

Training Schedule for 2021

Code	Course Name	Duration	Q 1	Q 2	Q 3	Q 4
1- TECHNICAL COURSES						
PROCESS TECHNOLOGY (PT)						
PT-01	Introduction to Process Hydraulics & P&ID's	5 Days	10 Jan.		4 Jul.	
PT-02	Fundamentals of Oil & Gas Facilities	5 Days	17 Jan.		11 Jul.	
PT-03	Introduction to Oil Processing	5 Days	31 Jan.		15 Aug.	
PT-04	Introduction to Gas Processing	5 Days	7 Mar.		22 Aug.	
PT-05	Natural Gas Dehydration	5 Days	7 Feb.		29 Aug.	
PT-06	Gas Drying & Sweetening	5 Days	14 Feb.		5 Sep.	
PT-07	Liquefied Petroleum Gas (LPG)	5 Days	21 Feb.		12 Sep.	
PT-08	Cooling & Refrigeration System Design	5 Days	28 Feb.		19 Sep.	
PT-09	Process Fired Heaters	5 Days	31 Jan.		26 Sep.	
PT-10	Safety Relief & Flare System Design	5 Days	14 Mar.			10 Oct.
PT-11	Heat Exchanger Selection, Design & Construction	5 Days	21 Mar.			24 Oct.
PT-12	Tower Internals	5 Days	28 Mar.			31 Oct.
PT-13	Separators Filtration, Selection & Design	5 Days		4 Apr.		7 Nov.
PT-14	Industrial Water Conditioning	5 Days	28 Mar.			14 Nov.

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PT-15	Air-Cooled exchangers	5 Days	10 Jan.		12 Sep.	
PT-16	Industrial Pollution Control	5 Days	17 Jan.		19 Sep.	
PT-17	Water Desalination Technology	5 Days	31 Jan.			10 Oct.
PT-18	Waste Water Treatment & Re-Use	5 Days	7 Feb.			24 Oct.
PT-19	Water Treatment and Operation (New)	5 Days	14 Feb.			31 Oct.
PT-20	Loss Prevention Engineering	5 Days	21 Feb.			7 Nov.
PT-21	Fire Protection Systems (Basic)	5 Days	28 Feb.			14 Nov.
PT-22	Fire Protection Systems (Advanced)	5 Days	7 Mar.			21 Nov.
PT-23	Fundamentals of Process Hazard Analysis	5 Days	14 Mar.			28 Nov.
PT-24	Process Hazard Analysis (Advanced)	5 Days	21 Mar.			5 Dec.
PT-25	Fire Hazard Analysis & Risk Assessment (Basic)	5 Days	28 Mar.			12 Dec.
PT-26	Fire Hazard Analysis and Risk Assessment (Advanced)	5 Days		4 Apr.		19 Dec.
PT-27	Fire & Gas Detection System	5 Days		4 Apr.		26 Dec.
PT-28	Hazard Area Classification Fundamentals	5 Days	10 Jan.		4 Jul.	
PT-29	Process Safety Management	5 Days	17 Jan.		11 Jul.	
PT-30	Management of Change (MOC)	5 Days	7 Feb.		15 Aug.	

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PT-31	Hazard Operability (HAZOP)	5 Days	14 Feb.		22 Aug.	
PT-32	Flange Management	5 Days	21 Feb.		29 Aug.	
PT-33	Pre-commissioning & Commissioning Start-up	5 Days	28 Feb.		5 Sep.	
PT-34	Refinery Process (UOP) Introduction (New)	5 Days	7 Mar.			21 Nov.
PT-35	Refinery Advanced (New)	5 Days	14 Mar.			28 Nov.
PT-36	Refinery & Pantomimical Production Technology (New)	5 Days	21 Mar.			5 Dec.
MECHANICAL ENGINEERING (ME)						
ME-01	Pumps Technology (Basic)	5 Days	10 Jan.		4 Jul.	
ME-02	Advanced Applications & Technologies of API Pumps	5 Days	17 Jan.		11 Jul.	
ME-03	Diesel Engine	5 Days	31 Jan.		25 Jul.	
ME-04	Centrifugal Compressors	5 Days	7 Feb.		1 Aug.	
ME-05	Reciprocating Compressors	5 Days	14 Feb.		15 Aug.	
ME-06	Vibration Analysis	5 Days	21 Feb.		22 Aug.	
ME-07	Boiler Design & Steam Raising	5 Days	28 Feb.		29 Aug.	
ME-08	Boiler Efficiency Improvement	5 Days	7 Mar.		5 Sep.	
ME-09	Boiler Selection , Operation & Maintenance-Fundamentals	5 Days	14 Mar.		12 Sep.	

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ME-10	Pressure Vessels Design, Inspection & Repair	5 Days	21 Mar.		19 Sep.	
ME-11	Heat Exchangers Mechanical Design & Maintenance	5 Days	28 Mar.		26 Sep.	
ME-12	Tanks Design & Maintenance	5 Days		4 Apr.		10 Oct.
ME-13	Gas Turbine Design & Selection	5 Days	10 Jan.			24 Oct.
ME-14	Steam Turbine Design & Maintenance	5 Days	17 Jan.			31 Oct.
ME-15	Cathodic Protection (CP)	5 Days	31 Jan.			7 Nov.
ME-16	Painting & Coating Technology	5 Days	7 Feb.			14 Nov.
ME-17	Corrosion Inhibitors	5 Days	14 Feb.			21 Nov.
ME-18	Material Selection in Petroleum Industry	5 Days	21 Feb.			28 Nov.
ME-19	Corrosion Control Techniques	5 Days	28 Feb.			5 Dec.
ME-20	Fundamentals of Low Temperature & Cryogenic Tanks	5 Days	7 Mar.			12 Dec.
ME-21	Design, Fabrication & Inspection of Pressure Vessels According to ASME VIII DIV 1	5 Days	14 Mar.			19 Dec.
ME-22	Pressure Vessels & Tanks Fitness For Service Assessment (API 579-1/ ASME FFS-1)	5 Days	21 Mar.			26 Dec.
ME-23	HVAC system Design	5 Days	28 Mar.			24 Oct.
ME-24	Lubricating Oils	5 Days		4 Apr.		31 Oct.

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ME-25	Mechanical Seal for Refineries	5 Days	10 Jan.			7 Nov.
ME-26	Rotating Equipment	5 Days	17 Jan.			14 Nov.
ME-27	Gas Turbine operation malignance & Troubleshooting (New)	5 Days	31 Jan.			21 Nov.
ME-28	Gas Processing Plant Troubleshooting & Start-Up (New)	5 Days	7 Mar.			28 Nov.
ME-29	Compressors and Pumps (New)	5 Days	21 Feb.			5 Dec.
MAINTENANCE ENGINEERING (MC)						
MC-01	Bearing Maintenance and Services for Technicians (New)	5 Days	10 Jan.		15 Aug.	
MC-02	Maintenance Planning, Scheduling and Work Control (New)	5 Days	17 Jan.		22 Aug.	
MC-03	Computerized Maintenance Management Systems (CMMS) (New)	5 Days	31 Jan.		29 Aug.	
MC-04	Shutdown & Turnaround Management (New)	5 Days	7 Feb.			24 Oct.
MC-05	Reliability & KPI Course (New)	5 Days	14 Feb.			7 Nov.
MC-06	Advanced Maintenance Management (New)	5 Days	21 Feb.			21 Nov.
PIPING ENGINEERING (PE)						
PE-01	Specification for Piping Components	5 Days	10 Jan.		25 Jul.	
PE-02	Piping Design & Fabrication	5 Days	17 Jan.		1 Aug.	
PE-03	Basics of Piping Stress Analysis	5 Days	31 Jan.		15 Aug.	

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PE-04	Basics of Piping Dynamic Analysis	5 Days	7 Feb.		22 Aug.	
PE-05	Fundamentals of Underground Piping Engineering	5 Days	14 Feb.		29 Aug.	
PE-06	Valves Technology (Basic)	5 Days	21 Feb.		5 Sep.	
PE-07	Valves Technology (Advanced)	5 Days	28 Feb.		12 Sep.	
PE-08	Fundamentals of Piping Design	5 Days	7 Mar.		19 Sep.	
PE-09	Advanced Piping Design	5 Days	14 Mar.		26 Sep.	
PE-10	Subsea Pipeline Design	5 Days	21 Mar.			10 Oct.
PE-11	Gas Transmission & Distribution According to ASME B31.8	5 Days	28 Mar.			24 Oct.
PE-12	Onshore Pipeline Design & Construction (New)	5 Days		4 Apr.		31 Oct.
PE-13	Offshore Platform Design (New)	5 Days	21 Feb.			7 Nov.
PE-14	Onshore Pipeline Construction (New)	5 Days	28 Feb.			14 Nov.
INSTRUMENTATION & CONTROL (IC)						
IC-01	Instrument Pre-installation & Installation Guidelines	5 Days	10 Jan.		4 Jul.	
IC-02	Instrumentation in Hazardous Locations	5 Days	17 Jan.		11 Jul.	
IC-03	Basics of Instrumentation & Control	5 Days	31 Jan.		25 Jul.	
IC-04	Process Measurements	5 Days	7 Feb.		1 Aug.	

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IC-05	Flow Measurements (Basic)	5 Days	14 Feb.		15 Aug.	
IC-06	Flow Measurements (Advanced)	5 Days	21 Feb.		22 Aug.	
IC-07	Boiler Control	5 Days	28 Feb.		29 Aug.	
IC-08	Control Valve Engineering	5 Days	7 Mar.		5 Sep.	
IC-09	Process Control	5 Days	14 Mar.		12 Sep.	
IC-10	Basic Pneumatic System	5 Days	21 Mar.		19 Sep.	
IC-11	Programmable Logic Controllers (PLC)	5 Days	28 Mar.		26 Sep.	
IC-12	Supervisory Control & Data Acquisition Systems (SCADA)	5 Days		4 Apr.		24 Oct.
IC-13	Distributed Control Systems (DCS)	5 Days	7 Mar.			31 Oct.
IC-14	Field Bus Foundation	5 Days	14 Mar.			7 Nov.
IC-15	On-line Analysers	5 Days	21 Mar.			14 Nov.
IC-16	Safety Instrumented Systems (SIS) for the process Industry	5 Days	28 Mar.			21 Nov.
WIRELESS & TELECOMMUNICATION (TL)						
TL-01	Paging Systems	2 Days	17 Jan.		15 Aug.	
TL-02	Integrated Security System	3 Days	14 Feb.			12 Sep.
TL-03	Fiber Optic System	2 Days	14 Mar.			10 Oct.

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TL-04	Wireless Communication	3 Days	28 Mar.			7 Nov.
CIVIL ENGINEERING (CE)						
CE-01	Repair & Strengthening of Concrete Structure	5 Days	10 Jan.		22 Aug.	
CE-02	Structural Design of Piperack	5 Days	31 Jan.		12 Sep.	
CE-03	Preparation of Structural Repair Report (New)	5 Days	28 Feb.			10 Oct.
CE-04	Equipment Foundation Design	5 Days	28 Mar.			31 Oct.
ELECTRICAL ENGINEERING (EL)						
EL-01	Basic Electricity	5 Days	17 Jan.		22 Aug.	
EL-02	Generators, Motors & Transformers (New)	5 Days	7 Feb.		12 Sep.	
EL-03	UPS & Battery System	5 Days	21 Feb.		26 Sep.	
EL-04	Earthing System & Lightning system	5 Days	7 Mar.			10 Oct.
EL-05	Power System Protection	5 Days	21 Mar.			5 Dec.
EL-06	Electrical Cabling System	5 Days		4 Apr.		14 Nov.
EL-07	Lighting System Design	5 Days	10 Jan.			31 Oct.
HEALTH & SAFETY (HS)						
HS-01	Offshore Safety	4 Days	10 Jan.		15 Aug.	

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HS-02	Risk Analysis Techniques	5 Days	17 Jan.		22 Aug.	
HS-03	Hazard identification & Risk Assessment (New)	2 Days	31 Jan.		29 Aug.	
HS-04	Incident / Accident Investigation & Root Cause Analysis	5 Days	7 Feb.		5 Sep.	
HS-05	Industrial Safety	5 Days	14 Feb.		12 Sep.	
HS-06	H ₂ S & Using Breathing Apparatus	3 Days	21 Feb.		19 Sep.	
HS-07	Handling of Hazardous Chemicals and hydrogen sulphide	4 Days	28 Feb.		26 Sep.	
HS-08	First Aid	5 Days	7 Mar.			10 Oct.
HS-09	Defensive Driving	2 Days	14 Mar.			24 Oct.
HS-10	Control Of Work (COW) Program	2 Days	21 Mar.			31 Oct.
HS-11	Basic Fire Fighting Techniques	3 Days	28 Mar.			7 Nov.
HS-12	Rigging Safety & Lifting Operations	5 Days		4 Apr.		14 Nov.
HS-13	HSE Leadership	3 Days	10 Jan.			21 Nov.
HS-14	Confined Space Entry	2 Days	17 Jan.			28 Nov.
HS-15	Construction Safety Management	5 Days	31 Jan.			5 Dec.
HS-16	Working at Heights & Scaffolds	4 Days	7 Feb.			12 Dec.
HS-17	Electrical Safety	4 Days	14 Feb.			19 Dec.

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HS-18	Excavations & Trenching Safety	2 Days	21 Feb.			26 Dec.
HS-19	Welding & Cutting Operation	2 Days	28 Feb.			14 Nov.
HS-20	Health & Hygiene (New)	2 Days	7 Mar.			28 Nov.
HS-21	(New) اساليب تجنب الحوادث و الأخطار و الكوارث المحتملة بالمنشأة	3 Days	14 Mar.			12 Dec.
PRODUCTION ENGINEERING (PR)						
PR-01	Production Optimization Using Nodal Analysis	5 Days	10 Jan.		15 Aug.	
PR-02	Production Systems Simulation	5 Days	17 Jan.		22 Aug.	
PR-03	Gas Lift Optimization & Troubleshooting	5 Days	31 Jan.		29 Aug.	
PR-04	Well Test Analysis	5 Days	7 Feb.		5 Sep.	
PR-05	Sucker Rod Pumping	5 Days	14 Feb.		12 Sep.	
PR-06	Gas Reservoir Engineering	5 Days	21 Feb.		19 Sep.	
PR-07	Applied Reservoir Engineering	5 Days	28 Feb.		26 Sep.	
PR-08	Water Injection Design & Application	5 Days	7 Mar.			10 Oct.
PR-09	Cased Hole Logging	5 Days	14 Mar.			24 Oct.
PR-10	Enhanced Oil Recovery Techniques & Screening (EOR)	5 Days	21 Mar.			31 Oct.
PR-11	Basics of Drilling Technology	5 Days	28 Mar.			7 Nov.

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PR-12	Well Completion	5 Days		4 Apr.		14 Nov.
ENERGY EFFICIENCY (EE)						
EE-01	Energy Management System (ISO 50001) (New)	5 Days	10 Jan.		12 Sep.	
EE-02	Technical Energy Review (New)	5 Days	17 Jan.		19 Sep.	
EE-03	Energy Efficiency Improvement In Pumps & Pipelines (New)	5 Days	31 Jan.		26 Sep.	
EE-04	Energy Efficiency Improvement in Furnaces, Boilers and Steam Systems (New)	5 Days	7 Feb.			10 Oct.
EE-05	Energy Efficiency Improvement in Gas Turbines (New)	5 Days	14 Feb.			24 Oct.
EE-06	Utilization of Flare Gases and Associated Gases (New)	5 Days	21 Feb.			31 Oct.
EE-07	Energy Efficiency Improvement in Heat Exchangers and Condensers (New)	5 Days	28 Feb.			7 Nov.
EE-08	Waste Heat Recovery Systems & Cogeneration (New)	5 Days	7 Mar.			14 Nov.
EE-09	Energy Efficiency Improvement in Compressors (New)	5 Days	14 Mar.			21 Nov.
EE-10	Renewable Energy Technologies (New)	5 Days	21 Mar.			28 Nov.
EE-11	Energy Efficiency Improvement in Electrical Equipment and Motors Systems (New)	5 Days	28 Mar.			5 Dec.
EE-12	Energy Efficiency in Administrative Buildings (New)	5 Days		4 Apr.		12 Dec.
EE-13	Certified Expert in Energy Management (New)	5 Days	28 Feb.			19 Dec.
EE-14	Technical and Economic Feasibility Studies (New)	5 Days	14 Mar.			26 Dec.

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2- SUPPORTING FUNCTIONS COURSES						
QEHS MANAGEMENT SYSTEMS (MS)						
MS-01	ISO 9001: 2015 Quality Management Systems Requirements	2 Days	17 Jan.		15 Aug.	
MS-02	OHSAS 18001: 2007 Occupational Health & Safety Management Systems Requirements	2 Days	31 Jan.		22 Aug.	
MS-03	ISO 14001: 2015 Environmental Management Systems Requirements	2 Days	7 Feb.		5 Sep.	
MS-04	Quality Management Systems Internal Auditing (ISO 9001:2015)	3 Days	14 Feb.		12 Sep.	
MS-05	Health & Safety Management Systems Internal Auditing (OHSAS 18001:2007)	2 Days	21 Feb.		19 Sep.	
MS-06	Environmental Management Systems Internal Auditing (ISO 14001: 2015)	3 Days	28 Feb.		26 Sep.	
MS-07	Environmental Management System (KPIS)	2 Days	7 Mar.			31 Oct.
MS-08	Environmental Impact Assessment (EIA)	3 Days	14 Mar.			14 Nov.
MS-09	ISO 50001: 2011 Energy Management Systems Requirements	2 Days	21 Mar.			28 Nov.
MS-10	Energy Management Systems Internal Auditing (ISO 50001:2011)	3 Days	28 Mar.			5 Dec.
MS-11	QMS Key Performance Indicators (KPIS) (New)	2 Days		4 Apr.		12 Dec.

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MS-12	Sustainable Development (New)	2 Days	31 Jan.			19 Dec.
MS-13	Health & Safety Management Systems (OHSAS 45001:2018) (New)	2 Days	14 Mar.			26 Dec.
PROCUREMENT (PU)						
PU-01	Suppliers/Contractors Qualifications & Evaluation	5 Days	10 Jan.		11 Jul.	
PU-02	Fundamentals of Purchasing	5 Days	17 Jan.		15 Aug.	
PU-03	Developing Skills of Purchasing Specialists	5 Days	31 Jan.		22 Aug.	
PU-04	Welding Inspection & Quality Control Procedures	5 Days	7 Feb.		29 Aug.	
PU-05	Non-Destructive Testing (NDT)	5 Days	14 Feb.		5 Sep.	
PU-06	Periodic Inspection Procedures for Gas & Oil Equipment	5 Days	21 Feb.		12 Sep.	
PU-07	Material Management Systems (MMS)	5 Days	28 Feb.		19 Sep.	
PU-08	Stock Management & Inventory Control	5 Days	7 Mar.		26 Sep.	
PU-09	Supply Chain Management	5 Days	14 Mar.			10 Oct.
PU-10	Customs Procedures	3 Days	21 Mar.			24 Oct.
PU-11	Procurement Management	5 Days	28 Mar.			31 Oct.
PU-12	Logistics Management	5 Days		4 Apr.		7 Nov.
PU-13	Inventory Management	5 Days	31 Jan.			14 Nov.
PU-14	Tender Evaluation & Contract Preparation (New)	5 Days	7 Feb.			21 Nov.

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PU-15	Project Procurement & Contract Management (New)	5 Days	14 Feb.			28 Nov.
PU-16	Contract Writing, Planning & Management (New)	5 Days	28 Feb.			5 Dec.
PU-17	Methods of materials Storing and their Classification (New)	5 Days	21 Mar.			12 Dec.
INFORMATION TECHNOLOGY (IT)						
IT-01	Database Concepts & Administration	3 Days	10 Jan.		5 Sep.	
IT-02	SQL Basic	3 Days	17 Jan.		12 Sep.	
IT-03	Microsoft Office Word (Basic)	3 Days	31 Jan.		19 Sep.	
IT-04	Microsoft Office Word (Advanced)	3 Days	7 Feb.		26 Sep.	
IT-05	Microsoft Office Excel (Basic)	3 Days	14 Feb.			10 Oct.
IT-06	Microsoft Office Excel (Advanced)	3 Days	21 Feb.			24 Oct.
IT-07	Microsoft Office PowerPoint(Basic)	3 Days	28 Feb.			31 Oct.
IT-08	Microsoft Office PowerPoint (Advanced)	3 Days	7 Mar.			7 Nov.
IT-09	Microsoft Office Access (Basic)	3 Days	14 Mar.			14 Nov.
IT-10	Microsoft Office Access (Advanced)	3 Days	21 Mar.			21 Nov.
IT-11	Microsoft Office Outlook	3 Days	28 Mar.			28 Nov.
IT-12	Outlook Quick Tips	2 Days		4 Apr.		26 Dec.
IT-13	MS Office - New Features	3 Days	7 Mar.			5 Dec.
IT-14	Power Pivot, Share Point & Business Intelligence Basic	3 Days	14 Mar.			12 Dec.

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IT-15	Web Logic Administration	3 Days	21 Mar.			19 Dec.
HUMAN RESOURCES (HR)						
HR-01	Introduction to HRM	3 Days	10 Jan.		22 Aug.	
HR-02	Interviewing Skills	2 Days	17 Jan.		29 Aug.	
HR-03	Recruitment & Selection	2 Days	31 Jan.		5 Sep.	
HR-04	Training Needs Assessment	3 Days	2 Feb.		12 Sep.	
HR-05	Training Evaluation & ROI	3 Days	7 Feb.		19 Sep.	
HR-06	Developing Skills of the Training Specialist	3 Days	14 Feb.		26 Sep.	
HR-07	Strategic HR Management	3 Days	21 Feb.			10 Oct.
HR-08	Talent Management	2 Days	28 Feb.			24 Oct.
HR-09	Development Continuous Learning	3 Days	7 Mar.			31 Oct.
HR-10	Competency- Based Training	3 Days	14 Mar.			7 Nov.
HR-11	Performance Appraisal & Evaluation	2 Days	21 Mar.			14 Nov.
HR-12	Trends in Human Resource Management (New)	3 Days	28 Mar.			21 Nov.
HR-13	Analyzing Work and Designing Jobs (New)	3 Days		4 Apr.		28 Nov.
HR-14	Advanced Career Development & Succession Planning (New)	3 Days	19 Jan.			5 Dec.
HR-15	Training Program Design (New)	3 Days	2 Mar.			30 Nov.
HR-16	Job description Design and implementation (New)	3 Days	23 Mar.			7 Dec.

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HR-17	Job Evaluation & Pay Scale (New)	3 Days	30 Mar.			12 Dec.
HR-18	Workforce Planning and Employment (New)	3 Days	6 Apr.			19 Dec.
HR-19	Building Career Development & succession Planning (New)	3 Days	16 Feb.			26 Dec.
FINANCE (FI)						
FI-01	Accounting for Non- Accountants	3 Days	10 Jan.		29 Aug.	
FI-02	Accounting Terminology	3 Days	17 Jan.		5 Sep.	
FI-03	كيف تقرأ الميزانية؟	3 Days	31 Jan.		12 Sep.	
FI-04	أحكام الضرائب العامة	3 Days	7 Feb.		19 Sep.	
FI-05	التحليل المالي	3 Days	14 Feb.		26 Sep.	
FI-06	إعداد وتخطيط التدفقات النقدية	3 Days	21 Feb.			10 Oct.
FI-07	Financial Planning & Management	3 Days	28 Feb.			24 Oct.
FI-08	Finance & Budget	3 Days	7 Mar.			31 Oct.
FI-09	Asset & Portfolio Management	3 Days	14 Mar.			7 Nov.
FI-10	Corporate Governance (New)	3 Days	21 Mar.			14 Nov.
FI-11	قانون القيمة المضافة على الضريبة (New)	3 Days	28 Mar.			21 Nov.
FI-12	معايير المحاسبة المصرية (New)	3 Days		4 Apr.		28 Nov.
FI-13	Accounting & Finance in Oil & Gas Industry (New)	3 Days	12 Jan.			5 Dec.
FI-14	Advanced Payroll Skills (New)	3 Days	19 Jan.			12 Dec.

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FI-15	أساسيات الاعتمادات المستندية و خطابات الضمان (New)	3 Days	2 Feb.			19 Dec.
FI-16	التأمين في شركات البترول (New)	3 Days	9 Feb.			26 Dec.
MARKETING & BUSINESS DEVELOPMENT (MR)						
MR-01	Principles of Marketing	3 Days	31 Jan.		15 Aug.	
MR-02	Developing an Effective Marketing Plan	3 Days	7 Feb.		22 Aug.	
MR-03	Measuring Customers Satisfaction	3 Days	14 Feb.		29 Aug.	
MR-04	Managing Customers Relations (MCR)	3 Days	21 Feb.		5 Sep.	
MR-05	Strategic Marketing	3 Days	28 Feb.		12 Sep.	
MR-06	Digital Marketing Strategy (New)	3 Days	7 Mar.		19 Sep.	
MR-07	Market Research and analysis (New)	3 Days	14 Mar.			14 Nov.
MR-08	International Business (New)	3 Days	21 Mar.			21 Nov.
MR-09	Strategic Sales Management (New)	3 Days	28 Mar.			28 Nov.
3- MANAGEMENT COURSES						
MANAGEMENT SKILLS (MK)						
MK-01	Effective Communication Skills	3 Days	10 Jan.	16 May.		24 Oct.
MK-02	Body Language & Non Verbal Communication	3 Days	17 Jan.	23 May.		31 Oct.
MK-03	Advanced Communication Skills	3 Days	31 Jan.	30 May.		7 Nov.
MK-04	Effective Presentation Skills	3 Days	7 Feb.	6 Jun.		14 Nov.



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MK-05	Advanced Presentation Skills & Public Speaking	3 Days	14 Feb.	13 Jun.		21 Nov.
MK-06	Interpersonal Skills	3 Days	21 Feb.	20 Jun.		28 Nov.
MK-07	Effective Planning & Time Management	3 Days	28 Feb.		4 Jul.	5 Dec.
MK-08	Advanced Time Management	3 Days	7 Mar.		11 Jul.	12 Dec.
MK-09	Organizing, Planning & Follow-up	3 Days	14 Mar.		25 Jul.	19 Dec.
MK-10	Technical Report Writing	3 Days	21 Mar.		1 Aug.	26 Dec.
MK-11	Effective Business Writing	3 Days	28 Mar.		15 Aug.	5 Dec.
MK-12	Email Etiquette	3 Days		4 Apr.	22 Aug.	12 Dec.
MK-13	Effective Negotiation Skills	3 Days	31 Jan.	16 May.	29 Aug.	
MK-14	Advanced Negotiation Skills	3 Days	7 Feb.	23 May.	5 Sep.	
MK-15	Problem Solving & Decision Making	3 Days	14 Feb.	30 May.	12 Sep.	
MK-16	Motivating Others	3 Days	21 Feb.	6 Jun.	19 Sep.	
MK-17	Running Effective Meetings	3 Days	28 Feb.	13 Jun.	26 Sep.	
MK-18	Delegation Skills	3 Days	7 Mar.	20 Jun.		10 Oct.
MK-19	Good Work Habits	3 Days	14 Mar.		4 Jul.	24 Oct.
MK-20	Supervisory Skills	3 Days	21 Mar.		11 Jul.	31 Oct.
MK-21	Dealing with Difficult People	3 Days	28 Mar.		25 Jul.	7 Nov.
MK-22	Coaching Skills	3 Days		4 Apr.	1 Aug.	14 Nov.

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MK-23	Coaching Simulation	3 Days		16 May.	15 Aug.	21 Nov.
MK-24	Leading with Passion	3 Days		23 May.	22 Aug.	28 Nov.
MK-25	Leadership & Influence	3 Days		30 May.	29 Aug.	5 Dec.
MK-26	Situational Leadership	3 Days		6 Jun.	5 Sep.	12 Dec.
MK-27	Assertiveness & Self Confidence	3 Days		13 Jun.	12 Sep.	19 Dec.
MK-28	The First Time Manager	3 Days		20 Jun.	19 Sep.	26 Dec.
MK-29	Critical Thinking	3 Days	10 Jan.		4 Jul.	26 Dec.
MK-30	Developing Business Plans	3 Days	17 Jan.		11 Jul.	10 Oct.
MK-31	Analytical & Critical Skills For Developing Managers	3 Days	31 Jan.	4 Apr.		24 Oct.
MANAGEMENT CONCEPTS & TECHNIQUES (MT)						
MT-01	Introduction to Management	3 Days	10 Jan.	30 May.	26 Sep.	
MT-02	Modern Management Concepts	3 Days	17 Jan.	6 Jun.		10 Oct.
MT-03	Managing People	3 Days	31 Jan.	13 Jun.	12 Sep.	
MT-04	People Smart	3 Days	2 Feb.	20 Jun.		24 Oct.
MT-05	Crisis Management	3 Days	7 Feb.		4 Jul.	31 Oct.
MT-06	Conflict Management & Resolution	3 Days	14 Feb.		11 Jul.	7 Nov.
MT-07	Performance Management	3 Days	21 Feb.	16 May.		14 Nov.
MT-08	Management By Objectives (MBO)	3 Days	28 Feb.		1 Aug.	21 Nov.

Training Schedule for 2021

Code	Course Name	Duration	Q 1	Q 2	Q 3	Q 4
MT-09	Stress Management	3 Days	7 Mar.		15 Aug.	28 Nov.
MT-10	Change Management	3 Days	14 Mar.		22 Aug.	5 Dec.
MT-11	Strategic Planning & Management	3 Days	21 Mar.		29 Aug.	12 Dec.
MT-12	Creative Thinking & Brainstorming	3 Days	28 Mar.		5 Sep.	19 Dec.
MT-13	Mind Mapping	3 Days		4 Apr.	12 Sep.	26 Dec.
MT-14	Working in Teams & Team Work	3 Days		6 Apr.	19 Sep.	28 Dec.
MT-15	Building High Performance Teams	3 Days	12 Jan.	1 Jun.	26 Sep.	
MT-16	Emotional Intelligence	3 Days	17 Jan.	6 Jun.		10 Oct.
MT-17	Leading with Emotional Intelligence	3 Days	28 Mar.	13 Jun.	19 Sep.	
MT-18	Global Culture, Business Ethics and Code of Conduct	3 Days	31 Jan.	20 Jun.		24 Oct.
MT-19	Business Etiquette	3 Days	7 Feb.		4 Jul.	31 oct.
MT-20	Organizational Behavior (OB)	3 Days	14 Feb.		11 Jul.	7 Nov.
MT-21	How to manage your Manager	3 Days	21 Feb.	23 May.		14 Nov.
MT-22	Result Focus Initiative	3 Days	28 Feb.		25 Jul.	21 Nov.
MT-23	Management vs. Leadership	3 Days	7 Mar.		15 Aug.	28 Nov.
MT-24	Organizational Reengineering	3 Days	14 Mar.		22 Aug.	5 Dec.
MT-25	Business Simulation	3 Days	21 Mar.		29 Aug.	12 Dec.
MT-26	Orchestrating Winning Performance (New)	3 Days	28 Mar.		5 Sep.	19 Dec.

Training Schedule for 2021

Code	Course Name	Duration	Q 1	Q 2	Q 3	Q 4
MT-27	Building Leadership Essentials (New)	3 Days		4 Apr.	12 Sep.	26 Dec.
MT-28	The One Minute Manager (New)	3 Days	14 Mar.		19 Sep.	21 Dec.
MT-29	Transformational Leadership (New)	3 Days	31 Jan.	30 May.	26 Sep.	
MT-30	Building Resilience & Employee Commitment (New)	3 Days	12 Jan.	6 Jun.		10 Oct.
MT-31	Developing Great Managers (New)	3 Days	19 Jan.	16 May.	25 Jul.	
MT-32	Assertiveness & Self-Management for Managers (New)	3 Days	23 Feb.	20 Jun.		24 Oct.
MT-33	Managing Workplace Anxiety (New)	3 Days	9 Feb.		4 Jul.	31 oct.
MT-34	Managing Innovations & Creating Innovative Business Models (New)	3 Days	16 Feb.		11 Jul.	7 Nov.
MT-35	The Art of Persuasion: How to Influence People and Get Things Done (New)	3 Days	21 Feb.	23 May.		14 Nov.
MT-36	Stakeholders Management	3 Days	28 Feb.		1 Aug.	21 Nov.
MT-37	Developing Corporate Behavior (New)	3 Days	7 Mar.		15 Aug.	28 Nov.
MT-38	Executives Towards Excellence (New)	3 Days	23 Mar.		22 Aug.	5 Dec.
MT-39	Organizational Agility as a Strategic Approach (New)	3 Days	21 Mar.		29 Aug.	12 Dec.
PROJECT MANAGEMENT (PM)						
PM-01	Effective Project Management	5 Days	10 Jan.		22 Aug.	
PM-02	Project Risk Management	5 Days	31 Jan.		12 Sep.	
PM-03	Project Management & Tender Preparation	5 Days	14 Feb.		26 Sep.	

Training Schedule for 2021

Code	Course Name	Duration	Q 1	Q 2	Q 3	Q 4
PM-04	Effective Contract Management	5 Days	28 Feb.			10 Oct.
PM-05	Bidding & Pricing Strategies	5 Days	14 Mar.			31 Oct.
PM-06	PMP Preparatory Course	5 Days	28 Mar.			21 Nov.
PM-07	MS Projects Application	5 Days	21 Feb.			24 Oct.
PM-08	Value Engineering (New)	5 Days	17 Jan.		19 Sep.	
PM-09	Asset Integrity Management (New)	5 Days	7 Mar.			7 Nov.
PROJECT CONTROLS (PC)						
PC-01	Basics of Project Controls	5 Days	17 Jan.		26 Sep.	
PC-02	Project Planning & Scheduling using Primavera	5 Days	7 Feb.			10 Oct.
PC-03	Basics of Cost Estimation	5 Days	21 Feb.			31 Oct.
PC-04	Project Cost Control & Reporting	5 Days	7 Mar.			14 Nov.
PC-05	Advanced Project Scheduling	5 Days	21 Mar.			28 Nov.
PC-06	Feasibility Studies for Industrial Projects	5 Days		4 Apr.		12 Dec.