



An ISO 9001:2015 & ISO 29990:2010  
Certified Company

# 2018 | TRAINING CALENDAR

Quality Assured Training



## ABOUT US

AZTech is a leading international provider of training courses, seminars, workshops, programs, conferences, and in-house training. We deliver a wide range of cutting edge training that include Strategy, Management, Leadership, Finance, Accounting, Health and Safety, Human Resources, Project Management, Procurement and Contracts Management, Mechanical, Maintenance, & Electrical Engineering.

### 500 COURSES

AZTech has an extensive portfolio of more than 500 training courses developed in line with ISO 29990:2010 Standards.

### 32 VENUES

As an International Training provider, AZTech delivers training worldwide, from Dubai to London, Kuala Lumpur to Amsterdam.

### 20 CATEGORIES

Our training portfolio includes 20 subject categories and that covers a wide range of industry suitable for professionals at all levels.

### 13 ACCREDITATIONS

AZTech training courses can lead to professionally distinguished certification, qualification, and recognition of professional education.

## Quality Assured Training



Endorsed Centre





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# MANAGEMENT & LEADERSHIP

CODE	TITLE	DATE	VENUE	FEE(USD)
9901	Leadership for Administrative Professionals	14 - 18 Jan	Dubai	\$4,750
116	Best Practices in Multishift Operations	14 - 18 Jan	Dubai	\$4,950
1106	New Leaders Development Program	21 - 25 Jan	Dubai	\$4,950
109	Leadership Excellence in Handling Pressure & Stress	29 Jan - 02 Feb	Kuala Lumpur	\$4,950
1108	Behavioural Management and Emotional Intelligence	29 Jan - 02 Feb	Istanbul	\$4,950
104	Leadership, Influence & Trust	29 Jan - 02 Feb	London	\$4,950
105	Leadership Best Practices	29 Jan - 09 Feb	London	\$9,900
106	Leadership, Creativity & Peak Performance	05 - 09 Feb	London	\$4,950
112	Communication, Coordination & Leadership	11 - 15 Feb	Dubai	\$4,950
1121	Business-Case Writing for New Products	11 - 15 Feb	Dubai	\$4,950
191	Effective People Skills	12 - 16 Feb	London	\$4,950
192	Achieving Leadership Success through People & Innovation	12 - 23 Feb	London	\$9,900
9801	Effective Business to Business (B2B) Marketing	18 - 22 Feb	Dubai	\$4,950
193	Workplace Innovation & Productivity Skills	19 - 23 Feb	London	\$4,950
113	Performance Measurements, Continuous Improvement & Benchmarking	25 Feb - 01 Mar	Dubai	\$4,950
1114	Leadership Under Attack	26 Feb - 02 Mar	London	\$4,950
1122	The Complete Course in Cultural Intelligence (CI)	04 - 08 Mar	Dubai	\$4,950
147	Managing Multiple Tasks, Priorities & Deadlines	04 - 08 Mar	Dubai	\$4,950
1129	Masterclass on Cultural Intelligence & Innovation	04 - 15 Mar	Dubai	\$9,900
197	The Leadership Journey	05 - 09 Mar	Istanbul	\$4,950
198	Advanced High Performance Leadership	05 - 16 Mar	Istanbul	\$9,900
958	High Impact Business Communication	11 - 15 Mar	Dubai	\$4,750
9802	Creating a Marketing Plan for Business-to-Business	11 - 15 Mar	Dubai	\$4,950
1123	Creating a Culture of Innovation	11 - 15 Mar	Dubai	\$4,950
813	Advanced Teamwork & Cooperation Skills	11 - 15 Mar	Dubai	\$4,950
199	The Leadership Challenge	12 - 16 Mar	Istanbul	\$4,950
107	Goal Setting, Planning & Decision Making	12 - 16 Mar	London	\$4,950
041	Managing & Measuring Training	18 - 22 Mar	Dubai	\$4,950
148	Negotiating & Dispute Resolutions	18 - 22 Mar	Dubai	\$4,750
174	Simplification of Work Processes & Procedures	18 - 22 Mar	Dubai	\$4,750
1111	The Effective Shift Team Leader in the Oil, Gas and Petrochemicals Industries	19 - 23 Mar	London	\$4,950
114	Strategy, Risks, Negotiation & Leadership	19 - 23 Mar	London	\$4,950
115	Strategic Planning, Management Control & Effective Budgeting	19 - 30 Mar	London	\$9,900
894	Strategy Excellence: from Strategic Vision to Tactical Execution	25 - 29 Mar	Dubai	\$4,950
893	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance	25 Mar - 05 Apr	Dubai	\$9,900
895	Effective Organisational Leadership	01 - 05 Apr	Dubai	\$4,950
100	Advanced Strategic Management	02 - 06 Apr	Athens	\$4,950
116	Best Practices in Multishift Operations	02 - 06 Apr	Athens	\$4,950
9803	Product Management for Business to Business (B2B) Companies	08 - 12 Apr	Dubai	\$4,950
139	The Complete Course on Management	09 - 13 Apr	London	\$4,950
140	The Complete Course on Management & Leadership	09 - 20 Apr	London	\$9,900
9005	Designing & Implementing Competency Frameworks and Assessment Tools	15 - 19 Apr	Dubai	\$4,750
133	The Complete Course on Leadership	16 - 20 Apr	London	\$4,950
1104	Aligning Learning with Business Strategy Seminar & Workshops	16 - 20 Apr	London	\$4,950
957	Key Performance Indicators & Optimisation	22 - 26 Apr	Dubai	\$4,950
9900	Achieving Administrative Excellence	22 - 26 Apr	Dubai	\$4,950
1106	New Leaders Development Program	23 - 27 Apr	London	\$4,950
187	Leading with Confidence	23 - 27 Apr	Barcelona	\$4,950
188	Building Task Leadership Skills	23 Apr - 04 May	Barcelona	\$9,900

# MANAGEMENT & LEADERSHIP

CODE	TITLE	DATE	VENUE	FEE(USD)
819	The Essentials of Leadership	29 Apr - 03 May	Dubai	\$4,750
881	The Essentials of Leadership & Management	29 Apr - 10 May	Dubai	\$9,500
125	Strategic Planning, Development & Implementation: Strategic Planning Professional	30 Apr - 04 May	London	\$4,950
147	Managing Multiple Tasks, Priorities & Deadlines	30 Apr - 04 May	Barcelona	\$4,950
195	Leading & Managing through Strategic Planning & Innovation	30 Apr - 11 May	London	\$9,900
9804	Managing Marketing Communications for Business-to-Business	06 - 10 May	Dubai	\$4,950
833	The Management Essentials	06 - 10 May	Dubai	\$4,750
9901	Leadership for Administrative Professionals	06 - 10 May	Abu Dhabi	\$4,750
194	Smart Leadership: Achieving Strategy through Leadership & Innovation	07 - 11 May	London	\$4,950
1127	Create Effective Virtual Teams	07 - 11 May	London	\$4,950
1118	Improving Productivity through Quality Enhancement & Cost Reduction	14 - 18 May	Lagos	\$4,950
5005	Scenario Planning in the Oil and Gas Industry	14 - 18 May	Athens	\$4,950
1119	Teamwork & People Development	21 - 25 May	Luanda	\$4,950
1120	Professional Skills for High Performance	28 May - 01 Jun	Athens	\$4,950
964	Essential Skills for Oil and Gas Professionals	04 - 08 Jun	Lagos	\$4,950
193	Workplace Innovation & Productivity Skills	18 - 22 Jun	Istanbul	\$4,950
750	Safety Leadership in the Oil and Gas Industry	18 - 22 Jun	Paris	\$4,950
101	Leadership, Innovation & Enterprise Skills	18 - 22 Jun	Athens	\$4,950
112	Communication, Coordination & Leadership	18 - 22 Jun	London	\$4,950
1108	Behavioural Management and Emotional Intelligence	18 - 22 Jun	Houston	\$6,450
814	Effective Self Management	18 - 22 Jun	Dublin	\$4,950
894	Strategy Excellence: from Strategic Vision to Tactical Execution	18 - 22 Jun	Houston	\$6,450
2006	Project Appraisal & Analysis	18 - 22 Jun	London	\$4,950
108	Effective Time, Task & Work Planning	18 - 22 Jun	Russia	\$4,950
128	Effective Negotiation, Persuasion & Critical Thinking: The Professional Negotiator	18 - 22 Jun	Zurich	\$4,950
029	Competency-Based Management	18 - 22 Jun	Istanbul	\$4,950
102	Certificate in Leadership & Management Excellence	18 - 29 Jun	Athens	\$9,900
119	Management Skills & Techniques	18 - 29 Jun	Russia	\$9,900
129	Leading with Excellence	18 - 29 Jun	Zurich	\$9,900
9805	Strategic Selling and Value Propositions for Business to Business (B2B) Companies	24 - 28 Jun	Dubai	\$4,950
103	Decisions, Dynamics & Leadership Styles	25 - 29 Jun	Athens	\$4,950
1122	The Complete Course in Cultural Intelligence (CI)	25 - 29 Jun	London	\$4,950
130	Successful Planning, Organising & Delegating	25 - 29 Jun	Zurich	\$4,950
107	Goal Setting, Planning & Decision Making	25 - 29 Jun	Russia	\$4,950
1129	Masterclass on Cultural Intelligence & Innovation	25 Jun - 06 Jul	London	\$9,900
1115	Negotiating in Lean Times & Leadership Skills	01 - 05 Jul	Dubai	\$4,750
9802	Creating a Marketing Plan for Business-to-Business	02 - 06 Jul	London	\$4,950
1123	Creating a Culture of Innovation	02 - 06 Jul	London	\$4,950
113	Performance Measurements, Continuous Improvement & Benchmarking	02 - 06 Jul	Dublin	\$4,950
1126	Developing Leadership Talent	02 - 06 Jul	London	\$4,950
197	The Leadership Journey	02 - 06 Jul	Amsterdam	\$4,950
114	Strategy, Risks, Negotiation & Leadership	02 - 06 Jul	Istanbul	\$4,950
TE001	Measuring Performance, Improving Productivity & Employee Engagement	02 - 13 Jul	Dublin	\$9,900
198	Advanced High Performance Leadership	02 - 13 Jul	Amsterdam	\$9,900
115	Strategic Planning, Management Control & Effective Budgeting	02 - 13 Jul	Istanbul	\$9,900
153	Women as Leaders	08 - 12 Jul	Dubai	\$4,750
199	The Leadership Challenge	09 - 13 Jul	Amsterdam	\$4,950
9000	Improving Productivity & Employee Engagement through Effective Frontline Leadership	09 - 13 Jul	Dublin	\$4,950
125	Strategic Planning, Development & Implementation: Strategic Planning Professional	09 - 13 Jul	Zurich	\$4,950



# MANAGEMENT & LEADERSHIP

CODE	TITLE	DATE	VENUE	FEE(USD)
1111	The Effective Shift Team Leader in the Oil, Gas and Petrochemicals Industries	09 - 13 Jul	Paris	\$4,950
957	Key Performance Indicators & Optimisation	09 - 13 Jul	Brussels	\$4,950
042	Knowledge Management for the Oil & Gas Industry	09 - 13 Jul	Paris	\$4,950
108	Effective Time, Task & Work Planning	09 - 13 Jul	Istanbul	\$4,950
195	Leading & Managing through Strategic Planning & Innovation	09 - 20 Jul	Zurich	\$9,900
119	Management Skills & Techniques	09 - 20 Jul	Istanbul	\$9,900
1101	Exploiting Change	15 - 19 Jul	Dubai	\$4,750
167	Writing Effective Policies & Procedures	15 - 19 Jul	Dubai	\$4,750
041	Managing & Measuring Training	16 - 20 Jul	London	\$4,950
194	Smart Leadership: Achieving Strategy through Leadership & Innovation	16 - 20 Jul	Zurich	\$4,950
147	Managing Multiple Tasks, Priorities & Deadlines	16 - 20 Jul	London	\$4,950
107	Goal Setting, Planning & Decision Making	16 - 20 Jul	Istanbul	\$4,950
894	Strategy Excellence: from Strategic Vision to Tactical Execution	22 - 26 Jul	Dubai	\$4,950
893	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance	22 Jul - 02 Aug	Dubai	\$9,900
150	Advanced Communication & Interpersonal Skills	23 - 27 Jul	London	\$4,950
151	The Director as a Strategic Leader	23 - 27 Jul	Istanbul	\$4,950
139	The Complete Course on Management	23 - 27 Jul	Geneva	\$4,950
176	Advanced Communication & Problem Solving	23 Jul - 03 Aug	London	\$9,900
140	The Complete Course on Management & Leadership	23 Jul - 03 Aug	Geneva	\$9,900
895	Effective Organisational Leadership	29 Jul - 02 Aug	Dubai	\$4,950
133	The Complete Course on Leadership	30 Jul - 03 Aug	Geneva	\$4,950
861	The Three-Dimensions of Leadership	30 Jul - 03 Aug	Vienna	\$4,950
177	Advanced Problem Solving & Decision Making	30 Jul - 03 Aug	London	\$4,950
1125	Global Business Leadership and International Relations	30 Jul - 03 Aug	London	\$4,950
9807	Sales and Operation Planning (S&OP)	30 Jul - 03 Aug	London	\$4,950
152	The Total Leader	30 Jul - 03 Aug	Amsterdam	\$4,950
868	Mastering Personal & Interpersonal Skills	30 Jul - 03 Aug	Istanbul	\$4,950
104	Leadership, Influence & Trust	30 Jul - 03 Aug	Lisbon	\$4,950
191	Effective People Skills	30 Jul - 03 Aug	Milan	\$4,950
105	Leadership Best Practices	30 Jul - 10 Aug	Lisbon	\$9,900
192	Achieving Leadership Success through People & Innovation	30 Jul - 10 Aug	Milan	\$9,900
864	Managing & Leading in a Multi-Cultural Workplace	05 - 09 Aug	Dubai	\$4,950
TE003	The Art of Working Together in a Multi-Cultural Environment	05 - 16 Aug	Dubai	\$9,900
193	Workplace Innovation & Productivity Skills	06 - 10 Aug	Milan	\$4,950
859	The 5-day Mini-MBA Excelling in your Leadership & Business Skills	06 - 10 Aug	Frankfurt	\$4,950
9700	IT Leadership Seminar	06 - 10 Aug	London	\$4,950
106	Leadership, Creativity & Peak Performance	06 - 10 Aug	Lisbon	\$4,950
101	Leadership, Innovation & Enterprise Skills	06 - 10 Aug	Kuala Lumpur	\$4,950
109	Leadership Excellence in Handling Pressure & Stress	06 - 10 Aug	Istanbul	\$4,950
124	Developing Personal Effectiveness with Positive Skills	06 - 10 Aug	Vienna	\$4,950
112	Communication, Coordination & Leadership	06 - 10 Aug	Paris	\$4,950
102	Certificate in Leadership & Management Excellence	06 - 17 Aug	Kuala Lumpur	\$9,900
120	Leading Under Pressure	06 - 17 Aug	Istanbul	\$9,900
9806	Strategic Key Account Management	12 - 16 Aug	Dubai	\$4,950
148	Negotiating & Dispute Resolutions	12 - 16 Aug	Dubai	\$4,750
813	Advanced Teamwork & Cooperation Skills	12 - 16 Aug	Dubai	\$4,950
014	Managing Employee Performance, Behaviour & Attitudes	13 - 17 Aug	Istanbul	\$4,950
832	Leadership & Strategic Impact	13 - 17 Aug	Paris	\$4,950
1112	Certificate in World Class Business Sustainability	13 - 17 Aug	Frankfurt	\$4,950
103	Decisions, Dynamics & Leadership Styles	13 - 17 Aug	Kuala Lumpur	\$4,950

# MANAGEMENT & LEADERSHIP

CODE	TITLE	DATE	VENUE	FEE(USD)
814	Effective Self Management	13 - 17 Aug	Frankfurt	\$4,950
166	Strategic Crisis Management	13 - 17 Aug	Istanbul	\$4,950
125	Strategic Planning, Development & Implementation: Strategic Planning Professional	20 - 24 Aug	Vienna	\$4,950
195	Leading & Managing through Strategic Planning & Innovation	20 - 31 Aug	Vienna	\$9,900
187	Leading with Confidence	26 - 30 Aug	Dubai	\$4,950
188	Building Task Leadership Skills	26 Aug - 06 Sep	Dubai	\$9,900
1108	Behavioural Management and Emotional Intelligence	27 - 31 Aug	Houston	\$6,450
1114	Leadership Under Attack	27 - 31 Aug	London	\$4,950
194	Smart Leadership: Achieving Strategy through Leadership & Innovation	27 - 31 Aug	Vienna	\$4,950
100	Advanced Strategic Management	27 - 31 Aug	London	\$4,950
894	Strategy Excellence: from Strategic Vision to Tactical Execution	27 - 31 Aug	Houston	\$6,450
147	Managing Multiple Tasks, Priorities & Deadlines	02 - 06 Sep	Dubai	\$4,950
884	Leadership & Decision-Making in Crisis & Emergency Situations	02 - 06 Sep	Dubai	\$4,750
134	Data Management, Manipulation and Analysis using Excel®	02 - 06 Sep	Dubai	\$4,750
TE004	Data Management, Planning, Forecasting & Budgeting using Excel®	02 - 13 Sep	Dubai	\$9,500
150	Advanced Communication & Interpersonal Skills	03 - 07 Sep	Copenhagen	\$4,950
113	Performance Measurements, Continuous Improvement & Benchmarking	03 - 07 Sep	London	\$4,950
800	The 360° Leader - Emotional Intelligence in Leadership Pinnacle	03 - 07 Sep	Kuala Lumpur	\$4,950
176	Advanced Communication & Problem Solving	03 - 14 Sep	Copenhagen	\$9,900
1111	The Effective Shift Team Leader in the Oil, Gas and Petrochemicals Industries	09 - 13 Sep	Dubai	\$4,950
1105	Time & Self-Management	09 - 13 Sep	Abu Dhabi	\$4,750
1103	Leading with Ethics and Compliance	09 - 13 Sep	Dubai	\$4,950
885	Continuous Innovation & Process Improvement	09 - 13 Sep	Dubai	\$4,750
177	Advanced Problem Solving & Decision Making	10 - 14 Sep	Copenhagen	\$4,950
139	The Complete Course on Management	10 - 14 Sep	Barcelona	\$4,950
114	Strategy, Risks, Negotiation & Leadership	10 - 14 Sep	Kuala Lumpur	\$4,950
868	Mastering Personal & Interpersonal Skills	10 - 14 Sep	Istanbul	\$4,950
140	The Complete Course on Management & Leadership	10 - 21 Sep	Barcelona	\$9,900
115	Strategic Planning, Management Control & Effective Budgeting	10 - 21 Sep	Kuala Lumpur	\$9,900
858	Reputation Management & Strategic Communications	16 - 20 Sep	Dubai	\$4,750
9900	Achieving Administrative Excellence	16 - 20 Sep	Abu Dhabi	\$4,950
133	The Complete Course on Leadership	17 - 21 Sep	Barcelona	\$4,950
957	Key Performance Indicators & Optimisation	17 - 21 Sep	Rome	\$4,950
128	Effective Negotiation, Persuasion & Critical Thinking: The Professional Negotiator	17 - 21 Sep	London	\$4,950
129	Leading with Excellence	17 - 28 Sep	London	\$9,900
174	Simplification of Work Processes & Procedures	23 - 27 Sep	Abu Dhabi	\$4,750
116	Best Practices in Multishift Operations	23 - 27 Sep	Dubai	\$4,950
9803	Product Management for Business to Business (B2B) Companies	24 - 28 Sep	London	\$4,950
130	Successful Planning, Organising & Delegating	24 - 28 Sep	London	\$4,950
2006	Project Appraisal & Analysis	24 - 28 Sep	London	\$4,950
813	Advanced Teamwork & Cooperation Skills	24 - 28 Sep	Rome	\$4,950
029	Competency-Based Management	24 - 28 Sep	Kuala Lumpur	\$4,950
112	Communication, Coordination & Leadership	01 - 05 Oct	Vienna	\$4,950
1108	Behavioural Management and Emotional Intelligence	01 - 05 Oct	Istanbul	\$4,950
9000	Improving Productivity & Employee Engagement through Effective Frontline Leadership	01 - 05 Oct	London	\$4,950
1124	Sustainable Leadership	01 - 05 Oct	London	\$4,950
147	Managing Multiple Tasks, Priorities & Deadlines	01 - 05 Oct	Rome	\$4,950
191	Effective People Skills	01 - 05 Oct	Kuala Lumpur	\$4,950
192	Achieving Leadership Success through People & Innovation	01 - 12 Oct	Kuala Lumpur	\$9,900
820	Effective Office Management	07 - 11 Oct	Dubai	\$4,750

# MANAGEMENT & LEADERSHIP

CODE	TITLE	DATE	VENUE	FEE(USD)
1104	Aligning Learning with Business Strategy Seminar & Workshops	07 - 11 Oct	Abu Dhabi	\$4,950
877	Event Management Essentials	07 - 11 Oct	Dubai	\$4,750
193	Workplace Innovation & Productivity Skills	08 - 12 Oct	Kuala Lumpur	\$4,950
9805	Strategic Selling and Value Propositions for Business to Business (B2B) Companies	08 - 12 Oct	London	\$4,950
1126	Developing Leadership Talent	08 - 12 Oct	London	\$4,950
197	The Leadership Journey	08 - 12 Oct	Istanbul	\$4,950
198	Advanced High Performance Leadership	08 - 19 Oct	Istanbul	\$9,900
9901	Leadership for Administrative Professionals	14 - 18 Oct	Dubai	\$4,750
1116	Practical Business Planning	14 - 18 Oct	Dubai	\$4,750
042	Knowledge Management for the Oil & Gas Industry	14 - 18 Oct	Dubai	\$4,950
199	The Leadership Challenge	15 - 19 Oct	Istanbul	\$4,950
104	Leadership, Influence & Trust	15 - 19 Oct	London	\$4,950
105	Leadership Best Practices	15 - 26 Oct	London	\$9,900
832	Leadership & Strategic Impact	21 - 25 Oct	Dubai	\$4,950
9603	Marine Pollution Management Fundamentals	21 - 25 Oct	Dubai	\$4,950
106	Leadership, Creativity & Peak Performance	22 - 26 Oct	London	\$4,950
8900	Managing Customers for Competitive Advantage	28 Oct - 01 Nov	Dubai	\$4,750
108	Effective Time, Task & Work Planning	28 Oct - 01 Nov	Dubai	\$4,950
119	Management Skills & Techniques	28 Oct - 08 Nov	Dubai	\$9,900
1108	Behavioural Management and Emotional Intelligence	04 - 08 Nov	Kuwait	\$4,950
8703	The Complete Course in Instruction Techniques	04 - 08 Nov	Dubai	\$4,750
107	Goal Setting, Planning & Decision Making	04 - 08 Nov	Dubai	\$4,950
9900	Achieving Administrative Excellence	04 - 08 Nov	Kuwait	\$4,950
109	Leadership Excellence in Handling Pressure & Stress	05 - 09 Nov	Barcelona	\$4,950
124	Developing Personal Effectiveness with Positive Skills	05 - 09 Nov	London	\$4,950
114	Strategy, Risks, Negotiation & Leadership	05 - 09 Nov	Brussels	\$4,950
120	Leading Under Pressure	05 - 16 Nov	Barcelona	\$9,900
115	Strategic Planning, Management Control & Effective Budgeting	05 - 16 Nov	Brussels	\$9,900
958	High Impact Business Communication	11 - 15 Nov	Abu Dhabi	\$4,750
1106	New Leaders Development Program	11 - 15 Nov	Abu Dhabi	\$4,950
834	The Effective Supervisor	11 - 15 Nov	Dubai	\$4,950
957	Key Performance Indicators & Optimisation	11 - 15 Nov	Dubai	\$4,950
TE005	Writing Policies & Procedures as an Effective Supervisor	11 - 22 Nov	Dubai	\$9,900
9801	Effective Business to Business (B2B) Marketing	12 - 16 Nov	London	\$4,950
166	Strategic Crisis Management	12 - 16 Nov	Barcelona	\$4,950
125	Strategic Planning, Development & Implementation: Strategic Planning Professional	12 - 16 Nov	Amsterdam	\$4,950
1128	Virtual Leadership: Leading Dispersed Teams	12 - 16 Nov	London	\$4,950
195	Leading & Managing through Strategic Planning & Innovation	12 - 23 Nov	Amsterdam	\$9,900
750	Safety Leadership in the Oil and Gas Industry	18 - 22 Nov	Dubai	\$4,950
8704	Airport Performance Evaluation using DEA Approach	18 - 22 Nov	Dubai	\$4,750
148	Negotiating & Dispute Resolutions	18 - 22 Nov	Dubai	\$4,750
167	Writing Effective Policies & Procedures	18 - 22 Nov	Dubai	\$4,750
9806	Strategic Key Account Management	19 - 23 Nov	London	\$4,950
101	Leadership, Innovation & Enterprise Skills	19 - 23 Nov	Munich	\$4,950
150	Advanced Communication & Interpersonal Skills	19 - 23 Nov	London	\$4,950
194	Smart Leadership: Achieving Strategy through Leadership & Innovation	19 - 23 Nov	Amsterdam	\$4,950
176	Advanced Communication & Problem Solving	19 - 30 Nov	London	\$9,900
102	Certificate in Leadership & Management Excellence	19 - 30 Nov	Munich	\$9,900
964	Essential Skills for Oil and Gas Professionals	25 - 29 Nov	Dubai	\$4,950
113	Performance Measurements, Continuous Improvement & Benchmarking	25 - 29 Nov	Dubai	\$4,950



# MANAGEMENT & LEADERSHIP

CODE	TITLE	DATE	VENUE	FEE(USD)
187	Leading with Confidence	25 - 29 Nov	Dubai	\$4,950
038	The HR Essential Skills	25 - 29 Nov	Dubai	\$4,750
9807	Sales and Operation Planning (S&OP)	25 - 29 Nov	Dubai	\$4,950
117	Data Analytics for Managerial Decision Making	25 - 29 Nov	Dubai	\$4,750
174	Simplification of Work Processes & Procedures	25 - 29 Nov	Dubai	\$4,750
188	Building Task Leadership Skills	25 Nov - 06 Dec	Dubai	\$9,900
177	Advanced Problem Solving & Decision Making	26 - 30 Nov	London	\$4,950
1121	Business-Case Writing for New Products	26 - 30 Nov	London	\$4,950
103	Decisions, Dynamics & Leadership Styles	26 - 30 Nov	Munich	\$4,950
1125	Global Business Leadership and International Relations	26 - 30 Nov	London	\$4,950
894	Strategy Excellence: from Strategic Vision to Tactical Execution	26 - 30 Nov	Milan	\$4,950
197	The Leadership Journey	26 - 30 Nov	Lisbon	\$4,950
152	The Total Leader	26 - 30 Nov	Kuala Lumpur	\$4,950
139	The Complete Course on Management	26 - 30 Nov	Amsterdam	\$4,950
191	Effective People Skills	26 - 30 Nov	Paris	\$4,950
893	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance	26 Nov - 07 Dec	Milan	\$9,900
198	Advanced High Performance Leadership	26 Nov - 07 Dec	Lisbon	\$9,900
140	The Complete Course on Management & Leadership	26 Nov - 07 Dec	Amsterdam	\$9,900
192	Achieving Leadership Success through People & Innovation	26 Nov - 07 Dec	Paris	\$9,900
859	The 5-day Mini-MBA Excelling in your Leadership & Business Skills	02 - 06 Dec	Cairo	\$4,950
014	Managing Employee Performance, Behaviour & Attitudes	02 - 06 Dec	Abu Dhabi	\$4,950
147	Managing Multiple Tasks, Priorities & Deadlines	02 - 06 Dec	Dubai	\$4,950
819	The Essentials of Leadership	02 - 06 Dec	Dubai	\$4,750
128	Effective Negotiation, Persuasion & Critical Thinking: The Professional Negotiator	02 - 06 Dec	Dubai	\$4,950
134	Data Management, Manipulation and Analysis using Excel®	02 - 06 Dec	Abu Dhabi	\$4,750
881	The Essentials of Leadership & Management	02 - 13 Dec	Dubai	\$9,500
129	Leading with Excellence	02 - 13 Dec	Dubai	\$9,900
199	The Leadership Challenge	03 - 07 Dec	Lisbon	\$4,950
133	The Complete Course on Leadership	03 - 07 Dec	Amsterdam	\$4,950
193	Workplace Innovation & Productivity Skills	03 - 07 Dec	Paris	\$4,950
124	Developing Personal Effectiveness with Positive Skills	03 - 07 Dec	Toronto	\$4,950
1122	The Complete Course in Cultural Intelligence (CI)	03 - 07 Dec	London	\$4,950
1124	Sustainable Leadership	03 - 07 Dec	London	\$4,950
100	Advanced Strategic Management	03 - 07 Dec	Luanda	\$4,950
895	Effective Organisational Leadership	03 - 07 Dec	Milan	\$4,950
114	Strategy, Risks, Negotiation & Leadership	03 - 07 Dec	Kuala Lumpur	\$4,950
872	Strategic Leadership	03 - 07 Dec	London	\$4,950
1129	Masterclass on Cultural Intelligence & Innovation	03 - 14 Dec	London	\$9,900
115	Strategic Planning, Management Control & Effective Budgeting	03 - 14 Dec	Kuala Lumpur	\$9,900
1112	Certificate in World Class Business Sustainability	09 - 13 Dec	Cairo	\$4,950
833	The Management Essentials	09 - 13 Dec	Dubai	\$4,750
1107	The Complete Course in Risk Management	09 - 13 Dec	Dubai	\$4,750
130	Successful Planning, Organising & Delegating	09 - 13 Dec	Dubai	\$4,950
1117	Understanding Business Processes	10 - 14 Dec	London	\$4,950
112	Communication, Coordination & Leadership	10 - 14 Dec	Kuala Lumpur	\$4,950
1123	Creating a Culture of Innovation	10 - 14 Dec	London	\$4,950
116	Best Practices in Multishift Operations	10 - 14 Dec	Luanda	\$4,950
TE007	Effective Self Management: Enhancing Your Communication, Coordination and Leadership Skills	10 - 21 Dec	Kuala Lumpur	\$9,900
820	Effective Office Management	16 - 20 Dec	Abu Dhabi	\$4,750

## MANAGEMENT & LEADERSHIP

CODE	TITLE	DATE	VENUE	FEE(USD)
153	Women as Leaders	16 - 20 Dec	Dubai	\$4,750
9804	Managing Marketing Communications for Business-to-Business	17 - 21 Dec	London	\$4,950
814	Effective Self Management	17 - 21 Dec	Kuala Lumpur	\$4,950
139	The Complete Course on Management	17 - 21 Dec	Copenhagen	\$4,950
800	The 360° Leader - Emotional Intelligence in Leadership Pinnacle	17 - 21 Dec	London	\$4,950
813	Advanced Teamwork & Cooperation Skills	17 - 21 Dec	London	\$4,950
140	The Complete Course on Management & Leadership	17 - 28 Dec	Copenhagen	\$9,900
861	The Three-Dimensions of Leadership	23 - 27 Dec	Dubai	\$4,950
9005	Designing & Implementing Competency Frameworks and Assessment Tools	23 - 27 Dec	Dubai	\$4,750
5005	Scenario Planning in the Oil and Gas Industry	24 - 28 Dec	Amsterdam	\$4,950
133	The Complete Course on Leadership	24 - 28 Dec	Copenhagen	\$4,950
1114	Leadership Under Attack	24 - 28 Dec	Istanbul	\$4,950
233	Strategic Purchasing & Supply Management	24 - 28 Dec	Kuala Lumpur	\$4,950

## STRATEGY

CODE	TITLE	DATE	VENUE	FEE(USD)
013	HR Metrics & Analytics	04 - 08 Feb	Dubai	\$4,750
041	Managing & Measuring Training	18 - 22 Mar	Dubai	\$4,950
114	Strategy, Risks, Negotiation & Leadership	19 - 23 Mar	London	\$4,950
115	Strategic Planning, Management Control & Effective Budgeting	19 - 30 Mar	London	\$9,900
894	Strategy Excellence: from Strategic Vision to Tactical Execution	25 - 29 Mar	Dubai	\$4,950
893	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance	25 Mar - 05 Apr	Dubai	\$9,900
895	Effective Organisational Leadership	01 - 05 Apr	Dubai	\$4,950
100	Advanced Strategic Management	02 - 06 Apr	Athens	\$4,950
1104	Aligning Learning with Business Strategy Seminar & Workshops	16 - 20 Apr	London	\$4,950
957	Key Performance Indicators & Optimisation	22 - 26 Apr	Dubai	\$4,950
819	The Essentials of Leadership	29 Apr - 03 May	Dubai	\$4,750
125	Strategic Planning, Development & Implementation: Strategic Planning Professional	30 Apr - 04 May	London	\$4,950
195	Leading & Managing through Strategic Planning & Innovation	30 Apr - 11 May	London	\$9,900
194	Smart Leadership: Achieving Strategy through Leadership & Innovation	07 - 11 May	London	\$4,950
5005	Scenario Planning in the Oil and Gas Industry	14 - 18 May	Athens	\$4,950
006	Leading Strategic HR Transformation	18 - 22 Jun	London	\$4,950
894	Strategy Excellence: from Strategic Vision to Tactical Execution	18 - 22 Jun	Houston	\$6,450
9805	Strategic Selling and Value Propositions for Business to Business (B2B) Companies	24 - 28 Jun	Dubai	\$4,950
114	Strategy, Risks, Negotiation & Leadership	02 - 06 Jul	Istanbul	\$4,950
115	Strategic Planning, Management Control & Effective Budgeting	02 - 13 Jul	Istanbul	\$9,900
125	Strategic Planning, Development & Implementation: Strategic Planning Professional	09 - 13 Jul	Zurich	\$4,950
957	Key Performance Indicators & Optimisation	09 - 13 Jul	Brussels	\$4,950
195	Leading & Managing through Strategic Planning & Innovation	09 - 20 Jul	Zurich	\$9,900
1101	Exploiting Change	15 - 19 Jul	Dubai	\$4,750
041	Managing & Measuring Training	16 - 20 Jul	London	\$4,950
194	Smart Leadership: Achieving Strategy through Leadership & Innovation	16 - 20 Jul	Zurich	\$4,950
894	Strategy Excellence: from Strategic Vision to Tactical Execution	22 - 26 Jul	Dubai	\$4,950
893	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance	22 Jul - 02 Aug	Dubai	\$9,900
151	The Director as a Strategic Leader	23 - 27 Jul	Istanbul	\$4,950
895	Effective Organisational Leadership	29 Jul - 02 Aug	Dubai	\$4,950
9806	Strategic Key Account Management	12 - 16 Aug	Dubai	\$4,950

## STRATEGY

CODE	TITLE	DATE	VENUE	FEE(USD)
832	Leadership & Strategic Impact	13 - 17 Aug	Paris	\$4,950
166	Strategic Crisis Management	13 - 17 Aug	Istanbul	\$4,950
125	Strategic Planning, Development & Implementation: Strategic Planning Professional	20 - 24 Aug	Vienna	\$4,950
195	Leading & Managing through Strategic Planning & Innovation	20 - 31 Aug	Vienna	\$9,900
194	Smart Leadership: Achieving Strategy through Leadership & Innovation	27 - 31 Aug	Vienna	\$4,950
100	Advanced Strategic Management	27 - 31 Aug	London	\$4,950
894	Strategy Excellence: from Strategic Vision to Tactical Execution	27 - 31 Aug	Houston	\$6,450
1110	Strategy and Strategic Planning	09 - 13 Sep	Muscat	\$4,950
114	Strategy, Risks, Negotiation & Leadership	10 - 14 Sep	Kuala Lumpur	\$4,950
115	Strategic Planning, Management Control & Effective Budgeting	10 - 21 Sep	Kuala Lumpur	\$9,900
858	Reputation Management & Strategic Communications	16 - 20 Sep	Dubai	\$4,750
9702	IT Strategy & Architecture Principles and Practices	16 - 20 Sep	Dubai	\$4,750
957	Key Performance Indicators & Optimisation	17 - 21 Sep	Rome	\$4,950
1104	Aligning Learning with Business Strategy Seminar & Workshops	07 - 11 Oct	Abu Dhabi	\$4,950
869	Developing & Implementing Strategic Marketing Plans	08 - 12 Oct	Vienna	\$4,950
9805	Strategic Selling and Value Propositions for Business to Business (B2B) Companies	08 - 12 Oct	London	\$4,950
006	Leading Strategic HR Transformation	15 - 19 Oct	Geneva	\$4,950
832	Leadership & Strategic Impact	21 - 25 Oct	Dubai	\$4,950
013	HR Metrics & Analytics	28 Oct - 01 Nov	Dubai	\$4,750
114	Strategy, Risks, Negotiation & Leadership	05 - 09 Nov	Brussels	\$4,950
115	Strategic Planning, Management Control & Effective Budgeting	05 - 16 Nov	Brussels	\$9,900
957	Key Performance Indicators & Optimisation	11 - 15 Nov	Dubai	\$4,950
166	Strategic Crisis Management	12 - 16 Nov	Barcelona	\$4,950
125	Strategic Planning, Development & Implementation: Strategic Planning Professional	12 - 16 Nov	Amsterdam	\$4,950
195	Leading & Managing through Strategic Planning & Innovation	12 - 23 Nov	Amsterdam	\$9,900
9806	Strategic Key Account Management	19 - 23 Nov	London	\$4,950
194	Smart Leadership: Achieving Strategy through Leadership & Innovation	19 - 23 Nov	Amsterdam	\$4,950
894	Strategy Excellence: from Strategic Vision to Tactical Execution	26 - 30 Nov	Milan	\$4,950
893	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance	26 Nov - 07 Dec	Milan	\$9,900
819	The Essentials of Leadership	02 - 06 Dec	Dubai	\$4,750
100	Advanced Strategic Management	03 - 07 Dec	Luanda	\$4,950
895	Effective Organisational Leadership	03 - 07 Dec	Milan	\$4,950
114	Strategy, Risks, Negotiation & Leadership	03 - 07 Dec	Kuala Lumpur	\$4,950
872	Strategic Leadership	03 - 07 Dec	London	\$4,950
115	Strategic Planning, Management Control & Effective Budgeting	03 - 14 Dec	Kuala Lumpur	\$9,900
8700	Airport Strategic Planning & Management	09 - 13 Dec	Dubai	\$4,750
1107	The Complete Course in Risk Management	09 - 13 Dec	Dubai	\$4,750
5005	Scenario Planning in the Oil and Gas Industry	24 - 28 Dec	Amsterdam	\$4,950

## FINANCE & ACCOUNTING

CODE	TITLE	DATE	VENUE	FEE(USD)
285	Project Scheduling & Cost Planning Skills	21 - 25 Jan	Dubai	\$4,950
888	Financial Bootcamp for Non-Financial Professionals	25 Feb - 01 Mar	Dubai	\$4,750
115	Strategic Planning, Management Control & Effective Budgeting	19 - 30 Mar	London	\$9,900
118	Effective Budgeting & Operational Cost Control	26 - 30 Mar	London	\$4,950
141	The Essentials of Budgeting & Cost Control	15 - 19 Apr	Dubai	\$4,950
272	Feasibility Studies: Preparation, Analysis & Evaluation	15 - 19 Apr	Dubai	\$4,950

# FINANCE & ACCOUNTING

CODE	TITLE	DATE	VENUE	FEE(USD)
812	Spreadsheet Skills for Planning, Forecasting & Budgeting	29 Apr - 03 May	Dubai	\$4,950
285	Project Scheduling & Cost Planning Skills	30 Apr - 04 May	London	\$4,950
288	Project Scheduling, Cost Planning & Value Engineering Skills	30 Apr - 11 May	London	\$9,900
146	The Complete Course on Budgeting	07 - 11 May	London	\$4,950
2006	Project Appraisal & Analysis	18 - 22 Jun	London	\$4,950
272	Feasibility Studies: Preparation, Analysis & Evaluation	18 - 22 Jun	Istanbul	\$4,950
285	Project Scheduling & Cost Planning Skills	02 - 06 Jul	Amsterdam	\$4,950
142	Integrating Budgeting, Forecasting & Business Planning	02 - 06 Jul	Munich	\$4,950
183	Fast Closing Month-End & Year-End Accounts	02 - 06 Jul	London	\$4,950
288	Project Scheduling, Cost Planning & Value Engineering Skills	02 - 13 Jul	Amsterdam	\$9,900
115	Strategic Planning, Management Control & Effective Budgeting	02 - 13 Jul	Istanbul	\$9,900
118	Effective Budgeting & Operational Cost Control	09 - 13 Jul	Istanbul	\$4,950
888	Financial Bootcamp for Non-Financial Professionals	15 - 19 Jul	Dubai	\$4,750
812	Spreadsheet Skills for Planning, Forecasting & Budgeting	30 Jul - 03 Aug	Istanbul	\$4,950
809	Developing, Improving & Monitoring the Internal Audit Function	30 Jul - 03 Aug	Milan	\$4,950
145	Accounting, Decision Making, & Financial Communication	30 Jul - 03 Aug	Geneva	\$4,950
144	Mini MBA: Accounting & Finance	30 Jul - 10 Aug	Geneva	\$9,900
6002	Certificate in Practical Finance and Accounting	06 - 10 Aug	Frankfurt	\$4,950
141	The Essentials of Budgeting & Cost Control	06 - 10 Aug	Paris	\$4,950
143	Finance, Risk Management & Corporate Governance	06 - 10 Aug	Geneva	\$4,950
2007	Project Finance & Financial Analysis Techniques for Infrastructure Projects	13 - 17 Aug	London	\$4,950
146	The Complete Course on Budgeting	27 - 31 Aug	Istanbul	\$4,950
272	Feasibility Studies: Preparation, Analysis & Evaluation	27 - 31 Aug	Brussels	\$4,950
TE004	Data Management, Planning, Forecasting & Budgeting using Excel®	02 - 13 Sep	Dubai	\$9,500
183	Fast Closing Month-End & Year-End Accounts	03 - 07 Sep	London	\$4,950
812	Spreadsheet Skills for Planning, Forecasting & Budgeting	09 - 13 Sep	Dubai	\$4,950
115	Strategic Planning, Management Control & Effective Budgeting	10 - 21 Sep	Kuala Lumpur	\$9,900
118	Effective Budgeting & Operational Cost Control	17 - 21 Sep	Kuala Lumpur	\$4,950
2006	Project Appraisal & Analysis	24 - 28 Sep	London	\$4,950
145	Accounting, Decision Making, & Financial Communication	24 - 28 Sep	Rome	\$4,950
144	Mini MBA: Accounting & Finance	24 Sep - 05 Oct	Rome	\$9,900
142	Integrating Budgeting, Forecasting & Business Planning	30 Sep - 04 Oct	Muscat	\$4,950
143	Finance, Risk Management & Corporate Governance	01 - 05 Oct	Rome	\$4,950
877	Event Management Essentials	07 - 11 Oct	Dubai	\$4,750
809	Developing, Improving & Monitoring the Internal Audit Function	14 - 18 Oct	Dubai	\$4,950
272	Feasibility Studies: Preparation, Analysis & Evaluation	21 - 25 Oct	Dubai	\$4,950
146	The Complete Course on Budgeting	04 - 08 Nov	Dubai	\$4,950
115	Strategic Planning, Management Control & Effective Budgeting	05 - 16 Nov	Brussels	\$9,900
888	Financial Bootcamp for Non-Financial Professionals	11 - 15 Nov	Dubai	\$4,750
118	Effective Budgeting & Operational Cost Control	12 - 16 Nov	Brussels	\$4,950
141	The Essentials of Budgeting & Cost Control	18 - 22 Nov	Dubai	\$4,950
285	Project Scheduling & Cost Planning Skills	19 - 23 Nov	London	\$4,950
145	Accounting, Decision Making, & Financial Communication	19 - 23 Nov	London	\$4,950
288	Project Scheduling, Cost Planning & Value Engineering Skills	19 - 30 Nov	London	\$9,900
144	Mini MBA: Accounting & Finance	19 - 30 Nov	London	\$9,900
183	Fast Closing Month-End & Year-End Accounts	25 - 29 Nov	Dubai	\$4,950
143	Finance, Risk Management & Corporate Governance	26 - 30 Nov	London	\$4,950
812	Spreadsheet Skills for Planning, Forecasting & Budgeting	26 - 30 Nov	Lisbon	\$4,950
6002	Certificate in Practical Finance and Accounting	02 - 06 Dec	Cairo	\$4,950
146	The Complete Course on Budgeting	03 - 07 Dec	Toronto	\$4,950

## FINANCE & ACCOUNTING

CODE	TITLE	DATE	VENUE	FEE(USD)
142	Integrating Budgeting, Forecasting & Business Planning	03 - 07 Dec	Istanbul	\$4,950
115	Strategic Planning, Management Control & Effective Budgeting	03 - 14 Dec	Kuala Lumpur	\$9,900
118	Effective Budgeting & Operational Cost Control	10 - 14 Dec	Kuala Lumpur	\$4,950
285	Project Scheduling & Cost Planning Skills	16 - 20 Dec	Abu Dhabi	\$4,950
2007	Project Finance & Financial Analysis Techniques for Infrastructure Projects	24 - 28 Dec	London	\$4,950

## SALES & MARKETING

CODE	TITLE	DATE	VENUE	FEE(USD)
1121	Business-Case Writing for New Products	11 - 15 Feb	Dubai	\$4,950
9801	Effective Business to Business (B2B) Marketing	18 - 22 Feb	Dubai	\$4,950
9802	Creating a Marketing Plan for Business-to-Business	11 - 15 Mar	Dubai	\$4,950
9803	Product Management for Business to Business (B2B) Companies	08 - 12 Apr	Dubai	\$4,950
9804	Managing Marketing Communications for Business-to-Business	06 - 10 May	Dubai	\$4,950
9805	Strategic Selling and Value Propositions for Business to Business (B2B) Companies	24 - 28 Jun	Dubai	\$4,950
9802	Creating a Marketing Plan for Business-to-Business	02 - 06 Jul	London	\$4,950
9807	Sales and Operation Planning (S&OP)	30 Jul - 03 Aug	London	\$4,950
871	Measuring Marketing Effectiveness & ROI	05 - 09 Aug	Dubai	\$4,750
9806	Strategic Key Account Management	12 - 16 Aug	Dubai	\$4,950
9803	Product Management for Business to Business (B2B) Companies	24 - 28 Sep	London	\$4,950
877	Event Management Essentials	07 - 11 Oct	Dubai	\$4,750
869	Developing & Implementing Strategic Marketing Plans	08 - 12 Oct	Vienna	\$4,950
9805	Strategic Selling and Value Propositions for Business to Business (B2B) Companies	08 - 12 Oct	London	\$4,950
8900	Managing Customers for Competitive Advantage	28 Oct - 01 Nov	Dubai	\$4,750
9801	Effective Business to Business (B2B) Marketing	12 - 16 Nov	London	\$4,950
9806	Strategic Key Account Management	19 - 23 Nov	London	\$4,950
9807	Sales and Operation Planning (S&OP)	25 - 29 Nov	Dubai	\$4,950
1121	Business-Case Writing for New Products	26 - 30 Nov	London	\$4,950
9800	International Marketing	09 - 13 Dec	Dubai	\$4,750
9804	Managing Marketing Communications for Business-to-Business	17 - 21 Dec	London	\$4,950

## HUMAN RESOURCE MANAGEMENT

CODE	TITLE	DATE	VENUE	FEE(USD)
1108	Behavioural Management and Emotional Intelligence	29 Jan - 02 Feb	Istanbul	\$4,950
013	HR Metrics & Analytics	04 - 08 Feb	Dubai	\$4,750
9006	Effective Performance Management Systems	05 - 09 Feb	London	\$4,950
888	Financial Bootcamp for Non-Financial Professionals	25 Feb - 01 Mar	Dubai	\$4,750
041	Managing & Measuring Training	18 - 22 Mar	Dubai	\$4,950
9005	Designing & Implementing Competency Frameworks and Assessment Tools	15 - 19 Apr	Dubai	\$4,750
1104	Aligning Learning with Business Strategy Seminar & Workshops	16 - 20 Apr	London	\$4,950
9004	Certificate in HR Administration	06 - 10 May	Abu Dhabi	\$4,750
1119	Teamwork & People Development	21 - 25 May	Luanda	\$4,950
006	Leading Strategic HR Transformation	18 - 22 Jun	London	\$4,950



## HUMAN RESOURCE MANAGEMENT

CODE	TITLE	DATE	VENUE	FEE(USD)
1108	Behavioural Management and Emotional Intelligence	18 - 22 Jun	Houston	\$6,450
029	Competency-Based Management	18 - 22 Jun	Istanbul	\$4,950
1126	Developing Leadership Talent	02 - 06 Jul	London	\$4,950
TE001	Measuring Performance, Improving Productivity & Employee Engagement	02 - 13 Jul	Dublin	\$9,900
9000	Improving Productivity & Employee Engagement through Effective Frontline Leadership	09 - 13 Jul	Dublin	\$4,950
042	Knowledge Management for the Oil & Gas Industry	09 - 13 Jul	Paris	\$4,950
167	Writing Effective Policies & Procedures	15 - 19 Jul	Dubai	\$4,750
888	Financial Bootcamp for Non-Financial Professionals	15 - 19 Jul	Dubai	\$4,750
041	Managing & Measuring Training	16 - 20 Jul	London	\$4,950
014	Managing Employee Performance, Behaviour & Attitudes	13 - 17 Aug	Istanbul	\$4,950
9006	Effective Performance Management Systems	13 - 17 Aug	Istanbul	\$4,950
1108	Behavioural Management and Emotional Intelligence	27 - 31 Aug	Houston	\$6,450
1103	Leading with Ethics and Compliance	09 - 13 Sep	Dubai	\$4,950
025	Measuring & Maximising Training ROI	10 - 14 Sep	Istanbul	\$4,950
9003	Compensation, Benefit Administration & Reward Management	17 - 21 Sep	Rome	\$4,950
029	Competency-Based Management	24 - 28 Sep	Kuala Lumpur	\$4,950
1108	Behavioural Management and Emotional Intelligence	01 - 05 Oct	Istanbul	\$4,950
9000	Improving Productivity & Employee Engagement through Effective Frontline Leadership	01 - 05 Oct	London	\$4,950
1104	Aligning Learning with Business Strategy Seminar & Workshops	07 - 11 Oct	Abu Dhabi	\$4,950
1126	Developing Leadership Talent	08 - 12 Oct	London	\$4,950
042	Knowledge Management for the Oil & Gas Industry	14 - 18 Oct	Dubai	\$4,950
006	Leading Strategic HR Transformation	15 - 19 Oct	Geneva	\$4,950
013	HR Metrics & Analytics	28 Oct - 01 Nov	Dubai	\$4,750
1108	Behavioural Management and Emotional Intelligence	04 - 08 Nov	Kuwait	\$4,950
888	Financial Bootcamp for Non-Financial Professionals	11 - 15 Nov	Dubai	\$4,750
TE005	Writing Policies & Procedures as an Effective Supervisor	11 - 22 Nov	Dubai	\$9,900
167	Writing Effective Policies & Procedures	18 - 22 Nov	Dubai	\$4,750
038	The HR Essential Skills	25 - 29 Nov	Dubai	\$4,750
014	Managing Employee Performance, Behaviour & Attitudes	02 - 06 Dec	Abu Dhabi	\$4,950
9006	Effective Performance Management Systems	02 - 06 Dec	Abu Dhabi	\$4,950
9003	Compensation, Benefit Administration & Reward Management	03 - 07 Dec	London	\$4,950
9002	Coaching, Mentoring & Career Development for Success	09 - 13 Dec	Dubai	\$4,950
TE006	Best Practices & HR Skills in Career Development	09 - 20 Dec	Dubai	\$9,900
004	HR Skills for HR Administrators	16 - 20 Dec	Dubai	\$4,750
9005	Designing & Implementing Competency Frameworks and Assessment Tools	23 - 27 Dec	Dubai	\$4,750

## ADMINISTRATIVE SUPPORT

CODE	TITLE	DATE	VENUE	FEE(USD)
9901	Leadership for Administrative Professionals	14 - 18 Jan	Dubai	\$4,750
191	Effective People Skills	12 - 16 Feb	London	\$4,950
192	Achieving Leadership Success through People & Innovation	12 - 23 Feb	London	\$9,900
193	Workplace Innovation & Productivity Skills	19 - 23 Feb	London	\$4,950
147	Managing Multiple Tasks, Priorities & Deadlines	04 - 08 Mar	Dubai	\$4,950
958	High Impact Business Communication	11 - 15 Mar	Dubai	\$4,750
174	Simplification of Work Processes & Procedures	18 - 22 Mar	Dubai	\$4,750
9900	Achieving Administrative Excellence	22 - 26 Apr	Dubai	\$4,950

## ADMINISTRATIVE SUPPORT

CODE	TITLE	DATE	VENUE	FEE(USD)
147	Managing Multiple Tasks, Priorities & Deadlines	30 Apr - 04 May	Barcelona	\$4,950
9901	Leadership for Administrative Professionals	06 - 10 May	Abu Dhabi	\$4,750
193	Workplace Innovation & Productivity Skills	18 - 22 Jun	Istanbul	\$4,950
814	Effective Self Management	18 - 22 Jun	Dublin	\$4,950
108	Effective Time, Task & Work Planning	18 - 22 Jun	Russia	\$4,950
108	Effective Time, Task & Work Planning	09 - 13 Jul	Istanbul	\$4,950
167	Writing Effective Policies & Procedures	15 - 19 Jul	Dubai	\$4,750
147	Managing Multiple Tasks, Priorities & Deadlines	16 - 20 Jul	London	\$4,950
191	Effective People Skills	30 Jul - 03 Aug	Milan	\$4,950
192	Achieving Leadership Success through People & Innovation	30 Jul - 10 Aug	Milan	\$9,900
193	Workplace Innovation & Productivity Skills	06 - 10 Aug	Milan	\$4,950
124	Developing Personal Effectiveness with Positive Skills	06 - 10 Aug	Vienna	\$4,950
814	Effective Self Management	13 - 17 Aug	Frankfurt	\$4,950
147	Managing Multiple Tasks, Priorities & Deadlines	02 - 06 Sep	Dubai	\$4,950
9900	Achieving Administrative Excellence	16 - 20 Sep	Abu Dhabi	\$4,950
174	Simplification of Work Processes & Procedures	23 - 27 Sep	Abu Dhabi	\$4,750
147	Managing Multiple Tasks, Priorities & Deadlines	01 - 05 Oct	Rome	\$4,950
191	Effective People Skills	01 - 05 Oct	Kuala Lumpur	\$4,950
192	Achieving Leadership Success through People & Innovation	01 - 12 Oct	Kuala Lumpur	\$9,900
820	Effective Office Management	07 - 11 Oct	Dubai	\$4,750
193	Workplace Innovation & Productivity Skills	08 - 12 Oct	Kuala Lumpur	\$4,950
9901	Leadership for Administrative Professionals	14 - 18 Oct	Dubai	\$4,750
108	Effective Time, Task & Work Planning	28 Oct - 01 Nov	Dubai	\$4,950
9900	Achieving Administrative Excellence	04 - 08 Nov	Kuwait	\$4,950
124	Developing Personal Effectiveness with Positive Skills	05 - 09 Nov	London	\$4,950
958	High Impact Business Communication	11 - 15 Nov	Abu Dhabi	\$4,750
TE005	Writing Policies & Procedures as an Effective Supervisor	11 - 22 Nov	Dubai	\$9,900
167	Writing Effective Policies & Procedures	18 - 22 Nov	Dubai	\$4,750
174	Simplification of Work Processes & Procedures	25 - 29 Nov	Dubai	\$4,750
191	Effective People Skills	26 - 30 Nov	Paris	\$4,950
192	Achieving Leadership Success through People & Innovation	26 Nov - 07 Dec	Paris	\$9,900
147	Managing Multiple Tasks, Priorities & Deadlines	02 - 06 Dec	Dubai	\$4,950
193	Workplace Innovation & Productivity Skills	03 - 07 Dec	Paris	\$4,950
124	Developing Personal Effectiveness with Positive Skills	03 - 07 Dec	Toronto	\$4,950
TE007	Effective Self Management: Enhancing Your Communication, Coordination and Leadership Skills	10 - 21 Dec	Kuala Lumpur	\$9,900
820	Effective Office Management	16 - 20 Dec	Abu Dhabi	\$4,750
814	Effective Self Management	17 - 21 Dec	Kuala Lumpur	\$4,950

## PROJECT MANAGEMENT

CODE	TITLE	DATE	VENUE	FEE(USD)
285	Project Scheduling & Cost Planning Skills	21 - 25 Jan	Dubai	\$4,950
223	The Complete Course on Project Management: Project Management Specialist	22 - 26 Jan	London	\$4,950
3002	Managing Contractual Liabilities	25 Feb - 01 Mar	Dubai	\$4,750
147	Managing Multiple Tasks, Priorities & Deadlines	04 - 08 Mar	Dubai	\$4,950
148	Negotiating & Dispute Resolutions	18 - 22 Mar	Dubai	\$4,750
272	Feasibility Studies: Preparation, Analysis & Evaluation	15 - 19 Apr	Dubai	\$4,950

# PROJECT MANAGEMENT

CODE	TITLE	DATE	VENUE	FEE(USD)
188	Building Task Leadership Skills	23 Apr - 04 May	Barcelona	\$9,900
285	Project Scheduling & Cost Planning Skills	30 Apr - 04 May	London	\$4,950
147	Managing Multiple Tasks, Priorities & Deadlines	30 Apr - 04 May	Barcelona	\$4,950
288	Project Scheduling, Cost Planning & Value Engineering Skills	30 Apr - 11 May	London	\$9,900
220	The Complete Course on Contracts & Project Management	30 Apr - 11 May	Istanbul	\$9,900
287	Value Engineering Skills	07 - 11 May	London	\$4,950
223	The Complete Course on Project Management: Project Management Specialist	07 - 11 May	Istanbul	\$4,950
2010	Project Management for Non-Managerial	21 - 25 May	Luanda	\$4,950
280	Bootcamp for Project Management Professionals	18 - 22 Jun	Houston	\$6,450
923	Risk Assessment & Risk Management for Oil & Gas Projects	18 - 22 Jun	Paris	\$4,950
2006	Project Appraisal & Analysis	18 - 22 Jun	London	\$4,950
272	Feasibility Studies: Preparation, Analysis & Evaluation	18 - 22 Jun	Istanbul	\$4,950
2002	Program Management Professionals (PgMP)	01 - 05 Jul	Dubai	\$4,750
285	Project Scheduling & Cost Planning Skills	02 - 06 Jul	Amsterdam	\$4,950
288	Project Scheduling, Cost Planning & Value Engineering Skills	02 - 13 Jul	Amsterdam	\$9,900
278	Project Management Essentials	08 - 12 Jul	Dubai	\$4,750
287	Value Engineering Skills	09 - 13 Jul	Amsterdam	\$4,950
2004	Public-Private Partnerships (PPP) Project Preparation	15 - 19 Jul	Dubai	\$4,750
2005	PPP Project Preparation & Contract Management	15 - 26 Jul	Dubai	\$9,500
147	Managing Multiple Tasks, Priorities & Deadlines	16 - 20 Jul	London	\$4,950
220	The Complete Course on Contracts & Project Management	06 - 17 Aug	London	\$9,900
148	Negotiating & Dispute Resolutions	12 - 16 Aug	Dubai	\$4,750
2007	Project Finance & Financial Analysis Techniques for Infrastructure Projects	13 - 17 Aug	London	\$4,950
223	The Complete Course on Project Management: Project Management Specialist	13 - 17 Aug	London	\$4,950
188	Building Task Leadership Skills	26 Aug - 06 Sep	Dubai	\$9,900
272	Feasibility Studies: Preparation, Analysis & Evaluation	27 - 31 Aug	Brussels	\$4,950
147	Managing Multiple Tasks, Priorities & Deadlines	02 - 06 Sep	Dubai	\$4,950
923	Risk Assessment & Risk Management for Oil & Gas Projects	09 - 13 Sep	Dubai	\$4,950
248	PMP® Exam Preparation Training in Dubai	09 - 13 Sep	Dubai	\$4,750
2003	Enterprise Project Management & Business Performance	16 - 20 Sep	Dubai	\$4,750
3002	Managing Contractual Liabilities	23 - 27 Sep	Dubai	\$4,750
2006	Project Appraisal & Analysis	24 - 28 Sep	London	\$4,950
273	Construction Site Management & Supervision	01 - 05 Oct	Istanbul	\$4,950
147	Managing Multiple Tasks, Priorities & Deadlines	01 - 05 Oct	Rome	\$4,950
877	Event Management Essentials	07 - 11 Oct	Dubai	\$4,750
2008	Mastering Portfolios, Programmes & Projects	15 - 19 Oct	London	\$4,950
272	Feasibility Studies: Preparation, Analysis & Evaluation	21 - 25 Oct	Dubai	\$4,950
264	IT Project Management	04 - 08 Nov	Dubai	\$4,750
220	The Complete Course on Contracts & Project Management	05 - 16 Nov	Kuala Lumpur	\$9,900
280	Bootcamp for Project Management Professionals	11 - 15 Nov	Dubai	\$4,950
223	The Complete Course on Project Management: Project Management Specialist	12 - 16 Nov	Kuala Lumpur	\$4,950
148	Negotiating & Dispute Resolutions	18 - 22 Nov	Dubai	\$4,750
278	Project Management Essentials	18 - 22 Nov	Dubai	\$4,750
285	Project Scheduling & Cost Planning Skills	19 - 23 Nov	London	\$4,950
288	Project Scheduling, Cost Planning & Value Engineering Skills	19 - 30 Nov	London	\$9,900
188	Building Task Leadership Skills	25 Nov - 06 Dec	Dubai	\$9,900
287	Value Engineering Skills	26 - 30 Nov	London	\$4,950
2002	Program Management Professionals (PgMP)	02 - 06 Dec	Dubai	\$4,750
2004	Public-Private Partnerships (PPP) Project Preparation	02 - 06 Dec	Dubai	\$4,750

## PROJECT MANAGEMENT

CODE	TITLE	DATE	VENUE	FEE(USD)
147	Managing Multiple Tasks, Priorities & Deadlines	02 - 06 Dec	Dubai	\$4,950
2005	PPP Project Preparation & Contract Management	02 - 13 Dec	Dubai	\$9,500
285	Project Scheduling & Cost Planning Skills	16 - 20 Dec	Abu Dhabi	\$4,950
2007	Project Finance & Financial Analysis Techniques for Infrastructure Projects	24 - 28 Dec	London	\$4,950

## CONTRACTS MANAGEMENT

CODE	TITLE	DATE	VENUE	FEE(USD)
116	Best Practices in Multishift Operations	14 - 18 Jan	Dubai	\$4,950
227	Negotiating, Drafting & Understanding Contracts	05 - 09 Feb	London	\$4,950
3002	Managing Contractual Liabilities	25 Feb - 01 Mar	Dubai	\$4,750
228	The Essentials of Contracting	11 - 15 Mar	Dubai	\$4,750
247	The Essentials of Contracting & Contract Negotiation	11 - 22 Mar	Dubai	\$9,500
148	Negotiating & Dispute Resolutions	18 - 22 Mar	Dubai	\$4,750
229	Contract Excellence for Non-Legal Professionals	26 - 30 Mar	London	\$4,950
116	Best Practices in Multishift Operations	02 - 06 Apr	Athens	\$4,950
219	The Complete Course on Contracts Management: Contracts Management Specialist	30 Apr - 04 May	Istanbul	\$4,950
220	The Complete Course on Contracts & Project Management	30 Apr - 11 May	Istanbul	\$9,900
221	The Complete Course on Contracts & Purchasing Management	30 Apr - 11 May	Istanbul	\$9,900
226	Contracts: Reading, Writing & Negotiating	06 - 10 May	Dubai	\$4,750
3003	Contract Management Principles & Practices	14 - 18 May	Lagos	\$4,950
227	Negotiating, Drafting & Understanding Contracts	09 - 13 Jul	Amsterdam	\$4,950
2005	PPP Project Preparation & Contract Management	15 - 26 Jul	Dubai	\$9,500
277	Service Level Agreements	16 - 20 Jul	London	\$4,950
3001	Public-Private Partnerships (PPP) Contract Management	22 - 26 Jul	Dubai	\$4,750
228	The Essentials of Contracting	05 - 09 Aug	Dubai	\$4,750
247	The Essentials of Contracting & Contract Negotiation	05 - 16 Aug	Dubai	\$9,500
219	The Complete Course on Contracts Management: Contracts Management Specialist	06 - 10 Aug	London	\$4,950
220	The Complete Course on Contracts & Project Management	06 - 17 Aug	London	\$9,900
221	The Complete Course on Contracts & Purchasing Management	06 - 17 Aug	London	\$9,900
148	Negotiating & Dispute Resolutions	12 - 16 Aug	Dubai	\$4,750
229	Contract Excellence for Non-Legal Professionals	03 - 07 Sep	London	\$4,950
1103	Leading with Ethics and Compliance	09 - 13 Sep	Dubai	\$4,950
3002	Managing Contractual Liabilities	23 - 27 Sep	Dubai	\$4,750
116	Best Practices in Multishift Operations	23 - 27 Sep	Dubai	\$4,950
277	Service Level Agreements	01 - 05 Oct	Kuala Lumpur	\$4,950
227	Negotiating, Drafting & Understanding Contracts	29 Oct - 02 Nov	London	\$4,950
219	The Complete Course on Contracts Management: Contracts Management Specialist	05 - 09 Nov	Kuala Lumpur	\$4,950
220	The Complete Course on Contracts & Project Management	05 - 16 Nov	Kuala Lumpur	\$9,900
221	The Complete Course on Contracts & Purchasing Management	05 - 16 Nov	Kuala Lumpur	\$9,900
228	The Essentials of Contracting	11 - 15 Nov	Dubai	\$4,750
247	The Essentials of Contracting & Contract Negotiation	11 - 22 Nov	Dubai	\$9,500
148	Negotiating & Dispute Resolutions	18 - 22 Nov	Dubai	\$4,750
226	Contracts: Reading, Writing & Negotiating	02 - 06 Dec	Dubai	\$4,750
2005	PPP Project Preparation & Contract Management	02 - 13 Dec	Dubai	\$9,500
3001	Public-Private Partnerships (PPP) Contract Management	09 - 13 Dec	Dubai	\$4,750
116	Best Practices in Multishift Operations	10 - 14 Dec	Luanda	\$4,950
229	Contract Excellence for Non-Legal Professionals	24 - 28 Dec	London	\$4,950

## MECHANICAL ENGINEERING

CODE	TITLE	DATE	VENUE	FEE(USD)
430	Process Plant Troubleshooting & Engineering Problem Solving	21 - 25 Jan	Dubai	\$4,950
461	Process Control Valves and Actuators	18 - 22 Feb	Dubai	\$4,950
7005	Corrosion Control in Gas, Oil & Water	25 - 29 Mar	Dubai	\$4,950
460	Pipeline Operations and Maintenance	25 - 29 Mar	Dubai	\$4,950
430	Process Plant Troubleshooting & Engineering Problem Solving	06 - 10 May	Dubai	\$4,950
456	Mechanical Equipment: Compressors, Pumps, Seals, Motors, and Variable - Speed Drives	15 - 19 Jul	Dubai	\$4,950
431	Process Plant Optimisation & Energy Conservation	22 - 26 Jul	Dubai	\$4,750
452	Process Equipment & Piping Systems	12 - 16 Aug	Dubai	\$4,750
449	Rotating Equipment: Start-up, Operation, Maintenance, & Troubleshooting	12 - 16 Aug	Muscat	\$4,950
423	Heat Exchangers: Types & Application, Design, Operation & Maintenance	02 - 06 Sep	Dubai	\$4,750
936	Applied Coring and Well Logging for Enhanced Reservoir Characterization	23 - 27 Sep	Dubai	\$4,950
404	Process Engineering Essentials	30 Sep - 04 Oct	Dubai	\$4,750
460	Pipeline Operations and Maintenance	30 Sep - 04 Oct	Muscat	\$4,950
411	Process & Mechanical Engineering Essentials	30 Sep - 11 Oct	Dubai	\$9,500
412	Mechanical Engineering Essentials	07 - 11 Oct	Dubai	\$4,750
449	Rotating Equipment: Start-up, Operation, Maintenance, & Troubleshooting	21 - 25 Oct	Dubai	\$4,950
7000	Process Utility Systems	28 Oct - 01 Nov	Muscat	\$4,950
461	Process Control Valves and Actuators	28 Oct - 01 Nov	Muscat	\$4,950
460	Pipeline Operations and Maintenance	04 - 08 Nov	Muscat	\$4,950
430	Process Plant Troubleshooting & Engineering Problem Solving	05 - 09 Nov	Istanbul	\$4,950
455	TEMA & HTRI Heat Exchanger Design & Cost Saving Management	18 - 22 Nov	Dubai	\$4,750
431	Process Plant Optimisation & Energy Conservation	02 - 06 Dec	Dubai	\$4,750
7005	Corrosion Control in Gas, Oil & Water	09 - 13 Dec	Dubai	\$4,950
456	Mechanical Equipment: Compressors, Pumps, Seals, Motors, and Variable - Speed Drives	09 - 13 Dec	Muscat	\$4,950
461	Process Control Valves and Actuators	09 - 13 Dec	Dubai	\$4,950

## MAINTENANCE MANAGEMENT

CODE	TITLE	DATE	VENUE	FEE(USD)
307	The Complete Course on Facilities Management: Facilities Management Specialist	11 - 15 Feb	Dubai	\$4,950
461	Process Control Valves and Actuators	18 - 22 Feb	Dubai	\$4,950
301	Maintenance Management Best Practices	04 - 08 Mar	Dubai	\$4,950
302	Maintenance Management & Technology A to Z of Best Practices	04 - 15 Mar	Dubai	\$9,900
303	Maintenance Technology Best Practices	11 - 15 Mar	Dubai	\$4,950
7005	Corrosion Control in Gas, Oil & Water	25 - 29 Mar	Dubai	\$4,950
8000	Asset Integrity Management for the Petroleum Industry	25 - 29 Mar	Dubai	\$4,950
460	Pipeline Operations and Maintenance	25 - 29 Mar	Dubai	\$4,950
307	The Complete Course on Facilities Management: Facilities Management Specialist	29 Apr - 03 May	Dubai	\$4,950
923	Risk Assessment & Risk Management for Oil & Gas Projects	18 - 22 Jun	Paris	\$4,950
319	Asset Management & ISO 55000 Series	24 - 28 Jun	Dubai	\$4,750
138	Decision Analysis for Operation & Maintenance Professionals	02 - 06 Jul	London	\$4,950
307	The Complete Course on Facilities Management: Facilities Management Specialist	09 - 13 Jul	Houston	\$6,450
301	Maintenance Management Best Practices	06 - 10 Aug	Istanbul	\$4,950
302	Maintenance Management & Technology A to Z of Best Practices	06 - 17 Aug	Istanbul	\$9,900
303	Maintenance Technology Best Practices	13 - 17 Aug	Istanbul	\$4,950
317	Operational Excellence in the Process Industry	26 - 30 Aug	Dubai	\$4,750
8000	Asset Integrity Management for the Petroleum Industry	02 - 06 Sep	Dubai	\$4,950
312	Risk Reliability Management	09 - 13 Sep	Dubai	\$4,950
923	Risk Assessment & Risk Management for Oil & Gas Projects	09 - 13 Sep	Dubai	\$4,950
307	The Complete Course on Facilities Management: Facilities Management Specialist	10 - 14 Sep	London	\$4,950



## MAINTENANCE MANAGEMENT

CODE	TITLE	DATE	VENUE	FEE(USD)
323	ISO 17025 & Laboratory Information Management Systems (LIMS) for analytical laboratories	16 - 20 Sep	Dubai	\$4,750
8003	Case Studies for Learning from Major Failures - Towards an Operational Excellence	16 - 20 Sep	Dubai	\$4,750
8002	A-Z for Risk, Reliability and Safety Management	16 - 27 Sep	Dubai	\$9,500
8004	Advanced Risk, Reliability and Safety Management Techniques	23 - 27 Sep	Dubai	\$4,750
460	Pipeline Operations and Maintenance	30 Sep - 04 Oct	Muscat	\$4,950
138	Decision Analysis for Operation & Maintenance Professionals	07 - 11 Oct	Dubai	\$4,950
307	The Complete Course on Facilities Management: Facilities Management Specialist	15 - 19 Oct	Amsterdam	\$4,950
461	Process Control Valves and Actuators	28 Oct - 01 Nov	Muscat	\$4,950
319	Asset Management & ISO 55000 Series	04 - 08 Nov	Dubai	\$4,750
460	Pipeline Operations and Maintenance	04 - 08 Nov	Muscat	\$4,950
301	Maintenance Management Best Practices	26 - 30 Nov	Kuala Lumpur	\$4,950
302	Maintenance Management & Technology A to Z of Best Practices	26 Nov - 07 Dec	Kuala Lumpur	\$9,900
303	Maintenance Technology Best Practices	03 - 07 Dec	Kuala Lumpur	\$4,950
307	The Complete Course on Facilities Management: Facilities Management Specialist	03 - 07 Dec	Houston	\$6,450
7005	Corrosion Control in Gas, Oil & Water	09 - 13 Dec	Dubai	\$4,950
461	Process Control Valves and Actuators	09 - 13 Dec	Dubai	\$4,950

## PROCUREMENT & MATERIALS MANAGEMENT

CODE	TITLE	DATE	VENUE	FEE(USD)
4001	The Complete Course on e-Procurement	05 - 09 Mar	London	\$4,950
4002	The Complete Course on e-Procurement & Purchasing Management	05 - 16 Mar	London	\$9,900
284	Supply Chain Best Practices	11 - 15 Mar	Dubai	\$4,750
4004	The Complete Course on Procurement Strategy Management	12 - 16 Mar	London	\$4,950
221	The Complete Course on Contracts & Purchasing Management	30 Apr - 11 May	Istanbul	\$9,900
224	The Complete Course on Purchasing Management: Purchasing Management Specialist	07 - 11 May	Istanbul	\$4,950
4001	The Complete Course on e-Procurement	21 - 25 May	Athens	\$4,950
4002	The Complete Course on e-Procurement & Purchasing Management	21 May - 01 Jun	Athens	\$9,900
4004	The Complete Course on Procurement Strategy Management	28 May - 01 Jun	Athens	\$4,950
260	Warehouse Management: Strategy, Implementation & Control	24 - 28 Jun	Dubai	\$4,750
252	Tendering, Procurement, & Negotiation Skills	22 - 26 Jul	Dubai	\$4,750
221	The Complete Course on Contracts & Purchasing Management	06 - 17 Aug	London	\$9,900
4000	Procurement Management of Equipment and Works for World Bank Aided Projects	13 - 17 Aug	Houston	\$6,450
224	The Complete Course on Purchasing Management: Purchasing Management Specialist	13 - 17 Aug	London	\$4,950
4003	Distribution and Retail Management	27 - 31 Aug	London	\$4,950
284	Supply Chain Best Practices	02 - 06 Sep	Dubai	\$4,750
217	Advanced Procurement Skills	15 - 19 Oct	London	\$4,950
216	Purchasing Techniques, Negotiating & Cost Reduction	04 - 08 Nov	Dubai	\$4,750
221	The Complete Course on Contracts & Purchasing Management	05 - 16 Nov	Kuala Lumpur	\$9,900
224	The Complete Course on Purchasing Management: Purchasing Management Specialist	12 - 16 Nov	Kuala Lumpur	\$4,950
231	The Complete Course on Purchasing & Inventory Management	12 - 23 Nov	Kuala Lumpur	\$9,900
230	The Complete Course on Inventory Management	19 - 23 Nov	Kuala Lumpur	\$4,950
4006	Warehouse Safety Policies & Procedures	25 - 29 Nov	Dubai	\$4,950
252	Tendering, Procurement, & Negotiation Skills	25 - 29 Nov	Dubai	\$4,750
4000	Procurement Management of Equipment and Works for World Bank Aided Projects	03 - 07 Dec	Houston	\$6,450
4003	Distribution and Retail Management	09 - 13 Dec	Dubai	\$4,950
4005	The Complete Course on Distribution, Warehouse and Retail Management	09 - 20 Dec	Dubai	\$9,900
260	Warehouse Management: Strategy, Implementation & Control	16 - 20 Dec	Dubai	\$4,750
233	Strategic Purchasing & Supply Management	24 - 28 Dec	Kuala Lumpur	\$4,950

## OIL AND GAS TRAINING

CODE	TITLE	DATE	VENUE	FEE(USD)
116	Best Practices in Multishift Operations	14 - 18 Jan	Dubai	\$4,950
430	Process Plant Troubleshooting & Engineering Problem Solving	21 - 25 Jan	Dubai	\$4,950
1111	The Effective Shift Team Leader in the Oil, Gas and Petrochemicals Industries	19 - 23 Mar	London	\$4,950
7005	Corrosion Control in Gas, Oil & Water	25 - 29 Mar	Dubai	\$4,950
8000	Asset Integrity Management for the Petroleum Industry	25 - 29 Mar	Dubai	\$4,950
929	A - Z of the Petroleum Industry	25 - 29 Mar	Cairo	\$4,950
741	Crisis Management & Emergency Response for the Oil and Gas Industry	02 - 06 Apr	Athens	\$4,950
116	Best Practices in Multishift Operations	02 - 06 Apr	Athens	\$4,950
430	Process Plant Troubleshooting & Engineering Problem Solving	06 - 10 May	Dubai	\$4,950
5005	Scenario Planning in the Oil and Gas Industry	14 - 18 May	Athens	\$4,950
5002	Best Practices of Enhanced Oil Recovery (EOR) Projects	14 - 18 May	Athens	\$4,950
929	A - Z of the Petroleum Industry	28 May - 01 Jun	Luanda	\$4,950
964	Essential Skills for Oil and Gas Professionals	04 - 08 Jun	Lagos	\$4,950
750	Safety Leadership in the Oil and Gas Industry	18 - 22 Jun	Paris	\$4,950
923	Risk Assessment & Risk Management for Oil & Gas Projects	18 - 22 Jun	Paris	\$4,950
929	A - Z of the Petroleum Industry	18 - 22 Jun	Paris	\$4,950
1111	The Effective Shift Team Leader in the Oil, Gas and Petrochemicals Industries	09 - 13 Jul	Paris	\$4,950
042	Knowledge Management for the Oil & Gas Industry	09 - 13 Jul	Paris	\$4,950
452	Process Equipment & Piping Systems	12 - 16 Aug	Dubai	\$4,750
5000	Applied Water Technology in Oil and Gas Production	26 - 30 Aug	Muscat	\$4,950
8000	Asset Integrity Management for the Petroleum Industry	02 - 06 Sep	Dubai	\$4,950
741	Crisis Management & Emergency Response for the Oil and Gas Industry	03 - 07 Sep	London	\$4,950
1111	The Effective Shift Team Leader in the Oil, Gas and Petrochemicals Industries	09 - 13 Sep	Dubai	\$4,950
923	Risk Assessment & Risk Management for Oil & Gas Projects	09 - 13 Sep	Dubai	\$4,950
936	Applied Coring and Well Logging for Enhanced Reservoir Characterization	23 - 27 Sep	Dubai	\$4,950
116	Best Practices in Multishift Operations	23 - 27 Sep	Dubai	\$4,950
5002	Best Practices of Enhanced Oil Recovery (EOR) Projects	23 - 27 Sep	Abu Dhabi	\$4,950
404	Process Engineering Essentials	30 Sep - 04 Oct	Dubai	\$4,750
929	A - Z of the Petroleum Industry	30 Sep - 04 Oct	Dubai	\$4,950
411	Process & Mechanical Engineering Essentials	30 Sep - 11 Oct	Dubai	\$9,500
042	Knowledge Management for the Oil & Gas Industry	14 - 18 Oct	Dubai	\$4,950
9603	Marine Pollution Management Fundamentals	21 - 25 Oct	Dubai	\$4,950
7000	Process Utility Systems	28 Oct - 01 Nov	Muscat	\$4,950
910	Amine Gas Sweetening & Sulphur Recovery	28 Oct - 01 Nov	Dubai	\$4,950
430	Process Plant Troubleshooting & Engineering Problem Solving	05 - 09 Nov	Istanbul	\$4,950
750	Safety Leadership in the Oil and Gas Industry	18 - 22 Nov	Dubai	\$4,950
964	Essential Skills for Oil and Gas Professionals	25 - 29 Nov	Dubai	\$4,950
5002	Best Practices of Enhanced Oil Recovery (EOR) Projects	03 - 07 Dec	Athens	\$4,950
7005	Corrosion Control in Gas, Oil & Water	09 - 13 Dec	Dubai	\$4,950
929	A - Z of the Petroleum Industry	10 - 14 Dec	Luanda	\$4,950
116	Best Practices in Multishift Operations	10 - 14 Dec	Luanda	\$4,950
5005	Scenario Planning in the Oil and Gas Industry	24 - 28 Dec	Amsterdam	\$4,950
741	Crisis Management & Emergency Response for the Oil and Gas Industry	24 - 28 Dec	London	\$4,950

## ELECTRICAL ENGINEERING

CODE	TITLE	DATE	VENUE	FEE(USD)
461	Process Control Valves and Actuators	18 - 22 Feb	Dubai	\$4,950
7516	Reliability and Operational Performance of Electric Power Systems	29 Apr - 03 May	Dubai	\$4,750
505	Safe Operations & Maintenance of Circuit Breakers & Switchgears	29 Jul - 02 Aug	Muscat	\$4,950
501	Electrical Faults: Causes, Analysis, Detection & Remedies	02 - 06 Sep	Dubai	\$4,750
7515	Impact of Renewable Energy Sources	30 Sep - 04 Oct	Dubai	\$4,750
461	Process Control Valves and Actuators	28 Oct - 01 Nov	Muscat	\$4,950
505	Safe Operations & Maintenance of Circuit Breakers & Switchgears	18 - 22 Nov	Dubai	\$4,950
9301	LV Motors	02 - 06 Dec	Muscat	\$4,950
7516	Reliability and Operational Performance of Electric Power Systems	09 - 13 Dec	Dubai	\$4,750
461	Process Control Valves and Actuators	09 - 13 Dec	Dubai	\$4,950
502	AC Electrical Motors & Drives	09 - 13 Dec	Dubai	\$4,750
513	Medium Voltage & High Voltage Switchgear Operations & Maintenance	17 - 21 Dec	Kuala Lumpur	\$4,950

## POWER, UTILITIES AND ENERGY

CODE	TITLE	DATE	VENUE	FEE(USD)
7512	Induction Motor and Transformer Application	11 - 15 Mar	Dubai	\$4,750
7516	Reliability and Operational Performance of Electric Power Systems	29 Apr - 03 May	Dubai	\$4,750
7500	Power Plant Operations & Control	24 - 28 Jun	Dubai	\$4,750
7501	Power System Analysis	01 - 05 Jul	Dubai	\$4,750
7502	Renewable Energy Integration	22 - 26 Jul	Dubai	\$4,750
505	Safe Operations & Maintenance of Circuit Breakers & Switchgears	29 Jul - 02 Aug	Muscat	\$4,950
7504	Effective Financial Modelling in the Power Industry	05 - 09 Aug	Dubai	\$4,750
7503	Power & Electricity Masterclass	26 - 30 Aug	Dubai	\$4,750
501	Electrical Faults: Causes, Analysis, Detection & Remedies	02 - 06 Sep	Dubai	\$4,750
7505	Smart Grid: Commercial, Technical & Market Drivers	09 - 13 Sep	Dubai	\$4,750
7515	Impact of Renewable Energy Sources	30 Sep - 04 Oct	Dubai	\$4,750
7506	Risk Management in Power and Utilities	14 - 18 Oct	Dubai	\$4,750
7507	Electric Power Transmission and Distribution Engineering	21 - 25 Oct	Dubai	\$4,750
7509	Electrical Power Systems for Non-Engineers	28 Oct - 01 Nov	Dubai	\$4,750
7508	Smart Grid for Non-Engineers	11 - 15 Nov	Dubai	\$4,750
505	Safe Operations & Maintenance of Circuit Breakers & Switchgears	18 - 22 Nov	Dubai	\$4,950
7510	Power Distribution Equipment	02 - 06 Dec	Dubai	\$4,750
9301	LV Motors	02 - 06 Dec	Muscat	\$4,950
7516	Reliability and Operational Performance of Electric Power Systems	09 - 13 Dec	Dubai	\$4,750
7514	Power Quality and Reliability	09 - 13 Dec	Dubai	\$4,750
7511	Water Industry Fundamentals	09 - 13 Dec	Dubai	\$4,750
502	AC Electrical Motors & Drives	09 - 13 Dec	Dubai	\$4,750
513	Medium Voltage & High Voltage Switchgear Operations & Maintenance	17 - 21 Dec	Kuala Lumpur	\$4,950
7513	Power System Protection	23 - 27 Dec	Dubai	\$4,750

## INFORMATION TECHNOLOGY

CODE	TITLE	DATE	VENUE	FEE(USD)
9706	The Complete Course on Data Science and Big Data Analytics	25 - 29 Mar	Dubai	\$4,750
9707	Cyber Security for Industrial Control Systems	24 - 28 Jun	Dubai	\$4,750
9701	IT Security	08 - 12 Jul	Dubai	\$4,750
9705	The Complete Course on Cloud Management and Security	22 - 26 Jul	Dubai	\$4,750
9700	IT Leadership Seminar	06 - 10 Aug	London	\$4,950
9708	Business Continuity & Disaster Recovery Architecture	12 - 16 Aug	Dubai	\$4,750
732	Information Security Management	12 - 16 Aug	Dubai	\$4,750
134	Data Management, Manipulation and Analysis using Excel®	02 - 06 Sep	Dubai	\$4,750
TE004	Data Management, Planning, Forecasting & Budgeting using Excel®	02 - 13 Sep	Dubai	\$9,500
9702	IT Strategy & Architecture Principles and Practices	16 - 20 Sep	Dubai	\$4,750
9706	The Complete Course on Data Science and Big Data Analytics	30 Sep - 04 Oct	Dubai	\$4,750
737	Business Continuity Management & IT Disaster Recovery	14 - 18 Oct	Dubai	\$4,750
9707	Cyber Security for Industrial Control Systems	28 Oct - 01 Nov	Dubai	\$4,750
264	IT Project Management	04 - 08 Nov	Dubai	\$4,750
9703	A Complete Guide to IT Quality Management	19 - 23 Nov	London	\$4,950
117	Data Analytics for Managerial Decision Making	25 - 29 Nov	Dubai	\$4,750
9708	Business Continuity & Disaster Recovery Architecture	02 - 06 Dec	Dubai	\$4,750
134	Data Management, Manipulation and Analysis using Excel®	02 - 06 Dec	Abu Dhabi	\$4,750
9704	IT Demand Management in the Modern Environment	17 - 21 Dec	London	\$4,950

## HEALTH, SAFETY & SECURITY

CODE	TITLE	DATE	VENUE	FEE(USD)
109	Leadership Excellence in Handling Pressure & Stress	29 Jan - 02 Feb	Kuala Lumpur	\$4,950
3002	Managing Contractual Liabilities	25 Feb - 01 Mar	Dubai	\$4,750
1114	Leadership Under Attack	26 Feb - 02 Mar	London	\$4,950
9602	Advanced HSSE Principles & Practices	04 - 08 Mar	Dubai	\$4,750
741	Crisis Management & Emergency Response for the Oil and Gas Industry	02 - 06 Apr	Athens	\$4,950
750	Safety Leadership in the Oil and Gas Industry	18 - 22 Jun	Paris	\$4,950
9701	IT Security	08 - 12 Jul	Dubai	\$4,750
739	Industrial Hygiene & Occupational Health	08 - 12 Jul	Dubai	\$4,750
706	Major Emergency Response Management	16 - 20 Jul	London	\$4,950
709	Security Management, Planning & Asset Protection	05 - 09 Aug	Dubai	\$4,750
109	Leadership Excellence in Handling Pressure & Stress	06 - 10 Aug	Istanbul	\$4,950
120	Leading Under Pressure	06 - 17 Aug	Istanbul	\$9,900
720	IOSH Managing Safely	12 - 16 Aug	Dubai	\$4,750
166	Strategic Crisis Management	13 - 17 Aug	Istanbul	\$4,950
317	Operational Excellence in the Process Industry	26 - 30 Aug	Dubai	\$4,750
1114	Leadership Under Attack	27 - 31 Aug	London	\$4,950
884	Leadership & Decision-Making in Crisis & Emergency Situations	02 - 06 Sep	Dubai	\$4,750
741	Crisis Management & Emergency Response for the Oil and Gas Industry	03 - 07 Sep	London	\$4,950
323	ISO 17025 & Laboratory Information Management Systems (LIMS) for analytical laboratories	16 - 20 Sep	Dubai	\$4,750

## HEALTH, SAFETY & SECURITY

CODE	TITLE	DATE	VENUE	FEE(USD)
9602	Advanced HSSE Principles & Practices	16 - 20 Sep	Dubai	\$4,750
8003	Case Studies for Learning from Major Failures - Towards an Operational Excellence	16 - 20 Sep	Dubai	\$4,750
8002	A-Z for Risk, Reliability and Safety Management	16 - 27 Sep	Dubai	\$9,500
3002	Managing Contractual Liabilities	23 - 27 Sep	Dubai	\$4,750
8004	Advanced Risk, Reliability and Safety Management Techniques	23 - 27 Sep	Dubai	\$4,750
720	IOSH Managing Safely	30 Sep - 04 Oct	Abu Dhabi	\$4,750
701	Safety Management Best Practices	30 Sep - 04 Oct	Dubai	\$4,750
9603	Marine Pollution Management Fundamentals	21 - 25 Oct	Dubai	\$4,950
751	Food Safety Management	21 - 25 Oct	Dubai	\$4,750
9601	Water Treatment	28 Oct - 01 Nov	Dubai	\$4,750
740	Chemical Spills, Safety Precautions & Response Action	28 Oct - 01 Nov	Dubai	\$4,750
752	Water Resources Management	04 - 08 Nov	Dubai	\$4,750
109	Leadership Excellence in Handling Pressure & Stress	05 - 09 Nov	Barcelona	\$4,950
706	Major Emergency Response Management	05 - 09 Nov	Brussels	\$4,950
120	Leading Under Pressure	05 - 16 Nov	Barcelona	\$9,900
730	Maritime Security Management & Control as per ISPS Code	11 - 15 Nov	Dubai	\$4,750
166	Strategic Crisis Management	12 - 16 Nov	Barcelona	\$4,950
750	Safety Leadership in the Oil and Gas Industry	18 - 22 Nov	Dubai	\$4,950
709	Security Management, Planning & Asset Protection	25 - 29 Nov	Dubai	\$4,750
1107	The Complete Course in Risk Management	09 - 13 Dec	Dubai	\$4,750
706	Major Emergency Response Management	23 - 27 Dec	Dubai	\$4,950
741	Crisis Management & Emergency Response for the Oil and Gas Industry	24 - 28 Dec	London	\$4,950
1114	Leadership Under Attack	24 - 28 Dec	Istanbul	\$4,950

## PUBLIC RELATIONS

CODE	TITLE	DATE	VENUE	FEE(USD)
1114	Leadership Under Attack	26 Feb - 02 Mar	London	\$4,950
1114	Leadership Under Attack	27 - 31 Aug	London	\$4,950
8900	Managing Customers for Competitive Advantage	28 Oct - 01 Nov	Dubai	\$4,750
1114	Leadership Under Attack	24 - 28 Dec	Istanbul	\$4,950

## MINING AND GEOLOGICAL ENGINEERING

CODE	TITLE	DATE	VENUE	FEE(USD)
6500	Metal Mining Discharges - Impacts and Controls	14 - 18 May	Tokyo	\$6,500
6501	Engineering-Based Cost Estimating for Underground Mines	14 - 18 May	Tokyo	\$6,500
6502	Environmental Management of Cyanide in Mining	21 - 25 May	Tokyo	\$6,500
6503	Advanced Crushing and Grinding Techniques	21 - 25 May	Tokyo	\$6,500
6504	Rock Mass Characterization for Mine Design	21 - 25 May	Tokyo	\$6,500



## AERONAUTICS & AVIATION

CODE	TITLE	DATE	VENUE	FEE(USD)
8702	Aviation Statistical Analysis and Forecasting Techniques	07 - 11 Oct	Dubai	\$4,750
8703	The Complete Course in Instruction Techniques	04 - 08 Nov	Dubai	\$4,750
8704	Airport Performance Evaluation using DEA Approach	18 - 22 Nov	Dubai	\$4,750
8700	Airport Strategic Planning & Management	09 - 13 Dec	Dubai	\$4,750
8701	Senior Civil Aviation Management	23 - 27 Dec	Dubai	\$4,750

## 2 - WEEK TRAINING COURSES

CODE	TITLE	DATE	VENUE	FEE(USD)
105	Leadership Best Practices	29 Jan - 09 Feb	London	\$9,900
192	Achieving Leadership Success through People & Innovation	12 - 23 Feb	London	\$9,900
302	Maintenance Management & Technology A to Z of Best Practices	04 - 15 Mar	Dubai	\$9,900
1129	Masterclass on Cultural Intelligence & Innovation	04 - 15 Mar	Dubai	\$9,900
4002	The Complete Course on e-Procurement & Purchasing Management	05 - 16 Mar	London	\$9,900
198	Advanced High Performance Leadership	05 - 16 Mar	Istanbul	\$9,900
247	The Essentials of Contracting & Contract Negotiation	11 - 22 Mar	Dubai	\$9,500
115	Strategic Planning, Management Control & Effective Budgeting	19 - 30 Mar	London	\$9,900
893	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance	25 Mar - 05 Apr	Dubai	\$9,900
140	The Complete Course on Management & Leadership	09 - 20 Apr	London	\$9,900
188	Building Task Leadership Skills	23 Apr - 04 May	Barcelona	\$9,900
881	The Essentials of Leadership & Management	29 Apr - 10 May	Dubai	\$9,500
195	Leading & Managing through Strategic Planning & Innovation	30 Apr - 11 May	London	\$9,900
288	Project Scheduling, Cost Planning & Value Engineering Skills	30 Apr - 11 May	London	\$9,900
220	The Complete Course on Contracts & Project Management	30 Apr - 11 May	Istanbul	\$9,900
221	The Complete Course on Contracts & Purchasing Management	30 Apr - 11 May	Istanbul	\$9,900
4002	The Complete Course on e-Procurement & Purchasing Management	21 May - 01 Jun	Athens	\$9,900
102	Certificate in Leadership & Management Excellence	18 - 29 Jun	Athens	\$9,900
119	Management Skills & Techniques	18 - 29 Jun	Russia	\$9,900
129	Leading with Excellence	18 - 29 Jun	Zurich	\$9,900
1129	Masterclass on Cultural Intelligence & Innovation	25 Jun - 06 Jul	London	\$9,900
TE001	Measuring Performance, Improving Productivity & Employee Engagement	02 - 13 Jul	Dublin	\$9,900
288	Project Scheduling, Cost Planning & Value Engineering Skills	02 - 13 Jul	Amsterdam	\$9,900
198	Advanced High Performance Leadership	02 - 13 Jul	Amsterdam	\$9,900
115	Strategic Planning, Management Control & Effective Budgeting	02 - 13 Jul	Istanbul	\$9,900
195	Leading & Managing through Strategic Planning & Innovation	09 - 20 Jul	Zurich	\$9,900
119	Management Skills & Techniques	09 - 20 Jul	Istanbul	\$9,900
2005	PPP Project Preparation & Contract Management	15 - 26 Jul	Dubai	\$9,500
893	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance	22 Jul - 02 Aug	Dubai	\$9,900
176	Advanced Communication & Problem Solving	23 Jul - 03 Aug	London	\$9,900
140	The Complete Course on Management & Leadership	23 Jul - 03 Aug	Geneva	\$9,900
144	Mini MBA: Accounting & Finance	30 Jul - 10 Aug	Geneva	\$9,900
105	Leadership Best Practices	30 Jul - 10 Aug	Lisbon	\$9,900
192	Achieving Leadership Success through People & Innovation	30 Jul - 10 Aug	Milan	\$9,900
TE003	The Art of Working Together in a Multi-Cultural Environment	05 - 16 Aug	Dubai	\$9,900
247	The Essentials of Contracting & Contract Negotiation	05 - 16 Aug	Dubai	\$9,500

## 2 - WEEK TRAINING COURSES

CODE	TITLE	DATE	VENUE	FEE(USD)
302	Maintenance Management & Technology A to Z of Best Practices	06 - 17 Aug	Istanbul	\$9,900
102	Certificate in Leadership & Management Excellence	06 - 17 Aug	Kuala Lumpur	\$9,900
120	Leading Under Pressure	06 - 17 Aug	Istanbul	\$9,900
220	The Complete Course on Contracts & Project Management	06 - 17 Aug	London	\$9,900
221	The Complete Course on Contracts & Purchasing Management	06 - 17 Aug	London	\$9,900
195	Leading & Managing through Strategic Planning & Innovation	20 - 31 Aug	Vienna	\$9,900
188	Building Task Leadership Skills	26 Aug - 06 Sep	Dubai	\$9,900
TE004	Data Management, Planning, Forecasting & Budgeting using Excel®	02 - 13 Sep	Dubai	\$9,500
176	Advanced Communication & Problem Solving	03 - 14 Sep	Copenhagen	\$9,900
140	The Complete Course on Management & Leadership	10 - 21 Sep	Barcelona	\$9,900
115	Strategic Planning, Management Control & Effective Budgeting	10 - 21 Sep	Kuala Lumpur	\$9,900
129	Leading with Excellence	17 - 28 Sep	London	\$9,900
144	Mini MBA: Accounting & Finance	24 Sep - 05 Oct	Rome	\$9,900
411	Process & Mechanical Engineering Essentials	30 Sep - 11 Oct	Dubai	\$9,500
192	Achieving Leadership Success through People & Innovation	01 - 12 Oct	Kuala Lumpur	\$9,900
198	Advanced High Performance Leadership	08 - 19 Oct	Istanbul	\$9,900
105	Leadership Best Practices	15 - 26 Oct	London	\$9,900
119	Management Skills & Techniques	28 Oct - 08 Nov	Dubai	\$9,900
120	Leading Under Pressure	05 - 16 Nov	Barcelona	\$9,900
220	The Complete Course on Contracts & Project Management	05 - 16 Nov	Kuala Lumpur	\$9,900
221	The Complete Course on Contracts & Purchasing Management	05 - 16 Nov	Kuala Lumpur	\$9,900
115	Strategic Planning, Management Control & Effective Budgeting	05 - 16 Nov	Brussels	\$9,900
TE005	Writing Policies & Procedures as an Effective Supervisor	11 - 22 Nov	Dubai	\$9,900
247	The Essentials of Contracting & Contract Negotiation	11 - 22 Nov	Dubai	\$9,500
195	Leading & Managing through Strategic Planning & Innovation	12 - 23 Nov	Amsterdam	\$9,900
231	The Complete Course on Purchasing & Inventory Management	12 - 23 Nov	Kuala Lumpur	\$9,900
176	Advanced Communication & Problem Solving	19 - 30 Nov	London	\$9,900
102	Certificate in Leadership & Management Excellence	19 - 30 Nov	Munich	\$9,900
288	Project Scheduling, Cost Planning & Value Engineering Skills	19 - 30 Nov	London	\$9,900
144	Mini MBA: Accounting & Finance	19 - 30 Nov	London	\$9,900
188	Building Task Leadership Skills	25 Nov - 06 Dec	Dubai	\$9,900
302	Maintenance Management & Technology A to Z of Best Practices	26 Nov - 07 Dec	Kuala Lumpur	\$9,900
893	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance	26 Nov - 07 Dec	Milan	\$9,900
198	Advanced High Performance Leadership	26 Nov - 07 Dec	Lisbon	\$9,900
140	The Complete Course on Management & Leadership	26 Nov - 07 Dec	Amsterdam	\$9,900
192	Achieving Leadership Success through People & Innovation	26 Nov - 07 Dec	Paris	\$9,900
2005	PPP Project Preparation & Contract Management	02 - 13 Dec	Dubai	\$9,500
881	The Essentials of Leadership & Management	02 - 13 Dec	Dubai	\$9,500
129	Leading with Excellence	02 - 13 Dec	Dubai	\$9,900
1129	Masterclass on Cultural Intelligence & Innovation	03 - 14 Dec	London	\$9,900
115	Strategic Planning, Management Control & Effective Budgeting	03 - 14 Dec	Kuala Lumpur	\$9,900
TE006	Best Practices & HR Skills in Career Development	09 - 20 Dec	Dubai	\$9,900
4005	The Complete Course on Distribution, Warehouse and Retail Management	09 - 20 Dec	Dubai	\$9,900
TE007	Effective Self Management: Enhancing Your Communication, Coordination and Leadership Skills	10 - 21 Dec	Kuala Lumpur	\$9,900
140	The Complete Course on Management & Leadership	17 - 28 Dec	Copenhagen	\$9,900

## ADVANCED SKILLS

CODE	TITLE	DATE	VENUE	FEE(USD)
1129	Masterclass on Cultural Intelligence & Innovation	04 - 15 Mar	Dubai	\$9,900
197	The Leadership Journey	05 - 09 Mar	Istanbul	\$4,950
198	Advanced High Performance Leadership	05 - 16 Mar	Istanbul	\$9,900
1123	Creating a Culture of Innovation	11 - 15 Mar	Dubai	\$4,950
813	Advanced Teamwork & Cooperation Skills	11 - 15 Mar	Dubai	\$4,950
199	The Leadership Challenge	12 - 16 Mar	Istanbul	\$4,950
100	Advanced Strategic Management	02 - 06 Apr	Athens	\$4,950
1129	Masterclass on Cultural Intelligence & Innovation	25 Jun - 06 Jul	London	\$9,900
1123	Creating a Culture of Innovation	02 - 06 Jul	London	\$4,950
197	The Leadership Journey	02 - 06 Jul	Amsterdam	\$4,950
198	Advanced High Performance Leadership	02 - 13 Jul	Amsterdam	\$9,900
199	The Leadership Challenge	09 - 13 Jul	Amsterdam	\$4,950
150	Advanced Communication & Interpersonal Skills	23 - 27 Jul	London	\$4,950
151	The Director as a Strategic Leader	23 - 27 Jul	Istanbul	\$4,950
176	Advanced Communication & Problem Solving	23 Jul - 03 Aug	London	\$9,900
177	Advanced Problem Solving & Decision Making	30 Jul - 03 Aug	London	\$4,950
TE003	The Art of Working Together in a Multi-Cultural Environment	05 - 16 Aug	Dubai	\$9,900
813	Advanced Teamwork & Cooperation Skills	12 - 16 Aug	Dubai	\$4,950
100	Advanced Strategic Management	27 - 31 Aug	London	\$4,950
150	Advanced Communication & Interpersonal Skills	03 - 07 Sep	Copenhagen	\$4,950
176	Advanced Communication & Problem Solving	03 - 14 Sep	Copenhagen	\$9,900
177	Advanced Problem Solving & Decision Making	10 - 14 Sep	Copenhagen	\$4,950
813	Advanced Teamwork & Cooperation Skills	24 - 28 Sep	Rome	\$4,950
197	The Leadership Journey	08 - 12 Oct	Istanbul	\$4,950
198	Advanced High Performance Leadership	08 - 19 Oct	Istanbul	\$9,900
199	The Leadership Challenge	15 - 19 Oct	Istanbul	\$4,950
217	Advanced Procurement Skills	15 - 19 Oct	London	\$4,950
8504	Advanced TCP/IP Networking	28 Oct - 01 Nov	Dubai	\$4,750
150	Advanced Communication & Interpersonal Skills	19 - 23 Nov	London	\$4,950
176	Advanced Communication & Problem Solving	19 - 30 Nov	London	\$9,900
177	Advanced Problem Solving & Decision Making	26 - 30 Nov	London	\$4,950
197	The Leadership Journey	26 - 30 Nov	Lisbon	\$4,950
198	Advanced High Performance Leadership	26 Nov - 07 Dec	Lisbon	\$9,900
199	The Leadership Challenge	03 - 07 Dec	Lisbon	\$4,950
100	Advanced Strategic Management	03 - 07 Dec	Luanda	\$4,950
1129	Masterclass on Cultural Intelligence & Innovation	03 - 14 Dec	London	\$9,900
1123	Creating a Culture of Innovation	10 - 14 Dec	London	\$4,950
813	Advanced Teamwork & Cooperation Skills	17 - 21 Dec	London	\$4,950

## ESSENTIAL SKILLS

CODE	TITLE	DATE	VENUE	FEE(USD)
228	The Essentials of Contracting	11 - 15 Mar	Dubai	\$4,750
247	The Essentials of Contracting & Contract Negotiation	11 - 22 Mar	Dubai	\$9,500
141	The Essentials of Budgeting & Cost Control	15 - 19 Apr	Dubai	\$4,950
819	The Essentials of Leadership	29 Apr - 03 May	Dubai	\$4,750
881	The Essentials of Leadership & Management	29 Apr - 10 May	Dubai	\$9,500
833	The Management Essentials	06 - 10 May	Dubai	\$4,750
9004	Certificate in HR Administration	06 - 10 May	Abu Dhabi	\$4,750
964	Essential Skills for Oil and Gas Professionals	04 - 08 Jun	Lagos	\$4,950
278	Project Management Essentials	08 - 12 Jul	Dubai	\$4,750
864	Managing & Leading in a Multi-Cultural Workplace	05 - 09 Aug	Dubai	\$4,950
228	The Essentials of Contracting	05 - 09 Aug	Dubai	\$4,750
TE003	The Art of Working Together in a Multi-Cultural Environment	05 - 16 Aug	Dubai	\$9,900
247	The Essentials of Contracting & Contract Negotiation	05 - 16 Aug	Dubai	\$9,500
141	The Essentials of Budgeting & Cost Control	06 - 10 Aug	Paris	\$4,950
404	Process Engineering Essentials	30 Sep - 04 Oct	Dubai	\$4,750
411	Process & Mechanical Engineering Essentials	30 Sep - 11 Oct	Dubai	\$9,500
412	Mechanical Engineering Essentials	07 - 11 Oct	Dubai	\$4,750
877	Event Management Essentials	07 - 11 Oct	Dubai	\$4,750
228	The Essentials of Contracting	11 - 15 Nov	Dubai	\$4,750
247	The Essentials of Contracting & Contract Negotiation	11 - 22 Nov	Dubai	\$9,500
141	The Essentials of Budgeting & Cost Control	18 - 22 Nov	Dubai	\$4,950
278	Project Management Essentials	18 - 22 Nov	Dubai	\$4,750
964	Essential Skills for Oil and Gas Professionals	25 - 29 Nov	Dubai	\$4,950
038	The HR Essential Skills	25 - 29 Nov	Dubai	\$4,750
819	The Essentials of Leadership	02 - 06 Dec	Dubai	\$4,750
881	The Essentials of Leadership & Management	02 - 13 Dec	Dubai	\$9,500
833	The Management Essentials	09 - 13 Dec	Dubai	\$4,750

## BOOTCAMPS

CODE	TITLE	DATE	VENUE	FEE(USD)
888	Financial Bootcamp for Non-Financial Professionals	25 Feb - 01 Mar	Dubai	\$4,750
280	Bootcamp for Project Management Professionals	18 - 22 Jun	Houston	\$6,450
888	Financial Bootcamp for Non-Financial Professionals	15 - 19 Jul	Dubai	\$4,750
8500	Mobile Broadband Transformation Training Bootcamp	29 Jul - 02 Aug	Dubai	\$4,750
280	Bootcamp for Project Management Professionals	11 - 15 Nov	Dubai	\$4,950
888	Financial Bootcamp for Non-Financial Professionals	11 - 15 Nov	Dubai	\$4,750

## BEST PRACTICES SERIES

CODE	TITLE	DATE	VENUE	FEE(USD)
116	Best Practices in Multishift Operations	14 - 18 Jan	Dubai	\$4,950
105	Leadership Best Practices	29 Jan - 09 Feb	London	\$9,900
307	The Complete Course on Facilities Management: Facilities Management Specialist	11 - 15 Feb	Dubai	\$4,950
301	Maintenance Management Best Practices	04 - 08 Mar	Dubai	\$4,950
302	Maintenance Management & Technology A to Z of Best Practices	04 - 15 Mar	Dubai	\$9,900
303	Maintenance Technology Best Practices	11 - 15 Mar	Dubai	\$4,950
284	Supply Chain Best Practices	11 - 15 Mar	Dubai	\$4,750
116	Best Practices in Multishift Operations	02 - 06 Apr	Athens	\$4,950
307	The Complete Course on Facilities Management: Facilities Management Specialist	29 Apr - 03 May	Dubai	\$4,950
220	The Complete Course on Contracts & Project Management	30 Apr - 11 May	Istanbul	\$9,900
221	The Complete Course on Contracts & Purchasing Management	30 Apr - 11 May	Istanbul	\$9,900
5002	Best Practices of Enhanced Oil Recovery (EOR) Projects	14 - 18 May	Athens	\$4,950
319	Asset Management & ISO 55000 Series	24 - 28 Jun	Dubai	\$4,750
260	Warehouse Management: Strategy, Implementation & Control	24 - 28 Jun	Dubai	\$4,750
307	The Complete Course on Facilities Management: Facilities Management Specialist	09 - 13 Jul	Houston	\$6,450
105	Leadership Best Practices	30 Jul - 10 Aug	Lisbon	\$9,900
301	Maintenance Management Best Practices	06 - 10 Aug	Istanbul	\$4,950
302	Maintenance Management & Technology A to Z of Best Practices	06 - 17 Aug	Istanbul	\$9,900
220	The Complete Course on Contracts & Project Management	06 - 17 Aug	London	\$9,900
221	The Complete Course on Contracts & Purchasing Management	06 - 17 Aug	London	\$9,900
303	Maintenance Technology Best Practices	13 - 17 Aug	Istanbul	\$4,950
284	Supply Chain Best Practices	02 - 06 Sep	Dubai	\$4,750
307	The Complete Course on Facilities Management: Facilities Management Specialist	10 - 14 Sep	London	\$4,950
116	Best Practices in Multishift Operations	23 - 27 Sep	Dubai	\$4,950
5002	Best Practices of Enhanced Oil Recovery (EOR) Projects	23 - 27 Sep	Abu Dhabi	\$4,950
701	Safety Management Best Practices	30 Sep - 04 Oct	Dubai	\$4,750
820	Effective Office Management	07 - 11 Oct	Dubai	\$4,750
307	The Complete Course on Facilities Management: Facilities Management Specialist	15 - 19 Oct	Amsterdam	\$4,950
105	Leadership Best Practices	15 - 26 Oct	London	\$9,900
319	Asset Management & ISO 55000 Series	04 - 08 Nov	Dubai	\$4,750
220	The Complete Course on Contracts & Project Management	05 - 16 Nov	Kuala Lumpur	\$9,900
221	The Complete Course on Contracts & Purchasing Management	05 - 16 Nov	Kuala Lumpur	\$9,900
231	The Complete Course on Purchasing & Inventory Management	12 - 23 Nov	Kuala Lumpur	\$9,900
301	Maintenance Management Best Practices	26 - 30 Nov	Kuala Lumpur	\$4,950
302	Maintenance Management & Technology A to Z of Best Practices	26 Nov - 07 Dec	Kuala Lumpur	\$9,900
303	Maintenance Technology Best Practices	03 - 07 Dec	Kuala Lumpur	\$4,950
307	The Complete Course on Facilities Management: Facilities Management Specialist	03 - 07 Dec	Houston	\$6,450
5002	Best Practices of Enhanced Oil Recovery (EOR) Projects	03 - 07 Dec	Athens	\$4,950
116	Best Practices in Multishift Operations	10 - 14 Dec	Luanda	\$4,950
820	Effective Office Management	16 - 20 Dec	Abu Dhabi	\$4,750
260	Warehouse Management: Strategy, Implementation & Control	16 - 20 Dec	Dubai	\$4,750



# (PMI)® REGISTERED TRAINING COURSES

CODE	TITLE	DATE	VENUE	FEE(USD)
285	Project Scheduling & Cost Planning Skills	21 - 25 Jan	Dubai	\$4,950
223	The Complete Course on Project Management: Project Management Specialist	22 - 26 Jan	London	\$4,950
147	Managing Multiple Tasks, Priorities & Deadlines	04 - 08 Mar	Dubai	\$4,950
272	Feasibility Studies: Preparation, Analysis & Evaluation	15 - 19 Apr	Dubai	\$4,950
285	Project Scheduling & Cost Planning Skills	30 Apr - 04 May	London	\$4,950
147	Managing Multiple Tasks, Priorities & Deadlines	30 Apr - 04 May	Barcelona	\$4,950
288	Project Scheduling, Cost Planning & Value Engineering Skills	30 Apr - 11 May	London	\$9,900
220	The Complete Course on Contracts & Project Management	30 Apr - 11 May	Istanbul	\$9,900
287	Value Engineering Skills	07 - 11 May	London	\$4,950
223	The Complete Course on Project Management: Project Management Specialist	07 - 11 May	Istanbul	\$4,950
280	Bootcamp for Project Management Professionals	18 - 22 Jun	Houston	\$6,450
2006	Project Appraisal & Analysis	18 - 22 Jun	London	\$4,950
272	Feasibility Studies: Preparation, Analysis & Evaluation	18 - 22 Jun	Istanbul	\$4,950
2002	Program Management Professionals (PgMP)	01 - 05 Jul	Dubai	\$4,750
285	Project Scheduling & Cost Planning Skills	02 - 06 Jul	Amsterdam	\$4,950
288	Project Scheduling, Cost Planning & Value Engineering Skills	02 - 13 Jul	Amsterdam	\$9,900
278	Project Management Essentials	08 - 12 Jul	Dubai	\$4,750
287	Value Engineering Skills	09 - 13 Jul	Amsterdam	\$4,950
2004	Public-Private Partnerships (PPP) Project Preparation	15 - 19 Jul	Dubai	\$4,750
2005	PPP Project Preparation & Contract Management	15 - 26 Jul	Dubai	\$9,500
147	Managing Multiple Tasks, Priorities & Deadlines	16 - 20 Jul	London	\$4,950
220	The Complete Course on Contracts & Project Management	06 - 17 Aug	London	\$9,900
2007	Project Finance & Financial Analysis Techniques for Infrastructure Projects	13 - 17 Aug	London	\$4,950
223	The Complete Course on Project Management: Project Management Specialist	13 - 17 Aug	London	\$4,950
272	Feasibility Studies: Preparation, Analysis & Evaluation	27 - 31 Aug	Brussels	\$4,950
147	Managing Multiple Tasks, Priorities & Deadlines	02 - 06 Sep	Dubai	\$4,950
248	PMP® Exam Preparation Training in Dubai	09 - 13 Sep	Dubai	\$4,750
2003	Enterprise Project Management & Business Performance	16 - 20 Sep	Dubai	\$4,750
2006	Project Appraisal & Analysis	24 - 28 Sep	London	\$4,950
273	Construction Site Management & Supervision	01 - 05 Oct	Istanbul	\$4,950
147	Managing Multiple Tasks, Priorities & Deadlines	01 - 05 Oct	Rome	\$4,950
2008	Mastering Portfolios, Programmes & Projects	15 - 19 Oct	London	\$4,950
272	Feasibility Studies: Preparation, Analysis & Evaluation	21 - 25 Oct	Dubai	\$4,950
264	IT Project Management	04 - 08 Nov	Dubai	\$4,750
220	The Complete Course on Contracts & Project Management	05 - 16 Nov	Kuala Lumpur	\$9,900
280	Bootcamp for Project Management Professionals	11 - 15 Nov	Dubai	\$4,950
223	The Complete Course on Project Management: Project Management Specialist	12 - 16 Nov	Kuala Lumpur	\$4,950
278	Project Management Essentials	18 - 22 Nov	Dubai	\$4,750
285	Project Scheduling & Cost Planning Skills	19 - 23 Nov	London	\$4,950
288	Project Scheduling, Cost Planning & Value Engineering Skills	19 - 30 Nov	London	\$9,900
287	Value Engineering Skills	26 - 30 Nov	London	\$4,950
2002	Program Management Professionals (PgMP)	02 - 06 Dec	Dubai	\$4,750
2004	Public-Private Partnerships (PPP) Project Preparation	02 - 06 Dec	Dubai	\$4,750
147	Managing Multiple Tasks, Priorities & Deadlines	02 - 06 Dec	Dubai	\$4,950
2005	PPP Project Preparation & Contract Management	02 - 13 Dec	Dubai	\$9,500
285	Project Scheduling & Cost Planning Skills	16 - 20 Dec	Abu Dhabi	\$4,950
2007	Project Finance & Financial Analysis Techniques for Infrastructure Projects	24 - 28 Dec	London	\$4,950

## ILM ENDORSED TRAINING COURSES

CODE	TITLE	DATE	VENUE	FEE(USD)
223c	Project Management Specialist: The Complete Course on Project Management	22 - 26 Jan	London	\$5,450
307c	Facilities Management Specialist: The Complete Course on Facilities Management	11 - 15 Feb	Dubai	\$5,450
307c	Facilities Management Specialist: The Complete Course on Facilities Management	29 Apr - 03 May	Dubai	\$5,450
219c	Contracts Management Specialist: The Complete Course on Contracts Management	30 Apr - 04 May	Istanbul	\$5,450
125c	Strategic Planning Professional: Strategic Planning, Development & Implementation	30 Apr - 04 May	London	\$5,450
224c	Purchasing Management Specialist: The Complete Course on Purchasing Management	07 - 11 May	Istanbul	\$5,450
223c	Project Management Specialist: The Complete Course on Project Management	07 - 11 May	Istanbul	\$5,450
128c	The Professional Negotiator: Effective Negotiation, Persuasion & Critical Thinking	18 - 22 Jun	Zurich	\$5,450
307c	Facilities Management Specialist: The Complete Course on Facilities Management	09 - 13 Jul	Houston	\$6,450
125c	Strategic Planning Professional: Strategic Planning, Development & Implementation	09 - 13 Jul	Zurich	\$5,450
219c	Contracts Management Specialist: The Complete Course on Contracts Management	06 - 10 Aug	London	\$5,450
224c	Purchasing Management Specialist: The Complete Course on Purchasing Management	13 - 17 Aug	London	\$5,450
223c	Project Management Specialist: The Complete Course on Project Management	13 - 17 Aug	London	\$5,450
125c	Strategic Planning Professional: Strategic Planning, Development & Implementation	20 - 24 Aug	Vienna	\$5,450
307c	Facilities Management Specialist: The Complete Course on Facilities Management	10 - 14 Sep	London	\$5,450
128c	The Professional Negotiator: Effective Negotiation, Persuasion & Critical Thinking	17 - 21 Sep	London	\$5,450
307c	Facilities Management Specialist: The Complete Course on Facilities Management	15 - 19 Oct	Amsterdam	\$5,450
219c	Contracts Management Specialist: The Complete Course on Contracts Management	05 - 09 Nov	Kuala Lumpur	\$5,450
224c	Purchasing Management Specialist: The Complete Course on Purchasing Management	12 - 16 Nov	Kuala Lumpur	\$5,450
223c	Project Management Specialist: The Complete Course on Project Management	12 - 16 Nov	Kuala Lumpur	\$5,450
125c	Strategic Planning Professional: Strategic Planning, Development & Implementation	12 - 16 Nov	Amsterdam	\$5,450
128c	The Professional Negotiator: Effective Negotiation, Persuasion & Critical Thinking	02 - 06 Dec	Dubai	\$5,450
307c	Facilities Management Specialist: The Complete Course on Facilities Management	03 - 07 Dec	Houston	\$6,450

## (HRCI) PRE-APPROVED TRAINING COURSES

CODE	TITLE	DATE	VENUE	FEE(USD)
013	HR Metrics & Analytics	04 - 08 Feb	Dubai	\$4,750
041	Managing & Measuring Training	18 - 22 Mar	Dubai	\$4,950
9005	Designing & Implementing Competency Frameworks and Assessment Tools	15 - 19 Apr	Dubai	\$4,750
1104	Aligning Learning with Business Strategy Seminar & Workshops	16 - 20 Apr	London	\$4,950
9004	Certificate in HR Administration	06 - 10 May	Abu Dhabi	\$4,750
006	Leading Strategic HR Transformation	18 - 22 Jun	London	\$4,950
029	Competency-Based Management	18 - 22 Jun	Istanbul	\$4,950
9000	Improving Productivity & Employee Engagement through Effective Frontline Leadership	09 - 13 Jul	Dublin	\$4,950
042	Knowledge Management for the Oil & Gas Industry	09 - 13 Jul	Paris	\$4,950
167	Writing Effective Policies & Procedures	15 - 19 Jul	Dubai	\$4,750
041	Managing & Measuring Training	16 - 20 Jul	London	\$4,950
014	Managing Employee Performance, Behaviour & Attitudes	13 - 17 Aug	Istanbul	\$4,950

## (HRCI) PRE-APPROVED TRAINING COURSES

CODE	TITLE	DATE	VENUE	FEE(USD)
025	Measuring & Maximising Training ROI	10 - 14 Sep	Istanbul	\$4,950
9003	Compensation, Benefit Administration & Reward Management	17 - 21 Sep	Rome	\$4,950
029	Competency-Based Management	24 - 28 Sep	Kuala Lumpur	\$4,950
9000	Improving Productivity & Employee Engagement through Effective Frontline Leadership	01 - 05 Oct	London	\$4,950
1104	Aligning Learning with Business Strategy Seminar & Workshops	07 - 11 Oct	Abu Dhabi	\$4,950
042	Knowledge Management for the Oil & Gas Industry	14 - 18 Oct	Dubai	\$4,950
006	Leading Strategic HR Transformation	15 - 19 Oct	Geneva	\$4,950
013	HR Metrics & Analytics	28 Oct - 01 Nov	Dubai	\$4,750
167	Writing Effective Policies & Procedures	18 - 22 Nov	Dubai	\$4,750
038	The HR Essential Skills	25 - 29 Nov	Dubai	\$4,750
014	Managing Employee Performance, Behaviour & Attitudes	02 - 06 Dec	Abu Dhabi	\$4,950
9003	Compensation, Benefit Administration & Reward Management	03 - 07 Dec	London	\$4,950
9002	Coaching, Mentoring & Career Development for Success	09 - 13 Dec	Dubai	\$4,950
004	HR Skills for HR Administrators	16 - 20 Dec	Dubai	\$4,750
9005	Designing & Implementing Competency Frameworks and Assessment Tools	23 - 27 Dec	Dubai	\$4,750

## CILT ENDORSED COURSES

CODE	TITLE	DATE	VENUE	FEE(USD)
260	Warehouse Management: Strategy, Implementation & Control	24 - 28 Jun	Dubai	\$4,750
260	Warehouse Management: Strategy, Implementation & Control	16 - 20 Dec	Dubai	\$4,750

## IAM ENDORSED COURSE

CODE	TITLE	DATE	VENUE	FEE(USD)
319	Asset Management & ISO 55000 Series	24 - 28 Jun	Dubai	\$4,750
319	Asset Management & ISO 55000 Series	04 - 08 Nov	Dubai	\$4,750

## IOSH ACCREDITED COURSE

CODE	TITLE	DATE	VENUE	FEE(USD)
720	IOSH Managing Safely	12 - 16 Aug	Dubai	\$4,750
720	IOSH Managing Safely	30 Sep - 04 Oct	Abu Dhabi	\$4,750

## NEW SEMINARS & COURSES

CODE	TITLE	DATE	VENUE	FEE(USD)
9901	Leadership for Administrative Professionals	14 - 18 Jan	Dubai	\$4,750
1106	New Leaders Development Program	21 - 25 Jan	Dubai	\$4,950
1108	Behavioural Management and Emotional Intelligence	29 Jan - 02 Feb	Istanbul	\$4,950
9006	Effective Performance Management Systems	05 - 09 Feb	London	\$4,950
1121	Business-Case Writing for New Products	11 - 15 Feb	Dubai	\$4,950
9801	Effective Business to Business (B2B) Marketing	18 - 22 Feb	Dubai	\$4,950
3002	Managing Contractual Liabilities	25 Feb - 01 Mar	Dubai	\$4,750
1114	Leadership Under Attack	26 Feb - 02 Mar	London	\$4,950
9602	Advanced HSSE Principles & Practices	04 - 08 Mar	Dubai	\$4,750
1122	The Complete Course in Cultural Intelligence (CI)	04 - 08 Mar	Dubai	\$4,950
1129	Masterclass on Cultural Intelligence & Innovation	04 - 15 Mar	Dubai	\$9,900
4001	The Complete Course on e-Procurement	05 - 09 Mar	London	\$4,950
4002	The Complete Course on e-Procurement & Purchasing Management	05 - 16 Mar	London	\$9,900
9802	Creating a Marketing Plan for Business-to-Business	11 - 15 Mar	Dubai	\$4,950
1123	Creating a Culture of Innovation	11 - 15 Mar	Dubai	\$4,950
7512	Induction Motor and Transformer Application	11 - 15 Mar	Dubai	\$4,750
4004	The Complete Course on Procurement Strategy Management	12 - 16 Mar	London	\$4,950
1111	The Effective Shift Team Leader in the Oil, Gas and Petrochemicals Industries	19 - 23 Mar	London	\$4,950
9706	The Complete Course on Data Science and Big Data Analytics	25 - 29 Mar	Dubai	\$4,750
7005	Corrosion Control in Gas, Oil & Water	25 - 29 Mar	Dubai	\$4,950
9803	Product Management for Business to Business (B2B) Companies	08 - 12 Apr	Dubai	\$4,950
9005	Designing & Implementing Competency Frameworks and Assessment Tools	15 - 19 Apr	Dubai	\$4,750
1104	Aligning Learning with Business Strategy Seminar & Workshops	16 - 20 Apr	London	\$4,950
9900	Achieving Administrative Excellence	22 - 26 Apr	Dubai	\$4,950
1106	New Leaders Development Program	23 - 27 Apr	London	\$4,950
7516	Reliability and Operational Performance of Electric Power Systems	29 Apr - 03 May	Dubai	\$4,750
9901	Leadership for Administrative Professionals	06 - 10 May	Abu Dhabi	\$4,750
9004	Certificate in HR Administration	06 - 10 May	Abu Dhabi	\$4,750
9804	Managing Marketing Communications for Business-to-Business	06 - 10 May	Dubai	\$4,950
1127	Create Effective Virtual Teams	07 - 11 May	London	\$4,950
6500	Metal Mining Discharges - Impacts and Controls	14 - 18 May	Tokyo	\$6,500
6501	Engineering-Based Cost Estimating for Underground Mines	14 - 18 May	Tokyo	\$6,500
5002	Best Practices of Enhanced Oil Recovery (EOR) Projects	14 - 18 May	Athens	\$4,950
5005	Scenario Planning in the Oil and Gas Industry	14 - 18 May	Athens	\$4,950
3003	Contract Management Principles & Practices	14 - 18 May	Lagos	\$4,950
1118	Improving Productivity through Quality Enhancement & Cost Reduction	14 - 18 May	Lagos	\$4,950
6502	Environmental Management of Cyanide in Mining	21 - 25 May	Tokyo	\$6,500
6503	Advanced Crushing and Grinding Techniques	21 - 25 May	Tokyo	\$6,500
6504	Rock Mass Characterization for Mine Design	21 - 25 May	Tokyo	\$6,500
2010	Project Management for Non-Managerial	21 - 25 May	Luanda	\$4,950
4001	The Complete Course on e-Procurement	21 - 25 May	Athens	\$4,950
1119	Teamwork & People Development	21 - 25 May	Luanda	\$4,950
4002	The Complete Course on e-Procurement & Purchasing Management	21 May - 01 Jun	Athens	\$9,900
4004	The Complete Course on Procurement Strategy Management	28 May - 01 Jun	Athens	\$4,950
1120	Professional Skills for High Performance	28 May - 01 Jun	Athens	\$4,950
xxx	Project Appraisal & Analysis	18 - 22 Jun	London	\$4,950

## NEW SEMINARS & COURSES

CODE	TITLE	DATE	VENUE	FEE(USD)
1108	Behavioural Management and Emotional Intelligence	18 - 22 Jun	Houston	\$6,450
2006	Project Appraisal & Analysis	18 - 22 Jun	London	\$4,950
7500	Power Plant Operations & Control	24 - 28 Jun	Dubai	\$4,750
9707	Cyber Security for Industrial Control Systems	24 - 28 Jun	Dubai	\$4,750
9805	Strategic Selling and Value Propositions for Business to Business (B2B) Companies	24 - 28 Jun	Dubai	\$4,950
1122	The Complete Course in Cultural Intelligence (CI)	25 - 29 Jun	London	\$4,950
1129	Masterclass on Cultural Intelligence & Innovation	25 Jun - 06 Jul	London	\$9,900
2002	Program Management Professionals (PgMP)	01 - 05 Jul	Dubai	\$4,750
1115	Negotiating in Lean Times & Leadership Skills	01 - 05 Jul	Dubai	\$4,750
7501	Power System Analysis	01 - 05 Jul	Dubai	\$4,750
9802	Creating a Marketing Plan for Business-to-Business	02 - 06 Jul	London	\$4,950
1123	Creating a Culture of Innovation	02 - 06 Jul	London	\$4,950
1126	Developing Leadership Talent	02 - 06 Jul	London	\$4,950
TE001	Measuring Performance, Improving Productivity & Employee Engagement	02 - 13 Jul	Dublin	\$9,900
9701	IT Security	08 - 12 Jul	Dubai	\$4,750
1111	The Effective Shift Team Leader in the Oil, Gas and Petrochemicals Industries	09 - 13 Jul	Paris	\$4,950
2004	Public-Private Partnerships (PPP) Project Preparation	15 - 19 Jul	Dubai	\$4,750
1101	Exploiting Change	15 - 19 Jul	Dubai	\$4,750
2005	PPP Project Preparation & Contract Management	15 - 26 Jul	Dubai	\$9,500
7502	Renewable Energy Integration	22 - 26 Jul	Dubai	\$4,750
9705	The Complete Course on Cloud Management and Security	22 - 26 Jul	Dubai	\$4,750
3001	Public-Private Partnerships (PPP) Contract Management	22 - 26 Jul	Dubai	\$4,750
8500	Mobile Broadband Transformation Training Bootcamp	29 Jul - 02 Aug	Dubai	\$4,750
1125	Global Business Leadership and International Relations	30 Jul - 03 Aug	London	\$4,950
9807	Sales and Operation Planning (S&OP)	30 Jul - 03 Aug	London	\$4,950
7504	Effective Financial Modelling in the Power Industry	05 - 09 Aug	Dubai	\$4,750
TE003	The Art of Working Together in a Multi-Cultural Environment	05 - 16 Aug	Dubai	\$9,900
9700	IT Leadership Seminar	06 - 10 Aug	London	\$4,950
6002	Certificate in Practical Finance and Accounting	06 - 10 Aug	Frankfurt	\$4,950
9708	Business Continuity & Disaster Recovery Architecture	12 - 16 Aug	Dubai	\$4,750
9806	Strategic Key Account Management	12 - 16 Aug	Dubai	\$4,950
4000	Procurement Management of Equipment and Works for World Bank Aided Projects	13 - 17 Aug	Houston	\$6,450
9006	Effective Performance Management Systems	13 - 17 Aug	Istanbul	\$4,950
1112	Certificate in World Class Business Sustainability	13 - 17 Aug	Frankfurt	\$4,950
2007	Project Finance & Financial Analysis Techniques for Infrastructure Projects	13 - 17 Aug	London	\$4,950
8501	Next Generation Wireless Networks	26 - 30 Aug	Dubai	\$4,750
7503	Power & Electricity Masterclass	26 - 30 Aug	Dubai	\$4,750
1114	Leadership Under Attack	27 - 31 Aug	London	\$4,950
1108	Behavioural Management and Emotional Intelligence	27 - 31 Aug	Houston	\$6,450
4003	Distribution and Retail Management	27 - 31 Aug	London	\$4,950
TE004	Data Management, Planning, Forecasting & Budgeting using Excel®	02 - 13 Sep	Dubai	\$9,500
7505	Smart Grid: Commercial, Technical & Market Drivers	09 - 13 Sep	Dubai	\$4,750
1111	The Effective Shift Team Leader in the Oil, Gas and Petrochemicals Industries	09 - 13 Sep	Dubai	\$4,950
1105	Time & Self-Management	09 - 13 Sep	Abu Dhabi	\$4,750
9602	Advanced HSSE Principles & Practices	16 - 20 Sep	Dubai	\$4,750
8003	Case Studies for Learning from Major Failures - Towards an Operational Excellence	16 - 20 Sep	Dubai	\$4,750
9900	Achieving Administrative Excellence	16 - 20 Sep	Abu Dhabi	\$4,950



## NEW SEMINARS & COURSES

CODE	TITLE	DATE	VENUE	FEE(USD)
8502	GSM and GPRS Fundamentals	16 - 20 Sep	Dubai	\$4,750
9702	IT Strategy & Architecture Principles and Practices	16 - 20 Sep	Dubai	\$4,750
8002	A-Z for Risk, Reliability and Safety Management	16 - 27 Sep	Dubai	\$9,500
5002	Best Practices of Enhanced Oil Recovery (EOR) Projects	23 - 27 Sep	Abu Dhabi	\$4,950
8004	Advanced Risk, Reliability and Safety Management Techniques	23 - 27 Sep	Dubai	\$4,750
3002	Managing Contractual Liabilities	23 - 27 Sep	Dubai	\$4,750
8503	Gigabit Ethernet Training	23 - 27 Sep	Dubai	\$4,750
2006	Project Appraisal & Analysis	24 - 28 Sep	London	\$4,950
9803	Product Management for Business to Business (B2B) Companies	24 - 28 Sep	London	\$4,950
9706	The Complete Course on Data Science and Big Data Analytics	30 Sep - 04 Oct	Dubai	\$4,750
7515	Impact of Renewable Energy Sources	30 Sep - 04 Oct	Dubai	\$4,750
1124	Sustainable Leadership	01 - 05 Oct	London	\$4,950
1108	Behavioural Management and Emotional Intelligence	01 - 05 Oct	Istanbul	\$4,950
1104	Aligning Learning with Business Strategy Seminar & Workshops	07 - 11 Oct	Abu Dhabi	\$4,950
8702	Aviation Statistical Analysis and Forecasting Techniques	07 - 11 Oct	Dubai	\$4,750
1126	Developing Leadership Talent	08 - 12 Oct	London	\$4,950
9805	Strategic Selling and Value Propositions for Business to Business (B2B) Companies	08 - 12 Oct	London	\$4,950
1116	Practical Business Planning	14 - 18 Oct	Dubai	\$4,750
7506	Risk Management in Power and Utilities	14 - 18 Oct	Dubai	\$4,750
9901	Leadership for Administrative Professionals	14 - 18 Oct	Dubai	\$4,750
2008	Mastering Portfolios, Programmes & Projects	15 - 19 Oct	London	\$4,950
9603	Marine Pollution Management Fundamentals	21 - 25 Oct	Dubai	\$4,950
7507	Electric Power Transmission and Distribution Engineering	21 - 25 Oct	Dubai	\$4,750
8504	Advanced TCP/IP Networking	28 Oct - 01 Nov	Dubai	\$4,750
7509	Electrical Power Systems for Non-Engineers	28 Oct - 01 Nov	Dubai	\$4,750
8900	Managing Customers for Competitive Advantage	28 Oct - 01 Nov	Dubai	\$4,750
9707	Cyber Security for Industrial Control Systems	28 Oct - 01 Nov	Dubai	\$4,750
9900	Achieving Administrative Excellence	04 - 08 Nov	Kuwait	\$4,950
752	Water Resources Management	04 - 08 Nov	Dubai	\$4,750
1108	Behavioural Management and Emotional Intelligence	04 - 08 Nov	Kuwait	\$4,950
8703	The Complete Course in Instruction Techniques	04 - 08 Nov	Dubai	\$4,750
1106	New Leaders Development Program	11 - 15 Nov	Abu Dhabi	\$4,950
7508	Smart Grid for Non-Engineers	11 - 15 Nov	Dubai	\$4,750
TE005	Writing Policies & Procedures as an Effective Supervisor	11 - 22 Nov	Dubai	\$9,900
9801	Effective Business to Business (B2B) Marketing	12 - 16 Nov	London	\$4,950
1128	Virtual Leadership: Leading Dispersed Teams	12 - 16 Nov	London	\$4,950
8704	Airport Performance Evaluation using DEA Approach	18 - 22 Nov	Dubai	\$4,750
9806	Strategic Key Account Management	19 - 23 Nov	London	\$4,950
9703	A Complete Guide to IT Quality Management	19 - 23 Nov	London	\$4,950
4006	Warehouse Safety Policies & Procedures	25 - 29 Nov	Dubai	\$4,950
9807	Sales and Operation Planning (S&OP)	25 - 29 Nov	Dubai	\$4,950
1125	Global Business Leadership and International Relations	26 - 30 Nov	London	\$4,950
1121	Business-Case Writing for New Products	26 - 30 Nov	London	\$4,950
9708	Business Continuity & Disaster Recovery Architecture	02 - 06 Dec	Dubai	\$4,750
2002	Program Management Professionals (PgMP)	02 - 06 Dec	Dubai	\$4,750
7510	Power Distribution Equipment	02 - 06 Dec	Dubai	\$4,750

## NEW SEMINARS & COURSES

CODE	TITLE	DATE	VENUE	FEE(USD)
2004	Public-Private Partnerships (PPP) Project Preparation	02 - 06 Dec	Dubai	\$4,750
9006	Effective Performance Management Systems	02 - 06 Dec	Abu Dhabi	\$4,950
6002	Certificate in Practical Finance and Accounting	02 - 06 Dec	Cairo	\$4,950
2005	PPP Project Preparation & Contract Management	02 - 13 Dec	Dubai	\$9,500
5002	Best Practices of Enhanced Oil Recovery (EOR) Projects	03 - 07 Dec	Athens	\$4,950
1122	The Complete Course in Cultural Intelligence (CI)	03 - 07 Dec	London	\$4,950
1124	Sustainable Leadership	03 - 07 Dec	London	\$4,950
4000	Procurement Management of Equipment and Works for World Bank Aided Projects	03 - 07 Dec	Houston	\$6,450
1129	Masterclass on Cultural Intelligence & Innovation	03 - 14 Dec	London	\$9,900
1112	Certificate in World Class Business Sustainability	09 - 13 Dec	Cairo	\$4,950
8700	Airport Strategic Planning & Management	09 - 13 Dec	Dubai	\$4,750
1107	The Complete Course in Risk Management	09 - 13 Dec	Dubai	\$4,750
7516	Reliability and Operational Performance of Electric Power Systems	09 - 13 Dec	Dubai	\$4,750
4003	Distribution and Retail Management	09 - 13 Dec	Dubai	\$4,950
7514	Power Quality and Reliability	09 - 13 Dec	Dubai	\$4,750
7005	Corrosion Control in Gas, Oil & Water	09 - 13 Dec	Dubai	\$4,950
3001	Public-Private Partnerships (PPP) Contract Management	09 - 13 Dec	Dubai	\$4,750
7511	Water Industry Fundamentals	09 - 13 Dec	Dubai	\$4,750
TE006	Best Practices & HR Skills in Career Development	09 - 20 Dec	Dubai	\$9,900
4005	The Complete Course on Distribution, Warehouse and Retail Management	09 - 20 Dec	Dubai	\$9,900
1117	Understanding Business Processes	10 - 14 Dec	London	\$4,950
1123	Creating a Culture of Innovation	10 - 14 Dec	London	\$4,950
TE007	Effective Self Management: Enhancing Your Communication, Coordination and Leadership Skills	10 - 21 Dec	Kuala Lumpur	\$9,900
8505	IPv6 Fundamentals, Design and Deployment	16 - 20 Dec	Dubai	\$4,750
9704	IT Demand Management in the Modern Environment	17 - 21 Dec	London	\$4,950
9804	Managing Marketing Communications for Business-to-Business	17 - 21 Dec	London	\$4,950
7513	Power System Protection	23 - 27 Dec	Dubai	\$4,750
8701	Senior Civil Aviation Management	23 - 27 Dec	Dubai	\$4,750
9005	Designing & Implementing Competency Frameworks and Assessment Tools	23 - 27 Dec	Dubai	\$4,750
1114	Leadership Under Attack	24 - 28 Dec	Istanbul	\$4,950
5005	Scenario Planning in the Oil and Gas Industry	24 - 28 Dec	Amsterdam	\$4,950
2007	Project Finance & Financial Analysis Techniques for Infrastructure Projects	24 - 28 Dec	London	\$4,950



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