01 Dec 2023
59	Category Management in Procurement	27 Nov - 01 Dec 2023
60	Ship Chartering, Laytime and Demurrage Masterclass	04 - 08 Dec 2023
61	Leading and Managing Vendor Relations	04 - 08 Dec 2023
62	Developing Purchasing Policies, Processes and Service Level Agreements	11 - 15 Dec 2023
63	Effective Supply Chain, Warehouse, and Inventory Management	17 - 21 Dec 2023
64	Contracts Management	18 - 22 Dec 2023
65	Material Cataloguing, Specifications and Storage Planning	18 - 22 Dec 2023
66	Advanced Warehouse Management, Warehousing Performance Measures, Storage Control and Safety	25 - 29 Dec 2023

Customer Service and Public Relations

No.	Course Title	Date
1	Managing and Leading Strategic Communication	06 - 10 Feb 2023
2	Advanced Communication Skills	20 - 24 Feb 2023
3	Marketing Communications and Brand Management	06 - 10 Mar 2023
4	Public Relations and Corporate Communications	13 - 17 Mar 2023
5	Public Relations Professional	13 - 17 Mar 2023
6	Customer-Centric Selling Master Class	13 - 17 Mar 2023
7	Call and Contact Centre Workshop	20 - 24 Mar 2023
8	Customer Management Specialist	20 - 24 Mar 2023
9	Managing Service Quality and Customer Satisfaction	20 - 24 Mar 2023
10	Organization and Relationship Systems in the Workplace	27 - 31 Mar 2023
11	Cx - The Customer Experience	27 - 31 Mar 2023
12	Advanced Public Relations in Media Skills	27 - 31 Mar 2023
13	Advanced Communication Skills	03 - 07 Apr 2023
14	Mastering Business Etiquette and Protocol	03 - 07 Apr 2023
15	Customer Service Excellence	03 - 07 Apr 2023
16	Best Practices in Communication and Relational Skills	08 - 12 May 2023
17	Advanced Presentation Skills	15 - 19 May 2023
18	Events and Conferences Management	22 - 26 May 2023
19	Public Relations and Corporate Communications	29 May - 02 Jun 2023
20	Organization and Relationship Systems in the Workplace	29 May - 02 Jun 2023
21	Building a Customer-Centric Service Culture	29 May - 02 Jun 2023
22	Advanced Communication Skills	05 - 09 Jun 2023
23	Call and Contact Centre Workshop	12 - 16 Jun 2023
24	Public Relations and Corporate Communications	19 - 23 Jun 2023
25	Mastering and Managing Professional Communications	02 - 06 Jul 2023
26	Mastering Corporate Communications	03 - 07 Jul 2023
27	Managing and Leading Strategic Communication	03 - 07 Jul 2023
28	Cx - The Customer Experience	23 - 27 Jul 2023
29	Advanced Presentation Skills	14 - 18 Aug 2023
30	Public Relations and Corporate Communications	21 - 25 Aug 2023
31	Public Relations Professional	22 - 25 Aug 2023
32	Customer Management Specialist	11 - 15 Sep 2023

No.	Course Title	Date
33	Managing Service Quality and Customer Satisfaction	11 - 15 Sep 2023
34	Marketing Communications and Brand Management	18 - 22 Sep 2023
35	Organization and Relationship Systems in the Workplace	18 - 22 Sep 2023
36	Advanced Public Relations in Media Skills	18 - 22 Sep 2023
37	Customer Service Excellence	02 - 06 Oct 2023
38	Mastering Business Etiquette and Protocol	09 - 13 Oct 2023
39	Best Practices in Communication and Relational Skills	09 - 13 Oct 2023
40	Customer-Centric Selling Master Class	23 - 27 Oct 2023
41	Events and Conferences Management	23 - 27 Oct 2023
42	Building a Customer-Centric Service Culture	30 Oct - 03 Nov 2023
43	Public Relations and Corporate Communications	13 - 17 Nov 2023
44	Public Relations Professional	13 - 17 Nov 2023
45	Advanced Presentation Skills	20 - 24 Nov 2023
46	Cx - The Customer Experience	20 - 24 Nov 2023
47	Advanced Communication Skills	27 Nov - 01 Dec 2023
48	Call and Contact Centre Workshop	27 Nov - 01 Dec 2023
49	Building a Customer-Centric Service Culture	04 - 08 Dec 2023
50	Organization and Relationship Systems in the Workplace	11 - 15 Dec 2023
51	Cx - The Customer Experience	17 - 21 Dec 2023



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Occupational Safety and Health

No.	Course Title	Date
1	Risk Assessment within Production Operations	16 - 20 Jan 2023
2	Health, Safety and Environment in Engineering Projects	06 - 10 Feb 2023
3	Layers of Protection Analysis (LOPA)	13 - 17 Feb 2023
4	NEBOSH International General Certificate in Occupational Health and Safety	20 Feb - 03 Mar 2023
5	SIMOPS: Simultaneous Operations System for the Oil and Gas Industry	26 Feb - 02 Mar 2023
6	Advanced Process Risk Assessment and Risk Management	27 Feb - 03 Mar 2023
7	OSHA – Occupational Safety and Health Administration Standards	05 - 09 Mar 2023
8	Modern Chemical Laboratory	06 - 10 Mar 2023
9	Creative Leadership in Crisis Best Practices	13 - 17 Mar 2023
10	Technical Safety Engineering	13 - 17 Mar 2023
11	CCPS Risk-Based Process Safety (RBPS)	27 - 31 Mar 2023
12	NEBOSH HSE Certificate in Process Safety Management	28 - 31 Mar 2023
13	Risk Assessment within Production Operations	29 - 31 Mar 2023
14	Firefighting System Design and Review for Oil and Gas Industry	03 - 07 Apr 2023
15	Safety in Process Design	10 - 14 Apr 2023
16	Chemicals Handling	08 - 12 May 2023
17	Advanced Process Risk Assessment and Risk Management	14 - 18 May 2023
18	Layers of Protection Analysis (LOPA)	15 - 19 May 2023
19	Oil and Gas Operational Safety	15 - 19 May 2023
20	Advanced Risk and Incident Analysis	21 - 25 May 2023
21	Safety Compliance and Site Inspection	22 - 26 May 2023
22	Task Risk Assessment: Modern Proactive Approach to Incident Prevention	22 - 26 May 2023
23	Risk Assessment within Production Operations	29 May - 02 Jun 2023
24	SIMOPS: Simultaneous Operations System for the Oil and Gas Industry	29 May - 02 Jun 2023
25	OSHA – Occupational Safety and Health Administration Standards	05 - 09 Jun 2023
26	Pre-Startup Audit: Evaluating, Determining and Implementing Effective Risk Control Measures	05 - 09 Jun 2023
27	Safety in Process Design	12 - 16 Jun 2023
28	Certified PHA-Hazop Leader	19 - 23 Jun 2023
29	Firefighting System Design and Review for Oil and Gas Industry	19 - 23 Jun 2023
30	Strategic Crisis Management for Incident and Emergency Situation	24 Jul - 04 Aug 2023
31	Advanced Process Risk Assessment and Risk Management	27 Nov - 01 Dec 2023
32	Safety Compliance and Site Inspection	04 - 08 Dec 2023

Operation and Maintenance Engineering

No.	Course Title	Date
1	Excellence in Maintenance and Reliability Management	02 - 06 Jan 2023
2	Advanced Maintenance Management	09 - 13 Jan 2023
3	Asset Integrity Management	06 - 10 Mar 2023
4	Advanced Maintenance Management	19 - 23 Mar 2023
5	Maintenance Planning, Scheduling and Work Control	27 - 31 Mar 2023
6	Maintenance Management Professional	27 - 31 Mar 2023
7	Managing Shutdowns, Turnarounds and Outages	10 - 14 Apr 2023
8	Excellence in Maintenance and Reliability Management	22 - 26 May 2023
9	Construction and Civil Engineering Fundamentals for Non-Civil Engineers	12 - 16 Jun 2023
10	Maintenance Planning, Scheduling and Work Control	19 - 23 Jun 2023
11	Managing Shutdowns, Turnarounds and Outages	03 - 07 Jul 2023
12	Asset Integrity Management	31 Jul - 04 Aug 2023
13	Advanced Maintenance Management	14 - 18 Aug 2023
14	Maintenance Planning, Scheduling and Work Control	04 - 08 Sep 2023
15	Maintenance Management Professional	04 - 08 Sep 2023
16	Maintenance Management	04 - 08 Sep 2023
17	Maintenance Auditing and Continuous Improvement	11 - 15 Sep 2023
18	Maintenance Auditing Specialist	11 - 15 Sep 2023
19	Construction and Civil Engineering Fundamentals for Non-Civil Engineers	17 - 21 Sep 2023
20	Excellence in Maintenance and Reliability Management	02 - 06 Oct 2023
21	The 10-day Competency Development and Managerial Excellence for Plant Supervisors	16 - 27 Oct 2023
22	Competency Development and Managerial Excellence for Operation and Production Supervisors	16 - 20 Oct 2023
23	Competency Development and Managerial Excellence for Maintenance Supervisors	23 - 27 Oct 2023
24	Advanced Maintenance Management	06 - 10 Nov 2023
25	Asset Integrity Management	11 - 15 Dec 2023





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**Training Calendar
2023**

**PROFESSIONAL DEVELOPMENT
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Mechanical Engineering

No.	Course Title	Date
1	Boilers	09 - 13 Jan 2023
2	Flares and Relief Systems	23 - 27 Jan 2023
3	Principles, Applications and Performance of Pumps, Compressors and Turbines	30 Jan - 03 Feb 2023
4	Cooling Towers: Operation, Maintenance and Troubleshooting	13 - 17 Feb 2023
5	Modern Valve Technology	13 - 17 Mar 2023
6	Chiller Design, Installation, Maintenance and Troubleshooting	20 - 24 Mar 2023
7	Acidizing and Fracturing	27 - 31 Mar 2023
8	Valves, Actuators and Steam Traps	03 - 07 Apr 2023
9	Starting-up Plant (SC and GC)	22 - 26 May 2023
10	Offshore Structure Design, Construction, Inspection, Maintenance and Repair	05 - 09 Jun 2023
11	Piping Material Selection and Rating Classification	12 - 16 Jun 2023
12	Principles, Applications and Performance of Pumps, Compressors and Turbines	19 - 23 Jun 2023
13	Chiller Design, Installation, Maintenance and Troubleshooting	03 - 07 Jul 2023
14	Gas Turbine and Compressors	07 - 11 Aug 2023
15	Modern Valve Technology	04 - 08 Sep 2023
16	Principles, Applications and Performance of Pumps, Compressors and Turbines	04 - 08 Sep 2023
17	Fitness for Service Assessment of Pressure Vessels, Tanks and Piping Systems Using API 579-1 and ASME FFS Standards	18 - 22 Sep 2023
18	Flares and Relief Systems:	02 - 06 Oct 2023
19	Valves, Actuators and Steam Traps	29 Oct - 02 Nov 2023
20	Cooling Towers: Operation, Maintenance and Troubleshooting	20 - 24 Nov 2023
21	Offshore Structure Design, Construction, Inspection, Maintenance and Repair	27 Nov - 01 Dec 2023
22	Chiller Design, Installation, Maintenance and Troubleshooting	04 - 08 Dec 2023
23	Principles, Applications and Performance of Pumps, Compressors and Turbines	18 - 22 Dec 2023



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Web Site: <https://buc.edu.eg/continuing-education/>

Email : ipdce2@buc.edu.eg

Cell Phone: +201279110243

Hotline: 19592



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Address: Entertainment Area, Badr City, Cairo, Egypt.

Web Site: <https://buc.edu.eg/continuing-education>.

Email : lpdce2@buc.edu.eg

Cell Phone: +201279110243

Hotline: 19592