



# TRAINING CALENDAR 2018

## ✓ OUR MAJOR TRAINING VENUES ✓

Abu Dhabi	Amsterdam	Barcelona	California	Dubai
Geneva	Istanbul	Kuala Lumpur	Kuwait	London
Miami	New York	Oman	Paris	Vienna
Bangkok	Houston	Singapore	Toronto	Zurich

**Administration, Office Management & Secretarial Training Courses**

Ref.	Course Title	Date	Venue	Fee(\$)
AD01	Advanced Office Management & Effective Administration Skills	18 - 22 Mar 2018	Dubai	3,500
AD08	Documents & Records Management Masterclass	25 - 29 Mar 2018	Dubai	3,500
AD04	Business Writing Skills for Administrators, Secretaries & PAs	15 - 19 Apr 2018	Dubai	3,500
AD03	Developing Professionals Skills for Senior Secretaries/Personal Assistants	22 - 26 Apr 2018	Dubai	3,500
AD05	Financial Management Skills for Office Administrators & Secretaries	06 - 10 May 2018	Dubai	3,500
AD10	Business Report Writing Skills	08 - 10 May 2018	Dubai	3,500
AD02	Enhancing Core Skills for Administrators & Secretaries	24 - 28 Jun 2018	Dubai	3,500
AD09	Business Writing Skills	24 - 25 Jun 2018	Dubai	3,500
AD11	Office Management & Effective Administration Skills	26 - 28 Jun 2018	Dubai	3,500
AD01	Advanced Office Management & Effective Administration Skills	08 - 12 Jul 2018	Dubai	3,500
AD08	Documents & Records Management Masterclass	15 - 19 Jul 2018	Dubai	3,500
AD09	Business Writing Skills	16 - 17 Sep 2018	Dubai	3,500
AD11	Office Management & Effective Administration Skills	17 - 20 Sep 2018	Dubai	3,500
AD04	Business Writing Skills for Administrators, Secretaries & PAs	14 - 18 Oct 2018	Dubai	3,500
AD10	Business Report Writing Skills	16 - 18 Oct 2018	Dubai	3,500
AD03	Developing Professionals Skills for Senior Secretaries/Personal Assistants	21 - 25 Oct 2018	Dubai	3,500
AD02	Enhancing Core Skills for Administrators & Secretaries	11 - 15 Nov 2018	Dubai	3,500
AD05	Financial Management Skills for Office Administrators & Secretaries	25 - 29 Nov 2018	Dubai	3,500
AD01	Advanced Office Management & Effective Administration Skills	09 - 13 Dec 2018	Dubai	3,500
AD08	Documents & Records Management Masterclass	09 - 13 Dec 2018	Dubai	3,500

**Contract Management Training Courses**

Ref.	Course Title	Date	Venue	Fee(\$)
CM10	Contracts Management Specialist: The A to Z of Contract Management	05 - 09 Mar 2018	London	4,500
CM04	Effective Contract Risk Management	11 - 15 Mar 2018	Dubai	3,500
CM16	The 10-day Contract & Project Risk Management Masterclass	11 - 22 Mar 2018	Dubai	7,000
CM07	Oil & Gas Contract Management	18 - 22 Mar 2018	Dubai	3,500
CM06	Mastering Contracts Management	19 - 23 Mar 2018	Kuala Lumpur	4,500
CM13	The 10-day Mastering Contracts & Project Management	19 - 30 Mar 2018	Kuala Lumpur	9,000
CM12	Contract Management for Non-Contract Professionals	25 - 29 Mar 2018	Dubai	3,500
CM11	Contracts: Drafting, Reading & Understanding	09 - 13 Apr 2018	Kuala Lumpur	4,500
CM02	Contracts: Bidding, Evaluation, Negotiation & Award	22 - 26 Apr 2018	Dubai	3,500
CM07	Oil & Gas Contract Management	14 - 18 May 2018	London	4,500
CM10	Contracts Management Specialist: The A to Z of Contract Management	25 - 29 Jun 2018	Kuala Lumpur	4,500

**Contract Management Training Courses (contd...)**

Ref.	Course Title	Date	Venue	Fee(\$)
CM01	Vendor Qualification: Managing Performance & Contract Compliance	01 - 05 Jul 2018	Dubai	3,500
CM06	Mastering Contracts Management	09 - 13 Jul 2018	London	4,500
CM13	The 10-day Mastering Contracts & Project Management	09 - 20 Jul 2018	London	9,000
CM04	Effective Contract Risk Management	15 - 19 Jul 2018	Dubai	3,500
CM16	The 10-day Contract & Project Risk Management Masterclass	15 - 26 Jul 2018	Dubai	7,000
CM03	Contracts Administration from Award to Completion	22 - 26 Jul 2018	Dubai	3,500
CM06	Mastering Contracts Management	06 - 10 Aug 2018	California	5,500
CM13	The 10-day Mastering Contracts & Project Management	06 - 17 Aug 2018	California	11,000
CM12	Contract Management for Non-Contract Professionals	16 - 20 Sep 2018	Dubai	3,500
CM11	Contracts: Drafting, Reading & Understanding	01 - 05 Oct 2018	London	4,500
CM06	Mastering Contracts Management	08 - 12 Oct 2018	Miami	5,500
CM13	The 10-day Mastering Contracts & Project Management	08 - 19 Oct 2018	Miami	11,000
CM02	Contracts: Bidding, Evaluation, Negotiation & Award	21 - 25 Oct 2018	Dubai	3,500
CM07	Oil & Gas Contract Management	05 - 09 Nov 2018	Kuala Lumpur	4,500
CM01	Vendor Qualification: Managing Performance & Contract Compliance	11 - 15 Nov 2018	Dubai	3,500
CM10	Contracts Management Specialist: The A to Z of Contract Management	19 - 23 Nov 2018	Amsterdam	4,500
CM03	Contracts Administration from Award to Completion	25 - 29 Nov 2018	Dubai	3,500
CM04	Effective Contract Risk Management	09 - 13 Dec 2018	Dubai	3,500
CM16	The 10-day Contract & Project Risk Management Masterclass	09 - 20 Dec 2018	Dubai	7,000
CM06	Mastering Contracts Management	10 - 14 Dec 2018	New York	5,500
CM13	The 10-day Mastering Contracts & Project Management	10 - 21 Dec 2018	New York	11,000

**Customer Service**

Ref.	Course Title	Date	Venue	Fee(\$)
CS01	Achieving Customer Service Excellence	18 - 22 Mar 2018	Dubai	3,500
CS02	Customer Relationship Management (CRM) Best Practices	15 - 19 Apr 2018	Dubai	3,500
CS03	Service Quality & Customer Satisfaction: Tools & Techniques	06 - 10 May 2018	Dubai	3,500
CS04	Customer service Skills	06 - 07 May 2018	Dubai	1,750
CS01	Achieving Customer Service Excellence	02 - 06 Sep 2018	Dubai	3,500
CS02	Customer Relationship Management (CRM) Best Practices	07 - 11 Oct 2018	Dubai	3,500
CS04	Customer service Skills	14 - 15 Oct 2018	Dubai	1,750
CS03	Service Quality & Customer Satisfaction: Tools & Techniques	11 - 15 Nov 2018	Dubai	3,500

Electrical Engineering				
Ref.	Course Title	Date	Venue	Fee(\$)
EL01	Circuit Breakers & Switchgears: Safe Operation & Maintenance	04 - 08 Mar 2018	Dubai	3,500
EL02	Electrical Equipment Troubleshooting & Maintenance	18 - 22 Mar 2018	Dubai	3,500
EL03	Selection, Operation & Troubleshooting of Transformers	08 - 12 Apr 2018	Dubai	3,500
EL04	Electrical Power Systems: Start-up, Commissioning & Testing	22 - 26 Apr 2018	Dubai	3,500
EL05	Safe Handling & Operation of Electrical Installations in Hazardous Areas	06 - 10 May 2018	Dubai	3,500
EL06	LabVIEW Application - Basic Operating Principles & Concepts	13 - 17 May 2018	Dubai	3,500
EL01	Circuit Breakers & Switchgears: Safe Operation & Maintenance	02 - 06 Sep 2018	Dubai	3,500
EL02	Electrical Equipment Troubleshooting & Maintenance	16 - 20 Sep 2018	Dubai	3,500
EL03	Selection, Operation & Troubleshooting of Transformers	07 - 11 Oct 2018	Dubai	3,500
EL04	Electrical Power Systems: Start-up, Commissioning & Testing	21 - 25 Oct 2018	Dubai	3,500
EL05	Safe Handling & Operation of Electrical Installations in Hazardous Areas	11 - 15 Nov 2018	Dubai	3,500
EL06	LabVIEW Application - Basic Operating Principles & Concepts	16 - 20 Dec 2018	Dubai	3,500
Finance & Accounting				
Ref. No.	Course Title	Date	Venue	Fee(\$)
FI02	Effective Budgeting & Cost Control	04 - 08 Mar 2018	Dubai	3,500
FI04	Best Practices in Financial Analysis, Planning & Control	12 - 16 Mar 2018	Kuala Lumpur	4,500
FI15	Value Added Tax (VAT): Awareness, Preparation & Application	18 - 22 Mar 2018	Dubai	3,500
FI01	Fundamentals of Finance, Accounting & Budgeting	25 - 29 Mar 2018	Dubai	3,500
FI18	Anti Money Laundering (ALM) Specialist	25 - 29 Mar 2018	Dubai	3,500
FI08	Best Practices in Managing & Organising Accounts Receivable	01 - 05 Apr 2018	Dubai	3,500
FI17	International Public Sector Accounting Standards (IPSAS)	22 - 26 Apr 2018	Dubai	3,500
FI11	Internal Auditing & Control	29 Apr - 3 May 2018	Dubai	3,500
FI12	Financial Management for Non-Financial Professionals	06 - 10 May 2018	Dubai	3,500
FI04	Best Practices in Financial Analysis, Planning & Control	07 - 11 May 2018	London	4,500
FI06	Advanced Budgeting, Planning & Forecasting: The Complete Process	07 - 11 May 2018	Kuala Lumpur	4,500
FI17	International Public Sector Accounting Standards (IPSAS)	14 - 18 May 2018	London	4,500
FI09	International Financial Reporting Standards (IFRS)	14 - 18 May 2018	Kuala Lumpur	4,500
FI07	Finance & Accounting: The 5-day Mini-MBA	14 - 18 May 2018	Kuala Lumpur	4,500
FI04	Best Practices in Financial Analysis, Planning & Control	25 - 29 Jun 2018	California	5,500
FI07	Finance & Accounting: The 5-day Mini-MBA	16 - 20 Jul 2018	Geneva	4,500
FI02	Effective Budgeting & Cost Control	22 - 26 Jul 2018	Dubai	3,500
FI19	Risk Management (COSO-ERM Methodology)	25 - 26 Jul 2018	Dubai	1,750
FI21	Value Added Tax Awareness	25 - 26 Jul 2018	Dubai	1,750

Finance & Accounting (contd...)				
Ref.	Course Title	Date	Venue	Fee(\$)
FI08	Best Practices in Managing & Organising Accounts Receivable	05 - 09 Aug 2018	Dubai	3,500
FI18	Anti Money Laundering (ALM) Specialist	06 - 10 Aug 2018	Kuala Lumpur	4,500
FI04	Best Practices in Financial Analysis, Planning & Control	13 - 17 Aug 2018	Kuala Lumpur	4,500
FI15	Value Added Tax (VAT): Awareness, Preparation & Application	16 - 20 Sep 2018	Dubai	3,500
FI01	Fundamentals of Finance, Accounting & Budgeting	23 - 27 Sep 2018	Dubai	3,500
FI12	Financial Management for Non-Financial Professionals	30 Sep - 04 Oct 2018	Dubai	3,500
FI04	Best Practices in Financial Analysis, Planning & Control	08 - 12 Oct 2018	Amsterdam	4,500
FI06	Advanced Budgeting, Planning & Forecasting: The Complete Process	15 - 19 Oct 2018	London	4,500
FI17	International Public Sector Accounting Standards (IPSAS)	28 Oct - 1 Nov 2018	Dubai	3,500
FI11	Internal Auditing & Control	04 - 08 Nov 2018	Dubai	3,500
FI18	Anti Money Laundering (ALM) Specialist	05 - 09 Nov 2018	London	4,500
FI09	International Financial Reporting Standards (IFRS)	05 - 09 Nov 2018	Paris	4,500
FI07	Finance & Accounting: The 5-day Mini-MBA	12 - 16 Nov 2018	London	4,500
FI04	Best Practices in Financial Analysis, Planning & Control	26 - 30 Nov 2018	Bangkok	4,500
FI08	Best Practices in Managing & Organising Accounts Receivable	16 - 20 Dec 2018	Dubai	3,500
FI02	Effective Budgeting & Cost Control	16 - 20 Dec 2018	Dubai	3,500
Health & Safety				
Ref. No.	Course Title	Date	Venue	Fee(\$)
HS09	Process Risk Assessment & Risk Management	11 - 15 Mar 2018	Dubai	3,500
HS04	Basic Safety & Loss Prevention	15 - 19 Apr 2018	Dubai	3,500
HS11	Risk Based Process Safety Management (RBPS): In Compliance with CCPS Guidelines	22 - 26 Apr 2018	Dubai	3,500
HS03	Hazard and Operability (HAZOP) Studies for Supervisors/Team Leaders	29 Apr - 3 May 2018	Dubai	3,500
HS06	Advanced Incident & Accident Investigation	06 - 10 May 2018	Dubai	3,500
HS10	Safety Audit & Site Inspection Best Practices	14 - 18 May 2018	Kuala Lumpur	4,500
HS02	Emergency Response Management in the Oil & Gas Industry	25 - 29 Jun 2018	Kuala Lumpur	4,500
HS07	Operational Safety for the Oil & Gas Industry	02 - 06 Jul 2018	London	4,500
HS09	Process Risk Assessment & Risk Management	15 - 19 Jul 2018	Dubai	3,500
HS11	Risk Based Process Safety Management (RBPS): In Compliance with CCPS Guidelines	06 - 10 Aug 2018	Kuala Lumpur	4,500
HS03	Hazard and Operability (HAZOP) Studies for Supervisors/Team Leaders	07 - 11 Oct 2018	Dubai	3,500
HS04	Basic Safety & Loss Prevention	21 - 25 Oct 2018	Dubai	3,500
HS06	Advanced Incident & Accident Investigation	11 - 15 Nov 2018	Dubai	3,500
HS02	Emergency Response Management in the Oil & Gas Industry	19 - 23 Nov 2018	Amsterdam	4,500
HS07	Operational Safety for the Oil & Gas Industry	03 - 07 Dec 2018	Vienna	4,500

Health & Safety (contd.)				
Ref.	Course Title	Date	Venue	Fee(\$)
HS09	Process Risk Assessment & Risk Management	09 - 13 Dec 2018	Dubai	3,500
HS11	Risk Based Process Safety Management (RBPS): In Compliance with CCPS Guidelines	10 - 14 Dec 2018	London	4,500
HS10	Safety Audit & Site Inspection Best Practices	16 - 20 Dec 2018	Dubai	3,500
Human Resources				
Ref.	Course Title	Date	Venue	Fee(\$)
HR17	Tomorrow's HR Department-Transform The HR Function	11 - 15 Mar 2018	Dubai	3,500
HR16	Certified Competency-Based Interview Professionalism	18 - 22 Mar 2018	Dubai	3,500
HR04	Interviewing, Selection & Recruitment Skills	25 - 29 Mar 2018	Dubai	3,500
HR11	Managing HR Processes, Culture & Change	02 - 06 Apr 2018	London	4,500
HR08	Effective Job Evaluation & Analysis	08 - 12 Apr 2018	Dubai	3,500
HR10	Employee Relations Best Practices	22 - 26 Apr 2018	Dubai	3,500
HR17	Tomorrow's HR Department-Transform The HR Function	07 - 11 May 2018	London	4,500
HR02	Advanced Human Resource Management	07 - 11 May 2018	Kuala Lumpur	4,500
HR03	Manpower Succession & Retention Masterclass	14 - 18 May 2018	London	4,500
HR01	Fundamentals of Human Resource Management	24 - 28 Jun 2018	Dubai	3,500
HR16	Certified Competency-Based Interview Professionalism	08 - 12 Jul 2018	Dubai	3,500
HR11	Managing HR Processes, Culture & Change	06 - 10 Aug 2018	Kuala Lumpur	4,500
HR12	Compensation & Benefits Administration	12 - 16 Aug 2018	Dubai	3,500
HR17	Tomorrow's HR Department-Transform The HR Function	13 - 17 Aug 2018	Kuala Lumpur	4,500
HR02	Advanced Human Resource Management	10 - 14 Sep 2018	London	4,500
HR04	Interviewing, Selection & Recruitment Skills	23 - 27 Sep 2018	Dubai	3,500
HR08	Effective Job Evaluation & Analysis	14 - 18 Oct 2018	Dubai	3,500
HR01	Fundamentals of Human Resource Management	04 - 08 Nov 2018	Dubai	3,500
HR03	Manpower Succession & Retention Masterclass	11 - 15 Nov 2018	Dubai	3,500
HR10	Employee Relations Best Practices	25 - 29 Nov 2018	Dubai	3,500
HR12	Compensation & Benefits Administration	09 - 13 Dec 2018	Dubai	3,500
HR17	Tomorrow's HR Department-Transform The HR Function	10 - 14 Dec 2018	Miami	5,500
HR11	Managing HR Processes, Culture & Change	10 - 14 Dec 2018	London	4,500
HR16	Certified Competency-Based Interview Professionalism	16 - 20 Dec 2018	Dubai	3,500
HR02	Advanced Human Resource Management	17 - 21 Dec 2018	Kuala Lumpur	4,500
Instrumentation & Process Control				
Ref. No.	Course Title	Date	Venue	Fee(\$)
IN01	Selection & Installation of Control Valves & Actuators	18 - 22 Mar 2018	Dubai	3,500

Instrumentation & Process Control (contd.)				
Ref.	Course Title	Date	Venue	Fee(\$)
IN02	Process Measurement, Instrumentation & Control	15 - 19 Apr 2018	Dubai	3,500
IN03	Safety Instrumentation & Emergency Shutdown	06 - 10 May 2018	Dubai	3,500
IN01	Selection & Installation of Control Valves & Actuators	02 - 06 Sep 2018	Dubai	3,500
IN02	Process Measurement, Instrumentation & Control	07 - 11 Oct 2018	Dubai	3,500
IN03	Safety Instrumentation & Emergency Shutdown	11 - 15 Nov 2018	Dubai	3,500
Learning & Development				
Ref.	Course Title	Date	Venue	Fee(\$)
LD03	Optimizing Learning & Development: Strategy to Enhance Organizational Performance	14 - 08 Mar 2018	Dubai	3,500
LD02	Managing Training & Return on Investment (ROI)	16 - 20 Apr 2018	London	4,500
LD01	Developing Core Skills for Training Coordinators & Specialists	29 Apr - 3 May 2018	Dubai	3,500
LD04	Training Need Analysis (TNA)	08 - 10 May 2018	Dubai	2,500
LD03	Optimizing Learning & Development: Strategy to Enhance Organizational Performance	14 - 18 May 2018	London	4,500
LD03	Optimizing Learning & Development: Strategy to Enhance Organizational Performance	20 - 24 Aug 2018	Kuala Lumpur	4,500
LD01	Developing Core Skills for Training Coordinators & Specialists	07 - 11 Oct 2018	Dubai	3,500
LD04	Training Need Analysis (TNA)	16 - 18 Oct 2018	Dubai	2,500
LD02	Managing Training & Return on Investment (ROI)	19 - 23 Nov 2018	Kuala Lumpur	4,500
LD03	Optimizing Learning & Development: Strategy to Enhance Organizational Performance	17 - 21 Dec 2018	Miami	5,500
Maintenance Engineering				
Ref.	Course	Date	Venue	Fee(\$)
MN03	Reliability Centred Maintenance (RCM)	08 - 12 Apr 2018	Dubai	3,500
MN05	Competency Development for Supervisory Excellence of Maintenance Professionals	29 Apr - 3 May 2018	Dubai	3,500
MN01	Maintenance Planning, Scheduling & Cost Control	06 - 10 May 2018	Dubai	3,500
MN04	Maintenance Management & Technology Best Practices	25 - 29 Jun 2018	London	4,500
MN02	Managing Efficient Shutdowns & Turnarounds	01 - 05 Jul 2018	Dubai	3,500
MN03	Reliability Centred Maintenance (RCM)	12 - 16 Aug 2018	Dubai	3,500
MN05	Competency Development for Supervisory Excellence of Maintenance Professionals	02 - 06 Sep 2018	Dubai	3,500
MN01	Maintenance Planning, Scheduling & Cost Control	23 - 27 Sep 2018	Dubai	3,500
MN02	Managing Efficient Shutdowns & Turnarounds	25 - 29 Nov 2018	Dubai	3,500
MN01	Maintenance Planning, Scheduling & Cost Control	09 - 13 Dec 2018	Dubai	3,500
MN04	Maintenance Management & Technology Best Practices	10 - 14 Dec 2018	Vienna	4,500
MN05	Competency Development for Supervisory Excellence of Maintenance Professionals	16 - 20 Dec 2018	Dubai	3,500
MN03	Reliability Centred Maintenance (RCM)	16 - 20 Dec 2018	Dubai	3,500

Management & Leadership				
Ref.	Course Title	Date	Venue	Fee(\$)
MG33	Negotiation Skills: Mastering the Art of Deal Making Strategies	04 - 08 Mar 2018	Dubai	3,500
MG43	Effective Business Writing Skills	04 - 08 Mar 2018	Dubai	3,500
MG62	Innovation, Creativity & Problem Solving	05 - 06 Mar 2018	Dubai	1,750
MG63	Strategic Planning & Leadership Implementation	07 - 08 Mar 2018	Dubai	1,750
MG01	Essentials of Management & Leadership	11 - 15 Mar 2018	Dubai	3,500
MG45	Effective Communication Skills: Mastering the Art of Communication	11 - 15 Mar 2018	Dubai	3,500
MG56	Interpersonal Skills for Managers	11 - 12 Mar 2018	Dubai	1,750
MG60	Strategic Planning, Setting objectives and KPI's	13 - 15 Mar 2018	Dubai	2,500
MG10	Leading with Emotional Excellence: Psychology of Leadership & Innovation	18 - 22 Mar 2018	Dubai	3,500
MG42	The 10-day Advanced Emotional Intelligence & Strategic Planning Masterclass	18 - 29 Mar 2018	Dubai	7,000
MG49	The 4 Dimensional Leadership Development	18 - 22 Mar 2018	Dubai	3,500
MG14	Coaching and Mentoring: Enhancing Productivity, Engagement and Innovation	18 - 22 Mar 2018	Dubai	3,500
MG25	Advanced Communication, Problem Solving & Decision Making	19 - 23 Mar 2018	London	4,500
MG02	Advanced Management & Leadership	25 - 29 Mar 2018	Dubai	3,500
MG11	Strategic Planning & Goal Setting: Setting Focused Goals and Enhancing Competitiveness	25 - 29 Mar 2018	Dubai	3,500
MG50	Brainstorming, Creative Thinking, Innovation and Problem Solving	25 - 29 Mar 2018	Dubai	3,500
MG37	The 10-day Advanced Management & Leadership Skills	25 Mar - 05 Apr 2018	Dubai	7,000
MG51	Managing Conflicts, Confidentiality and Escalation	25 - 27 Mar 2018	Dubai	2,500
MG13	Strategic Planning, Development & Implementation: Strategic Tools for Effective Leadership	26 - 30 Mar 2018	London	4,500
MG39	The 10-day Strategy Planning & Smart Leadership Programme	26 Mar - 06 Apr 2018	London	9,000
MG61	Emotional Intelligence and Coaching Skills	28 - 29 Mar 2018	Dubai	1,750
MG03	Management & Leadership Skills for the Supervisor/New Manager	01 - 05 Apr 2018	Dubai	3,500
MG23	Reduce Stress with Effective Time & Task Management	01 - 05 Apr 2018	Dubai	3,500
MG16	Effective Self-Management: Evaluating and Monitoring Energy, Attitude and Priority	01 - 05 Apr 2018	Dubai	3,500
MG22	Mastering Management & Team Leadership Skills	01 - 05 Apr 2018	Dubai	3,500
MG53	Power of Taking Ownership	01 - 03 Apr 2018	Dubai	2,500
MG44	Essentials of Business Analysis	02 - 06 Apr 2018	New York	5,500
MG27	Leading & Managing High Performing Teams: Supervisor Level	02 - 06 Apr 2018	London	4,500
MG55	Problem Solving & Decision Making	04 - 05 Apr 2018	Dubai	1,750
MG29	Building Personal Leadership Skills for Working in Teams	08 - 12 Apr 2018	Dubai	3,500
MG26	Communication, Interpersonal & Influencing Skills	08 - 12 Apr 2018	Dubai	3,500
MG07	Mastering People Management & Team Leadership	09 - 13 Apr 2018	Miami	5,500
MG34	The 10-day Strategic Management Programme	09 - 20 Apr 2018	Miami	11,000



Management & Leadership (contd...)				
Ref.	Course Title	Date	Venue	Fee(\$)
MG35	The 10-day Strategic Leadership Programme	09 - 20 Apr 2018	New York	11,000
MG31	Powerful Presentation & Public Speaking Skills: Developing Persuasive & Credible Executive Presentations	15 - 19 Apr 2018	Dubai	3,500
MG08	Strategic Thinking, Analysis & Business Planning: Discover The Future Direction	16 - 20 Apr 2018	Kuala Lumpur	4,500
MG12	Advanced Teamwork & Cooperation Skills	16 - 20 Apr 2018	London	4,500
MG15	Smart Leadership: Achieving Strategy through Leading the Function	16 - 20 Apr 2018	Miami	5,500
MG36	The 10-day Advanced Teamwork & Innovation Programme	16 - 27 Apr 2018	London	9,000
MG32	Grow Your Brain & Grow Your Potential: Equipping Yourself with The Brain to meet the Demands of The 21st Century	22 - 26 Apr 2018	Dubai	3,500
MG19	Fraud & Corruption in the Workplace: Detection, Management & Control	22 - 26 Apr 2018	Dubai	3,500
MG05	Leadership, Critical Thinking & Innovation	23 - 27 Apr 2018	London	4,500
MG06	Leadership Development, Self-Awareness Skills & Strategy	29 Apr - 3 May 2018	Dubai	3,500
MG52	Managing Priorities and Deadlines	29 - 30 Apr 2018	Dubai	1,750
MG21	Positive Thinking, Psychology and Attitude	30 Apr - 04 May 2018	Istanbul	4,500
MG40	The 10-day International Management Programme	30 Apr - 11 May 2018	Istanbul	9,000
MG17	Developing Women as Leaders: Liberating Power, Potential & Positivity of Women in the Workplace	06 - 10 May 2018	Dubai	3,500
MG30	Quality Assurance & Quality Control: Developing a Quality Philosophy within the Organisation	06 - 10 May 2018	Dubai	3,500
MG57	Business Protocol & Etiquette	06 - 07 May 2018	Dubai	1,750
MG54	Facilitation Skills Workshop	06 - 07 May 2018	Dubai	1,750
MG09	Preparing & Developing High Impact Manager	07 - 11 May 2018	Istanbul	4,500
MG04	Next Generation Leadership: Enhancing Creativity, Team Performance & Commitment	07 - 11 May 2018	Amsterdam	4,500
MG07	Mastering People Management and Team Leadership	07 - 11 May 2018	London	4,500
MG14	Coaching and Mentoring: Enhancing Productivity, Engagement and Innovation	07 - 11 May 2018	London	4,500
MG34	The 10-day Strategic Management Programme	07 - 18 May 2018	London	9,000
MG35	The 10-day Strategic Leadership Programme	07 - 18 May 2018	London	9,000
MG38	The 10-day Strategic Vision & Business Risk Management Strategies	07 - 18 May 2018	Barcelona	9,000
MG46	Team Building & Team Work: Essential Principles for Innovative Teamwork & Corporate Transformation	07 - 11 May 2018	Miami	5,500
MG58	Effective Business Communication	08 - 10 May 2018	Dubai	2,500
MG08	Strategic Thinking, Analysis & Business Planning: Discover The Future Direction	14 - 18 May 2018	London	4,500
MG24	Effective Business Risk Management Strategies	14 - 18 May 2018	Barcelona	4,500
MG15	Smart Leadership: Achieving Strategy through Leading the Function	14 - 18 May 2018	London	4,500
MG13	Strategic Planning, Development & Implementation: Strategic Tools for Effective Leadership	14 - 18 May 2018	Kuala Lumpur	4,500
MG49	The 4 Dimensional Leadership Development	21 - 25 May 2018	London	4,500
MG10	Leading with Emotional Excellence: Psychology of Leadership & Innovation	24 - 28 Jun 2018	Dubai	3,500
MG42	The 10-day Advanced Emotional Intelligence & Strategic Planning Masterclass	24 Jun - 05 Jul 2018	Dubai	7,000

**Management & Leadership (contd...)**

Ref.	Course Title	Date	Venue	Fee(\$)
MG53	Power of Taking Ownership	24 - 26 Jun 2018	Dubai	2,500
MG28	Leading & Managing Change, Organisational Development and Work Psychology	25 - 29 Jun 2018	London	4,500
MG55	Problem Solving & Decision Making	27 - 28 Jun 2018	Dubai	1,750
MG11	Strategic Planning & Goal Setting: Setting Focused Goals and Enhancing Competitiveness	01 - 05 Jul 2018	Dubai	3,500
MG59	Advance Negotiation Skills	01 - 03 Jul 2018	Dubai	2,500
MG13	Strategic Planning, Development & Implementation: Strategic Tools for Effective Leadership	02 - 06 Jul 2018	Zurich	4,500
MG39	The 10-day Strategy Planning & Smart Leadership Programme	02 - 13 Jul 2018	Zurich	9,000
MG64	Intensive Leadership Course for Middle Managers: Leadership Acceleration	04 - 05 Jul 2018	Dubai	1,750
MG03	Management & Leadership Skills for the Supervisor/New Manager	08 - 12 Jul 2018	Dubai	3,500
MG27	Leading & Managing High Performing Teams: Supervisor Level	09 - 13 Jul 2018	Kuala Lumpur	4,500
MG51	Managing Conflicts, Confidentiality and Escalation	15 - 17 Jul 2018	Dubai	2,500
MG21	Positive Thinking, Psychology and Attitude	16 - 20 Jul 2018	Paris	4,500
MG50	Brainstorming, Creative Thinking, Innovation and Problem Solving	16 - 20 Jul 2018	Kuala Lumpur	4,500
MG40	The 10-day International Management Programme	16 - 27 Jul 2018	Paris	9,000
MG61	Emotional Intelligence and Coaching Skills	18 - 19 Jul 2018	Dubai	1,750
MG09	Preparing & Developing High Impact Manager	23 - 27 Jul 2018	Paris	4,500
MG14	Coaching and Mentoring: Enhancing Productivity, Engagement and Innovation	23 - 27 Jul 2018	Munich	4,500
MG38	The 10-day Strategic Vision & Business Risk Management Strategies	23 Jul - 03 Aug 2018	Munich	9,000
MG62	Innovation, Creativity & Problem Solving	23 - 24 Jul 2018	Dubai	1,750
MG63	Strategic Planning & Leadership Implementation	25 - 26 Jul 2018	Dubai	1,750
MG33	Negotiation Skills: Mastering the Art of Deal Making Strategies	29 Jul - 02 Aug 2018	Dubai	3,500
MG24	Effective Business Risk Management Strategies	30 Jul - 03 Aug 2018	Munich	4,500
MG06	Leadership Development, Self-Awareness Skills & Strategy	05 - 09 Aug 2018	Dubai	3,500
MG56	Interpersonal Skills for Managers	05 - 06 Aug 2018	Dubai	1,750
MG07	Mastering People Management & Team Leadership	06 - 10 Aug 2018	California	5,500
MG12	Advanced Teamwork & Cooperation Skills	06 - 10 Aug 2018	Istanbul	4,500
MG18	Goal Setting, Planning & Decision Making: Methods, Processes, Procedures and Practises	06 - 10 Aug 2018	Toronto	5,500
MG44	Essentials of Business Analysis	06 - 10 Aug 2018	London	4,500
MG34	The 10-day Strategic Management Programme	06 - 17 Aug 2018	California	11,000
MG35	The 10-day Strategic Leadership Programme	06 - 17 Aug 2018	California	11,000
MG36	The 10-day Advanced Teamwork & Innovation Programme	06 - 17 Aug 2018	Istanbul	9,000
MG60	Strategic Planning, Setting objectives and KPI's	07 - 09 Aug 2018	Dubai	2,500
MG29	Building Personal Leadership Skills for Working in Teams	12 - 16 Aug 2018	Dubai	3,500

Management & Leadership (contd...)				
Ref.	Course Title	Date	Venue	Fee(\$)
MG04	Next Generation Leadership: Enhancing Creativity, Team Performance & Commitment	13 - 17 Aug 2018	Toronto	5,500
MG05	Leadership, Critical Thinking & Innovation	13 - 17 Aug 2018	Istanbul	4,500
MG08	Strategic Thinking, Analysis & Business Planning: Discover The Future Direction	13 - 17 Aug 2018	California	5,500
MG20	Managing Public-Private Partnerships & Alliances	13 - 17 Aug 2018	Toronto	5,500
MG15	Smart Leadership: Achieving Strategy through Leading the Function	13 - 17 Aug 2018	California	5,500
MG17	Developing Women as Leaders: Liberating Power, Potential & Positivity of Women in the Workplace	26 - 30 Aug 2018	Dubai	3,500
MG13	Strategic Planning, Development & Implementation: Strategic Tools for Effective Leadership	27 - 31 Aug 2018	London	4,500
MG39	The 10-day Strategy Planning & Smart Leadership Programme	27 Aug - 07 Sep 2018	Vienna	9,000
MG43	Effective Business Writing Skills	02 - 06 Sep 2018	Dubai	3,500
MG27	Leading & Managing High Performing Teams: Supervisor Level	03 - 07 Sep 2018	Vienna	4,500
MG25	Advanced Communication, Problem Solving & Decision Making	03 - 07 Sep 2018	Istanbul	4,500
MG01	Essentials of Management & Leadership	16 - 20 Sep 2018	Dubai	3,500
MG46	Team Building & Team Work: Essential Principles for Innovative Teamwork & Corporate Transformation	16 - 20 Sep 2018	Dubai	3,500
MG45	Effective Communication Skills: Mastering the Art of Communication	23 - 27 Sep 2018	Dubai	3,500
MG02	Advanced Management & Leadership	23 - 27 Sep 2018	Dubai	3,500
MG32	Grow Your Brain & Grow Your Potential: Equipping Yourself with The Brain to meet the Demands of The 21st Century	23 - 27 Sep 2018	Dubai	3,500
MG37	The 10-day Advanced Management & Leadership Skills	23 Sep - 04 Oct 2018	Dubai	7,000
MG16	Effective Self-Management: Evaluating and Monitoring Energy, Attitude and Priority	30 Sep - 04 Oct 2018	Dubai	3,500
MG22	Mastering Management & Team Leadership Skills	30 Sep - 04 Oct 2018	Dubai	3,500
MG26	Communication, Interpersonal & Influencing Skills	30 Sep - 04 Oct 2018	Dubai	3,500
MG23	Reduce Stress with Effective Time & Task Management	07 - 11 Oct 2018	Dubai	3,500
MG57	Business Protocol & Etiquette	07 - 08 Oct 2018	Dubai	1,750
MG07	Mastering People Management & Team Leadership	08 - 12 Oct 2018	Miami	5,500
MG34	The 10-day Strategic Management Programme	08 - 19 Oct 2018	Miami	11,000
MG35	The 10-day Strategic Leadership Programme	08 - 19 Oct 2018	Miami	11,000
MG58	Effective Business Communication	09 - 11 Oct 2018	Dubai	2,500
MG10	Leading with Emotional Excellence: Psychology of Leadership & Innovation	14 - 18 Oct 2018	Dubai	3,500
MG42	The 10-day Advanced Emotional Intelligence & Strategic Planning Masterclass	14 - 25 Oct 2018	Dubai	7,000
MG54	Facilitation Skills Workshop	14 - 15 Oct 2018	Dubai	1,750
MG04	Next Generation Leadership: Enhancing Creativity, Team Performance & Commitment	15 - 19 Oct 2018	Houston	5,500
MG08	Strategic Thinking, Analysis & Business Planning: Discover The Future Direction	15 - 19 Oct 2018	Miami	5,500
MG15	Smart Leadership: Achieving Strategy through Leading the Function	15 - 19 Oct 2018	Miami	5,500
MG11	Strategic Planning & Goal Setting: Setting Focused Goals and Enhancing Competitiveness	21 - 25 Oct 2018	Dubai	3,500

**Management & Leadership (contd...)**

Ref.	Course Title	Date	Venue	Fee(\$)
MG14	Coaching and Mentoring: Enhancing Productivity, Engagement and Innovation	22 - 26 Oct 2018	Singapore	4,500
MG38	The 10-day Strategic Vision & Business Risk Management Strategies	22 Oct - 02 Nov 2018	Singapore	9,000
MG24	Effective Business Risk Management Strategies	29 Oct - 02 Nov 2018	Singapore	4,500
MG28	Leading & Managing Change, Organisational Development and Work Psychology	29 Oct - 02 Nov 2018	Geneva	4,500
MG03	Management & Leadership Skills for the Supervisor/New Manager	04 - 08 Nov 2018	Dubai	3,500
MG19	Fraud & Corruption in the Workplace: Detection, Management & Control	04 - 08 Nov 2018	Dubai	3,500
MG21	Positive Thinking, Psychology and Attitude	05 - 09 Nov 2018	Barcelona	4,500
MG40	The 10-day International Management Programme	05 - 16 Nov 2018	Barcelona	9,000
MG31	Powerful Presentation & Public Speaking Skills: Developing Persuasive & Credible Executive Presentations	11 - 15 Nov 2018	Dubai	3,500
MG27	Leading & Managing High Performing Teams: Supervisor Level	11 - 15 Nov 2018	Dubai	3,500
MG53	Power of Taking Ownership	11 - 13 Nov 2018	Dubai	2,500
MG09	Preparing & Developing High Impact Manager	12 - 16 Nov 2018	Barcelona	4,500
MG49	The 4 Dimensional Leadership Development	12 - 23 Nov 2018	Miami	5,500
MG39	The 10-day Strategy Planning & Smart Leadership Programme	12 - 23 Nov 2018	Amsterdam	9,000
MG52	Managing Priorities and Deadlines	14 - 15 Nov 2018	Dubai	1,750
MG55	Problem Solving & Decision Making	14 - 15 Nov 2018	Dubai	1,750
MG50	Brainstorming, Creative Thinking, Innovation and Problem Solving	19 - 23 Nov 2018	Miami	5,500
MG30	Quality Assurance & Quality Control: Developing a Quality Philosophy within the Organisation	25 - 29 Nov 2018	Dubai	3,500
MG59	Advance Negotiation Skills	25 - 27 Nov 2018	Dubai	2,500
MG18	Goal Setting, Planning & Decision Making: Methods, Processes, Procedures and Practices	26 - 30 Nov 2018	Kuala Lumpur	4,500
MG64	Intensive Leadership Course for Middle Managers: Leadership Acceleration	28 - 29 Nov 2018	Dubai	1,750
MG14	Coaching and Mentoring: Enhancing Productivity, Engagement and Innovation	03 - 07 Dec 2018	Miami	5,500
MG07	Mastering People Management & Team Leadership	03 - 07 Dec 2018	New York	5,500
MG20	Managing Public-Private Partnerships & Alliances	03 - 07 Dec 2018	Kuala Lumpur	4,500
MG34	The 10-day Strategic Management Programme	03 - 14 Dec 2018	New York	11,000
MG35	The 10-day Strategic Leadership Programme	03 - 14 Dec 2018	New York	11,000
MG06	Leadership Development, Self-Awareness Skills & Strategy	09 - 13 Dec 2018	Dubai	3,500
MG29	Building Personal Leadership Skills for Working in Teams	09 - 13 Dec 2018	Dubai	3,500
MG33	Negotiation Skills: Mastering the Art of Deal Making Strategies	09 - 13 Dec 2018	Dubai	3,500
MG08	Strategic Thinking, Analysis & Business Planning: Discover The Future Direction	09 - 13 Dec 2018	Dubai	3,500
MG51	Managing Conflicts, Confidentiality and Escalation	09 - 10 Dec 2018	Dubai	2,500
MG56	Interpersonal Skills for Managers	09 - 10 Dec 2018	Dubai	1,750
MG13	Strategic Planning, Development & Implementation: Strategic Tools for Effective Leadership	10 - 14 Dec 2018	Miami	5,500

**Management & Leadership (contd...)**

Ref.	Course Title	Date	Venue	Fee(\$)
MG04	Next Generation Leadership: Enhancing Creativity, Team Performance & Commitment	10 - 14 Dec 2018	Miami	5,500
MG15	Smart Leadership: Achieving Strategy through Leading the Function	10 - 14 Dec 2018	New York	5,500
MG61	Emotional Intelligence and Coaching Skills	11 - 13 Dec 2018	Dubai	1,750
MG60	Strategic Planning, Setting objectives and KPI's	11 - 13 Dec 2018	Dubai	2,500
MG17	Developing Women as Leaders: Liberating Power, Potential & Positivity of Women in the Workplace	16 - 20 Dec 2018	Dubai	3,500
MG46	Team Building & Team Work: Essential Principles for Innovative Teamwork & Corporate Transformation	16 - 20 Dec 2018	Dubai	3,500
MG62	Innovation, Creativity & Problem Solving	16 - 17 Dec 2018	Dubai	1,750
MG12	Advanced Teamwork & Cooperation Skills	17 - 21 Dec 2018	Kuala Lumpur	4,500
MG44	Essentials of Business Analysis	17 - 21 Dec 2018	Bangkok	4,500
MG36	The 10-day Advanced Teamwork & Innovation Programme	17 - 28 Dec 2018	Kuala Lumpur	9,000
MG63	Strategic Planning & Leadership Implementation	18 - 19 Dec 2018	Dubai	1,750
MG05	Leadership, Critical Thinking & Innovation	24 - 28 Dec 2018	Kuala Lumpur	4,500

**Mechanical Engineering**

Ref.	Course Title	Date	Venue	Fee(\$)
ME03	Pumps, Compressors & Turbines: Operation, Maintenance & Troubleshooting	18 - 22 Mar 2018	Dubai	3,500
ME01	Effective Data Analysis Techniques: Essential For Positive Business Outcomes	08 - 12 Apr 2018	Dubai	3,500
ME04	Fundamentals of Process & Mechanical Engineering	15 - 19 Apr 2018	Dubai	3,500
ME06	Storage Tanks & Tank Farms - Design, Sizing and Calculations	29 Apr - 3 May 2018	Dubai	3,500
ME02	Machinery Failure & Vibration Analysis	06 - 10 May 2018	Dubai	3,500
ME01	Effective Data Analysis Techniques: Essential For Positive Business Outcomes	01 - 05 Jul 2018	Dubai	3,500
ME03	Pumps, Compressors & Turbines: Operation, Maintenance & Troubleshooting	30 Sep - 04 Oct 2018	Dubai	3,500
ME01	Effective Data Analysis Techniques: Essential For Positive Business Outcomes	30 Sep - 04 Oct 2018	Dubai	3,500
ME02	Machinery Failure & Vibration Analysis	14 - 18 Oct 2018	Dubai	3,500
ME04	Fundamentals of Process & Mechanical Engineering	11 - 15 Nov 2018	Dubai	3,500
ME06	Storage Tanks & Tank Farms - Design, Sizing and Calculations	09 - 13 Dec 2018	Dubai	3,500
ME01	Effective Data Analysis Techniques: Essential For Positive Business Outcomes	16 - 20 Dec 2018	Dubai	3,500

**Oil, Gas & Process Engineering**

Ref.	Course Title	Date	Venue	Fee(\$)
OG09	Advanced Oil & Gas and Energy Management	05 - 09 Mar 2018	London	4,500
OG04	Process Plant Start-up, Commissioning & Troubleshooting	11 - 15 Mar 2018	Dubai	3,500
OG03	Gas Processing & Gas Conditioning	25 - 29 Mar 2018	Dubai	3,500
OG11	Integrated Reservoir Modelling	08 - 12 Apr 2018	Dubai	3,500
OG12	Oil & Gas Field Operations	22 - 26 Apr 2018	Dubai	3,500

**Oil, Gas & Process Engineering (contd...)**

Ref.	Course Title	Date	Venue	Fee(\$)
OG01	Hydrocarbon Production Operations	29 Apr - 3 May 2018	Dubai	3,500
OG10	Petroleum Projects Economics & Risk Analysis	06 - 10 May 2018	Dubai	3,500
OG07	Safe Handling, Storage & Transportation of Hazardous Chemicals	06 - 10 May 2018	Dubai	3,500
OG06	Oil & Gas Business Management: International Best Practices	07 - 11 May 2018	Amsterdam	4,500
OG08	Operation & Management of Oil Products Terminals	24 - 28 Jun 2018	Dubai	3,500
OG09	Advanced Oil & Gas and Energy Management	01 - 05 Jul 2018	California	5,500
OG03	Gas Processing & Gas Conditioning	05 - 09 Aug 2018	Dubai	3,500
OG04	Process Plant Start-up, Commissioning & Troubleshooting	12 - 16 Aug 2018	Dubai	3,500
OG06	Oil & Gas Business Management: International Best Practices	13 - 17 Aug 2018	Toronto	5,500
OG09	Advanced Oil & Gas and Energy Management	27 - 31 Aug 2018	London	4,500
OG12	Oil & Gas Field Operations	02 - 06 Sep 2018	Dubai	3,500
OG10	Petroleum Projects Economics & Risk Analysis	07 - 11 Oct 2018	Dubai	3,500
OG06	Oil & Gas Business Management: International Best Practices	15 - 19 Oct 2018	Houston	5,500
OG01	Hydrocarbon Production Operations	28 Oct - 1 Nov 2018	Dubai	3,500
OG09	Advanced Oil & Gas and Energy Management	29 Oct - 02 Nov 2018	Miami	5,500
OG07	Safe Handling, Storage & Transportation of Hazardous Chemicals	04 - 08 Nov 2018	Dubai	3,500
OG11	Integrated Reservoir Modelling	11 - 15 Nov 2018	Dubai	3,500
OG08	Operation & Management of Oil Products Terminals	25 - 29 Nov 2018	Dubai	3,500
OG03	Gas Processing & Gas Conditioning	25 - 29 Nov 2018	Dubai	3,500
OG04	Process Plant Start-up, Commissioning & Troubleshooting	09 - 13 Dec 2018	Dubai	3,500
OG06	Oil & Gas Business Management: International Best Practices	10 - 14 Dec 2018	Vienna	4,500
OG12	Oil & Gas Field Operations	16 - 20 Dec 2018	Dubai	3,500
OG09	Advanced Oil & Gas and Energy Management	17 - 21 Dec 2018	Amsterdam	4,500

**Procurement & Material**

Ref.	Course Title	Date	Venue	Fee(\$)
MM13	Advanced Purchasing and Cost Saving Techniques	11 - 15 Mar 2018	Dubai	3,500
MM14	Contract & Procurement Management	11 - 13 Mar 2018	Dubai	2,500
MM15	Combating Risk & Fraud in Procurement	14 - 15 Mar 2018	Dubai	1,750
MM08	Oil & Gas Procurement & Supply Management	19 - 23 Mar 2018	London	4,500
MM03	Strategic Procurement Management Masterclass	26 - 30 Mar 2018	Bangkok	4,500
MM02	Purchasing Management, Tendering & Supplier Selection	01 - 05 Apr 2018	Dubai	3,500
MM09	Procurement Management of Equipment and Works for World Bank Aided Projects	09 - 13 Apr 2018	Amsterdam	4,500
MM05	Effective Warehouse & Stores Management	15 - 19 Apr 2018	Dubai	3,500

Procurement & Material (contd...)				
Ref.	Course	Date	Venue	Fee(\$)
MM10	The 10-day Warehouse, Stores & Supply Chain Management	15 - 26 Apr 2018	Dubai	7,000
MM06	Logistics & Supply Chain Management	22 - 26 Apr 2018	Dubai	3,500
MM07	Best Practices in Managing Inventory & Stock Control	29 Apr - 3 May 2018	Dubai	3,500
MM11	The 10-day Vehicle Fleet Development & Management Programme	29 Apr - 10 May 2018	Dubai	7,000
MM12	Procurement Contracts & Supply Chain Management	24 - 28 Jun 2018	Dubai	3,500
MM04	Procurement Specialist: The A to Z of Procurement Best Practices	02 - 06 Jul 2018	Kuala Lumpur	4,500
MM14	Contract & Procurement Management	08 - 10 Jul 2018	Dubai	2,500
MM08	Oil & Gas Procurement & Supply Management	09 - 13 Jul 2018	Kuala Lumpur	4,500
MM15	Combating Risk & Fraud in Procurement	11 - 12 Jul 2018	Dubai	1,750
MM03	Strategic Procurement Management Masterclass	16 - 20 Jul 2018	London	4,500
MM13	Advanced Purchasing and Cost Saving Techniques	22 - 26 Jul 2018	Dubai	3,500
MM05	Effective Warehouse & Stores Management	29 Jul - 02 Aug 2018	Dubai	3,500
MM10	The 10-day Warehouse, Stores & Supply Chain Management	29 Jul - 09 Aug 2018	Dubai	7,000
MM06	Logistics & Supply Chain Management	05 - 09 Aug 2018	Dubai	3,500
MM09	Procurement Management of Equipment and Works for World Bank Aided Projects	06 - 10 Aug 2018	Kuala Lumpur	4,500
MM07	Best Practices in Managing Inventory & Stock Control	12 - 16 Aug 2018	Dubai	3,500
MM03	Strategic Procurement Management Masterclass	13 - 17 Aug 2018	California	5,500
MM11	The 10-day Vehicle Fleet Development & Management Programme	07 - 18 Oct 2018	Dubai	7,000
MM03	Strategic Procurement Management Masterclass	15 - 19 Oct 2018	Miami	5,500
MM02	Purchasing Management, Tendering & Supplier Selection	28 Oct - 1 Nov 2018	Dubai	3,500
MM08	Oil & Gas Procurement & Supply Management	05 - 09 Nov 2018	London	4,500
MM12	Procurement Contracts & Supply Chain Management	11 - 15 Nov 2018	Dubai	3,500
MM14	Contract & Procurement Management	11 - 13 Nov 2018	Dubai	2,500
MM15	Combating Risk & Fraud in Procurement	14 - 15 Nov 2018	Dubai	1,750
MM04	Procurement Specialist: The A to Z of Procurement Best Practices	26 - 30 Nov 2018	Amsterdam	4,500
MM09	Procurement Management of Equipment and Works for World Bank Aided Projects	03 - 07 Dec 2018	London	4,500
MM05	Effective Warehouse & Stores Management	09 - 13 Dec 2018	Dubai	3,500
MM10	The 10-day Warehouse, Stores & Supply Chain Management	09 - 20 Dec 2018	Dubai	7,000
MM06	Logistics & Supply Chain Management	09 - 13 Dec 2018	Dubai	3,500
MM07	Best Practices in Managing Inventory & Stock Control	16 - 20 Dec 2018	Dubai	3,500
MM13	Advanced Purchasing and Cost Saving Techniques	16 - 20 Dec 2018	Dubai	3,500
MM04	Procurement Specialist: The A to Z of Procurement Best Practices	17 - 21 Dec 2018	New York	5,500

Project Management				
Ref.	Course	Date	Venue	Fee(\$)
PM01	Fundamentals of Project Management	04 - 08 Mar 2018	Dubai	3,500
PM10	Professional Project Analysis: Managing Risk & Uncertainty	05 - 09 Mar 2018	Kuala Lumpur	4,500
PM05	Project Management Specialist: The A to Z of Project Management	12 - 16 Mar 2018	London	4,500
PM03	Effective Project Risk Management	18 - 22 Mar 2018	Dubai	3,500
PM02	Mastering Project Management	26 - 30 Mar 2018	Kuala Lumpur	4,500
PM09	Project Coordination, Management & Cost Control	01 - 05 Apr 2018	Dubai	3,500
PM15	Strategic Project Assessment: Identification, Policy Analysis & Selection	02 - 06 Apr 2018	London	4,500
PM18	The 10-day Strategic Project Assessment, Risk Analysis & Management Program	02 - 13 Apr 2018	London	9,000
PM20	The 15-day Strategic Project Assessment, Risk Management & Financial Appraisal Program	02 - 20 Apr 2018	London	13,500
PM07	Project Monitoring & Progress Reporting	08 - 12 Apr 2018	Dubai	3,500
PM16	Advanced Project Risk Analysis & Management	09 - 13 Apr 2018	London	4,500
PM19	The 10-day Project Risk Assessment and Financial Appraisal Program	09 - 20 Apr 2018	London	9,000
PM04	Project Planning, Scheduling & Control	15 - 19 Apr 2018	Dubai	3,500
PM17	Project Appraisal - Financial & Economic Factors	16 - 20 Apr 2018	London	4,500
PM06	Project Management for Non-Project Professionals	22 - 26 Apr 2018	Dubai	3,500
PM13	Managing Multiple Tasks, Priorities & Deadlines	29 Apr - 3 May 2018	Dubai	3,500
PM21	Project Management Training Course	01 - 03 May 2018	Dubai	2,500
PM14	Project Management Professional (PMP) Exam Preparation	06 - 10 May 2018	Dubai	3,500
PM12	Project Finance: Tools & Techniques for Analysis & Evaluation	14 - 18 May 2018	Kuala Lumpur	4,500
PM05	Project Management Specialist: The A to Z of Project Management	02 - 06 Jul 2018	Kuala Lumpur	4,500
PM15	Strategic Project Assessment: Identification, Policy Analysis & Selection	09 - 13 Jul 2018	Kuala Lumpur	4,500
PM18	The 10-day Strategic Project Assessment, Risk Analysis & Management Program	09 - 20 Jul 2018	Kuala Lumpur	9,000
PM20	The 15-day Strategic Project Assessment, Risk Management & Financial Appraisal Program	09 - 27 Jul 2018	Kuala Lumpur	13,500
PM08	Oil & Gas Project Management	09 - 13 Jul 2018	London	4,500
PM16	Advanced Project Risk Analysis & Management	16 - 20 Jul 2018	Kuala Lumpur	4,500
PM19	The 10-day Project Risk Assessment and Financial Appraisal Program	16 - 27 Jul 2018	Kuala Lumpur	9,000
PM02	Mastering Project Management	16 - 20 Jul 2018	London	4,500
PM03	Effective Project Risk Management	22 - 26 Jul 2018	Dubai	3,500
PM17	Project Appraisal - Financial & Economic Factors	23 - 27 Jul 2018	Kuala Lumpur	4,500
PM10	Professional Project Analysis: Managing Risk & Uncertainty	30 Jul - 03 Aug 2018	London	4,500
PM13	Managing Multiple Tasks, Priorities & Deadlines	05 - 09 Aug 2018	Dubai	3,500
PM04	Project Planning, Scheduling & Control	05 - 09 Aug 2018	Dubai	3,500
PM02	Mastering Project Management	13 - 17 Aug 2018	California	5,500



Project Management (contd.)				
Ref.	Course	Date	Venue	Fee(\$)
PM07	Project Monitoring & Progress Reporting	26 - 30 Aug 2018	Dubai	3,500
PM14	Project Management Professional (PMP) Exam Preparation	16 - 20 Sep 2018	Dubai	3,500
PM01	Fundamentals of Project Management	23 - 27 Sep 2018	Dubai	3,500
PM09	Project Coordination, Management & Cost Control	30 Sep - 04 Oct 2018	Dubai	3,500
PM02	Mastering Project Management	15 - 19 Oct 2018	Miami	5,500
PM06	Project Management for Non-Project Professionals	21 - 25 Oct 2018	Dubai	3,500
PM13	Managing Multiple Tasks, Priorities & Deadlines	28 Oct - 1 Nov 2018	Dubai	3,500
PM15	Strategic Project Assessment: Identification, Policy Analysis & Selection	28 Oct - 01 Nov 2018	Dubai	3,500
PM18	The 10-day Strategic Project Assessment, Risk Analysis & Management Program	28 Oct - 08 Nov 2018	Dubai	7,000
PM20	The 15-day Strategic Project Assessment, Risk Management & Financial Appraisal Program	28 Oct - 15 Nov 2018	Dubai	10,500
PM16	Advanced Project Risk Analysis & Management	04 - 08 Nov 2018	Dubai	3,500
PM07	Project Monitoring & Progress Reporting	04 - 08 Nov 2018	Dubai	3,500
PM19	The 10-day Project Risk Assessment and Financial Appraisal Program	04 - 15 Nov 2018	Dubai	7,000
PM17	Project Appraisal - Financial & Economic Factors	11 - 15 Nov 2018	Dubai	3,500
PM21	Project Management Training Course	11 - 13 Nov 2018	Dubai	2,500
PM12	Project Finance: Tools & Techniques for Analysis & Evaluation	25 - 29 Nov 2018	Dubai	3,500
PM05	Project Management Specialist: The A to Z of Project Management	26 - 30 Nov 2018	Amsterdam	4,500
PM08	Oil & Gas Project Management	03 - 07 Dec 2018	Vienna	4,500
PM03	Effective Project Risk Management	09 - 13 Dec 2018	Dubai	3,500
PM10	Professional Project Analysis: Managing Risk & Uncertainty	10 - 14 Dec 2018	Amsterdam	4,500
PM04	Project Planning, Scheduling & Control	16 - 20 Dec 2018	Dubai	3,500
PM13	Managing Multiple Tasks, Priorities & Deadlines	16 - 20 Dec 2018	Dubai	3,500
PM14	Project Management Professional (PMP) Exam Preparation	16 - 20 Dec 2018	Dubai	3,500
PM02	Mastering Project Management	17 - 21 Dec 2018	New York	5,500
Public Relations				
Ref.	Course	Date	Venue	Fee(\$)
PR01	Public Relations & Corporate Communications	18 - 22 Mar 2018	Dubai	3,500
PR02	Protocol & Event Management	15 - 19 Apr 2018	Dubai	3,500
PR03	Planning & Organising Public Relation Campaigns	29 Apr - 3 May 2018	Dubai	3,500
PR04	Public Relations, Marketing and Internal Communication	06 - 10 May 2018	Dubai	3,500
PR01	Public Relations & Corporate Communications	22 - 26 Jul 2018	Dubai	3,500
PR02	Protocol & Event Management	14 - 18 Oct 2018	Dubai	3,500
PR03	Planning & Organising Public Relation Campaigns	28 Oct - 1 Nov 2018	Dubai	3,500



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