



**PROMISE**  
TRAINING & CONSULTANCY

# 2020

## TRAINING CALENDAR



THE PROMISE  
*of*  
**LEARNING**

### ✓ OUR MAJOR TRAINING VENUES ✓

Abu Dhabi	Amsterdam	Barcelona	Los Angeles	Dubai
Geneva	Istanbul	Kuala Lumpur	Budapest	London
Miami	New York	Tbilisi	Paris	Vienna
Bangkok	Houston	Singapore	Toronto	Lagos

## ABOUT US

PROMISE Training & Consultancy is a leading strategy implementation and behavioral training & consulting company. Our core competence is the alignment of organizational strategies with people, processes and systems (information technology) to deliver transformational/cultural performance improvement and operational effectiveness.

## OUR MISSION

We help our clients to maximize the potential of their existing assets and take their business and employees to new levels of performance. We deliver results on a scale and speed our clients would not be able to achieve on their own.

## OUR VISION

We are passionate about helping our clients reach their full potential by helping your teams to better use (or acquire) their resources and tools.

## CONSULTANCY SERVICES

PROMISE provides consultancy services to clients who are keen on improving their processes to meet international standards and developing their people. Our highly experienced Consultants work with the clients to:

- Help them identify areas requiring improvement, utilising a variety of assessment methodologies
- Design suitable remedies to mitigate the shortfalls using a creative and systematic approach
- Assist them in the implementation of solutions to achieve the desired objectives

## Our consultancy services, inter-alia, include:

1. Strategic Business Management
2. Human Resources & Talent Management
3. Marketing Strategies, Sales and customer Services
4. Project management
5. Corporate Financial Management
6. Quality & Productivity Management

## PUBLIC SEMINARS

Promise Training and Consultancy offers short term workshops and training seminars for businesses and groups. Promise Training and Consultancy is one of the top public training seminar companies conducting programs in USA, UK, Dubai, Asia & Africa.

Our Training Programs are continually updated to suit the latest international management practices and principles, field research and in-depth industry knowledge. The courses are led by expert tutors who are skilled in both their subject matter and in the most effective ways for participants to learn and apply the concepts. We use a variety of training and facilitation methods to enhance individual and group interaction while maximizing learning. We take great care in selecting high quality venues, paying special attention to location, facilities and service standards.

## IN-HOUSE TRAINING SERVICES

Our onsite training programs are reinforced by unremitting improvement strategies. Participants will learn different ways of closing the gaps existing between concepts and actual action. We ensure that industry professionals grasp utilize organizational attitudes, systems, and process to create an environment that motivates employees and fosters continuous change and improvement. Our training can comprise following options:

- Bespoke technical or behavioral training courses designed and delivered by our experts tailored to your exact requirements.
- Tailored technical or behavioral training - one of our courses already meets most of your needs but requires specific tailoring to ensure a perfect fit. NB! All our public courses can be delivered In-House and customized to your exact needs.
- 1-to-1 coaching of your employees designed to meet individual objectives
- Process change and/or policy/procedure development aligned with your objectives
- Learning aids - memory cards, brochures and training materials aligned to your brand, values, competencies and organizational culture
- Online eBooks and materials.
- Any combination of the above options is available and aligned to your needs.

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**Administration, Office Management & Secretarial Programs**

Ref.	Course Title	Date	Venue	Fee(\$)
AD05	Financial Management Skills for Office Administrators & Secretaries	19 - 23 Jan	Dubai	3,950
AD03	Developing Professionals Skills for Senior Secretaries/Personal Assistants	26 - 30 Jan	Dubai	3,950
AD07	Facilities Management Strategy Masterclass	09 - 13 Feb	Dubai	3,950
AD08	Documents & Records Management Masterclass	16 - 20 Feb	Dubai	3,950
AD02	Enhancing Core Skills for Administrators & Secretaries	17 - 21 Feb	London	4,950
AD01	Advanced Office Management & Effective Administration Skills	01 - 05 Mar	Dubai	3,950
AD06	Professional Skills Enhancement Masterclass for Administrators & Secretaries	01 - 12 Mar	Dubai	7,900
AD02	Enhancing Core Skills for Administrators & Secretaries	08 - 12 Mar	Dubai	3,950
AD04	Business Writing Skills for Administrators, Secretaries & PAs	15 - 19 Mar	Dubai	3,950
AD03	Developing Professionals Skills for Senior Secretaries/Personal Assistants	05 - 09 Apr	Dubai	3,950
AD05	Financial Management Skills for Office Administrators & Secretaries	12 - 16 Apr	Dubai	3,950
AD01	Advanced Office Management & Effective Administration Skills	13 - 17 Apr	Miami	6,100
AD07	Facilities Management Strategy Masterclass	20 - 24 Apr	Istanbul	4,950
AD03	Developing Professionals Skills for Senior Secretaries/Personal Assistants	07 - 11 Jun	Dubai	3,950
AD08	Documents & Records Management Masterclass	14 - 18 Jun	Dubai	3,950
AD07	Facilities Management Strategy Masterclass	15 - 19 Jun	London	4,950
AD04	Business Writing Skills for Administrators, Secretaries & PAs	22 - 26 Jun	Kuala Lumpur	4,500
AD01	Advanced Office Management & Effective Administration Skills	05 - 09 Jul	Dubai	3,950
AD06	Professional Skills Enhancement Masterclass for Administrators & Secretaries	05 - 16 Jul	Dubai	7,900
AD02	Enhancing Core Skills for Administrators & Secretaries	12 - 16 Jul	Dubai	3,950
AD07	Facilities Management Strategy Masterclass	09 - 13 Aug	Dubai	3,950
AD05	Financial Management Skills for Office Administrators & Secretaries	17 - 21 Aug	Tbilisi	4,950
AD01	Advanced Office Management & Effective Administration Skills	13 - 17 Sep	Dubai	3,950
AD08	Documents & Records Management Masterclass	14 - 18 Sep	Kuala Lumpur	4,500
AD03	Developing Professionals Skills for Senior Secretaries/Personal Assistants	20 - 24 Sep	Dubai	3,950
AD04	Business Writing Skills for Administrators, Secretaries & PAs	04 - 08 Oct	Dubai	3,950
AD07	Facilities Management Strategy Masterclass	11 - 15 Oct	Dubai	3,950
AD02	Enhancing Core Skills for Administrators & Secretaries	12 - 16 Oct	Budapest	4,950
AD08	Documents & Records Management Masterclass	18 - 22 Oct	Dubai	3,950
AD05	Financial Management Skills for Office Administrators & Secretaries	01 - 05 Nov	Dubai	3,950
AD01	Advanced Office Management & Effective Administration Skills	15 - 19 Nov	Dubai	3,950
AD06	Professional Skills Enhancement Masterclass for Administrators & Secretaries	15 - 26 Nov	Dubai	7,900
AD02	Enhancing Core Skills for Administrators & Secretaries	22 - 26 Nov	Dubai	3,950

**Administration, Office Management & Secretarial Programs (contd...)**

Ref.	Course Title	Date	Venue	Fee(\$)
AD04	Business Writing Skills for Administrators, Secretaries & PAs	06 - 10 Dec	Dubai	3,950
AD01	Advanced Office Management & Effective Administration Skills	07 - 11 Dec	Los Angeles	6,100
AD03	Developing Professionals Skills for Senior Secretaries/Personal Assistants	07 - 11 Dec	Toronto	6,100
AD07	Facilities Management Strategy Masterclass	13 - 17 Dec	Dubai	3,950

**Contract Management Programs**

Ref.	Course Title	Date	Venue	Fee(\$)
CM11	Contracts: Drafting, Reading & Understanding	19 - 23 Jan	Dubai	\$3,950
CM02	Contracts: Bidding, Evaluation, Negotiation & Award	26 - 30 Jan	Dubai	\$3,950
CM12	Contract Management for Non-Contract Professionals	09 - 13 Feb	Dubai	\$3,950
CM07	Oil & Gas Contract Management	16 - 20 Feb	Dubai	\$3,950
CM10	Contracts Management Specialist: The A to Z of Contract Management	17 - 21 Feb	London	\$4,950
CM03	Contracts Administration from Award to Completion	08 - 12 Mar	Dubai	\$3,950
CM16	The 10-day Contract & Project Risk Management Masterclass	08 - 19 Mar	Dubai	\$7,900
CM04	Effective Contract Risk Management Masterclass	15 - 19 Mar	Dubai	\$3,950
CM10	Contracts Management Specialist: The A to Z of Contract Management	22 - 26 Mar	Dubai	\$3,950
CM06	Mastering Contracts Management	05 - 09 Apr	Dubai	\$3,950
CM13	The 10-day Mastering Contracts & Project Management	05 - 16 Apr	Dubai	\$7,900
CM07	Oil & Gas Contract Management	13 - 17 Apr	Houston	\$6,100
CM02	Contracts: Bidding, Evaluation, Negotiation & Award	31 May - 04 Jun	Dubai	\$3,950
CM04	Effective Contract Risk Management Masterclass	07 - 11 Jun	Dubai	\$3,950
CM06	Mastering Contracts Management	15 - 19 Jun	London	\$4,950
CM11	Contracts: Drafting, Reading & Understanding	15 - 19 Jun	Amsterdam	\$4,950
CM12	Contract Management for Non-Contract Professionals	05 - 09 Jul	Abu Dhabi	\$3,950
CM03	Contracts Administration from Award to Completion	12 - 16 Jul	Dubai	\$3,950
CM07	Oil & Gas Contract Management	19 - 23 Jul	Dubai	\$3,950
CM10	Contracts Management Specialist: The A to Z of Contract Management	16 - 20 Aug	Abu Dhabi	\$3,950
CM06	Mastering Contracts Management	17 - 21 Aug	Kuala Lumpur	\$4,500
CM02	Contracts: Bidding, Evaluation, Negotiation & Award	07 - 11 Sep	Geneva	\$4,950
CM11	Contracts: Drafting, Reading & Understanding	07 - 11 Sep	Bangkok	\$4,950
CM06	Mastering Contracts Management	13 - 17 Sep	Dubai	\$3,950
CM13	The 10-day Mastering Contracts & Project Management	13 - 24 Sep	Dubai	\$7,900
CM04	Effective Contract Risk Management Masterclass	04 - 08 Oct	Dubai	\$3,950
CM16	The 10-day Contract & Project Risk Management Masterclass	04 - 15 Oct	Dubai	\$7,900

**Contract Management Programs (contd...)**

Ref.	Course Title	Date	Venue	Fee(\$)
CM03	Contracts Administration from Award to Completion	05 - 09 Oct	New York	\$6,100
CM07	Oil & Gas Contract Management	19 - 23 Oct	London	\$4,950
CM11	Contracts: Drafting, Reading & Understanding	01 - 05 Nov	Dubai	\$3,950
CM10	Contracts Management Specialist: The A to Z of Contract Management	08 - 12 Nov	Dubai	\$3,950
CM07	Oil & Gas Contract Management	15 - 19 Nov	Dubai	\$3,950
CM03	Contracts Administration from Award to Completion	16 - 20 Nov	Istanbul	\$4,950
CM02	Contracts: Bidding, Evaluation, Negotiation & Award	06 - 10 Dec	Dubai	\$3,950
CM12	Contract Management for Non-Contract Professionals	07 - 11 Dec	Toronto	\$6,100
CM06	Mastering Contracts Management	13 - 17 Dec	Dubai	\$3,950

**Customer Service Management Programs**

Ref.	Course Title	Date	Venue	Fee(\$)
CS03	Service Quality & Customer Satisfaction: Tools & Techniques	12 - 16 Jan	Dubai	\$3,950
CS01	Achieving Customer Service Excellence	16 - 20 Feb	Dubai	\$3,950
CS04	Customer Acquisition & Retention Strategies	23 - 27 Feb	Dubai	\$3,950
CS02	Customer Relationship Management (CRM) Best Practices	15 - 19 Mar	Dubai	\$3,950
CS06	Customer Experience Professional Workshop	22 - 23 Mar	Dubai	\$2,000
CS08	Customer Experience Management Strategies	22 - 26 Mar	Dubai	\$3,950
CS07	Customer Experience Masters Workshop	24 - 26 Mar	Dubai	\$2,750
CS05	Strategic Internal Business Partner	05 - 09 Apr	Dubai	\$3,950
CS03	Service Quality & Customer Satisfaction: Tools & Techniques	12 - 16 Apr	Dubai	\$3,950
CS09	Digital Transformation and Artificial Intelligence	19 - 23 Apr	Dubai	\$3,950
CS04	Customer Acquisition & Retention Strategies	01 - 05 Jun	Los Angeles	\$6,100
CS01	Achieving Customer Service Excellence	07 - 11 Jun	Dubai	\$3,950
CS08	Customer Experience Management Strategies	14 - 18 Jun	Dubai	\$3,950
CS02	Customer Relationship Management (CRM) Best Practices	05 - 09 Jul	Dubai	\$3,950
CS09	Digital Transformation and Artificial Intelligence	20 - 24 Jul	London	\$4,950
CS04	Customer Acquisition & Retention Strategies	16 - 20 Aug	Dubai	\$3,950
CS05	Strategic Internal Business Partner	23 - 27 Aug	Dubai	\$3,950
CS06	Customer Experience Professional Workshop	07 - 08 Sep	Lagos	\$2,400
CS08	Customer Experience Management Strategies	07 - 11 Sep	Vienna	\$4,950
CS03	Service Quality & Customer Satisfaction: Tools & Techniques	13 - 17 Sep	Dubai	\$3,950
CS02	Customer Relationship Management (CRM) Best Practices	20 - 24 Sep	Dubai	\$3,950
CS02	Customer Relationship Management (CRM) Best Practices	04 - 08 Oct	Dubai	\$3,950

**Customer Service Management Programs (contd...)**

Ref.	Course Title	Date	Venue	Fee(\$)
CS01	Achieving Customer Service Excellence	11 - 15 Oct	Dubai	\$3,950
CS09	Digital Transformation and Artificial Intelligence	18 - 22 Oct	Dubai	\$3,950
CS02	Customer Relationship Management (CRM) Best Practices	09 - 13 Nov	Kuala Lumpur	\$4,500
CS06	Customer Experience Professional Workshop	22 - 23 Nov	Dubai	\$2,000
CS08	Customer Experience Management Strategies	22 - 26 Nov	Dubai	\$3,950
CS07	Customer Experience Masters Workshop	24 - 26 Nov	Dubai	\$2,750
CS05	Strategic Internal Business Partner	06 - 10 Dec	Dubai	\$3,950
CS04	Customer Acquisition & Retention Strategies	13 - 17 Dec	Dubai	\$3,950

**Electrical Engineering Programs**

Ref.	Course Title	Date	Venue	Fee(\$)
EL01	Circuit Breakers & Switchgears: Safe Operation & Maintenance	26 - 30 Jan	Dubai	\$3,950
EL02	Electrical Equipment Troubleshooting & Maintenance	16 - 20 Feb	Dubai	\$3,950
EL04	Electrical Power Systems: Start-up, Commissioning & Testing	23 - 27 Feb	Dubai	\$3,950
EL03	Selection, Operation & Troubleshooting of Transformers	08 - 12 Mar	Dubai	\$3,950
EL08	Basics of Industrial Controls and Automation	15 - 19 Mar	Dubai	\$3,950
EL05	AC Electric Motors & Drives Masterclass	05 - 09 Apr	Dubai	\$3,950
EL07	Power System Harmonics, Distribution & Protection	05 - 09 Apr	Abu Dhabi	\$3,950
EL01	Circuit Breakers & Switchgears: Safe Operation & Maintenance	12 - 16 Apr	Dubai	\$3,950
EL03	Selection, Operation & Troubleshooting of Transformers	14 - 18 Jun	Dubai	\$3,950
EL08	Basics of Industrial Controls and Automation	15 - 19 Jun	London	\$4,950
EL07	Power System Harmonics, Distribution & Protection	21 - 25 Jun	Dubai	\$3,950
EL02	Electrical Equipment Troubleshooting & Maintenance	05 - 09 Jul	Dubai	\$3,950
EL04	Electrical Power Systems: Start-up, Commissioning & Testing	12 - 16 Jul	Dubai	\$3,950
EL01	Circuit Breakers & Switchgears: Safe Operation & Maintenance	13 - 17 Jul	Tbilisi	\$4,950
EL05	AC Electric Motors & Drives Masterclass	16 - 20 Aug	Dubai	\$3,950
EL08	Basics of Industrial Controls and Automation	13 - 17 Sep	Dubai	\$3,950
EL03	Selection, Operation & Troubleshooting of Transformers	20 - 24 Sep	Dubai	\$3,950
EL05	AC Electric Motors & Drives Masterclass	05 - 09 Oct	Kuala Lumpur	\$4,500
EL01	Circuit Breakers & Switchgears: Safe Operation & Maintenance	18 - 22 Oct	Dubai	\$3,950
EL07	Power System Harmonics, Distribution & Protection	25 - 29 Oct	Dubai	\$3,950
EL02	Electrical Equipment Troubleshooting & Maintenance	15 - 19 Nov	Dubai	\$3,950
EL04	Electrical Power Systems: Start-up, Commissioning & Testing	22 - 26 Nov	Dubai	\$3,950
EL05	AC Electric Motors & Drives Masterclass	06 - 10 Dec	Dubai	\$3,950

**Electrical Engineering Programs (contd...)**

Ref.	Course Title	Date	Venue	Fee(\$)
EL08	Basics of Industrial Controls and Automation	13 - 17 Dec	Dubai	\$3,950

**Finance, Accounting & Budgeting Programs**

Ref.	Course Title	Date	Venue	Fee(\$)
FI05	Investment Portfolio Management Masterclass	19 - 23 Jan	Dubai	\$3,950
FI12	Financial Management for Non-Financial Professionals	26 - 30 Jan	Dubai	\$3,950
FI06	Advanced Budgeting, Planning & Forecasting: The Complete Process	16 - 20 Feb	Dubai	\$3,950
FI22	Accounts Payable Management Masterclass	02 - 06 Feb	Dubai	\$3,950
FI01	Fundamentals of Finance, Accounting & Budgeting	09 - 13 Feb	Dubai	\$3,950
FI07	Finance & Accounting: The 5-day Mini-MBA	23 - 27 Feb	Dubai	\$3,950
FI04	Best Practices in Financial Analysis, Planning & Control	01 - 05 Mar	Dubai	\$3,950
FI09	International Financial Reporting Standards (IFRS)	08 - 12 Mar	Dubai	\$3,950
FI18	Anti Money Laundering (ALM) Specialist	22 - 26 Mar	Abu Dhabi	\$3,950
FI21	Financial Management For Donor-Funded Projects	22 - 26 Mar	Dubai	\$3,950
FI11	Internal Auditing & Control Best Practices	23 - 27 Mar	London	\$4,950
FI17	International Public Sector Accounting Standards (IPSAS)	05 - 09 Apr	Dubai	\$3,950
FI20	Governance, Risk Management and Compliance (GRC)	05 - 09 Apr	Dubai	\$3,950
FI02	Effective Budgeting & Cost Control	12 - 16 Apr	Dubai	\$3,950
FI08	Best Practices in Managing & Organising Accounts Receivable	19 - 23 Apr	Dubai	\$3,950
FI12	Financial Management for Non-Financial Professionals	31 May - 04 Jun	Dubai	\$3,950
FI06	Advanced Budgeting, Planning & Forecasting: The Complete Process	07 - 11 Jun	Dubai	\$3,950
FI07	Finance & Accounting: The 5-day Mini-MBA	14 - 18 Jun	Dubai	\$3,950
FI17	International Public Sector Accounting Standards (IPSAS)	15 - 19 Jun	Miami	\$6,100
FI22	Accounts Payable Management Masterclass	21 - 25 Jun	Dubai	\$3,950
FI02	Effective Budgeting & Cost Control	05 - 09 Jul	Dubai	\$3,950
FI04	Best Practices in Financial Analysis, Planning & Control	12 - 16 Jul	Dubai	\$3,950
FI09	International Financial Reporting Standards (IFRS)	20 - 24 Jul	Paris	\$4,950
FI20	Governance, Risk Management and Compliance (GRC)	20 - 24 Jul	London	\$4,950
FI01	Fundamentals of Finance, Accounting & Budgeting	09 - 13 Aug	Dubai	\$3,950
FI08	Best Practices in Managing & Organising Accounts Receivable	16 - 20 Aug	Dubai	\$3,950
FI21	Financial Management For Donor-Funded Projects	17 - 28 Aug	Istanbul	\$9,900
FI11	Internal Auditing & Control Best Practices	23 - 27 Aug	Dubai	\$3,950
FI06	Advanced Budgeting, Planning & Forecasting: The Complete Process	06 - 10 Sep	Dubai	\$3,950
FI07	Finance & Accounting: The 5-day Mini-MBA	07 - 11 Sep	London	\$4,950



**Finance, Accounting & Budgeting Programs (contd...)**

Ref.	Course Title	Date	Venue	Fee(\$)
FI05	Investment Portfolio Management Masterclass	13 - 17 Sep	Dubai	\$3,950
FI17	International Public Sector Accounting Standards (IPSAS)	13 - 17 Sep	Dubai	\$3,950
FI12	Financial Management for Non-Financial Professionals	21 - 25 Sep	Singapore	\$4,950
FI20	Governance, Risk Management and Compliance (GRC)	27 Sep - 01 Oct	Dubai	\$3,950
FI02	Effective Budgeting & Cost Control	12 - 16 Oct	Barcelona	\$4,950
FI09	International Financial Reporting Standards (IFRS)	18 - 22 Oct	Dubai	\$3,950
FI18	Anti Money Laundering (ALM) Specialist	18 - 22 Oct	Dubai	\$3,950
FI01	Fundamentals of Finance, Accounting & Budgeting	19 - 23 Oct	Lagos	\$4,950
FI22	Accounts Payable Management Masterclass	19 - 23 Oct	Toronto	\$6,100
FI07	Finance & Accounting: The 5-day Mini-MBA	25 - 29 Oct	Dubai	\$3,950
FI04	Best Practices in Financial Analysis, Planning & Control	02 - 06 Nov	Budapest	\$4,950
FI08	Best Practices in Managing & Organising Accounts Receivable	08 - 12 Nov	Dubai	\$3,950
FI11	Internal Auditing & Control Best Practices	15 - 19 Nov	Dubai	\$3,950
FI21	Financial Management For Donor-Funded Projects	15 - 26 Nov	Dubai	\$7,900
FI20	Governance, Risk Management and Compliance (GRC)	22 - 26 Nov	Dubai	\$3,950
FI06	Advanced Budgeting, Planning & Forecasting: The Complete Process	06 - 10 Dec	Dubai	\$3,950
FI07	Finance & Accounting: The 5-day Mini-MBA	07 - 11 Dec	Amsterdam	\$4,950
FI17	International Public Sector Accounting Standards (IPSAS)	13 - 17 Dec	Dubai	\$3,950
FI22	Accounts Payable Management Masterclass	13 - 17 Dec	Dubai	\$3,950

**HRM & Personal Development Programs**

Ref.	Course Title	Date	Venue	Fee(\$)
HR03	Manpower Succession & Retention Masterclass	19 - 23 Jan	Dubai	\$3,950
HR16	Certified Competency-Based Interview Professionalism	20 - 24 Jan	Kuala Lumpur	\$4,500
HR04	Interviewing, Selection & Recruitment Skills	26 - 30 Jan	Dubai	\$3,950
HR08	Effective Job Evaluation & Analysis	09 - 13 Feb	Dubai	\$3,950
HR01	Fundamentals of Human Resource Management	16 - 20 Feb	Dubai	\$3,950
HR12	Compensation & Benefits Administration	23 - 27 Feb	Dubai	\$3,950
HR17	Tomorrow's HR Department-Transform The HR Function	24 - 28 Feb	London	\$4,950
HR10	Employee Relations Best Practices	01 - 05 Mar	Dubai	\$3,950
HR13	Role and Future of HR in Digitalization and AI	08 - 12 Mar	Dubai	\$3,950
HR02	Advanced Human Resource Management	15 - 19 Mar	Dubai	\$3,950
HR06	Human Resource Management & Strategic Leadership Masterclass	15 - 26 Mar	Dubai	\$7,900
LD01	Developing Core Skills for Training Coordinators & Specialists	16 - 20 Mar	Istanbul	\$4,950

**HRM & Personal Development Programs (contd...)**

Ref.	Course Title	Date	Venue	Fee(\$)
LD02	Managing Training & Return on Investment (ROI)	23 - 27 Mar	Kuala Lumpur	\$4,500
HR05	HRM Strategy, Learning & Development Transformation: Mini MBA	05 - 16 Apr	Dubai	\$7,900
HR17	Tomorrow's HR Department-Transform The HR Function	05 - 09 Apr	Dubai	\$3,950
LD03	Optimizing Learning & Development: Strategy to Enhance Organizational Performance	12 - 16 Apr	Dubai	\$3,950
LD05	Train The Trainer Program	19 - 23 Apr	Dubai	\$3,950
HR11	Managing HR Processes, Culture & Change	20 - 24 Apr	New York	\$6,100
LD04	Training Need Analysis (TNA)	31 May - 02 Jun	Dubai	\$2,750
HR02	Advanced Human Resource Management	07 - 11 Jun	Dubai	\$3,950
LD01	Developing Core Skills for Training Coordinators & Specialists	14 - 18 Jun	Dubai	\$3,950
HR13	Role and Future of HR in Digitalization and AI	15 - 19 Jun	Amsterdam	\$4,950
HR10	Employee Relations Best Practices	21 - 25 Jun	Dubai	\$3,950
HR11	Managing HR Processes, Culture & Change	05 - 09 Jul	Dubai	\$3,950
LD03	Optimizing Learning & Development: Strategy to Enhance Organizational Performance	06 - 10 Jul	Houston	\$6,100
HR17	Tomorrow's HR Department-Transform The HR Function	12 - 16 Jul	Dubai	\$3,950
HR01	Fundamentals of Human Resource Management	13 - 17 Jul	Vienna	\$4,950
LD02	Managing Training & Return on Investment (ROI)	19 - 23 Jul	Dubai	\$3,950
HR08	Effective Job Evaluation & Analysis	20 - 24 Jul	Johannesburg	\$4,950
HR01	Fundamentals of Human Resource Management	09 - 13 Aug	Abu Dhabi	\$3,950
HR03	Manpower Succession & Retention Masterclass	16 - 20 Aug	Dubai	\$3,950
HR12	Compensation & Benefits Administration	17 - 21 Aug	London	\$4,950
HR04	Interviewing, Selection & Recruitment Skills	24 - 28 Aug	Singapore	\$4,950
LD03	Optimizing Learning & Development: Strategy to Enhance Organizational Performance	06 - 10 Sep	Dubai	\$3,950
HR02	Advanced Human Resource Management	13 - 17 Sep	Dubai	\$3,950
HR06	Human Resource Management & Strategic Leadership Masterclass	13 - 24 Sep	Dubai	\$7,900
HR11	Managing HR Processes, Culture & Change	14 - 18 Sep	Kuala Lumpur	\$4,500
HR17	Tomorrow's HR Department-Transform The HR Function	14 - 18 Sep	Toronto	\$6,100
LD05	Train The Trainer Program	21 - 25 Sep	London	\$4,950
HR13	Role and Future of HR in Digitalization and AI	04 - 08 Oct	Dubai	\$3,950
HR03	Manpower Succession & Retention Masterclass	05 - 09 Oct	Bangkok	\$4,950
LD01	Developing Core Skills for Training Coordinators & Specialists	11 - 15 Oct	Dubai	\$3,950
HR10	Employee Relations Best Practices	12 - 16 Oct	London	\$4,950
HR16	Certified Competency-Based Interview Professionalism	25 - 29 Oct	Dubai	\$3,950
LD04	Training Need Analysis (TNA)	01 - 03 Nov	Dubai	\$2,750

**HRM & Personal Development Programs (contd...)**

Ref.	Course Title	Date	Venue	Fee(\$)
HR05	HRM Strategy, Learning & Development Transformation: Mini MBA	15 - 26 Nov	Dubai	\$7,900
HR17	Tomorrow's HR Department-Transform The HR Function	15 - 19 Nov	Dubai	\$3,950
HR02	Advanced Human Resource Management	16 - 20 Nov	London	\$4,950
LD02	Managing Training & Return on Investment (ROI)	16 - 20 Nov	Geneva	\$4,950
LD03	Optimizing Learning & Development: Strategy to Enhance Organizational Performance	22 - 26 Nov	Dubai	\$3,950
HR11	Managing HR Processes, Culture & Change	06 - 10 Dec	Dubai	\$3,950
HR01	Fundamentals of Human Resource Management	07 - 11 Dec	Miami	\$6,100
HR12	Compensation & Benefits Administration	13 - 17 Dec	Dubai	\$3,950
LD01	Developing Core Skills for Training Coordinators & Specialists	13 - 17 Dec	Dubai	\$3,950

**Health, Safety, Environmental & Security Programs**

Ref.	Course Title	Date	Venue	Fee(\$)
HS04	Basic Safety & Loss Prevention	19 - 23 Jan	Dubai	\$3,950
HS02	Emergency Response Management in the Oil & Gas Industry	16 - 20 Feb	Dubai	\$3,950
HS12	Safety Leadership through Human Factors and Error Management Masterclass	23 - 27 Feb	Dubai	\$3,950
HS09	Process Risk Assessment & Risk Management	08 - 12 Mar	Abu Dhabi	\$3,950
HS15	Facilities Disaster Management Emergency Preparedness	09 - 13 Mar	London	\$4,950
HS03	Hazard and Operability (HAZOP) Studies for Supervisors/Team Leaders	15 - 19 Mar	Dubai	\$3,950
HS13	Waste Management & Sustainability	22 - 26 Mar	Dubai	\$3,950
HS06	Advanced Incident & Accident Investigation	05 - 09 Apr	Dubai	\$3,950
HS11	Risk Based Process Safety Management (RBPS): In Compliance with CCPS Guidelines	12 - 16 Apr	Dubai	\$3,950
HS07	Operational Safety for the Oil & Gas Industry	13 - 17 Apr	Houston	\$6,100
HS14	Fall Protection, Confined Space & Rescue	19 - 23 Apr	Dubai	\$3,950
HS12	Safety Leadership through Human Factors and Error Management Masterclass	01 - 05 Jun	Amsterdam	\$4,950
HS02	Emergency Response Management in the Oil & Gas Industry	07 - 11 Jun	Dubai	\$3,950
HS03	Hazard and Operability (HAZOP) Studies for Supervisors/Team Leaders	14 - 18 Jun	Dubai	\$3,950
HS13	Waste Management & Sustainability	21 - 25 Jun	Dubai	\$3,950
HS04	Basic Safety & Loss Prevention	05 - 09 Jul	Dubai	\$3,950
HS07	Operational Safety for the Oil & Gas Industry	12 - 16 Jul	Dubai	\$3,950
HS09	Process Risk Assessment & Risk Management	19 - 23 Jul	Dubai	\$3,950
HS06	Advanced Incident & Accident Investigation	16 - 20 Aug	Dubai	\$3,950
HS15	Facilities Disaster Management Emergency Preparedness	23 - 27 Aug	Dubai	\$3,950
HS11	Risk Based Process Safety Management (RBPS): In Compliance with CCPS Guidelines	24 - 28 Aug	Kuala Lumpur	\$4,500
HS09	Process Risk Assessment & Risk Management	06 - 10 Sep	Dubai	\$3,950

**Health, Safety, Environmental & Security Programs (contd...)**

Ref.	Course Title	Date	Venue	Fee(\$)
HS12	Safety Leadership through Human Factors and Error Management Masterclass	13 - 17 Sep	Dubai	\$3,950
HS14	Fall Protection, Confined Space & Rescue	20 - 24 Sep	Dubai	\$3,950
HS02	Emergency Response Management in the Oil & Gas Industry	05 - 09 Oct	Houston	\$6,100
HS07	Operational Safety for the Oil & Gas Industry	11 - 15 Oct	Dubai	\$3,950
HS13	Waste Management & Sustainability	18 - 22 Oct	Dubai	\$3,950
HS06	Advanced Incident & Accident Investigation	01 - 05 Nov	Dubai	\$3,950
HS15	Facilities Disaster Management Emergency Preparedness	08 - 12 Nov	Dubai	\$3,950
HS03	Hazard and Operability (HAZOP) Studies for Supervisors/Team Leaders	09 - 13 Nov	Istanbul	\$4,950
HS11	Risk Based Process Safety Management (RBPS): In Compliance with CCPS Guidelines	15 - 19 Nov	Dubai	\$3,950
HS04	Basic Safety & Loss Prevention	06 - 10 Dec	Dubai	\$3,950
HS14	Fall Protection, Confined Space & Rescue	07 - 11 Dec	Lagos	\$4,950
HS12	Safety Leadership through Human Factors and Error Management Masterclass	13 - 17 Dec	Dubai	\$3,950

**Management, Leadership & Strategy Programs**

Ref.	Course Title	Date	Venue	Fee(\$)
MG01	Essentials of Management & Leadership	12 - 16 Jan	Dubai	\$3,950
MG12	Advanced Teamwork & Cooperation Skills	12 - 16 Jan	Dubai	\$3,950
MG70	Culture & Change Management Leadership Strategies	12 - 16 Jan	Dubai	\$3,950
MG07	Mastering People Management & Team Leadership	19 - 23 Jan	Abu Dhabi	\$3,950
MG24	Effective Business Risk Management Strategies	19 - 23 Jan	Dubai	\$3,950
MG06	Executive Leadership Masterclass: Leadership Development, Self-Awareness Skills & Strategy	20 - 24 Jan	Kuala Lumpur	\$4,500
MG26	Communication, Interpersonal & Influencing Skills	02 - 06 Feb	Abu Dhabi	\$3,950
MG50	Brainstorming, Creative Thinking, Innovation and Problem Solving	02 - 06 Feb	Dubai	\$3,950
MG05	Leadership, Critical Thinking & Innovation	09 - 13 Feb	Dubai	\$3,950
MG22	Mastering Strategic Management & Team Leadership Skills	16 - 20 Feb	Dubai	\$3,950
MG40	The 10-day International Management Programme	16 - 27 Feb	Dubai	\$7,900
MG11	Strategic Planning & Goal Setting: Setting Focused Goals and Enhancing Competitiveness	23 - 27 Feb	Dubai	\$3,950
MG14	Coaching and Mentoring: Enhancing Productivity, Engagement and Innovation	23 - 27 Feb	Dubai	\$3,950
MG31	Public Speaking & Powerful Presentation Skills	23 - 27 Feb	Dubai	\$3,950
MG02	Advanced Management & Leadership	01 - 05 Mar	Abu Dhabi	\$3,950
MG19	Fraud & Corruption in the Workplace: Detection, Management & Control	08 - 12 Mar	Dubai	\$3,950
MG27	Leading & Managing High Performing Teams: Supervisor Development Program	08 - 12 Mar	Dubai	\$3,950
MG47	The 10-day Result-Based Management (RBM) for the Public Sector	08 - 19 Mar	Dubai	\$7,900
MG15	Smart Leadership: Achieving Strategy through Leading the Function	09 - 13 Mar	Bangkok	\$4,950

**Management, Leadership & Strategy Programs (contd...)**

Ref.	Course Title	Date	Venue	Fee(\$)
MG04	Next Generation Leadership: Enhancing Creativity, Team Performance & Commitment	15 - 19 Mar	Dubai	\$3,950
MG35	The 10-day Strategic Leadership Programme	15 - 26 Mar	Dubai	\$7,900
MG09	Preparing & Developing High Impact Manager	16 - 20 Mar	Istanbul	\$4,950
MG49	The 4 Dimensional Leadership Development	22 - 26 Mar	Dubai	\$3,950
MG13	Strategic Planning, Development & Implementation: Strategic Tools for Effective Leadership	23 - 27 Mar	London	\$4,950
MG72	Entrepreneurial Leadership Strategies	29 Mar - 02 Apr	Dubai	\$3,950
MG48	The 10-day Management, Governance & Fiscal Sustainability for the Public Sector	05 - 16 Apr	Dubai	\$7,900
MG67	Lean Six Sigma	05 - 09 Apr	Dubai	\$3,950
MG71	Strategies for Effective Board Membership	05 - 09 Apr	Dubai	\$3,950
MG11	Strategic Planning & Goal Setting: Setting Focused Goals and Enhancing Competitiveness	06 - 10 Apr	Miami	\$6,100
MG38	The 10-day Strategic Vision & Business Risk Management Strategies	06 - 17 Apr	Miami	\$12,200
MG21	Self-Management Strategy: Positive Thinking, Psychology and Attitude	12 - 16 Apr	Dubai	\$3,950
MG33	Negotiation Skills: Mastering the Art of Deal Making Strategies	12 - 16 Apr	Dubai	\$3,950
MG34	The 10-day Strategic Management Programme	12 - 23 Apr	Dubai	\$7,900
MG24	Effective Business Risk Management Strategies	13 - 17 Apr	Miami	\$6,100
MG66	Assertiveness and Self Confidence Masterclass	13 - 17 Apr	Geneva	\$4,950
PR01	Public Relations & Corporate Communications	13 - 17 Apr	Istanbul	\$4,950
MG20	Managing Public-Private Partnerships & Alliances	19 - 23 Apr	Dubai	\$3,950
MG28	Leading and Managing Change for Organisational Transformation	19 - 23 Apr	Dubai	\$3,950
MG45	Effective Communication Skills: Mastering the Art of Communication	19 - 23 Apr	Dubai	\$3,950
MG01	Essentials of Management & Leadership	20 - 24 Apr	London	\$4,950
MG43	Effective Business Writing Skills: Modern Techniques	31 May - 04 Jun	Dubai	\$3,950
MG44	Essentials of Business Analysis: Enhance Organisational Performance	31 May - 04 Jun	Dubai	\$3,950
MG07	Mastering People Management & Team Leadership	01 - 05 Jun	Kuala Lumpur	\$4,500
MG13	Strategic Planning, Development & Implementation: Strategic Tools for Effective Leadership	07 - 11 Jun	Dubai	\$3,950
MG39	The 10-day Organisational Strategy & Smart Leadership Programme	07 - 18 Jun	Dubai	\$7,900
MG02	Advanced Management & Leadership	08 - 12 Jun	Los Angeles	\$6,100
MG49	The 4 Dimensional Leadership Development	08 - 12 Jun	Amsterdam	\$4,950
MG15	Smart Leadership: Achieving Strategy through Leading the Function	14 - 18 Jun	Dubai	\$3,950
MG72	Entrepreneurial Leadership Strategies	15 - 19 Jun	London	\$4,950
MG27	Leading & Managing High Performing Teams: Supervisor Development Program	21 - 25 Jun	Dubai	\$3,950
MG68	Change Management Leadership Professional Workshop	21 - 23 Jun	Dubai	\$2,750
MG70	Culture & Change Management Leadership Strategies	21 - 25 Jun	Dubai	\$3,950

**Management, Leadership & Strategy Programs (contd...)**

Ref.	Course Title	Date	Venue	Fee(\$)
MG31	Public Speaking & Powerful Presentation Skills	22 - 26 Jun	Istanbul	\$4,950
MG69	Culture Change Leadership Masters Workshop	24 - 25 Jun	Dubai	\$2,000
MG03	Management & Leadership Skills for the Supervisor/New Manager	28 Jun - 02 Jul	Dubai	\$3,950
MG66	Assertiveness and Self Confidence Masterclass	28 Jun - 02 Jul	Dubai	\$3,950
MG12	Advanced Teamwork & Cooperation Skills	29 Jun - 03 Jul	Lagos	\$4,950
MG04	Next Generation Leadership: Enhancing Creativity, Team Performance & Commitment	05 - 09 Jul	Dubai	\$3,950
MG47	The 10-day Result-Based Management (RBM) for the Public Sector	05 - 16 Jul	Dubai	\$7,900
MG65	Facilitation Management Strategies: Art of Mastering Facilitation Skills	05 - 09 Jul	Dubai	\$3,950
MG20	Managing Public-Private Partnerships & Alliances	06 - 10 Jul	Johannesburg	\$4,950
MG22	Mastering Strategic Management & Team Leadership Skills	06 - 10 Jul	Paris	\$4,950
MG71	Strategies for Effective Board Membership	06 - 10 Jul	Toronto	\$6,100
MG07	Mastering People Management & Team Leadership	12 - 16 Jul	Dubai	\$3,950
MG10	Leading with Emotional Excellence: Psychology of Leadership & Innovation	12 - 16 Jul	Dubai	\$3,950
MG42	The 10-day Advanced Emotional Intelligence & Leadership Masterclass	12 - 23 Jul	Dubai	\$7,900
MG46	Team Building & Team Work: Essential Principles for Innovative Teamwork & Corporate Transformation	13 - 17 Jul	Vienna	\$4,950
MG50	Brainstorming, Creative Thinking, Innovation and Problem Solving	13 - 17 Jul	Miami	\$6,100
MG06	Executive Leadership Masterclass: Leadership Development, Self-Awareness Skills & Strategy	19 - 23 Jul	Dubai	\$3,950
MG23	Reduce Stress with Effective Time & Task Management	19 - 23 Jul	Abu Dhabi	\$3,950
MG26	Communication, Interpersonal & Influencing Skills	20 - 24 Jul	London	\$4,950
MG70	Culture & Change Management Leadership Strategies	20 - 24 Jul	Miami	\$6,100
PR01	Public Relations & Corporate Communications	20 - 24 Jul	Kuala Lumpur	\$4,500
MG09	Preparing & Developing High Impact Manager	09 - 13 Aug	Dubai	\$3,950
MG17	Developing Women as Leaders: Liberating Power, Potential & Positivity of Women in the Workplace	09 - 13 Aug	Dubai	\$3,950
MG01	Essentials of Management & Leadership	16 - 20 Aug	Dubai	\$3,950
MG19	Fraud & Corruption in the Workplace: Detection, Management & Control	16 - 20 Aug	Dubai	\$3,950
MG05	Leadership, Critical Thinking & Innovation	17 - 21 Aug	Tbilisi	\$4,950
MG21	Self-Management Strategy: Positive Thinking, Psychology and Attitude	23 - 27 Aug	Dubai	\$3,950
MG45	Effective Communication Skills: Mastering the Art of Communication	23 - 27 Aug	Dubai	\$3,950
MG28	Leading and Managing Change for Organisational Transformation	24 - 28 Aug	Barcelona	\$4,950
MG33	Negotiation Skills: Mastering the Art of Deal Making Strategies	30 Aug - 03 Sep	Dubai	\$3,950
MG05	Leadership, Critical Thinking & Innovation	31 Aug - 04 Sep	New York	\$6,100
MG26	Communication, Interpersonal & Influencing Skills	06 - 10 Sep	Dubai	\$3,950
MG72	Entrepreneurial Leadership Strategies	06 - 10 Sep	Dubai	\$3,950

**Management, Leadership & Strategy Programs (contd...)**

Ref.	Course Title	Date	Venue	Fee(\$)
MG07	Mastering People Management & Team Leadership	07 - 11 Sep	London	\$4,950
MG36	The 10-day Advanced Teamwork & Innovation Programme	07 - 18 Sep	London	\$9,900
MG48	The 10-day Management, Governance & Fiscal Sustainability for the Public Sector	07 - 18 Sep	New York	\$12,200
MG04	Next Generation Leadership: Enhancing Creativity, Team Performance & Commitment	13 - 17 Sep	Dubai	\$3,950
MG35	The 10-day Strategic Leadership Programme	13 - 24 Sep	Dubai	\$7,900
MG15	Smart Leadership: Achieving Strategy through Leading the Function	14 - 18 Sep	Tbilisi	\$4,950
MG50	Brainstorming, Creative Thinking, Innovation and Problem Solving	14 - 18 Sep	London	\$4,950
MG13	Strategic Planning, Development & Implementation: Strategic Tools for Effective Leadership	20 - 24 Sep	Dubai	\$3,950
MG49	The 4 Dimensional Leadership Development	20 - 24 Sep	Dubai	\$3,950
MG67	Lean Six Sigma	20 - 24 Sep	Dubai	\$3,950
MG02	Advanced Management & Leadership	21 - 25 Sep	Budapest	\$4,950
MG11	Strategic Planning & Goal Setting: Setting Focused Goals and Enhancing Competitiveness	04 - 08 Oct	Dubai	\$3,950
MG31	Public Speaking & Powerful Presentation Skills	04 - 08 Oct	Dubai	\$3,950
MG38	The 10-day Strategic Vision & Business Risk Management Strategies	04 - 15 Oct	Dubai	\$7,900
MG14	Coaching and Mentoring: Enhancing Productivity, Engagement and Innovation	05 - 09 Oct	Miami	\$6,100
MG15	Smart Leadership: Achieving Strategy through Leading the Function	05 - 09 Oct	Vienna	\$4,950
MG22	Mastering Strategic Management & Team Leadership Skills	11 - 15 Oct	Dubai	\$3,950
MG24	Effective Business Risk Management Strategies	11 - 15 Oct	Dubai	\$3,950
MG40	The 10-day International Management Programme	11 - 22 Oct	Dubai	\$7,900
MG10	Leading with Emotional Excellence: Psychology of Leadership & Innovation	12 - 16 Oct	Istanbul	\$4,950
MG47	The 10-day Result-Based Management (RBM) for the Public Sector	12 - 23 Oct	London	\$9,900
MG71	Strategies for Effective Board Membership	12 - 16 Oct	Houston	\$6,100
MG14	Coaching and Mentoring: Enhancing Productivity, Engagement and Innovation	18 - 22 Oct	Dubai	\$3,950
MG68	Change Management Leadership Professional Workshop	18 - 20 Oct	Dubai	\$2,750
MG70	Culture & Change Management Leadership Strategies	18 - 22 Oct	Dubai	\$3,950
MG01	Essentials of Management & Leadership	19 - 23 Oct	Toronto	\$6,100
MG23	Reduce Stress with Effective Time & Task Management	19 - 23 Oct	Houston	\$6,100
MG44	Essentials of Business Analysis: Enhance Organisational Performance	19 - 23 Oct	Geneva	\$4,950
MG69	Culture Change Leadership Masters Workshop	21 - 22 Oct	Dubai	\$2,000
MG03	Management & Leadership Skills for the Supervisor/New Manager	25 - 29 Oct	Dubai	\$3,950
MG06	Executive Leadership Masterclass: Leadership Development, Self-Awareness Skills & Strategy	26 - 30 Oct	Kuala Lumpur	\$4,500
MG12	Advanced Teamwork & Cooperation Skills	01 - 05 Nov	Dubai	\$3,950
MG13	Strategic Planning, Development & Implementation: Strategic Tools for Effective Leadership	01 - 05 Nov	Dubai	\$3,950

**Management, Leadership & Strategy Programs (contd...)**

Ref.	Course Title	Date	Venue	Fee(\$)
MG39	The 10-day Organisational Strategy & Smart Leadership Programme	01 - 12 Nov	Dubai	\$7,900
MG49	The 4 Dimensional Leadership Development	02 - 06 Nov	London	\$4,950
MG66	Assertiveness and Self Confidence Masterclass	02 - 06 Nov	Amsterdam	\$4,950
MG10	Leading with Emotional Excellence: Psychology of Leadership & Innovation	08 - 12 Nov	Dubai	\$3,950
MG15	Smart Leadership: Achieving Strategy through Leading the Function	08 - 12 Nov	Dubai	\$3,950
MG20	Managing Public-Private Partnerships & Alliances	08 - 12 Nov	Dubai	\$3,950
MG21	Self-Management Strategy: Positive Thinking, Psychology and Attitude	08 - 12 Nov	Dubai	\$3,950
MG34	The 10-day Strategic Management Programme	08 - 19 Nov	Dubai	\$7,900
MG43	Effective Business Writing Skills: Modern Techniques	08 - 12 Nov	Dubai	\$3,950
MG48	The 10-day Management, Governance & Fiscal Sustainability for the Public Sector	08 - 19 Nov	Dubai	\$7,900
MG02	Advanced Management & Leadership	09 - 13 Nov	Bangkok	\$4,950
MG72	Entrepreneurial Leadership Strategies	09 - 13 Nov	Miami	\$6,100
MG28	Leading and Managing Change for Organisational Transformation	15 - 19 Nov	Dubai	\$3,950
MG27	Leading & Managing High Performing Teams: Supervisor Development Program	16 - 20 Nov	Budapest	\$4,950
MG46	Team Building & Team Work: Essential Principles for Innovative Teamwork & Corporate Transformation	16 - 20 Nov	New York	\$6,100
MG45	Effective Communication Skills: Mastering the Art of Communication	22 - 26 Nov	Abu Dhabi	\$3,950
MG71	Strategies for Effective Board Membership	22 - 26 Nov	Dubai	\$3,950
MG21	Self-Management Strategy: Positive Thinking, Psychology and Attitude	23 - 27 Nov	Kuala Lumpur	\$4,500
MG46	Team Building & Team Work: Essential Principles for Innovative Teamwork & Corporate Transformation	23 - 27 Nov	Paris	\$4,950
MG13	Strategic Planning, Development & Implementation: Strategic Tools for Effective Leadership	30 Nov - 04 Dec	Toronto	\$6,100
MG33	Negotiation Skills: Mastering the Art of Deal Making Strategies	30 Nov - 04 Dec	Barcelona	\$4,950
MG02	Advanced Management & Leadership	06 - 10 Dec	Abu Dhabi	\$3,950
MG06	Executive Leadership Masterclass: Leadership Development, Self-Awareness Skills & Strategy	06 - 10 Dec	Dubai	\$3,950
MG37	The 10-day Advanced Management & Workplace Control Masterclass	06 - 17 Dec	Dubai	\$7,900
MG72	Entrepreneurial Leadership Strategies	06 - 10 Dec	Dubai	\$3,950
MG11	Strategic Planning & Goal Setting: Setting Focused Goals and Enhancing Competitiveness	07 - 11 Dec	London	\$4,950
MG28	Leading and Managing Change for Organisational Transformation	07 - 11 Dec	Singapore	\$4,950
MG19	Fraud & Corruption in the Workplace: Detection, Management & Control	13 - 17 Dec	Dubai	\$3,950
MG49	The 4 Dimensional Leadership Development	13 - 17 Dec	Dubai	\$3,950
PR01	Public Relations & Corporate Communications	13 - 17 Dec	Dubai	\$3,950
MG03	Management & Leadership Skills for the Supervisor/New Manager	14 - 18 Dec	Lagos	\$4,950
MG04	Next Generation Leadership: Enhancing Creativity, Team Performance & Commitment	14 - 18 Dec	Los Angeles	\$6,100
MG23	Reduce Stress with Effective Time & Task Management	20 - 24 Dec	Dubai	\$3,950



**Management, Leadership & Strategy Programs (contd...)**

Ref.	Course Title	Date	Venue	Fee(\$)
MG09	Preparing & Developing High Impact Manager	27 - 31 Dec	Dubai	\$3,950

**Mechanical, Instrumentation & Process Control Programs**

Ref.	Course Title	Date	Venue	Fee(\$)
ME06	Storage Tanks & Tank Farms - Design, Sizing and Calculations	19 - 23 Jan	Dubai	\$3,950
IN02	Safety Instrumentation and Emergency Shut Down Systems	19 - 23 Jan	Dubai	\$3,950
IN01	Process Measurement, Instrumentation & Control	09 - 13 Feb	Dubai	\$3,950
ME02	Machinery Failure Analysis and Prevention	16 - 20 Feb	Dubai	\$3,950
ME09	Essentials For Engineering & Maintenance	17 - 21 Feb	Kuala Lumpur	\$4,500
ME05	Gas Turbine Operation, Maintenance & Inspection	23 - 27 Feb	Dubai	\$3,950
ME01	Effective Data Analysis Techniques: Essential For Positive Business Outcomes	01 - 05 Mar	Dubai	\$3,950
ME03	Pumps, Compressors & Turbines: Operation, Maintenance & Troubleshooting	08 - 12 Mar	Dubai	\$3,950
ME08	Steam Turbine Essentials	15 - 19 Mar	Dubai	\$3,950
ME12	Fired Heaters and Heat Exchangers	22 - 26 Mar	Dubai	\$3,950
ME07	Boiler Operation, Maintenance & Safety	19 - 23 Apr	Dubai	\$3,950
ME09	Essentials For Engineering & Maintenance	05 - 09 Apr	Dubai	\$3,950
ME11	Strategies for Engineering & Maintenance: Mini-MBA	05 - 16 Apr	Dubai	\$7,900
ME10	Engineering Management Leadership Skills	12 - 16 Apr	Dubai	\$3,950
IN03	Fiscal Custody Flowmeters	12 - 16 Apr	Dubai	\$3,950
ME04	Fundamentals of Process & Mechanical Engineering	28 Jun - 02 Jul	Dubai	\$3,950
ME12	Fired Heaters and Heat Exchangers	21 - 25 Jun	Dubai	\$3,950
IN02	Safety Instrumentation and Emergency Shut Down Systems	14 - 18 Jun	Dubai	\$3,950
IN01	Process Measurement, Instrumentation & Control	07 - 11 Jun	Dubai	\$3,950
ME02	Machinery Failure Analysis and Prevention	15 - 19 Jun	London	\$4,950
ME01	Effective Data Analysis Techniques: Essential For Positive Business Outcomes	05 - 09 Jul	Dubai	\$3,950
ME09	Essentials For Engineering & Maintenance	06 - 10 Jul	London	\$4,950
ME11	Strategies for Engineering & Maintenance: Mini-MBA	06 - 17 Jul	London	\$9,900
ME03	Pumps, Compressors & Turbines: Operation, Maintenance & Troubleshooting	12 - 16 Jul	Dubai	\$3,950
ME10	Engineering Management Leadership Skills	13 - 17 Jul	London	\$4,950
ME05	Gas Turbine Operation, Maintenance & Inspection	16 - 20 Aug	Abu Dhabi	\$3,950
IN03	Fiscal Custody Flowmeters	17 - 21 Aug	Johannesburg	\$4,950
ME07	Boiler Operation, Maintenance & Safety	24 - 28 Aug	Kuala Lumpur	\$4,500
ME06	Storage Tanks & Tank Farms - Design, Sizing and Calculations	06 - 10 Sep	Dubai	\$3,950
ME08	Steam Turbine Essentials	06 - 10 Sep	Dubai	\$3,950

**Mechanical, Instrumentation & Process Control Programs (contd...)**

Ref.	Course Title	Date	Venue	Fee(\$)
ME02	Machinery Failure Analysis and Prevention	13 - 17 Sep	Dubai	\$3,950
ME04	Fundamentals of Process & Mechanical Engineering	14 - 18 Sep	Budapest	\$4,950
IN01	Process Measurement, Instrumentation & Control	20 - 24 Sep	Dubai	\$3,950
ME04	Fundamentals of Process & Mechanical Engineering	04 - 08 Oct	Dubai	\$3,950
ME07	Boiler Operation, Maintenance & Safety	11 - 15 Oct	Dubai	\$3,950
ME12	Fired Heaters and Heat Exchangers	18 - 22 Oct	Dubai	\$3,950
IN02	Safety Instrumentation and Emergency Shut Down Systems	18 - 22 Oct	Dubai	\$3,950
IN03	Fiscal Custody Flowmeters	25 - 29 Oct	Dubai	\$3,950
ME01	Effective Data Analysis Techniques: Essential For Positive Business Outcomes	01 - 05 Nov	Dubai	\$3,950
ME05	Gas Turbine Operation, Maintenance & Inspection	08 - 12 Nov	Dubai	\$3,950
ME10	Engineering Management Leadership Skills	09 - 13 Nov	Miami	\$6,100
ME09	Essentials For Engineering & Maintenance	15 - 19 Nov	Dubai	\$3,950
ME08	Steam Turbine Essentials	16 - 20 Nov	Istanbul	\$4,950
ME03	Pumps, Compressors & Turbines: Operation, Maintenance & Troubleshooting	06 - 10 Dec	Dubai	\$3,950
ME10	Engineering Management Leadership Skills	06 - 10 Dec	Dubai	\$3,950
ME08	Steam Turbine Essentials	13 - 17 Dec	Dubai	\$3,950

**Maintenance Engineering Programs**

Ref.	Course Title	Date	Venue	Fee(\$)
MN04	Maintenance Management & Technology Best Practices	26 - 30 Jan	Dubai	\$3,950
MN05	Competency Development for Supervisory Excellence of Maintenance Professionals	16 - 20 Feb	Dubai	\$3,950
MN02	Managing Efficient Shutdowns & Turnarounds	23 - 27 Feb	Dubai	\$3,950
MN03	Reliability Centred Maintenance (RCM)	15 - 19 Mar	Dubai	\$3,950
MN01	Maintenance Planning, Scheduling & Cost Control	22 - 26 Mar	Dubai	\$3,950
MN04	Maintenance Management & Technology Best Practices	19 - 23 Apr	Dubai	\$3,950
MN02	Managing Efficient Shutdowns & Turnarounds	20 - 24 Apr	Houston	\$6,100
MN03	Reliability Centred Maintenance (RCM)	07 - 11 Jun	Abu Dhabi	\$3,950
MN05	Competency Development for Supervisory Excellence of Maintenance Professionals	21 - 25 Jun	Dubai	\$3,950
MN04	Maintenance Management & Technology Best Practices	12 - 16 Jul	Dubai	\$3,950
MN01	Maintenance Planning, Scheduling & Cost Control	19 - 23 Jul	Dubai	\$3,950
MN02	Managing Efficient Shutdowns & Turnarounds	23 - 27 Aug	Dubai	\$3,950
MN03	Reliability Centred Maintenance (RCM)	13 - 17 Sep	Dubai	\$3,950
MN05	Competency Development for Supervisory Excellence of Maintenance Professionals	21 - 25 Sep	Paris	\$4,950
MN01	Maintenance Planning, Scheduling & Cost Control	11 - 15 Oct	Dubai	\$3,950

**Maintenance Engineering Programs (contd...)**

Ref.	Course Title	Date	Venue	Fee(\$)
MN04	Maintenance Management & Technology Best Practices	12 - 16 Oct	London	\$4,950
MN04	Maintenance Management & Technology Best Practices	01 - 05 Nov	Dubai	\$3,950
MN05	Competency Development for Supervisory Excellence of Maintenance Professionals	08 - 12 Nov	Dubai	\$3,950
MN02	Managing Efficient Shutdowns & Turnarounds	13 - 17 Dec	Dubai	\$3,950

**Oil, Gas, Chemical & Process Engineering Programs**

Ref.	Course Title	Date	Venue	Fee(\$)
OG07	Safe Handling, Storage & Transportation of Crude Oil and Petroleum Products	12 - 16 Jan	Dubai	\$3,950
OG02	Exploration & Production Fundamentals: Basic Petroleum Technology	19 - 23 Jan	Dubai	\$3,950
OG13	Managing Wellsite Operations	26 - 30 Jan	Dubai	\$3,950
OG04	Process Plant Start-up, Commissioning & Troubleshooting	02 - 06 Feb	Dubai	\$3,950
OG18	Introduction to Oil & Gas Industry	09 - 13 Feb	Dubai	\$3,950
OG14	Reservoir Engineering and Management	16 - 20 Feb	Dubai	\$3,950
OG21	Floating Production Storage and Offloading (FPSO)	23 - 27 Feb	Dubai	\$3,950
OG01	Hydrocarbon Production Operations	01 - 05 Mar	Dubai	\$3,950
OG03	Gas Processing & Gas Conditioning	01 - 05 Mar	Dubai	\$3,950
OG12	Oil & Gas Field Operations	08 - 12 Mar	Dubai	\$3,950
OG08	Oil and Gas Movement, Storage & Marine Terminal Operation	15 - 19 Mar	Dubai	\$3,950
OG15	Waterflooding Management in Reservoir	15 - 19 Mar	Dubai	\$3,950
OG19	Introduction to Reservoir Simulation for Non-Specialists	16 - 20 Mar	Istanbul	\$4,950
OG20	Floating Liquefied Natural Gas (FLNG)	22 - 26 Mar	Dubai	\$3,950
OG06	Oil & Gas Business Management: International Best Practices	05 - 09 Apr	Dubai	\$3,950
OG13	Managing Wellsite Operations	12 - 16 Apr	Dubai	\$3,950
OG22	Offshore Platforms Masterclass	12 - 16 Apr	Dubai	\$3,950
OG10	Petroleum Projects Economics & Risk Analysis	13 - 17 Apr	Houston	\$6,100
OG17	Subsurface Production Operations and Artificial Lift Technologies	19 - 23 Apr	Dubai	\$3,950
OG16	Enhanced Oil Recovery Technologies	20 - 24 Apr	London	\$4,950
OG02	Exploration & Production Fundamentals: Basic Petroleum Technology	07 - 11 Jun	Dubai	\$3,950
OG04	Process Plant Start-up, Commissioning & Troubleshooting	07 - 11 Jun	Abu Dhabi	\$3,950
OG11	Integrated Reservoir Modelling	14 - 18 Jun	Dubai	\$3,950
OG19	Introduction to Reservoir Simulation for Non-Specialists	14 - 18 Jun	Dubai	\$3,950
OG14	Reservoir Engineering and Management	21 - 25 Jun	Dubai	\$3,950
OG08	Oil and Gas Movement, Storage & Marine Terminal Operation	28 Jun - 02 Jul	Dubai	\$3,950
OG06	Oil & Gas Business Management: International Best Practices	05 - 09 Jul	Dubai	\$3,950

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

Ref.	Course Title	Date	Venue	Fee(\$)
OG20	Floating Liquefied Natural Gas (FLNG)	05 - 09 Jul	Dubai	\$3,950
OG03	Gas Processing & Gas Conditioning	06 - 10 Jul	London	\$4,950
OG15	Waterflooding Management in Reservoir	13 - 17 Jul	Vienna	\$4,950
OG18	Introduction to Oil & Gas Industry	13 - 17 Jul	Geneva	\$4,950
OG17	Subsurface Production Operations and Artificial Lift Technologies	19 - 23 Jul	Abu Dhabi	\$3,950
OG21	Floating Production Storage and Offloading (FPSO)	12 - 16 Jul	Dubai	\$3,950
OG04	Process Plant Start-up, Commissioning & Troubleshooting	09 - 13 Aug	Dubai	\$3,950
OG07	Safe Handling, Storage & Transportation of Crude Oil and Petroleum Products	09 - 13 Aug	Dubai	\$3,950
OG12	Oil & Gas Field Operations	16 - 20 Aug	Dubai	\$3,950
OG13	Managing Wellsite Operations	17 - 21 Aug	Tbilisi	\$4,950
OG16	Enhanced Oil Recovery Technologies	23 - 27 Aug	Dubai	\$3,950
OG06	Oil & Gas Business Management: International Best Practices	06 - 10 Sep	Dubai	\$3,950
OG10	Petroleum Projects Economics & Risk Analysis	13 - 17 Sep	Dubai	\$3,950
OG11	Integrated Reservoir Modelling	13 - 17 Sep	Dubai	\$3,950
OG01	Hydrocarbon Production Operations	14 - 18 Sep	Amsterdam	\$4,950
OG22	Offshore Platforms Masterclass	20 - 24 Sep	Dubai	\$3,950
OG17	Subsurface Production Operations and Artificial Lift Technologies	21 - 25 Sep	Houston	\$6,100
OG02	Exploration & Production Fundamentals: Basic Petroleum Technology	04 - 08 Oct	Dubai	\$3,950
OG20	Floating Liquefied Natural Gas (FLNG)	05 - 09 Oct	Houston	\$6,100
OG14	Reservoir Engineering and Management	11 - 15 Oct	Dubai	\$3,950
OG03	Gas Processing & Gas Conditioning	12 - 16 Oct	Toronto	\$6,100
OG15	Waterflooding Management in Reservoir	18 - 22 Oct	Abu Dhabi	\$3,950
OG08	Oil and Gas Movement, Storage & Marine Terminal Operation	19 - 23 Oct	Lagos	\$4,950
OG18	Introduction to Oil & Gas Industry	25 - 29 Oct	Dubai	\$3,950
OG19	Introduction to Reservoir Simulation for Non-Specialists	26 - 30 Oct	London	\$4,950
OG03	Gas Processing & Gas Conditioning	01 - 05 Nov	Dubai	\$3,950
OG07	Safe Handling, Storage & Transportation of Crude Oil and Petroleum Products	02 - 06 Nov	Kuala Lumpur	\$4,500
OG10	Petroleum Projects Economics & Risk Analysis	08 - 12 Nov	Dubai	\$3,950
OG13	Managing Wellsite Operations	08 - 12 Nov	Dubai	\$3,950
OG06	Oil & Gas Business Management: International Best Practices	09 - 13 Nov	Houston	\$6,100
OG12	Oil & Gas Field Operations	09 - 13 Nov	London	\$4,950
OG16	Enhanced Oil Recovery Technologies	15 - 19 Nov	Dubai	\$3,950
OG22	Offshore Platforms Masterclass	16 - 20 Nov	Houston	\$6,100

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

Ref.	Course Title	Date	Venue	Fee(\$)
OG21	Floating Production Storage and Offloading (FPSO)	22 - 26 Nov	Dubai	\$3,950
OG11	Integrated Reservoir Modelling	29 Nov - 03 Dec	Dubai	\$3,950
OG01	Hydrocarbon Production Operations	06 - 10 Dec	Dubai	\$3,950
OG22	Offshore Platforms Masterclass	06 - 10 Dec	Dubai	\$3,950
OG17	Subsurface Production Operations and Artificial Lift Technologies	13 - 17 Dec	Dubai	\$3,950
OG15	Waterflooding Management in Reservoir	27 - 31 Dec	Dubai	\$3,950

**Procurement, Logistics & Supply Chain Programs**

Ref.	Course Title	Date	Venue	Fee(\$)
MM01	Vendor Qualification: Managing Performance & Contract Compliance	19 - 23 Jan	Dubai	\$3,950
MM12	Procurement & Supply Chain Management	26 - 30 Jan	Dubai	\$3,950
MM13	Advanced Purchasing and Cost Saving Techniques	09 - 13 Feb	Dubai	\$3,950
MM16	Shipping and Logistics Masterclass	16 - 20 Feb	Dubai	\$3,950
MM07	Best Practices in Managing Inventory & Stock Control	23 - 27 Feb	Dubai	\$3,950
MM09	Procurement Management of Equipment and Works for World Bank Aided Projects	01 - 05 Mar	Dubai	\$3,950
MM08	Oil & Gas Procurement & Supply Management	15 - 19 Mar	Dubai	\$3,950
MM04	Procurement Specialist: The A to Z of Procurement Best Practices	22 - 26 Mar	Dubai	\$3,950
MM10	Procurement, Logistics & Supply Chain Management Masterclass	22 Mar - 02 Apr	Dubai	\$7,900
MM06	Logistics & Supply Chain Management	29 Mar - 02 Apr	Dubai	\$3,950
MM03	Strategic Procurement Management Masterclass	05 - 09 Apr	Dubai	\$3,950
MM13	Advanced Purchasing and Cost Saving Techniques	12 - 16 Apr	Dubai	\$3,950
MM17	Advanced Purchasing, Tendering and Supplier Selection	12 - 23 Apr	Dubai	\$7,900
MM02	Purchasing Management, Tendering & Supplier Selection	19 - 23 Apr	Dubai	\$3,950
MM05	Effective Warehouse & Stores Management	19 - 23 Apr	Dubai	\$3,950
MM18	International Buying Best Practices	20 - 24 Apr	London	\$4,950
MM11	The 10-day Vehicle Fleet Development & Management Programme	31 May - 11 Jun	Dubai	\$7,900
MM16	Shipping and Logistics Masterclass	07 - 11 Jun	Dubai	\$3,950
MM06	Logistics & Supply Chain Management	08 - 12 Jun	London	\$4,950
MM04	Procurement Specialist: The A to Z of Procurement Best Practices	15 - 19 Jun	London	\$4,950
MM12	Procurement & Supply Chain Management	21 - 25 Jun	Dubai	\$3,950
MM07	Best Practices in Managing Inventory & Stock Control	28 Jun - 02 Jul	Dubai	\$3,950
MM18	International Buying Best Practices	05 - 09 Jul	Dubai	\$3,950
MM08	Oil & Gas Procurement & Supply Management	06 - 10 Jul	London	\$4,950
MM13	Advanced Purchasing and Cost Saving Techniques	12 - 16 Jul	Dubai	\$3,950

**Procurement, Logistics & Supply Chain Programs (contd...)**

Ref.	Course Title	Date	Venue	Fee(\$)
MM03	Strategic Procurement Management Masterclass	13 - 17 Jul	Miami	\$6,100
MM09	Procurement Management of Equipment and Works for World Bank Aided Projects	19 - 23 Jul	Dubai	\$3,950
MM01	Vendor Qualification: Managing Performance & Contract Compliance	09 - 13 Aug	Dubai	\$3,950
MM11	The 10-day Vehicle Fleet Development & Management Programme	16 - 27 Aug	Dubai	\$7,900
MM05	Effective Warehouse & Stores Management	23 - 27 Aug	Dubai	\$3,950
MM12	Procurement & Supply Chain Management	14 - 18 Sep	Istanbul	\$4,950
MM04	Procurement Specialist: The A to Z of Procurement Best Practices	20 - 24 Sep	Dubai	\$3,950
MM10	Procurement, Logistics & Supply Chain Management Masterclass	20 Sep - 01 Oct	Dubai	\$7,900
MM02	Purchasing Management, Tendering & Supplier Selection	27 Sep - 01 Oct	Dubai	\$3,950
MM06	Logistics & Supply Chain Management	27 Sep - 01 Oct	Dubai	\$3,950
MM07	Best Practices in Managing Inventory & Stock Control	04 - 08 Oct	Dubai	\$3,950
MM09	Procurement Management of Equipment and Works for World Bank Aided Projects	05 - 09 Oct	London	\$4,950
MM12	Procurement & Supply Chain Management	11 - 15 Oct	Dubai	\$3,950
MM08	Oil & Gas Procurement & Supply Management	12 - 16 Oct	Amsterdam	\$4,950
MM16	Shipping and Logistics Masterclass	18 - 22 Oct	Dubai	\$3,950
MM03	Strategic Procurement Management Masterclass	19 - 23 Oct	Singapore	\$4,950
MM18	International Buying Best Practices	01 - 05 Nov	Dubai	\$3,950
MM05	Effective Warehouse & Stores Management	08 - 12 Nov	Dubai	\$3,950
MM04	Procurement Specialist: The A to Z of Procurement Best Practices	09 - 13 Nov	Toronto	\$6,100
MM13	Advanced Purchasing and Cost Saving Techniques	15 - 19 Nov	Dubai	\$3,950
MM17	Advanced Purchasing, Tendering and Supplier Selection	15 - 26 Nov	Dubai	\$7,900
MM02	Purchasing Management, Tendering & Supplier Selection	22 - 26 Nov	Dubai	\$3,950
MM03	Strategic Procurement Management Masterclass	06 - 10 Dec	Dubai	\$3,950
MM08	Oil & Gas Procurement & Supply Management	06 - 10 Dec	Dubai	\$3,950
MM06	Logistics & Supply Chain Management	13 - 17 Dec	Dubai	\$3,950
MM13	Advanced Purchasing and Cost Saving Techniques	14 - 18 Dec	Kuala Lumpur	\$4,500

**Project Management Programs**

Ref.	Course Title	Date	Venue	Fee(\$)
PM14	Project Management Professional (PMP) Exam Preparation	19 - 23 Jan	Dubai	\$3,950
PM01	Fundamentals of Project Management	16 - 20 Feb	Dubai	\$3,950
PM15	Strategic Project Assessment: Identification, Policy Analysis & Selection	23 - 27 Feb	Dubai	\$3,950
PM13	Managing Multiple Tasks, Priorities & Deadlines	08 - 12 Mar	Dubai	\$3,950
PM10	Professional Project Analysis: Managing Risk & Uncertainty	15 - 19 Mar	Dubai	\$3,950

**Project Management Programs (contd...)**

Ref.	Course Title	Date	Venue	Fee(\$)
PM04	Project Planning, Scheduling & Control: International Best Practices	22 - 26 Mar	Dubai	\$3,950
PM02	Mastering Project Management: The A to Z of Project Management	12 - 16 Apr	Dubai	\$3,950
PM16	Advanced Project Risk Analysis & Management	12 - 16 Apr	Dubai	\$3,950
PM19	The 10-day Project Risk Assessment and Financial Appraisal Program	12 - 23 Apr	Dubai	\$7,900
PM17	Project Appraisal - Financial & Economic Factors Masterclass	19 - 23 Apr	Dubai	\$3,950
PM18	The 10-day Strategic Project Assessment, Risk Analysis & Management Program	07 - 18 Jun	Dubai	\$7,900
PM15	Strategic Project Assessment: Identification, Policy Analysis & Selection	14 - 18 Jun	Dubai	\$3,950
PM16	Advanced Project Risk Analysis & Management	14 - 18 Jun	Dubai	\$3,950
PM10	Professional Project Analysis: Managing Risk & Uncertainty	22 - 26 Jun	Johannesburg	\$4,950
PM01	Fundamentals of Project Management	05 - 09 Jul	Dubai	\$3,950
PM02	Mastering Project Management: The A to Z of Project Management	12 - 16 Jul	Dubai	\$3,950
PM04	Project Planning, Scheduling & Control: International Best Practices	13 - 17 Jul	Barcelona	\$4,950
PM13	Managing Multiple Tasks, Priorities & Deadlines	20 - 24 Jul	Lagos	\$4,950
PM17	Project Appraisal - Financial & Economic Factors Masterclass	10 - 14 Aug	Kuala Lumpur	\$4,500
PM10	Professional Project Analysis: Managing Risk & Uncertainty	16 - 20 Aug	Dubai	\$3,950
PM14	Project Management Professional (PMP) Exam Preparation	23 - 27 Aug	Dubai	\$3,950
PM16	Advanced Project Risk Analysis & Management	06 - 10 Sep	Dubai	\$3,950
PM19	The 10-day Project Risk Assessment and Financial Appraisal Program	06 - 17 Sep	Dubai	\$7,900
PM17	Project Appraisal - Financial & Economic Factors Masterclass	13 - 17 Sep	Dubai	\$3,950
PM02	Mastering Project Management: The A to Z of Project Management	20 - 24 Sep	Dubai	\$3,950
PM01	Fundamentals of Project Management	05 - 09 Oct	Kuala Lumpur	\$4,500
PM10	Professional Project Analysis: Managing Risk & Uncertainty	11 - 15 Oct	Dubai	\$3,950
PM04	Project Planning, Scheduling & Control: International Best Practices	18 - 22 Oct	Dubai	\$3,950
PM15	Strategic Project Assessment: Identification, Policy Analysis & Selection	26 - 30 Oct	London	\$4,950
PM02	Mastering Project Management: The A to Z of Project Management	02 - 06 Nov	London	\$4,950
PM13	Managing Multiple Tasks, Priorities & Deadlines	09 - 13 Nov	Budapest	\$4,950
PM15	Strategic Project Assessment: Identification, Policy Analysis & Selection	15 - 19 Nov	Dubai	\$3,950
PM18	The 10-day Strategic Project Assessment, Risk Analysis & Management Program	15 - 26 Nov	Dubai	\$7,900
PM17	Project Appraisal - Financial & Economic Factors Masterclass	16 - 20 Nov	Miami	\$6,100
PM16	Advanced Project Risk Analysis & Management	22 - 26 Nov	Dubai	\$3,950
PM01	Fundamentals of Project Management	06 - 10 Dec	Dubai	\$3,950
PM04	Project Planning, Scheduling & Control: International Best Practices	07 - 11 Dec	Kuala Lumpur	\$4,500
PM02	Mastering Project Management: The A to Z of Project Management	13 - 17 Dec	Dubai	\$3,950

## PUBLIC SEMINAR CATEGORIES

- Administration, Office Management & Secretarial
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