



ANNUAL TRAINING PROGRAMS



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2023- 2024

ADMINISTRATION AND PUBLIC RELATION

NO	Course name	Place	Date
1	Methods Of Using Modern Technology In Administrating	Dubai / Abu dhabi	26- 30/01/2023
2	Advanced Telephone Skills	Dubai / Istanbul	15-19/03/2023
3	Finance & Accounting for Office Administrator & Secretaries	Dubai / Azerbaijan / Baku	05- 09/04/2023
4	Advanced Office Management	Dubai / Sarajevo	18-22/10/2023
5	Excellence In Secretaries & Office Managers	Dubai /Georgia / Kutaisi	18-22/10/2023
6	Executives Secretaries Skills	Dubai /Istanbul / Tunis	25-29/10/2023
7	Executivle Assistant	Dubai /Barcelone / Fujeirah	03- 07/05/2023
8	Master Class for Secretaries Pas & Administrative	Alexandria / Dubai / South Korea	02- 06/02/2023
9	Advanced Office Management & Effective Administration Skills	Dubai / Busan / Georgia	19- 23/07/2023
10	Secretaries & Office Work	Dubai /Morocco / Antaliya	25-29/10/2023

ADMINISTRATION AND PUBLIC RELATION

NO	Course name	Place	Date
11	Archiving And Filing	Dubai /Tunisia / Ajman	05- 09/04/2023
12	Public Relations Skills	Dubai / Sri Lanka	07-11/06/2023
13	The Efficient and Highly Productive Administrator	Dubai /Tunisia /Thailand	08-12/03/2023
14	Certificate in Events Management	Dubai / Georgia / Gabala	02- 06/08/2023
15	Public Relations Campaigns: From Planning to Execution	Dubai /Georgia / Istanbul	13-17/09/2023
16	The Essentials of Business Etiquette and Protocol	Dubai /Abu Dhabi / Tailand	28-06/02- 07/2023
17	Events and Conferences Management	Dubai /Ras Alkaimah / Busan	19-23/04/2023
18	Certified Administration and Office Management Professional	Dubai /Morocco / Barcelone	12-16/04/2023
19	Document Control and Records Management	Dubai /KSA / Jordan	10-14/05/2023
20	Business Writing Skills	Dubai / Tunisia	14-18/06/2023

LEADERSHIP COURSES

NO	Course name	Place	Date
1	Executive Leadership	Dubai / Istanbul	05-09/01/2023
2	From An Operational Manager To A Strategic Leader	Dubai / Abu Dhabi / Georgia	12-16/01/2023
3	Team Working	Dubai / Fujeirah / Morocco	19-23/01/2023
4	Strategic Thinking & Business Planning	Dubai / Ajman	26-31/01/2023
5	Strategic Planning for Optimum Results	Dubai / Ras AlKaimah	02-06/02/2023
6	Team Leadership	Dubai / Barcelone	09-13/02/2023
7	Leadership & Decision-Making	Dubai / Gabala	16-20/02/2023
8	Leadership & Communication Skills	Dubai / Fujeirah / Jordan	23-27/02/2023
9	Developing Personal Power - A Plan for Success	Dubai / Georgia / Kutaisi	01-05/03/2023
10	Managing and Motivating Towards Excellence	Dubai / Abu Dhabi / Sharm El-Sheikh	08-12/03/2023

LEADERSHIP COURSES

NO	Course name	Place	Date
11	Leadership Excellence in Handling Pressure, Stress and Crisis	Dubai /Morocco / Antaliya	15-19/03/2023
12	Emotional Intelligence	Dubai / Barcelone	22-26/03/2023
13	Certified Team Leader	Dubai /Abu Dhabi / Cairo	29-03/02- 04/2023
14	Managing Self and Leading Others	Dubai /Fujeirah / Busan	05- 09/04/2023
15	Transformational Change and Strategic Leadership	Dubai /Ajman / Sri Lanka	12-16/04/2023
16	Creative Problem Solving and Decision Making	Dubai /Ras AlKaimah	19-23/04/2023
17	Certificate in Emotional Intelligence	Dubai /Abu Dhabi / Tailand	14-18/06/2023
18	Organizational Leadership	Dubai / Thailand	21-25/06/2023
19	Managing Multiple Tasks, Priorities and Deadlines	Dubai /Fujeirah / Georgia	28-06/02- 07/2023
20	Good to Great Management: The Road Ahead	Dubai /Abu Dhabi /Alexandria	05- 09/07/2023

HUMAN RESOURCES AND TRAINING COURSES

NO	Course name	Place	Date
1	Understanding Human Resource Strategies	Dubai /Abu Dhabi / Antalia	22-26/03/2023
2	Essentials of Compensation Management	Dubai / Georgia	10-14/05/2023
3	Strategic Human Resource Management	Dubai /Fujeirah / Cairo	26-30/01/2023
4	New Aspects in HRD	Dubai /Ras AlKaimah / Tunisia	15 -19/11/2023
5	Coaching & Counseling For Enhanced Performance	Dubai / Antaliya	23-27/08/2023
6	Compensation Management & Job Analysis, Documentation and Evaluation	Dubai /Sharm El-Sheikh / Dubai	12-16/04/2023
7	Developing Performance Management System	Dubai /Georgia	05-09/07/2023
8	Instructional Systems Design	Dubai /Abu Dhabi / Thailand	19-23/07/2023
9	Fundamentals of Human Resource Management	Dubai /Istanbul	08-12/03/2023
10	Introduction to Competency Based Systems	Dubai /Fujeirah / Busan	07-11/06/2023

HUMAN RESOURCES AND TRAINING COURSES

NO	Course name	Place	Date
11	Certified Training and Development Professional	Dubai /Tailand / Georgia	19-23/07/2023
12	System of wages,Compensation and Benefits	Dubai / Azerbaijan / Baku	12- 16/07/2023
13	Workforce Planning	Dubai / Sri Lanka	09- 13/08/2023
14	Advanced analysis Salary & allowances	Dubai /Tunisia	13-17/09/2023
15	Enhancing the Skills of Training Coordinators	Dubai /Abu Dhabi / Georgia	14-18/06/2023
16	The Training analyst	Dubai /Fujeirah / Istanbul	19-23/07/2023
17	Payroll: Preparation, Analysis and Management	Dubai /Kutaisi / Antaliya	03- 07/05/2023
18	Advanced Career Development and Succession Planning	Dubai /Georgia / Kutaisi	19/23/01/2023
19	Certified Training and Development Professional	Dubai /Gabala	20-24/12/2023
20	Human Resources KPIs: Benchmarking HR Performance	Dubai /Ras AlKaimah	22-26/03/2023

MANAGEMENT COMMUNICATION COURSES

NO	Course name	Place	Date
1	Advanced Communication Skills	Dubai /Barcelona / Sri Lanka	18-22/10/2023
2	Business Presentation Skills	Dubai / Gabala	26/30/01/2023
3	Certificate in Corporate Communications	Dubai /Fujeirah / Jordan	22-26/03/2023
4	Communication, Negotiation & Presentation Skills	Dubai /Georgia / Kutaisi	08-12/03/2023
5	Crisis Communication Skills	Dubai /Abu Dhabi	19-23/04/2023
6	Effective Presentation Skills	Dubai /Morocco	13-17/09/2023
7	Effective Report Writing Techniques	Dubai / Barcelona	26-30/01/2023
8	Interpersonal Communication Skills	Dubai /Abu Dhabi / Cairo	21-25/06/2023
9	Public Speaking and Presentation Skills	Dubai /Fujeirah / Busan	03-07/05/2023
10	Managing Conflict: Power through Influence	Dubai /Tailand / Georgia	05-09/04/2023

MANAGEMENT COMMUNICATION COURSES

NO	Course name	Place	Date
11	Active Listening Skills	Dubai / Azerbaijan / Baku	12-16/07/2023
12	Negotiation For Results	Dubai / Sri Lanka	16-20/02/2023
13	Organizational and Departmental Communication	Dubai /Tunisia / Morroco	09-13/08/2023
14	Petroleum Legal Negotiation	Dubai /Abu Dhabi / Georgia / Gabala	13-17/09/2023
15	Presentation Design and Delivery	Dubai / Azerbaijan	25-29/10/2023
16	Report Writing And Business Presentation Skills	Dubai / Sarajevo	06-10/09/2023
17	Technical Report Writing	Dubai /Georgia	05-09/04/2023
18	Ten ways to improve your negotiating skills	Dubai /Istanbul	07-11/06/2023
19	The Art Of Dealing With Others	Dubai /Barcelone / Fujeirah	13-17/09/2023
20	TOLES Foundation Certificate in Legal English Skills	Alexandria / Dubai / South Korea	08-12/03/2023

GENERAL MANAGEMENT COURSES

NO	Course name	Place	Date
1	Developing Work Methods	Dubai / Azerbaijan / Baku	26-30/04/2023
2	Time Management & Business Protocol	Dubai / Sarajevo	22-26/03/2023
3	Personnel Supervision Skills	Dubai /Georgia / Kutaisi	20-24/09/2023
4	Middle Management Skills	Dubai /Istanbul / Tunis	19-23/07/2023
5	Successfully Managing People	Dubai /Barcelone / Fujeirah	19-23/04/2023
6	Self Directed Work Teams	Alexandria / Dubai / South Korea	19-23/04/2023
7	Managerial Skills for New Managers	Dubai / Busan / Georgia	16-20/08/2023
8	Manager Coaching and Counseling Skills	Dubai/ Antaliya	08-12/11/2023
9	Developing Managerial Competency	Dubai	05-09/04/2023
10	Building Customer Relationship	Dubai /Tunisia	25-29/10/2023

GENERAL MANAGEMENT COURSES

NO	Course name	Place	Date
11	Change Management	Dubai /Abu Dhabi / Georgia / Gabala	05-09/04/2023
12	Self confidence skills	Dubai / Azerbaijan / Baku	27-09/01-10/2023
13	The Importance of Goal Setting	Dubai / Sarajevo	17-21/05/2023
14	Innovative and Creative Thinking	Dubai /Georgia / Kutaisi	22-26/03/2023
15	Business Protocol and Etiquette	Dubai /Istanbul / Tunis	06-10/12/2023
16	Leadership Team & development Skills & Managerial excellence	Dubai /Barcelone / Fujeirah	08-12/11/2023
17	Strategic Crisis Management for Professionals	Alexandria / Dubai / South Korea	26-30/01/2023
18	Managing Stress & Pressure at Work	Dubai / Barcelone	15-19/03/2023
19	Business Continuity Management	Dubai /Fujeirah / Busan	18-22/10/2023

MARKETING AND QUALITY COURSES

NO	Course name	Place	Date
1	Advanced Concepts In Total Quality Management	Alexandria / Dubai / South Korea	19-23/01/2023
2	Basic Sales	Dubai / Barcelone	05-09/04/2023
3	Certified Brand Manager	Dubai /Abu Dhabi / Cairo	22-26/03/2023
4	Customer Relation Management	Dubai /Fujeirah / Busan	25-29/10/2023
5	Dealing with Difficult Behavior	Dubai /Ajman / Sri Lanka	11-15/10/2023
6	Effective Sales Techniques	Dubai / Busan / Georgia	28-06/02-07/2023
7	Executive Sales Support	Dubai / Antaliya	02-06/02/2023
8	Financial Understanding for Sales Professionals	Dubai /Tunisia	13-17/12/2023
9	Marketing -Free Market Economy	Dubai / Sri Lanka	09-13/02/2023
10	Marketing Strategies and Plans	Dubai	01-05/03/2023

MARKETING AND QUALITY COURSES

NO	Course name	Place	Date
11	Quality Customer Service	Dubai /Tunisia /Thailand	06-10/09/2023
12	Quality Customer Service For Supervisors And Managers	Dubai /Abu Dhabi / Georgia / Gabala	09-13/08/2023
13	Quality Management	Dubai /Morocco / Antaliya	26-30/04/2023
14	Sales and Marketing Strategies	Dubai / Barcelone	08-12/11/2023
15	Sales Expert tips to increase your selling power	Dubai /Abu Dhabi / Cairo	13-17/12/2023
16	Sales force Management & Planning	Dubai /Fujeirah / Busan	20-24/12/2023
17	Sales Planning and Territory Management	Dubai /Fujeirah / Busan	22-26/11/2023
18	Sales technique of Customer Classification	Dubai /Tailand / Georgia	01-05/03/2023
19	Selling Behavior	Dubai /Busan / Tailand	16-20/08/2023

CUSTOMER SERVICE COURSES

NO	Course name	Place	Date
1	Excellence in Customer Service (Advanced)	Dubai /Georgia / Kutaisi	06-10/09/2023
2	Certified Customer Service Professional	Dubai /Istanbul	09-13/08/2023
3	The Customer Complaint System: A Tool for Customer Service Improvement	Barcelone	26-30/04/2023
4	ISM Endorsed Customer Experience (CX) and Brand Activation Professional	Alexandria / Dubai / South Korea	08-12/11/2023
5	Customer Service Management	Dubai / Barcelone	13-17/12/2023
6	Customer Care & Telephone Skills	Dubai /Ras AlKaimah	20-24/12/2023
7	Etiquette For Excellent Telephone Skills	Dubai /Morocco / Antaliya	22-26/11/2023
8	Dealing with Difficult Customers	Dubai /Georgia	01-05/03/2023
9	Customer Care Skills	Dubai / Thailand	16-20/08/2023
10	Critical Thinking and Problem Solving in Customer Service	Dubai /Abu	

CUSTOMER SERVICE COURSES

NO	Course name	Place	Date
11	Culture of Services: New Perspective on Customer Relations	Dubai /Fujeirah / Busan	20- 24/09/2023
12	Guest Experiences	Dubai /Fujeirah / Busan	12-16/07/2023
13	Customer Experience Perfection Certificate for Modern Managers	Dubai /Tailand / Georgia	15-19/11/2023
14	Working with VIP Customers Endorsed Professional	Dubai /Busan / Tailand	28-0 /02- 07/2023
15	Service Quality Competency and Customer Satisfaction	Dubai / South Korea	05- 09/04/2023
16	Telephone Skills and Call Handling Essentials	Dubai Georgia	16-20/02/2023
17	Guest service in hospitality and tourism	Dubai / Antaliya	13-17/12/2023
18	Outstanding customer service	Dubai /Tunisia	10-14/05/2023
19	Creating a Positive Customer Experience	Dubai / Sri Lanka	07-11/06/2023
20	Selling Strategies & Interacting with Customers	Dubai	06- 10/09/2023

FINANCIAL MANAGEMENT COURSES

NO	Course name	Place	Date
1	Financial Analysis In Oil And Gas Companies	Dubai /Tailand / Georgia	26-30/01/2023
2	Advanced Financial Accounting	Dubai /Busan / Tailand	18-22/10/2023
3	Budgeting as a Tool for Decision Making	Alexandria / Dubai / South Korea	26-30/04/2023
4	Cash Flow Management	Dubai / Busan / Georgia	23-27/02/2023
5	Commercial Mindset	Dubai /Morocco / Antaliya	22-26/11/2023
6	Cost Management	Dubai /Tunisia / Ajman	12-16/01/2023
7	Effective Internal Auditor	Dubai / Sri Lanka	22-26/11/2023
8	Finance for Non-Financials	Dubai /Abu Dhabi / Cairo	09-13/02/2023
9	Best Practices in Finance and Accounting	Dubai /Fujeirah / Busan	05-09/07/2023
10	Issues of Budgeting and Control in the Governmental Sector	Dubai /Ajman / Sri Lanka	23-27/08/2023

FINANCIAL MANAGEMENT COURSES

NO	Course name	Place	Date
11	Advanced Treasury Management	Dubai / Georgia	02-06/02/2023
12	Accounting and Financial Reporting	Dubai / Antaliya	05-09/07/2023
13	Budgeting - Forecasting And Planning	Dubai	13-17/12/2023
14	Letters of Credit	Dubai / Sri Lanka	08-12/11/2023
15	Finance and Cost Control for Engineers	Dubai	19-23/07/2023
16	Basic Petroleum Economics	Thailand	19-23/07/2023
17	Managing Equity Portfolios	Dubai / Abu Dhabi / Georgia / Gabala	16-20/08/2023
18	Internal Control: Compliance, Operational and Financial	Dubai / Ras AlKaimah / Tunisia	20-24/12/2023
19	Fast Closing Monthly and Year-End Accounts	Dubai / Abu Dhabi / Tailand	23-27/08/2023
20	Advanced Financial Analysis	Dubai / Thailand	02-06/02/2023

PURCHASING AND INVENTORY COURSES

NO	Course name	Place	Date
1	Effective Contract Risk Management	Dubai / Busan / Georgia	27-09/01-10/2023
2	Contract Management and Tendering	Dubai /Morocco / Antaliya	15-19/03/2023
3	Advanced Contracts Management	Dubai / Sri Lanka	05-09/04/2023
4	Contracts Administration: From A TO Z	Dubai /Tunisia / Morroco	18-22/10/2023
5	Services Contracts and Their Execution	Dubai /Abu Dhabi	22-26/11/2023
6	Contract Management & Tendering	Dubai / Azerbaijan / Baku	20-24/12/2023
7	Contract Weighting Planning & Management	Dubai / Sarajevo	09-13/08/2023
8	Insurance & Reinsurance	Dubai /Georgia / Kutaisi	19-23/07/2023
9	Effective Buyer	Dubai /Istanbul / Tunis	05-09/04/2023
10	Advanced Forecasting & Inventory Management	Dubai /Morocco / Antaliya	19-23/04/2023

PURCHASING AND INVENTORY COURSES

NO	Course name	Place	Date
11	Tendering & Procurement Practices	Dubai /Tunisia / Ajman	10-14/05/2023
12	FIDIC Condition of Contracts	Dubai / Sri Lanka	06-10/12/2023
13	Customs Clearing and Freight Forwarding	Dubai /Sharm El-Sheikh / Dubai	05-09/07/2023
14	Import & Export Courses	Dubai /Tunisia /Thailand	02-06/08/2023
15	FIDIC Contracts Management: Practical Use of FIDIC Contracts	Dubai /Abu Dhabi / Georgia / Gabala	06-10/09/2023
16	Contract Management for Non-Contract Professionals	Dubai / Istanbul / Tunis	12-16/01/2023
17	Arbitration and Dispute Resolution	Dubai / Azerbaijan / Baku	16-20/02/2023
18	Drafting Contracts and Writing Scope of Work	Dubai /Abu Dhabi/Georgi a / Kutaisi	28-06/02-07/2023
20	Certified Contract Manager	Dubai /Fujeirah / Busan	16-20/02/2023

PROCUREMENT AND SUPPLY CHAIN MANAGEMENT COURSES

NO	Course name	Place	Date
1	Best Practices in Supply Chain	Dubai /Abu Dhabi / Sharm El-Sheikh	12-16/01/2023
2	Certificate in Supply Chain and Logistics Management	Dubai /Morocco / Antaliya	16-20/08/2023
3	Certified Procurement Professional	Dubai / Barcelone	20-24/12/2023
4	Certified Professional Purchasing Manager (CPPM)	Dubai /Abu Dhabi	26-30/04/2023
5	Developing Purchasing Policies, Processes and SLAs	Dubai/ Busan	19-23/04/2023
6	Ethical Procurement	Dubai /Sharm El-Sheikh / Dubai	19-23/07/2023
7	Fleet and Transport Management	Dubai /Tailand	14-18-/06/2023
8	Inventory Planning and Stock Control	Dubai / Azerbaijan	25-29/10/2023
9	Leading and Managing Vendor Relations	Dubai	05-09/01/2023
10	Logistics Management	Dubai /Istanbul	22-26/03/2023

PROCUREMENT AND SUPPLY CHAIN MANAGEMENT COURSES

NO	Course name	Place	Date
11	Materials and Supply Chain Management	Dubai /Morocco / Antaliya	10-14/05/2023
12	Negotiation Strategies for Better Purchasing Value	Dubai /Tunisia / Ajman	10-14/05/2023
13	Planning Simulation: Managing Supply and Demand	Dubai / Sri Lanka	23-27/08/2023
14	Procurement Planning and Bid Management	Dubai /Sharm El-Sheikh / Dubai	02-06/08/2023
15	Purchasing Management and Cost Saving Techniques	Dubai /Tunisia /Thailand	22-26/03/2023
16	Stock Management, Forecasting and Demand Planning	Dubai /Abu Dhabi / Georgia	27-09/01-10/2023
17	Strategic Sourcing: 7 Steps for Better Procurement Value	Dubai /Istanbul	08-12/11/2023
18	Successful Buyer	Dubai /Barcelone	12-16/04/2023
19	Supply Chain Operations: Principles for Continuity and Sustainability	Dubai / South Korea	19-23/01/2023
20	Vendor Managed Inventory (VMI)	Dubai / Barcelone	05-09/07/2023

PROJECT MANAGEMENT COURSES

NO	Course name	Place	Date
1	Advanced Project Management in Primavera 6	Dubai / Georgia	12-16/01/2023
2	Agile Project Management: Preparation for Agile Certified Practitioner	Dubai /Fujeirah / Cairo	12-16/04/2023
3	Project Management for Contract Professionals	Dubai /Ras AlKaimah / Tunisia	09-13/08/2023
4	Feasibility Studies for Development Projects	Dubai / Antaliya	12-16/04/2023
5	Feasibility Studies: Preparation, Analysis and Evaluation	Sharm El-Sheikh / Dubai	05-09/04/2023
6	Improving your Project Management Skills	Dubai/ Kutaisi	23-27/02/2023
7	Managing IT Projects Effectively	Dubai / Thailand	15-19/11/2023
8	Managing Project Stakeholders	Dubai /Istanbul / Barcelone	13-17/09/2023
9	Applied Project Management	Dubai /Fujeirah	18-22/10/2023
10	Managing Time & Cost of Projects	Dubai /Thailand Georgia	10-14/05/2023

PROJECT MANAGEMENT COURSES

NO	Course name	Place	Date
11	Preparation for Project Management Professional (PMP) [®] Certification	Dubai /Tunisi	08-12/03/2023
12	Prince 2	Dubai / Sri Lanka	04-08/10/2023
13	Project Budgeting, Estimation and Cost Saving Techniques	Dubai	13-17/12/2023
14	Project Management From Idea to Implementation and Beyond	Dubai	04-08/10/2023
15	Project Management Office -PMO	Dubai / Georgia / Gabala	20-24/12/2023
16	Project Management Professional - PMP	Dubai /Istanbul	20-24/09/2023
17	Microsoft Project Workshop	Dubai /Barcelone	10-14/05/2023
18	Project Planning Scheduling and Control	South Korea	21-25/06/2023
19	Project Team Leadership	Dubai / Sarajevo	02-06/02/2023
20	Risk Management in Projects	Dubai/ Kutaisi	17-21/05/2023

HEALTH, SAFETY AND ENVIRONMENT COURSES

NO	Course name	Place	Date
1	Safety in Drilling Operations	Dubai /Istanbul / Tunis	27-09/01-10/2023
2	Personal Protective Equipments & Protective Systems	Dubai /Morocco / Antaliya	04-08/10/2023
3	Defensive Driving	Dubai /Tunisia / Ajman	01-05/11/2023
4	Norm Risk Assessment	Dubai / Sri Lanka	07-11/06/2023
5	Electrical Equipments In Classified hazardous Areas	Dubai /Sharm El-Sheikh	28-06 /02-07/2023
6	Understanding and Preventing Explosions	Dubai /Tunisia /Thailand	20-2 /12/2023
7	Safety in Oil Industry Operation	Dubai /Abu Dhabi	09-13/02/2023
8	Safety Analysis	Dubai / Istanbul	16-20/08/2023
9	Risk Assessment	Dubai	23-27/02/2023
10	Oil Spill Control	Dubai /Tunisia	03-07/05/2023

HEALTH, SAFETY AND ENVIRONMENT COURSES

NO	Course name	Place	Date
11	Safety in the Chemical Laboratory	Dubai / Sri Lanka	12-16/07/2023
12	Job Hazard Analysis	Dubai / Abu Dhabi / Cairo	05-09/07/2023
13	Accident and incident investigation	Dubai / Fujeirah / Busan	27-09/01-10/2023
14	Fault Tree Analysis - FTA	Dubai / Ajman / Sri Lanka	05-09/01/2023
15	Environmental Management System	Dubai / Busan / Georgia	05-09/07/2023
16	Chemical Hazard Awareness	Dubai / Morocco / Antaliya	23-27/02/2023
17	Chemical and Hazard Material in Oil industry	Dubai / Tunisia	26-30/04/2023
18	Basic Safety and Loss Prevention	Dubai / Sri Lanka	05-09/07/2023
19	Environment & Pollutions Controls in Oil Industry	Dubai / Sharm El-Sheikh / Dubai	05-09/07/2023
20	Civil Defense and Fire Fighting	DUBAI	25-29/10/2023

LEGAL AND LAW COURSES

NO	Course name	Place	Date
1	Advanced Internal Investigation Certificate	Dubai /Morocco / Antaliya	08-12/03/2023
2	Arbitration and Dispute Resolution	Dubai / Sri Lanka	17-21/05/2023
3	Certificate in Business and Commercial Law	Dubai /Tunisia / Morroco	12-16/04/2023
4	Certificate in Legal English Skills	Dubai	17-21/05/2023
5	Drafting and reviewing legal contracts and agreements	Dubai	19-23/01/2023
6	Drafting legal systems and regulations and administrative decisions	Dubai	16-20/02/2023
7	Effective Legal Management Skills	Dubai	10-14/05/2023
8	Foundations and criteria for analyzing and drafting legislation	Dubai	14-18/06/2023
9	Introduction and overview of the UAE Criminal Procedural Law	Dubai Antaliya	20-24/12/2023
10	Investigation and legal procedure skills	Dubai /Tunisia	15-19/11/2023

LEGAL AND LAW COURSES

NO	Course name	Place	Date
11	Legal aspects of privatization and public-private partnership	Dubai / Barcelone	01-05/11/2023
12	Legal Contracts and Agreements for Entrepreneurs	Dubai /Ras AlKaimah / Tunisia	23-27/08/2023
13	Legal Framework of Contract Termination in the UAE	Dubai /Morocco / Antaliya	02-06/02/2023
14	Legal Project Management (LPM) : The Agile Lawyer	Sharm El-Sheikh / Dubai	01-05/03/2023
15	Legal Writing and Drafting Skills	Dubai /Georgia	12-16/04/2023
16	Litigation and execution procedures in administrative cases	Dubai / Tailand	01-05/03/2023
17	Managing claims and variation orders under contracts concluded	Dubai /Tailand / Cairo	09-13/08/2023
18	Mergers and Acquisitions	Dubai /Fujeirah / Busan	15-19/03/2023
19	Modern Legal Strategies for Business	Dubai / Busan	12-16/01/2023
20	Preparation of studies and legal consultations	Dubal/ Antaliya	10-14/05/2023

PECB - CERTIFIED ISO COURSES

NO	Course name	Place	Date
1	ISO/IEC 27001 Information Security Management System	Dubai /Tunisia / Ajman	09- 13/02/2023
2	ISO 22301 Business Continuity Management System	Dubai / Sri Lanka	15-19/03/2023
3	ISO 31000 Lead Risk Manager	Dubai /Sharm El-Sheikh / Dubai	10-14/05/2023
4	Certified Data Protection Officer -CDPO	Dubai /Tunisia /Thailand	18-22/10/2023
5	PECB ISO/IEC 27701	Dubai /Abu Dhabi / Georgia / Gabala	19-23/07/2023
6	Disaster Recovery Manager	Dubai / Istanbul / Tunis	22-26/11/2023
7	ISO 9001 System Quality Management	Dubai	05- 09/01/2023
8	ISO/IEC 27032 Lead Cybersecurity Manager	Dubai /Sharm El-Sheikh	26- 30/01/2023
9	ISO/IEC 27005 Risk Manager	Dubai	15-19/03/2023
10	ISO/IEC 38500 Lead IT Corporate Governance Manager	Dubai	17-21/05/2023

PECB - CERTIFIED ISO COURSES

NO	Course name	Place	Date
11	Lead Cloud Security Manager	Dubai / Istanbul / Tunis	11-15/10/2023
12	Certified Human Resources Security	Dubai / Azerbaijan / Baku	12-16/01/2023
13	Certified Lead Pen Test Professional	Dubai /Georgia / Kutaisi	05-09/07/2023
14	Certified Lead SCADA Security Manage	Dubai /Istanbul / Tunis	09-13/02/2023
15	Lead Disaster Recovery Manager	Dubai /Barcelone / Fujeirah	20-24/12/2023
16	Certified Lead Outsourcing Manager	DUBAI	20-24/09/2023
17	ISO 21500 Lead Project Manager	Dubai	06-10/09/2023
18	Certified Six Sigma Green Belt	Dubai	04-08/10/2023
19	ISO 45001 Occupational Health and Safety Management System (OHSMS)	Dubai /Fujeirah / Busan	12-16/07/2023
20	Lead Customer Satisfaction Manager	Dubai	01-05/03/2023

ENGINEERING AND GRAPHICS COURSES

NO	Course name	Place	Date
1	Technical drawing using AutoCAD 3D	Dubai /Morocco / Antaliya	19-23/04/2023
2	Revit Architecture professional (level 1)	Dubai /Tunisia / Ajman	19-23/07/2023
3	Vray	Dubai / Sri Lanka	01-05/11/2023
4	Sketch up - Architectural Visualization track	Sharm El-Sheikh / Dubai	06-10/12/2023
5	3DsMAX - Architectural & Interior	Dubai /Tunisia /Thailand	26-30/04/2023
6	Photoshop in architectural presentation	Dubai /Abu Dhabi / Georgia / Gabala	26-30/04/2023
7	Rhinoceros & Grasshopper	Dubai /Georgia / Istanbul	19-23/04/2023
8	Autodesk Robot Analysis	Dubai / Cairo	02-06/08/2023
9	AutoCAD Civil 3D professional	DUBAI	19-23/01/2023
10	Solidworks professional	Dubai /Tunisia	11-15/10/2023

ENGINEERING AND GRAPHICS COURSES

NO	Course name	Place	Date
11	Plumbing	Dubai / Sri Lanka	02-06/02/2023
12	HVAC	Dubai /Sharm El-Sheikh / Dubai	22-26/11/2023
13	Electrical technical office	Dubai /Tunisia /Cairo	06-10/12/2023
14	Graphics designer track	Dubai /Georgia / Gabala	05-09/07/2023
15	Motion Graphics	Dubai / Istanbul / Tunis	19-23/07/2023
16	Revit MEP professional	Dubai / Azerbaijan / Baku	26-30/01/2023
17	CIE diploma (certified industrial engineering)	Dubai /Istanbul / Ajman	14-18/06/2023
18	Panel Builder	Dubai /Barcelone	27-09/01-10/2023
19	Electrical Infrastructure	Alexandria / Dubai / South Korea	11-15/10/2023
20	L.C Low current	Dubai /Abu Dhabi	19-23/01/2023

OIL & GAS COURSES

NO	Course name	Place	Date
1	Basic Reservoir Engineering	Dubai /Dubai / Sri Lanka	26-30/01/2023
2	Cased Hole Drill Stem Testing	Dubai /Sharm El-Sheikh / Dubai	13-17/09/2023
3	Advanced Gas Reservoir Engineering	Dubai /Tunisia /Thailand	26-30/04/2023
4	Reservoir Simulation	Dubai	25-29/10/2023
5	Reservoir Engineering Appraisal & Development	Dubai / Istanbul	08-12/03/2023
6	Reserves Estimation	Dubai / Azerbaijan	13-17/12/2023
7	Advanced Reservoir Engineering	Dubai /Georgia / Kutaisi	15-19/03/2023
8	Well Test Design & Analysis	Dubai /Istanbul	17-21/05/2023
9	Water Flooding Field Applications & Monitoring Performance	Dubai	25-29/10/2023
10	Study of V & H Well Nets, Dev of Oil & Gas Field & the Carbonate Fractured Rocks	DUBAI	09-13/02/2023

ELECTRICAL COURSES COURSES

NO	Course name	Place	Date
1	Protection Of Electrical Systems	Dubai / Azerbaijan / Baku	26- 30/01/2023
2	Electrical Power System & Power Plants	Dubai / Sarajevo	15-19/03/2023
3	Reactive Power Management & Power Factor Correction	Dubai / Kutaisi	05- 09/04/2023
4	Safety Grounding	Dubai /Istanbul	18-22/10/2023
5	Design, Installation And Protection Of Underground Cables	Dubai /	18-22/10/2023
6	Maintenance and Protection	Alexandria / Dubai / South Korea	25-29/10/2023
7	Electrical Installations In Petroleum Industry	Dubai / Busan / Georgia	03- 07/05/2023
8	Safety Practices IN Handling & Installing Electrical Systems	Dubai /Morocco / Antaliya	02- 06/02/2023
9	Electrical Installations	Dubai /Tunisia	19- 23/07/2023
10	Basic Course on Electrical	Dubai	25-29/10/2023

ELECTRICAL COURSES

COURSES

NO	Course name	Place	Date
11	Battery and Battery Charges with Application to UPS	Sharm El- Sheikh / Dubai	05- 09/04/2023
12	Voltage Control in Power Plants	Dubai /Tunisia /Thailand	07-11/06/2023
13	Capacitors in Distribution System	Dubai/ Georgia / Gabala	13-17/09/2023
14	Electrical Motors	Dubai /Georgia / Istanbul	08-12/03/2023
15	Electrical Preventive Maintenance	Dubai / Cairo	02- 06/08/2023
16	Power Plant Electrical System	Dubai/ Tailand	13-17/09/2023
17	Power System Analysis and Control	Dubai	11-15/10/2023
18	Power Quality & System Harmonics	Dubai / South Korea	28-06/02- 07/2023
19	Transformer Operational Principles, Selection & Troubleshooting	Dubai	19-23/04/2023
20	Electrical Equipment, Troubleshooting & Maintenance	Dubai	12-16/04/2023

INDUSTRIAL SECURITY COURSES

NO	Course name	Place	Date
1	Accidents Reporting Requirements and offenses Recognition	Dubai /Morocco / Antaliya	07-11/06/2023
2	Applied Study For Management And Control Of Security Emergencies And Disasters	Dubai /Tunisia	19-23/07/2023
3	Communication Skills and Relations with others for Industrial Security	Dubai / Sri Lanka	12-16/07/2023
4	Conception, Principles & Basic for Industrial Security	Dubai /Sharm El-Sheikh / Dubai	09- 13/08/2023
5	Developing And Upgrading Security Leadership	Dubai /Tunisia /Thailand	13-17/09/2023
6	Developing of Legal Awareness & Security Performances for Industrial Security Personnel	Dubai	14-18/06/2023
7	Fire Alarm & Detection System - Advanced	Dubai	19-23/07/2023
8	Firefighting and Inspection in Process Plant	Dubai / Barcelone	19-23/04/2023
9	Function And Responsibilities Of Industrial Security Personnel	Dubai /Abu Dhabi / Cairo	02- 06/08/2023
10	Industrial Safety	Dubai	19-23/01/2023

INDUSTRIAL SECURITY COURSES

NO	Course name	Place	Date
11	Industrial Security Procedures in Petroleum Companies	Dubai / Busan	01-05/11/2023
12	information security work shop	Dubai /Tunisia	23-27/08/2023
13	Investigation in Industrial Security	Dubai /	02-06/02/2023
14	Modern Conception of Industrial Security	Dubai /Sharm	01-05/03/2023
15	Planning Of Security Operations	Dubai /Tunisia /Cairo	12-16/04/2023
16	Protection Measures Against Potential Hazards Encountered Within the Establishment	Dubai /Georgia / Gabala	19-23/01/2023
17	Safety of Industrial Security Personnel	Dubai / Istanbul / Tunis	26-31/01/2023
18	Security administration and Training Procedures	Dubai / Azerbaijan / Baku	02-06/02/2023
19	Security Procedures for Personnel, Documentation and Information	Dubai /Istanbul / Ajman	09-13/02/2023
20	Skills required for effective and efficient Security Reporting and Notification.	Dubai /Barcelone / Fujeirah	16-20/02/2023

TECHNICAL COMMUNICATION COURSES

NO	Course name	Place	Date
1	Advanced UPS Systems & Battery Chargers at Data Centre	Dubai /Tunisia / Ajman	01-05/11/2023
2	Cabinet Connections	Dubai / Sri Lanka	07-11/06/2023
3	Cable Fault Location Using DYNAMITE 965 Set	Dubai	28-06 /02- 07/2023
4	Data Centre Professional	Dubai /Tunisia	20-2 /12/2023
5	Data Communication Network Services	Dubai /Abu Dhabi / Georgia / Gabala	09- 13/02/2023
6	Digital Telecommunications Principles	Dubai / Istanbul / Tunis	16- 20/08/2023
7	Integrated Services Digital Network -SDN	Dubai / Azerbaijan / Baku	23-27/02/2023
8	IP Telephony Skills	Dubai /Tunisia	03- 07/05/2023
9	ITIL V3 foundation	Dubai / Sri Lanka	12-16/07/2023
10	Link Systems Between Exchanges	Dubai /Abu Dhabi / Cairo	05- 09/07/2023

TECHNICAL COMMUNICATION COURSES

NO	Course name	Place	Date
11	Operation & Maintenance Of Microwave System	Dubai /Fujeirah / Busan	27-09/01- 10/2023
12	PCM -FMX- Equipments	Dubai /Ajman / Sri Lanka	05- 09/01/2023
13	Principles of OCB 283 Exchanges	Dubai / Busan / Georgia	05- 09/07/2023
14	Satellite Communication System	Dubai /Morocco / Antaliya	23-27/02/2023
15	SDH Microwave Joints	Dubai /Tunisia / Ajman	26- 30/04/2023
16	Splices of Optical Fiber Cables	Dubai / Sri Lanka	05- 09/07/2023
17	VSAT	Sharm El- Sheikh / Dubai	05- 09/07/2023

IT MANAGEMENT COURSES

NO	Course name	Place	Date
1	MCSA	Dubai / Azerbaijan / Baku	15-19/11/2023
2	MCSE	Dubai / Sarajevo	23-27/08/2023
3	Microsoft SQL Server	Dubai /Georgia / Kutaisi	12-16/04/2023
4	MS Office	Dubai /Istanbul	05- 09/07/2023
5	MS Project	Dubai /Barcelone / Fujeirah	19-23/07/2023
6	MS Power BI	Alexandria / Dubai / South Korea	23-27/08/2023
7	CCNA: Enterprise Networking, Security, and Automation (version 7)	Dubai / Busan	08-12/03/2023
8	CCNA: Introduction to Networks (version 7)	Dubai /Morocco	07-11/06/2023
9	CCNA: Switching, Routing, and Wireless Essentials (version 7)	Dubai /Tunisia	19-23/07/2023
10	CCNP Enterprise: Advanced Routing	Dubai / Sri Lanka	12-16/07/2023

IT MANAGEMENT COURSES

NO	Course name	Place	Date
11	CCNP Enterprise: Core Networking	Sharm El-Sheikh / Dubai	09- 13/08/2023
12	Data Analytics using advanced Excell	Dubai /Tunisia /Thailand	13-17/09/2023
13	Data Analytics using Python and R	Dubai / Azerbaijan / Baku	14-18/06/2023
14	Introduction to IoT	Dubai /Istanbul / Ajman	19-23/07/2023
15	IoT Fundamentals: Big Data & Analytics	Dubai /Barcelone / Fujeirah	19-23/04/2023
16	IoT Fundamentals: Connecting Things	Alexandria / Dubai / South Korea	02- 06/08/2023
17	IoT Fundamentals: IoT Security	Dubai /Georgia / Gabala	19-23/01/2023
18	Network Security	Dubai / Azerbaijan	11-15/10/2023
19	Introduction to Cybersecurity	Dubai	02- 06/02/2023
20	Cybersecurity Essentials	Dubai /Barcelone	22-26/11/2023

IT MANAGEMENT COURSES

NO	Course name	Place	Date
22	Cloud Security	Dubai /Abu Dhabi / Georgia / Gabala	05-09/07/2023
23	CCNA Security	Dubai / Sarajevo	22-26/03/2023
24	IT Fundamentals	Dubai /Georgia / Kutaisi	20-24/09/2023
25	A+	Dubai /Istanbul / Tunis	19-23/07/2023
26	Network+	Dubai /Barcelone / Fujeirah	19-23/04/2023
27	Security+	Alexandria / Dubai / South Korea	19-23/04/2023
28	Server+	Dubai / Busan / Georgia	16-20/08/2023
29	Pentest+	Dubai	08-12/11/2023
30	Cloud+	Dubai	05-09/04/2023
31	Mobility+	Dubai /Tunisia	25-29/10/2023

IT MANAGEMENT COURSES

NO	Course name	Place	Date
32	Project+	Dubai /Abu Dhabi / Georgia / Gabala	05-09/04/2023
33	Linux+	Dubai / Azerbaijan / Baku	27-09/01-10/2023
34	JNCIA	Dubai / Sarajevo	17-21/05/2023
35	JNCIS	Dubai /Georgia / Kutaisi	22-26/03/2023
36	JNCIP	Dubai /Istanbul / Tunis	06-10/12/2023
37	JNCIE	Dubai	08-12/11/2023
38	SQL	Alexandria / Dubai / South Korea	26-30/01/2023
39	PL/SQL	Dubai / Barcelone	15-19/03/2023
40	12c - 18c	Dubai /Abu Dhabi / Cairo	05-09/04/2023
41	ADF	Dubai /Fujeirah / Busan	18-22/10/2023

IT MANAGEMENT COURSES

NO	Course name	Place	Date
42	Oracle Forms & Reports	Dubai /Barcelone / Fujeirah	18-22/10/2023
43	Business Intelligence	Alexandria / Dubai / South Korea	25-29/10/2023
44	Primavera P6	Dubai / Busan / Georgia	03- 07/05/2023
45	RHCSA	Dubai /Morocco / Antaliya	02- 06/02/2023
46	RHCE	Dubai /Tunisia / Ajman	19-23/07/2023
47	CEH	Dubai / Sri Lanka	25-29/10/2023
48	CHFI	Sharm El- Sheikh / Dubai	05- 09/04/2023
49	ECSA	Dubai /Tunisia /Thailand	07-11/06/2023
50	LPT	Dubai /Abu Dhabi / Georgia / Gabala	13-17/09/2023
51	CISO	Dubai	08-12/03/2023

IT MANAGEMENT COURSES

NO	Course name	Place	Date
64	linux essential	Dubai /Tunisia / Ajman	05- 09/04/2023
65	ITIL Foundation v.4	Dubai / Sri Lanka	07-11/06/2023
66	ITIL Practitioner	Sharm El- Sheikh / Dubai	13-17/09/2023
67	ITIL Intermediate	Dubai /Tunisia /Thailand	08-12/03/2023
68	TOGAF 9.1	Dubai /Abu Dhabi	02- 06/08/2023
69	SNSA - Network Security Administrator	Dubai /Georgia / Istanbul	13-17/09/2023
70	SSP - Security Professional	Dubai / Cairo	11-15/10/2023
71	Commvault	Dubai /Istanbul	06-10/12/2023
72	HTML 5	Dubai /Barcelone	08-12/11/2023
73	CSS	Alexandria / Dubai	26- 30/01/2023

AVIATION TRAINING SERVICES COURSES

NO	Course name	Place	Date
1	AIR TRAFFIC MANAGEMENT – Basic Air Traffic Control Training (ICAO 051)	Dubai / Azerbaijan / Baku	26- 30/01/2023
2	AIR TRAFFIC MANAGEMENT – Aerodrome Control (ICAO 052)	Dubai	15-19/03/2023
3	AIR TRAFFIC MANAGEMENT – Approach Control – Non-Radar (ICAO 053)	Dubai	05- 09/04/2023
4	AIR TRAFFIC MANAGEMENT – Approach Control with Radar (ICAO 054)	Dubai	18-22/10/2023
5	AVIATION ENGLISH COMMUNICATION – Level 1	Dubai /Tunisia /Thailand	13-17/09/2023
6	AVIATION ENGLISH COMMUNICATION – Level 2	Dubai	14-18/06/2023
7	AVIATION ENGLISH COMMUNICATION – Level 3	Dubai	19-23/07/2023
8	AIR TRAFFIC MANAGEMENT – Continuation Training & Emergency Continuation Training (ECT)	Dubai	19-23/04/2023
9	TRAIN THE TRAINER COURSES – On-the-job Training Course	Dubai	02- 06/08/2023

IT MANAGEMENT COURSES

NO	Course name	Place	Date
11	TRAIN THE TRAINER COURSES – Basic Instructor Techniques	Dubai / Busan	01-05/11/2023
12	TRAIN THE TRAINER COURSES – Basic Instructor Techniques Refresher Course	Dubai /Tunisia / Ajman	23-27/08/2023
13	LEADERSHIP AND SUPERVISORY COURSES – ATS Supervisor	Dubai / Sri Lanka	02- 06/02/2023
14	INTRODUCTION TO SAFETY MANAGEMENT	Dubai /Sharm El-Sheikh / Dubai	01- 05/03/2023
15	SAFETY MANAGEMENT IN AVIATION – Threat and Error Management	Dubai /Tunisia /Cairo	12-16/04/2023
16	HUMAN FACTORS IN AVIATION – Level 1	Dubai	19-23/01/2023
17	HUMAN FACTORS IN AVIATION - Fatigue and Fatigue Management	Dubai	26-31/01/2023
18	Assessor Refresher/Renewal Training (EN)	Dubai / Azerbaijan / Baku	02- 06/02/2023
19	ATM Operational Training (EN)	Dubai /Istanbul / Ajman	09- 13/02/2023
20	ATS Supervisor Training (EN)	Dubai	16-20/02/2023

IT MANAGEMENT COURSES

NO	Course name	Place	Date
22	Emergency Refresher Training (EN)	Dubai /Georgia / Istanbul	01-05/03/2023
23	Human Factors Refresher Training (EN)	Dubai /Abu Dhabi / Georgia / Gabala	25-29/10/2023
24	OJTI Refresher/Renewal Training (EN)	Dubai / Barcelone	15-19/03/2023
25	Safety Management System Training (EN)	Dubai /Abu Dhabi / Cairo	05-09/04/2023
26	Train the Trainer (EN)	Dubai /Fujeirah / Busan	18-22/10/2023
22	Emergency Refresher Training (EN)	Dubai /Georgia / Istanbul	01-05/03/2023
23	Human Factors Refresher Training (EN)	Dubai	25-29/10/2023
24	OJTI Refresher/Renewal Training (EN)	Dubai	15-19/03/2023
25	Safety Management System Training (EN)	Dubai	05-09/04/2023
26	Train the Trainer (EN)	Dubai	18-22/10/2023

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