



TRAINING CALENDAR 2019

✓ 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 | Zurich |

Administration, Office Management & Secretarial Programs

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|--|-----------------|--------------|---------|
| AD04 | Business Writing Skills for Administrators, Secretaries & PAs | 20 - 24 Jan | Dubai | 3,750 |
| AD05 | Financial Management Skills for Office Administrators & Secretaries | 27 - 31 Jan | Dubai | 3,750 |
| AD03 | Developing Professionals Skills for Senior Secretaries/Personal Assistants | 10 - 14 Feb | Dubai | 3,750 |
| AD07 | Facilities Management Strategy Masterclass | 17 - 21 Feb | Dubai | 3,750 |
| AD01 | Advanced Office Management & Effective Administration Skills | 17 - 21 Mar | Dubai | 3,750 |
| AD06 | Professional Skills Enhancement Masterclass for Administrators & Secretaries | 17 - 28 Mar | Dubai | 7,500 |
| AD02 | Enhancing Core Skills for Administrators & Secretaries | 24 - 28 Mar | Dubai | 3,750 |
| AD08 | Documents & Records Management Masterclass | 07 - 11 Apr | Dubai | 3,750 |
| AD04 | Business Writing Skills for Administrators, Secretaries & PAs | 14 - 18 Apr | Dubai | 3,750 |
| AD03 | Developing Professionals Skills for Senior Secretaries/Personal Assistants | 15 - 19 Apr | Amsterdam | 4,750 |
| AD07 | Facilities Management Strategy Masterclass | 13- 17 May | Paris | 4,750 |
| AD01 | Advanced Office Management & Effective Administration Skills | 24 - 28 Jun | New York | 5,950 |
| AD06 | Professional Skills Enhancement Masterclass for Administrators & Secretaries | 24 Jun - 05 Jul | New York | 11,900 |
| AD02 | Enhancing Core Skills for Administrators & Secretaries | 01 - 05 Jul | New York | 5,950 |
| AD03 | Developing Professionals Skills for Senior Secretaries/Personal Assistants | 08 - 12 Jul | Istanbul | 4,750 |
| AD05 | Financial Management Skills for Office Administrators & Secretaries | 15 - 19 Jul | Kuala Lumpur | 4,200 |
| AD07 | Facilities Management Strategy Masterclass | 21 - 25 Jul | Dubai | 3,750 |
| AD08 | Documents & Records Management Masterclass | 22 - 26 Jul | London | 4,750 |
| AD04 | Business Writing Skills for Administrators, Secretaries & PAs | 26 - 30 Aug | Tbilisi | 4,750 |
| AD03 | Developing Professionals Skills for Senior Secretaries/Personal Assistants | 01 - 05 Sep | Dubai | 3,750 |
| AD01 | Advanced Office Management & Effective Administration Skills | 16 - 20 Sep | London | 4,750 |
| AD06 | Professional Skills Enhancement Masterclass for Administrators & Secretaries | 16 - 27 Sep | London | 9,500 |
| AD02 | Enhancing Core Skills for Administrators & Secretaries | 23 - 27 Sep | London | 4,750 |
| AD04 | Business Writing Skills for Administrators, Secretaries & PAs | 14 - 18 Oct | Budapest | 4,750 |
| AD07 | Facilities Management Strategy Masterclass | 14 - 18 Oct | Miami | 5,950 |
| AD05 | Financial Management Skills for Office Administrators & Secretaries | 20 - 24 Oct | Dubai | 3,750 |
| AD01 | Advanced Office Management & Effective Administration Skills | 21 - 25 Oct | Barcelona | 4,750 |
| AD08 | Documents & Records Management Masterclass | 27 - 31 Oct | Dubai | 3,750 |
| AD03 | Developing Professionals Skills for Senior Secretaries/Personal Assistants | 17 - 21 Nov | Dubai | 3,750 |
| AD07 | Facilities Management Strategy Masterclass | 18 - 22 Nov | Geneva | 4,750 |
| AD01 | Advanced Office Management & Effective Administration Skills | 24 - 28 Nov | Dubai | 3,750 |
| AD06 | Professional Skills Enhancement Masterclass for Administrators & Secretaries | 24 Nov - 05 | Dubai | 7,500 |
| AD02 | Enhancing Core Skills for Administrators & Secretaries | 01 - 05 Dec | Dubai | 3,750 |

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

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|---|-------------|--------------|---------|
| AD07 | Facilities Management Strategy Masterclass | 08 - 12 Dec | Dubai | 3,750 |
| AD08 | Documents & Records Management Masterclass | 09 - 13 Dec | Kuala Lumpur | 4,200 |
| AD04 | Business Writing Skills for Administrators, Secretaries & PAs | 16 - 20 Dec | Amsterdam | 4,750 |
| AD05 | Financial Management Skills for Office Administrators & Secretaries | 16 - 20 Dec | Paris | 4,750 |

Contract Management Programs

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|--|-----------------|--------------|---------|
| CM02 | Contracts: Bidding, Evaluation, Negotiation & Award | 20 - 24 Jan | Dubai | 3,750 |
| CM03 | Contracts Administration from Award to Completion | 03 - 07 Feb | Dubai | 3,750 |
| CM07 | Oil & Gas Contract Management | 10 - 14 Feb | Dubai | 3,750 |
| CM11 | Contracts: Drafting, Reading & Understanding | 10 - 14 Mar | Dubai | 3,750 |
| CM04 | Effective Contract Risk Management Masterclass | 11 - 15 Mar | Istanbul | 4,750 |
| CM16 | The -10day Contract & Project Risk Management Masterclass | 11 - 22 Mar | Istanbul | 9,500 |
| CM12 | Contract Management for Non-Contract Professionals | 17 - 21 Mar | Dubai | 3,750 |
| CM02 | Contracts: Bidding, Evaluation, Negotiation & Award | 18 - 22 Mar | Geneva | 4,750 |
| CM06 | Mastering Contracts Management | 14 - 18 Apr | Dubai | 3,750 |
| CM13 | The -10day Mastering Contracts & Project Management | 14 - 25 Apr | Dubai | 7,500 |
| CM10 | Contracts Management Specialist: The A to Z of Contract Management | 15 - 19 Apr | Miami | 5,950 |
| CM04 | Effective Contract Risk Management Masterclass | 16 - 20 June | Dubai | 3,750 |
| CM16 | The -10day Contract & Project Risk Management Masterclass | 16 - 27 Jun | Dubai | 7,500 |
| CM02 | Contracts: Bidding, Evaluation, Negotiation & Award | 17 - 21 Jun | Kuala Lumpur | 4,200 |
| CM06 | Mastering Contracts Management | 01 - 05 Jul | Vienna | 4,750 |
| CM13 | The -10day Mastering Contracts & Project Management | 01 - 12 Jul | Vienna | 9,500 |
| CM12 | Contract Management for Non-Contract Professionals | 07 - 11 Jul | Dubai | 3,750 |
| CM03 | Contracts Administration from Award to Completion | 05 - 09 Aug | London | 4,750 |
| CM04 | Effective Contract Risk Management Masterclass | 26 - 30 Aug | Budapest | 4,750 |
| CM11 | Contracts: Drafting, Reading & Understanding | 26 - 30 Aug | Kuala Lumpur | 4,200 |
| CM02 | Contracts: Bidding, Evaluation, Negotiation & Award | 15 - 19 Sep | Dubai | 3,750 |
| CM07 | Oil & Gas Contract Management | 23 - 27 Sep | Kuala Lumpur | 4,200 |
| CM12 | Contract Management for Non-Contract Professionals | 23 - 27 Sep | London | 4,750 |
| CM10 | Contracts Management Specialist: The A to Z of Contract Management | 29 Sep - 03 Oct | Dubai | 3,750 |
| CM06 | Mastering Contracts Management | 06 - 10 Oct | Dubai | 3,750 |

Contract Management Programs (contd...)

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|--|-----------------|--------------|---------|
| CM13 | The -10day Mastering Contracts & Project Management | 06 - 17 Oct | Dubai | 7,500 |
| CM11 | Contracts: Drafting, Reading & Understanding | 21 - 25 Oct | Istanbul | 4,750 |
| CM07 | Oil & Gas Contract Management | 28 Oct - 01 Nov | Paris | 4,750 |
| CM03 | Contracts Administration from Award to Completion | 03 - 07 Nov | Dubai | 3,750 |
| CM04 | Effective Contract Risk Management Masterclass | 11 - 15 Nov | Houston | 5,950 |
| CM16 | The -10day Contract & Project Risk Management Masterclass | 11 - 22 Nov | Houston | 11,900 |
| CM12 | Contract Management for Non-Contract Professionals | 24 - 28 Nov | Dubai | 3,750 |
| CM06 | Mastering Contracts Management | 02 - 06 Dec | Kuala Lumpur | 4,200 |
| CM13 | The -10day Mastering Contracts & Project Management | 02 - 13 Dec | Kuala Lumpur | 8,400 |
| CM11 | Contracts: Drafting, Reading & Understanding | 09 - 13 Dec | Amsterdam | 4,750 |
| CM10 | Contracts Management Specialist: The A to Z of Contract Management | 15 - 19 Dec | Dubai | 3,750 |

Customer Service Programs

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|---|-------------|--------------|---------|
| CS01 | Achieving Customer Service Excellence | 10 - 14 Feb | Dubai | 3,750 |
| CS02 | Customer Relationship Management (CRM) Best Practices | 17 - 21 Mar | Dubai | 3,750 |
| CS03 | Service Quality & Customer Satisfaction: Tools & Techniques | 08 - 12 Apr | Kuala Lumpur | 4,200 |
| CS01 | Achieving Customer Service Excellence | 16 - 20 Jun | Dubai | 3,750 |
| CS03 | Service Quality & Customer Satisfaction: Tools & Techniques | 14 - 18 Jul | Dubai | 3,750 |
| CS02 | Customer Relationship Management (CRM) Best Practices | 22 - 26 Jul | Budapest | 4,750 |
| CS01 | Achieving Customer Service Excellence | 16 - 20 Sep | Tbilisi | 4,750 |
| CS03 | Service Quality & Customer Satisfaction: Tools & Techniques | 22 - 26 Sep | Dubai | 3,750 |
| CS02 | Customer Relationship Management (CRM) Best Practices | 13 - 17 Oct | Dubai | 3,750 |
| CS03 | Service Quality & Customer Satisfaction: Tools & Techniques | 10 - 14 Nov | Dubai | 3,750 |
| CS01 | Achieving Customer Service Excellence | 17 - 21 Nov | Dubai | 3,750 |
| CS02 | Customer Relationship Management (CRM) Best Practices | 08 - 12 Dec | Dubai | 3,750 |

Electrical Engineering Programs

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|--|-------------|-------|---------|
| EL01 | Circuit Breakers & Switchgears: Safe Operation & Maintenance | 27 - 31 Jan | Dubai | 3,750 |
| EL04 | Electrical Power Systems: Start-up, Commissioning & Testing | 03 - 07 Feb | Dubai | 3,750 |
| EL02 | Electrical Equipment Troubleshooting & Maintenance | 17 - 21 Feb | Dubai | 3,750 |
| EL03 | Selection, Operation & Troubleshooting of Transformers | 17 - 21 Mar | Dubai | 3,750 |
| EL07 | Power System Harmonics, Distribution & Protection | 24 - 28 Mar | Dubai | 3,750 |
| EL01 | Circuit Breakers & Switchgears: Safe Operation & Maintenance | 07 - 11 Apr | Dubai | 3,750 |

Electrical Engineering Programs (contd...)

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|--|-------------|--------------|---------|
| EL05 | AC Electric Motors & Drives Masterclass | 14 - 18 Apr | Dubai | 3,750 |
| EL04 | Electrical Power Systems: Start-up, Commissioning & Testing | 09 - 13 Jun | Dubai | 3,750 |
| EL02 | Electrical Equipment Troubleshooting & Maintenance | 01 - 05 Jul | Kuala Lumpur | 4,200 |
| EL03 | Selection, Operation & Troubleshooting of Transformers | 22 - 26 Jul | Budapest | 4,750 |
| EL07 | Power System Harmonics, Distribution & Protection | 26 - 30 Aug | Geneva | 4,750 |
| EL01 | Circuit Breakers & Switchgears: Safe Operation & Maintenance | 01 - 05 Sep | Dubai | 3,750 |
| EL05 | AC Electric Motors & Drives Masterclass | 16 - 20 Sep | Tbilisi | 4,750 |
| EL04 | Electrical Power Systems: Start-up, Commissioning & Testing | 20 - 24 Oct | Dubai | 3,750 |
| EL03 | Selection, Operation & Troubleshooting of Transformers | 27 - 31 Oct | Dubai | 3,750 |
| EL02 | Electrical Equipment Troubleshooting & Maintenance | 10 - 14 Nov | Dubai | 3,750 |
| EL05 | AC Electric Motors & Drives Masterclass | 01 - 05 Dec | Dubai | 3,750 |
| EL07 | Power System Harmonics, Distribution & Protection | 08 - 12 Dec | Dubai | 3,750 |

Finance & Accounting Programs

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|--|-----------------|--------------|---------|
| FI01 | Fundamentals of Finance, Accounting & Budgeting | 20 - 24 Jan | Dubai | 3,750 |
| FI12 | Financial Management for Non-Financial Professionals | 27 - 31 Jan | Dubai | 3,750 |
| FI05 | Investment Portfolio Management Masterclass | 11 - 15 Feb | Kuala Lumpur | 4,200 |
| FI08 | Best Practices in Managing & Organising Accounts Receivable | 17 - 21 Feb | Dubai | 3,750 |
| FI06 | Advanced Budgeting, Planning & Forecasting: The Complete Process | 24 - 28 Feb | Dubai | 3,750 |
| FI18 | Anti Money Laundering (ALM) Specialist | 24 - 28 Feb | Dubai | 3,750 |
| FI07 | Finance & Accounting: The -5day Mini-MBA | 03 - 07 Mar | Dubai | 3,750 |
| FI04 | Best Practices in Financial Analysis, Planning & Control | 10 - 14 Mar | Dubai | 3,750 |
| FI11 | Internal Auditing & Control Best Practices | 11 - 15 Mar | Vienna | 4,750 |
| FI02 | Effective Budgeting & Cost Control | 17 - 21 Mar | Dubai | 3,750 |
| FI17 | International Public Sector Accounting Standards (IPSAS) | 01 - 05 Apr | Los Angeles | 5,950 |
| FI06 | Advanced Budgeting, Planning & Forecasting: The Complete Process | 15 - 19 Apr | Barcelona | 4,750 |
| FI09 | International Financial Reporting Standards (IFRS) | 21 - 25 Apr | Dubai | 3,750 |
| FI11 | Internal Auditing & Control Best Practices | 28 Apr - 02 May | Dubai | 3,750 |
| FI01 | Fundamentals of Finance, Accounting & Budgeting | 20 - 24 May | Singapore | 4,750 |
| FI07 | Finance & Accounting: The -5day Mini-MBA | 10 - 14 Jun | Amsterdam | 4,750 |
| FI18 | Anti Money Laundering (ALM) Specialist | 17 - 21 Jun | Kuala Lumpur | 4,200 |
| FI05 | Investment Portfolio Management Masterclass | 23 - 27 Jun | Dubai | 3,750 |
| FI06 | Advanced Budgeting, Planning & Forecasting: The Complete Process | 30 Jun - 04 Jul | Dubai | 3,750 |

Finance & Accounting Programs (contd...)

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|--|-----------------|--------------|---------|
| FI12 | Financial Management for Non-Financial Professionals | 07 - 11 Jul | Dubai | 3,750 |
| FI09 | International Financial Reporting Standards (IFRS) | 15 - 19 Jul | Istanbul | 4,750 |
| FI04 | Best Practices in Financial Analysis, Planning & Control | 22 - 26 Jul | London | 4,750 |
| FI02 | Effective Budgeting & Cost Control | 29 Jul - 02 Aug | London | 4,750 |
| FI08 | Best Practices in Managing & Organising Accounts Receivable | 05 - 09 Aug | Tbilisi | 4,750 |
| FI11 | Internal Auditing & Control Best Practices | 26 - 30 Aug | Toronto | 5,950 |
| FI06 | Advanced Budgeting, Planning & Forecasting: The Complete Process | 15 - 19 Sep | Dubai | 3,750 |
| FI18 | Anti Money Laundering (ALM) Specialist | 22 - 26 Sep | Dubai | 3,750 |
| FI17 | International Public Sector Accounting Standards (IPSAS) | 23 - 27 Sep | Budapest | 4,750 |
| FI01 | Fundamentals of Finance, Accounting & Budgeting | 30 Sep - 04 Oct | Kuala Lumpur | 4,200 |
| FI04 | Best Practices in Financial Analysis, Planning & Control | 06 - 10 Oct | Dubai | 3,750 |
| FI02 | Effective Budgeting & Cost Control | 13 - 17 Oct | Dubai | 3,750 |
| FI17 | International Public Sector Accounting Standards (IPSAS) | 14 - 18 Oct | Istanbul | 4,750 |
| FI07 | Finance & Accounting: The -5day Mini-MBA | 20 - 24 Oct | Dubai | 3,750 |
| FI12 | Financial Management for Non-Financial Professionals | 21 - 25 Oct | Vienna | 4,750 |
| FI05 | Investment Portfolio Management Masterclass | 28 Oct - 01 Nov | New York | 5,950 |
| FI09 | International Financial Reporting Standards (IFRS) | 03 - 07 Nov | Dubai | 3,750 |
| FI06 | Advanced Budgeting, Planning & Forecasting: The Complete Process | 04 - 08 Nov | Miami | 5,950 |
| FI11 | Internal Auditing & Control Best Practices | 10 - 14 Nov | Dubai | 3,750 |
| FI18 | Anti Money Laundering (ALM) Specialist | 17 - 21 Nov | Dubai | 3,750 |
| FI07 | Finance & Accounting: The -5day Mini-MBA | 02 - 06 Dec | Houston | 5,950 |
| FI01 | Fundamentals of Finance, Accounting & Budgeting | 08 - 12 Dec | Dubai | 3,750 |
| FI17 | International Public Sector Accounting Standards (IPSAS) | 09 - 13 Dec | London | 4,750 |
| FI09 | International Financial Reporting Standards (IFRS) | 09 - 13 Dec | Paris | 4,750 |
| FI08 | Best Practices in Managing & Organising Accounts Receivable | 15 - 19 Dec | Dubai | 3,750 |

HRM & Personal Development Programs

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|--|-------------|-------|---------|
| HR16 | Certified Competency-Based Interview Professionalism | 13 - 17 Jan | Dubai | 3,750 |
| HR03 | Manpower Succession & Retention Masterclass | 20 - 24 Jan | Dubai | 3,750 |
| HR08 | Effective Job Evaluation & Analysis | 10 - 14 Feb | Dubai | 3,750 |
| HR11 | Managing HR Processes, Culture & Change | 17 - 21 Feb | Dubai | 3,750 |
| LD01 | Developing Core Skills for Training Coordinators & Specialists | 24 - 28 Feb | Dubai | 3,750 |
| HR01 | Fundamentals of Human Resource Management | 03 - 07 Mar | Dubai | 3,750 |

HRM & Personal Development Programs (contd...)

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|---|-----------------|--------------|---------|
| HR04 | Interviewing, Selection & Recruitment Skills | 10 - 14 Mar | Dubai | 3,750 |
| HR02 | Advanced Human Resource Management | 11 - 15 Mar | Istanbul | 4,750 |
| HR06 | Human Resource Management & Strategic Leadership Masterclass | 11 - 22 Mar | Istanbul | 9,500 |
| LD02 | Managing Training & Return on Investment (ROI) | 17 - 21 Mar | Dubai | 3,750 |
| HR05 | HRM Strategy, Learning & Development Transformation: Mini MBA | 14 - 25 Apr | Dubai | 7,500 |
| HR17 | Tomorrow's HR Department-Transform The HR Function | 14 - 18 Apr | Dubai | 3,750 |
| HR10 | Employee Relations Best Practices | 15 - 19 Apr | London | 4,750 |
| HR11 | Managing HR Processes, Culture & Change | 15 - 19 Apr | Vienna | 4,750 |
| HR12 | Compensation & Benefits Administration | 15 - 19 Apr | Kuala Lumpur | 4,200 |
| LD03 | Optimizing Learning & Development: Strategy to Enhance Organizational Performance | 21 - 25 Apr | Dubai | 3,750 |
| HR03 | Manpower Succession & Retention Masterclass | 13 - 17 May | Kuala Lumpur | 4,200 |
| HR01 | Fundamentals of Human Resource Management | 10 - 14 Jun | London | 4,750 |
| HR02 | Advanced Human Resource Management | 16 - 20 Jun | Dubai | 3,750 |
| HR06 | Human Resource Management & Strategic Leadership Masterclass | 16 - 27 Jun | Dubai | 7,500 |
| LD01 | Developing Core Skills for Training Coordinators & Specialists | 24 - 28 Jun | Budapest | 4,750 |
| HR08 | Effective Job Evaluation & Analysis | 30 Jun - 04 Jul | Dubai | 3,750 |
| HR04 | Interviewing, Selection & Recruitment Skills | 07 - 11 Jul | Dubai | 3,750 |
| HR12 | Compensation & Benefits Administration | 08 - 12 Jul | Paris | 4,750 |
| HR11 | Managing HR Processes, Culture & Change | 15 - 19 Jul | Istanbul | 4,750 |
| HR05 | HRM Strategy, Learning & Development Transformation: Mini MBA | 22 Jul - 02 Aug | Toronto | 11,900 |
| HR17 | Tomorrow's HR Department-Transform The HR Function | 22 - 26 Jul | Toronto | 5,950 |
| LD03 | Optimizing Learning & Development: Strategy to Enhance Organizational Performance | 29 Jul - 02 Aug | Toronto | 5,950 |
| HR16 | Certified Competency-Based Interview Professionalism | 05 - 09 Aug | Tbilisi | 4,750 |
| HR02 | Advanced Human Resource Management | 15 - 19 Sep | Dubai | 3,750 |
| HR06 | Human Resource Management & Strategic Leadership Masterclass | 15 - 26 Sep | Dubai | 7,500 |
| LD01 | Developing Core Skills for Training Coordinators & Specialists | 16 - 20 Sep | Kuala Lumpur | 4,200 |
| LD02 | Managing Training & Return on Investment (ROI) | 23 - 27 Sep | Kuala Lumpur | 4,200 |
| HR10 | Employee Relations Best Practices | 29 Sep - 03 Oct | Dubai | 3,750 |
| LD01 | Developing Core Skills for Training Coordinators & Specialists | 06 - 10 Oct | Dubai | 3,750 |
| HR01 | Fundamentals of Human Resource Management | 07 - 11 Oct | Budapest | 4,750 |
| HR05 | HRM Strategy, Learning & Development Transformation: Mini MBA | 13 - 24 Oct | Dubai | 7,500 |
| HR17 | Tomorrow's HR Department-Transform The HR Function | 13 - 17 Oct | Dubai | 3,750 |
| HR03 | Manpower Succession & Retention Masterclass | 14 - 18 Oct | Bangkok | 4,750 |

HRM & Personal Development Programs (contd...)

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|---|-------------|-----------|---------|
| LD03 | Optimizing Learning & Development: Strategy to Enhance Organizational Performance | 20 - 24 Oct | Dubai | 3,750 |
| HR11 | Managing HR Processes, Culture & Change | 21 - 25 Oct | Bangkok | 4,750 |
| HR04 | Interviewing, Selection & Recruitment Skills | 03 - 07 Nov | Dubai | 3,750 |
| HR08 | Effective Job Evaluation & Analysis | 10 - 14 Nov | Dubai | 3,750 |
| HR12 | Compensation & Benefits Administration | 17 - 21 Nov | Dubai | 3,750 |
| HR02 | Advanced Human Resource Management | 18 - 22 Nov | Miami | 5,950 |
| HR06 | Human Resource Management & Strategic Leadership Masterclass | 18 - 29 Nov | Miami | 11,900 |
| LD01 | Developing Core Skills for Training Coordinators & Specialists | 25 - 29 Nov | London | 4,750 |
| HR05 | HRM Strategy, Learning & Development Transformation: Mini MBA | 02 - 13 Dec | London | 9,500 |
| HR17 | Tomorrow's HR Department-Transform The HR Function | 02 - 06 Dec | London | 4,750 |
| HR10 | Employee Relations Best Practices | 09 - 13 Dec | Amsterdam | 4,750 |
| LD03 | Optimizing Learning & Development: Strategy to Enhance Organizational Performance | 09 - 13 Dec | London | 4,750 |
| HR01 | Fundamentals of Human Resource Management | 15 - 19 Dec | Dubai | 3,750 |
| LD02 | Managing Training & Return on Investment (ROI) | 15 - 19 Dec | Dubai | 3,750 |

Health & Safety Programs

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|---|-------------|--------------|---------|
| HS02 | Emergency Response Management in the Oil & Gas Industry | 20 - 24 Jan | Dubai | 3,750 |
| HS03 | Hazard and Operatability (HAZOP) Studies for Supervisors/Team Leaders | 17 - 21 Feb | Dubai | 3,750 |
| HS09 | Process Risk Assessment & Risk Management | 24 - 28 Feb | Dubai | 3,750 |
| HS07 | Operational Safety for the Oil & Gas Industry | 03 - 07 Mar | Dubai | 3,750 |
| HS04 | Basic Safety & Loss Prevention | 17 - 21 Mar | Dubai | 3,750 |
| HS11 | Risk Based Process Safety Management (RBPS): In Compliance with CCPS Guidelines | 18 - 22 Mar | Istanbul | 4,750 |
| HS06 | Advanced Incident & Accident Investigation | 08 - 12 Apr | Istanbul | 4,750 |
| HS02 | Emergency Response Management in the Oil & Gas Industry | 15 - 19 Apr | London | 4,750 |
| HS12 | Safety Leadership through Human Factors and Error Management Masterclass | 15 - 19 Apr | Los Angeles | 5,950 |
| HS11 | Risk Based Process Safety Management (RBPS): In Compliance with CCPS Guidelines | 16 - 20 Jun | Dubai | 3,750 |
| HS09 | Process Risk Assessment & Risk Management | 23 - 27 Jun | Dubai | 3,750 |
| HS12 | Safety Leadership through Human Factors and Error Management Masterclass | 07 - 11 Jul | Dubai | 3,750 |
| HS03 | Hazard and Operatability (HAZOP) Studies for Supervisors/Team Leaders | 08 - 12 Jul | Budapest | 4,750 |
| HS07 | Operational Safety for the Oil & Gas Industry | 08 - 12 Jul | Amsterdam | 4,750 |
| HS04 | Basic Safety & Loss Prevention | 05 - 09 Aug | Kuala Lumpur | 4,200 |
| HS02 | Emergency Response Management in the Oil & Gas Industry | 15 - 19 Sep | Dubai | 3,750 |
| HS06 | Advanced Incident & Accident Investigation | 22 - 26 Sep | Dubai | 3,750 |

Health & Safety Programs (contd...)

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|---|-------------|--------------|---------|
| HS11 | Risk Based Process Safety Management (RBPS): In Compliance with CCPS Guidelines | 22 - 26 Sep | Dubai | 3,750 |
| HS07 | Operational Safety for the Oil & Gas Industry | 07 - 11 Oct | Kuala Lumpur | 4,200 |
| HS12 | Safety Leadership through Human Factors and Error Management Masterclass | 14 - 18 Oct | Kuala Lumpur | 4,200 |
| HS03 | Hazard and Operatability (HAZOP) Studies for Supervisors/Team Leaders | 20 - 24 Oct | Dubai | 3,750 |
| HS02 | Emergency Response Management in the Oil & Gas Industry | 11 - 15 Nov | New York | 5,950 |
| HS04 | Basic Safety & Loss Prevention | 17 - 21 Nov | Dubai | 3,750 |
| HS06 | Advanced Incident & Accident Investigation | 24 - 28 Nov | Abu Dhabi | 3,750 |
| HS11 | Risk Based Process Safety Management (RBPS): In Compliance with CCPS Guidelines | 25 - 29 Nov | Toronto | 5,950 |
| HS09 | Process Risk Assessment & Risk Management | 02 - 06 Dec | Miami | 5,950 |
| HS07 | Operational Safety for the Oil & Gas Industry | 08 - 12 Dec | Dubai | 3,750 |
| HS12 | Safety Leadership through Human Factors and Error Management Masterclass | 16 - 20 Dec | London | 4,750 |

Maintenance Engineering Programs

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|--|-------------|--------------|---------|
| MN01 | Maintenance Planning, Scheduling & Cost Control | 20 - 24 Jan | Dubai | 3,750 |
| MN02 | Managing Efficient Shutdowns & Turnarounds | 17 - 21 Feb | Dubai | 3,750 |
| MN03 | Reliability Centred Maintenance (RCM) | 03 - 07 Mar | Dubai | 3,750 |
| MN05 | Competency Development for Supervisory Excellence of Maintenance Professionals | 10 - 14 Mar | Dubai | 3,750 |
| MN01 | Maintenance Planning, Scheduling & Cost Control | 14 - 18 Apr | Dubai | 3,750 |
| MN04 | Maintenance Management & Technology Best Practices | 21 - 25 Apr | Dubai | 3,750 |
| MN03 | Reliability Centred Maintenance (RCM) | 13 - 17 May | Budapest | 4,750 |
| MN02 | Managing Efficient Shutdowns & Turnarounds | 16 - 20 Jun | Abu Dhabi | 3,750 |
| MN04 | Maintenance Management & Technology Best Practices | 24 - 28 Jun | Amsterdam | 4,750 |
| MN05 | Competency Development for Supervisory Excellence of Maintenance Professionals | 01 - 05 Jul | Istanbul | 4,750 |
| MN03 | Reliability Centred Maintenance (RCM) | 07 - 11 Jul | Dubai | 3,750 |
| MN01 | Maintenance Planning, Scheduling & Cost Control | 22 - 26 Jul | Kuala Lumpur | 4,200 |
| MN04 | Maintenance Management & Technology Best Practices | 25 - 29 Aug | Dubai | 3,750 |
| MN03 | Reliability Centred Maintenance (RCM) | 16 - 20 Sep | London | 4,750 |
| MN05 | Competency Development for Supervisory Excellence of Maintenance Professionals | 22 - 26 Sep | Abu Dhabi | 3,750 |
| MN02 | Managing Efficient Shutdowns & Turnarounds | 13 - 17 Oct | Dubai | 3,750 |
| MN04 | Maintenance Management & Technology Best Practices | 20 - 24 Oct | Dubai | 3,750 |
| MN01 | Maintenance Planning, Scheduling & Cost Control | 10 - 14 Nov | Dubai | 3,750 |
| MN05 | Competency Development for Supervisory Excellence of Maintenance Professionals | 17 - 21 Nov | Dubai | 3,750 |
| MN03 | Reliability Centred Maintenance (RCM) | 08 - 12 Dec | Dubai | 3,750 |

Management & Leadership Programs

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|---|-----------------|--------------|---------|
| MG07 | Mastering People Management & Team Leadership | 13 - 17 Jan | Dubai | 3,750 |
| MG36 | The -10day Advanced Teamwork & Innovation Programme | 13 - 24 Jan | Dubai | 7,500 |
| MG05 | Leadership, Critical Thinking & Innovation | 14 - 18 Jan | Bangkok | 4,750 |
| MG50 | Brainstorming, Creative Thinking, Innovation and Problem Solving | 20 - 24 Jan | Dubai | 3,750 |
| MG43 | Effective Business Writing Skills: Modern Techniques | 27 - 31 Jan | Dubai | 3,750 |
| MG48 | The -10day Management, Governance & Fiscal Sustainability for the Public Sector | 28 Jan - 08 Feb | Istanbul | 9,500 |
| MG17 | Developing Women as Leaders: Liberating Power, Potential & Positivity of Women in the Workplace | 03 - 07 Feb | Dubai | 3,750 |
| MG22 | Mastering Strategic Management & Team Leadership Skills | 04 - 08 Feb | Kuala Lumpur | 4,200 |
| MG40 | The -10day International Management Programme | 04 - 15 Feb | Kuala Lumpur | 8,400 |
| MG01 | Essentials of Management & Leadership | 10 - 14 Feb | Dubai | 3,750 |
| MG14 | Coaching and Mentoring: Enhancing Productivity, Engagement and Innovation | 11 - 15 Feb | Kuala Lumpur | 4,200 |
| MG21 | Self-Management Strategy: Positive Thinking, Psychology and Attitude | 17 - 21 Feb | Dubai | 3,750 |
| MG34 | The -10day Strategic Management Programme | 17 - 28 Feb | Dubai | 7,500 |
| MG45 | Effective Communication Skills: Mastering the Art of Communication | 17 - 21 Feb | Dubai | 3,750 |
| MG28 | Leading and Managing Change for Organisational Transformation | 24 - 28 Feb | Dubai | 3,750 |
| MG23 | Reduce Stress with Effective Time & Task Management | 25 Feb - 01 Mar | Istanbul | 4,750 |
| MG13 | Strategic Planning, Development & Implementation: Strategic Tools for Effective Leadership | 03 - 07 Mar | Dubai | 3,750 |
| MG39 | The -10day Organisational Strategy & Smart Leadership Programme | 03 - 14 Mar | Dubai | 7,500 |
| MG15 | Smart Leadership: Achieving Strategy through Leading the Function | 10 - 14 Mar | Dubai | 3,750 |
| MG04 | Next Generation Leadership: Enhancing Creativity, Team Performance & Commitment | 11 - 15 Mar | Istanbul | 4,750 |
| MG35 | The -10day Strategic Leadership Programme | 11 - 22 Mar | Istanbul | 9,500 |
| MG09 | Preparing & Developing High Impact Manager | 11 - 15 Mar | Budapest | 4,750 |
| MG37 | The -10day Advanced Management & Workplace Control Masterclass | 11 - 22 Mar | Budapest | 9,500 |
| MG12 | Advanced Teamwork & Cooperation Skills | 11 - 15 Mar | Singapore | 4,750 |
| MG27 | Leading & Managing High Performing Teams: Supervisor Development Program | 11 - 15 Mar | London | 4,750 |
| MG02 | Advanced Management & Leadership | 17 - 21 Mar | Dubai | 3,750 |
| MG49 | The 4 Dimensional Leadership Development | 18 - 22 Mar | Istanbul | 4,750 |
| MG19 | Fraud & Corruption in the Workplace: Detection, Management & Control | 18 - 22 Mar | Budapest | 4,750 |
| MG47 | The -10day Result-Based Management (RBM) for the Public Sector | 18 - 29 Mar | Barcelona | 9,500 |
| MG20 | Managing Public-Private Partnerships & Alliances | 24 - 28 Mar | Dubai | 3,750 |
| MG33 | Negotiation Skills: Mastering the Art of Deal Making Strategies | 25 - 29 Mar | Miami | 5,950 |
| MG11 | Strategic Planning & Goal Setting: Setting Focused Goals and Enhancing Competitiveness | 01 - 05 Apr | Los Angeles | 5,950 |
| MG38 | The -10day Strategic Vision & Business Risk Management Strategies | 01 - 12 Apr | Los Angeles | 11,900 |

Management & Leadership Programs (contd...)

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|--|-----------------|--------------|---------|
| MG26 | Communication, Interpersonal & Influencing Skills | 07 - 11 Apr | Abu Dhabi | 3,750 |
| MG46 | Team Building & Team Work: Essential Principles for Innovative Teamwork & Corporate Transformation | 07 - 11 Apr | Dubai | 3,750 |
| MG48 | The -10day Management, Governance & Fiscal Sustainability for the Public Sector | 07 - 18 Apr | Dubai | 7,500 |
| MG24 | Effective Business Risk Management Strategies | 08 - 12 Apr | Los Angeles | 5,950 |
| MG03 | Management & Leadership Skills for the Supervisor/New Manager | 08 - 12 Apr | London | 4,750 |
| MG65 | Facilitation Management Strategies: Art of Mastering Facilitation Skills | 08 - 12 Apr | Bangkok | 4,750 |
| MG66 | Assertiveness and Self Confidence Masterclass | 14 - 18 Apr | Dubai | 3,750 |
| MG31 | Powerful Presentation & Public Speaking Skills: Developing Persuasive & Credible Executive Presentations | 15 - 19 Apr | Toronto | 5,950 |
| MG44 | Essentials of Business Analysis: Enhance Organisational Performance | 15 - 19 Apr | Houston | 5,950 |
| MG22 | Mastering Strategic Management & Team Leadership Skills | 21 - 25 Apr | Dubai | 3,750 |
| MG40 | The -10day International Management Programme | 21 Apr - 02 May | Dubai | 7,500 |
| MG14 | Coaching and Mentoring: Enhancing Productivity, Engagement and Innovation | 28 Apr - 02 May | Dubai | 3,750 |
| MG07 | Mastering People Management & Team Leadership | 20 - 24 May | Geneva | 4,750 |
| MG36 | The -10day Advanced Teamwork & Innovation Programme | 20 - 31 May | Geneva | 9,500 |
| MG50 | Brainstorming, Creative Thinking, Innovation and Problem Solving | 27 - 31 May | Geneva | 4,750 |
| MG17 | Developing Women as Leaders: Liberating Power, Potential & Positivity of Women in the Workplace | 10 - 14 Jun | Tbilisi | 4,750 |
| MG32 | Grow Your Brain & Grow Your Potential: Equipping Yourself with The Brain to meet the Demands of The 21st Century | 10 - 14 Jun | Geneva | 4,750 |
| MG04 | Next Generation Leadership: Enhancing Creativity, Team Performance & Commitment | 16 - 20 Jun | Dubai | 3,750 |
| MG35 | The -10day Strategic Leadership Programme | 16 - 27 Jun | Dubai | 7,500 |
| MG21 | Self-Management Strategy: Positive Thinking, Psychology and Attitude | 17 - 21 Jun | London | 4,750 |
| MG34 | The -10day Strategic Management Programme | 17 - 28 Jun | London | 9,500 |
| MG13 | Strategic Planning, Development & Implementation: Strategic Tools for Effective Leadership | 17 - 21 Jun | Vienna | 4,750 |
| MG39 | The -10day Organisational Strategy & Smart Leadership Programme | 17 - 28 Jun | Vienna | 9,500 |
| MG01 | Essentials of Management & Leadership | 17 - 21 Jun | Amsterdam | 4,750 |
| MG02 | Advanced Management & Leadership | 17 - 21 Jun | Istanbul | 4,750 |
| MG45 | Effective Communication Skills: Mastering the Art of Communication | 17 - 28 Jun | Kuala Lumpur | 4,200 |
| MG49 | The 4 Dimensional Leadership Development | 23 - 27 Jun | Dubai | 3,750 |
| MG28 | Leading and Managing Change for Organisational Transformation | 24 - 28 Jun | London | 4,750 |
| MG15 | Smart Leadership: Achieving Strategy through Leading the Function | 24 - 28 Jun | Vienna | 4,750 |
| MG27 | Leading & Managing High Performing Teams: Supervisor Development Program | 24 - 28 Jun | Budapest | 4,750 |
| MG05 | Leadership, Critical Thinking & Innovation | 30 Jun - 04 Jul | Dubai | 3,750 |
| MG20 | Managing Public-Private Partnerships & Alliances | 01 - 05 Jul | London | 4,750 |
| MG44 | Essentials of Business Analysis: Enhance Organisational Performance | 01 - 05 Jul | Barcelona | 4,750 |

Management & Leadership Programs (contd...)

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|--|-----------------|--------------|---------|
| MG03 | Management & Leadership Skills for the Supervisor/New Manager | 07 - 11 Jul | Dubai | 3,750 |
| MG31 | Powerful Presentation & Public Speaking Skills: Developing Persuasive & Credible Executive Presentations | 14 - 18 Jul | Dubai | 3,750 |
| MG23 | Reduce Stress with Effective Time & Task Management | 21 - 25 Jul | Dubai | 3,750 |
| MG09 | Preparing & Developing High Impact Manager | 22 - 26 Jul | New York | 5,950 |
| MG37 | The -10day Advanced Management & Workplace Control Masterclass | 22 Jul - 02 Aug | New York | 11,900 |
| MG26 | Communication, Interpersonal & Influencing Skills | 22 - 26 Jul | Houston | 5,950 |
| MG47 | The -10day Result-Based Management (RBM) for the Public Sector | 22 Jul - 02 Aug | Toronto | 11,900 |
| MG19 | Fraud & Corruption in the Workplace: Detection, Management & Control | 29 Jul - 02 Aug | New York | 5,950 |
| MG01 | Essentials of Management & Leadership | 04 - 08 Aug | Dubai | 3,750 |
| MG65 | Facilitation Management Strategies: Art of Mastering Facilitation Skills | 04 - 08 Aug | Dubai | 3,750 |
| MG13 | Strategic Planning, Development & Implementation: Strategic Tools for Effective Leadership | 05 - 09 Aug | Tbilisi | 4,750 |
| MG22 | Mastering Strategic Management & Team Leadership Skills | 19 - 23 Aug | Barcelona | 4,750 |
| MG40 | The -10day International Management Programme | 19 - 30 Aug | Barcelona | 9,500 |
| MG48 | The -10day Management, Governance & Fiscal Sustainability for the Public Sector | 19 - 30 Aug | London | 9,500 |
| MG33 | Negotiation Skills: Mastering the Art of Deal Making Strategies | 25 - 29 Aug | Dubai | 3,750 |
| MG21 | Self-Management Strategy: Positive Thinking, Psychology and Attitude | 26 - 30 Aug | Kuala Lumpur | 4,200 |
| MG34 | The -10day Strategic Management Programme | 26 Aug - 06 Sep | Kuala Lumpur | 8,400 |
| MG15 | Smart Leadership: Achieving Strategy through Leading the Function | 26 - 30 Aug | Paris | 4,750 |
| MG14 | Coaching and Mentoring: Enhancing Productivity, Engagement and Innovation | 26 - 30 Aug | Barcelona | 4,750 |
| MG66 | Assertiveness and Self Confidence Masterclass | 26 - 30 Aug | Kuala Lumpur | 4,200 |
| MG28 | Leading and Managing Change for Organisational Transformation | 02 - 06 Sep | Kuala Lumpur | 4,200 |
| MG11 | Strategic Planning & Goal Setting: Setting Focused Goals and Enhancing Competitiveness | 09 - 13 Sep | Geneva | 4,750 |
| MG38 | The -10day Strategic Vision & Business Risk Management Strategies | 09 - 20 Sep | Geneva | 9,500 |
| MG03 | Management & Leadership Skills for the Supervisor/New Manager | 09 - 13 Sep | Tbilisi | 4,750 |
| MG04 | Next Generation Leadership: Enhancing Creativity, Team Performance & Commitment | 15 - 19 Sep | Dubai | 3,750 |
| MG35 | The -10day Strategic Leadership Programme | 15 - 26 Sep | Dubai | 7,500 |
| MG07 | Mastering People Management & Team Leadership | 15 - 19 Sep | Abu Dhabi | 3,750 |
| MG36 | The -10day Advanced Teamwork & Innovation Programme | 15 - 26 Sep | Abu Dhabi | 7,500 |
| MG43 | Effective Business Writing Skills: Modern Techniques | 15 - 19 Sep | Dubai | 3,750 |
| MG24 | Effective Business Risk Management Strategies | 16 - 20 Sep | Geneva | 4,750 |
| MG05 | Leadership, Critical Thinking & Innovation | 16 - 20 Sep | Vienna | 4,750 |
| MG49 | The 4 Dimensional Leadership Development | 22 - 26 Sep | Dubai | 3,750 |
| MG50 | Brainstorming, Creative Thinking, Innovation and Problem Solving | 22 - 26 Sep | Abu Dhabi | 3,750 |

Management & Leadership Programs (contd...)

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|--|-----------------|--------------|---------|
| MG46 | Team Building & Team Work: Essential Principles for Innovative Teamwork & Corporate Transformation | 22 - 26 Sep | Dubai | 3,750 |
| MG13 | Strategic Planning, Development & Implementation: Strategic Tools for Effective Leadership | 07 - 11 Oct | Toronto | 5,950 |
| MG39 | The -10day Organisational Strategy & Smart Leadership Programme | 07 - 18 Oct | Toronto | 11,900 |
| MG12 | Advanced Teamwork & Cooperation Skills | 07 - 11 Oct | Amsterdam | 4,750 |
| MG09 | Preparing & Developing High Impact Manager | 13 - 17 Oct | Dubai | 3,750 |
| MG37 | The -10day Advanced Management & Workplace Control Masterclass | 13 - 24 Oct | Dubai | 7,500 |
| MG27 | Leading & Managing High Performing Teams: Supervisor Development Program | 13 - 17 Oct | Dubai | 3,750 |
| MG11 | Strategic Planning & Goal Setting: Setting Focused Goals and Enhancing Competitiveness | 14 - 18 Oct | New York | 5,950 |
| MG38 | The -10day Strategic Vision & Business Risk Management Strategies | 14 - 25 Oct | New York | 11,900 |
| MG15 | Smart Leadership: Achieving Strategy through Leading the Function | 14 - 18 Oct | Toronto | 5,950 |
| MG02 | Advanced Management & Leadership | 14 - 18 Oct | Kuala Lumpur | 4,200 |
| MG20 | Managing Public-Private Partnerships & Alliances | 14 - 18 Oct | London | 4,750 |
| MG23 | Reduce Stress with Effective Time & Task Management | 14 - 18 Oct | Kuala Lumpur | 4,200 |
| MG44 | Essentials of Business Analysis: Enhance Organisational Performance | 14 - 18 Oct | Istanbul | 4,750 |
| MG45 | Effective Communication Skills: Mastering the Art of Communication | 14 - 18 Oct | New York | 5,950 |
| MG19 | Fraud & Corruption in the Workplace: Detection, Management & Control | 20 - 24 Oct | Dubai | 3,750 |
| MG01 | Essentials of Management & Leadership | 20 - 24 Oct | Dubai | 3,750 |
| MG24 | Effective Business Risk Management Strategies | 21 - 25 Oct | New York | 5,950 |
| MG46 | Team Building & Team Work: Essential Principles for Innovative Teamwork & Corporate Transformation | 21 - 25 Oct | New York | 5,950 |
| MG31 | Powerful Presentation & Public Speaking Skills: Developing Persuasive & Credible Executive Presentations | 28 Oct - 01 Nov | Kuala Lumpur | 4,200 |
| MG32 | Grow Your Brain & Grow Your Potential: Equipping Yourself with The Brain to meet the Demands of The 21st Century | 04 - 08 Nov | Houston | 5,950 |
| MG21 | Self-Management Strategy: Positive Thinking, Psychology and Attitude | 10 - 14 Nov | Dubai | 3,750 |
| MG34 | The -10day Strategic Management Programme | 10 - 21 Nov | Dubai | 7,500 |
| MG03 | Management & Leadership Skills for the Supervisor/New Manager | 10 - 14 Nov | Abu Dhabi | 3,750 |
| MG05 | Leadership, Critical Thinking & Innovation | 11 - 15 Nov | Los Angeles | 5,950 |
| MG33 | Negotiation Skills: Mastering the Art of Deal Making Strategies | 11 - 15 Nov | Paris | 4,750 |
| MG47 | The -10day Result-Based Management (RBM) for the Public Sector | 11 - 22 Nov | London | 9,500 |
| MG65 | Facilitation Management Strategies: Art of Mastering Facilitation Skills | 11 - 15 Nov | Istanbul | 4,750 |
| MG28 | Leading and Managing Change for Organisational Transformation | 17 - 21 Nov | Dubai | 3,750 |
| MG22 | Mastering Strategic Management & Team Leadership Skills | 17 - 21 Nov | Dubai | 3,750 |
| MG40 | The -10day International Management Programme | 17 - 28 Nov | Dubai | 7,500 |
| MG04 | Next Generation Leadership: Enhancing Creativity, Team Performance & Commitment | 18 - 22 Nov | Miami | 5,950 |
| MG35 | The -10day Strategic Leadership Programme | 18 - 29 Nov | Miami | 11,900 |

Management & Leadership Programs (contd...)

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|--|-------------|-------------|---------|
| MG26 | Communication, Interpersonal & Influencing Skills | 18 - 22 Nov | Singapore | 4,750 |
| MG66 | Assertiveness and Self Confidence Masterclass | 18 - 22 Nov | Barcelona | 4,750 |
| MG14 | Coaching and Mentoring: Enhancing Productivity, Engagement and Innovation | 24 - 28 Nov | Dubai | 3,750 |
| MG49 | The 4 Dimensional Leadership Development | 25 - 29 Nov | Miami | 5,950 |
| MG07 | Mastering People Management & Team Leadership | 25 - 29 Nov | Amsterdam | 4,750 |
| MG02 | Advanced Management & Leadership | 25 - 29 Nov | Vienna | 4,750 |
| MG17 | Developing Women as Leaders: Liberating Power, Potential & Positivity of Women in the Workplace | 25 - 29 Nov | Budapest | 4,750 |
| MG11 | Strategic Planning & Goal Setting: Setting Focused Goals and Enhancing Competitiveness | 01 - 05 Dec | Dubai | 7,500 |
| MG38 | The -10day Strategic Vision & Business Risk Management Strategies | 01 - 12 Dec | Dubai | 3,750 |
| MG13 | Strategic Planning, Development & Implementation: Strategic Tools for Effective Leadership | 02 - 06 Dec | Amsterdam | 4,750 |
| MG39 | The -10day Organisational Strategy & Smart Leadership Programme | 02 - 13 Dec | Amsterdam | 9,500 |
| MG20 | Managing Public-Private Partnerships & Alliances | 02 - 06 Dec | Toronto | 5,950 |
| MG46 | Team Building & Team Work: Essential Principles for Innovative Teamwork & Corporate Transformation | 02 - 06 Dec | Bangkok | 4,750 |
| MG24 | Effective Business Risk Management Strategies | 08 - 12 Dec | Dubai | 3,750 |
| MG44 | Essentials of Business Analysis: Enhance Organisational Performance | 08 - 12 Dec | Dubai | 3,750 |
| MG15 | Smart Leadership: Achieving Strategy through Leading the Function | 09 - 13 Dec | Amsterdam | 4,750 |
| MG27 | Leading & Managing High Performing Teams: Supervisor Development Program | 09 - 13 Dec | London | 4,750 |
| MG47 | The -10day Result-Based Management (RBM) for the Public Sector | 09 - 20 Dec | Miami | 11,900 |
| MG48 | The -10day Management, Governance & Fiscal Sustainability for the Public Sector | 09 - 20 Dec | Los Angeles | 11,900 |
| MG50 | Brainstorming, Creative Thinking, Innovation and Problem Solving | 16 - 20 Dec | Budapest | 4,750 |
| MG12 | Advanced Teamwork & Cooperation Skills | 16 - 20 Dec | Istanbul | 4,750 |

Mechanical Engineering Programs

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|--|-----------------|--------------|---------|
| ME06 | Storage Tanks & Tank Farms - Design, Sizing and Calculations | 20 - 24 Jan | Dubai | 3,750 |
| ME01 | Effective Data Analysis Techniques: Essential For Positive Business Outcomes | 10 - 14 Feb | Dubai | 3,750 |
| ME02 | Machinery Failure Analysis and Prevention | 17 - 21 Mar | Dubai | 3,750 |
| ME05 | Gas Turbine Operation, Maintenance & Inspection | 24 - 28 Mar | Dubai | 3,750 |
| ME03 | Pumps, Compressors & Turbines: Operation, Maintenance & Troubleshooting | 14 - 18 Apr | Dubai | 3,750 |
| ME04 | Fundamentals of Process & Mechanical Engineering | 21 - 25 Apr | Dubai | 3,750 |
| ME01 | Effective Data Analysis Techniques: Essential For Positive Business Outcomes | 16 - 20 Jun | Dubai | 3,750 |
| ME04 | Fundamentals of Process & Mechanical Engineering | 15 - 19 Jul | London | 4,750 |
| ME02 | Machinery Failure Analysis and Prevention | 22 - 26 Jul | Kuala Lumpur | 4,200 |
| ME05 | Gas Turbine Operation, Maintenance & Inspection | 29 Jul - 02 Aug | Kuala Lumpur | 4,200 |

Mechanical Engineering Programs (contd...)

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|--|-------------|----------|---------|
| ME06 | Storage Tanks & Tank Farms - Design, Sizing and Calculations | 04 - 08 Aug | Dubai | 3,750 |
| ME01 | Effective Data Analysis Techniques: Essential For Positive Business Outcomes | 22 - 26 Sep | Dubai | 3,750 |
| ME02 | Machinery Failure Analysis and Prevention | 13 - 17 Oct | Dubai | 3,750 |
| ME03 | Pumps, Compressors & Turbines: Operation, Maintenance & Troubleshooting | 21 - 25 Oct | Istanbul | 4,750 |
| ME04 | Fundamentals of Process & Mechanical Engineering | 03 - 07 Nov | Dubai | 3,750 |
| ME05 | Gas Turbine Operation, Maintenance & Inspection | 10 - 14 Nov | Dubai | 3,750 |
| ME01 | Effective Data Analysis Techniques: Essential For Positive Business Outcomes | 08 - 12 Dec | Dubai | 3,750 |
| ME03 | Pumps, Compressors & Turbines: Operation, Maintenance & Troubleshooting | 15 - 19 Dec | Dubai | 3,750 |

Oil, Gas & Process Engineering Programs

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|---|-----------------|--------------|---------|
| OG01 | Hydrocarbon Production Operations | 27 - 31 Jan | Dubai | 3,750 |
| OG02 | Exploration & Production Fundamentals: Basic Petroleum Technology | 03 - 07 Feb | Dubai | 3,750 |
| OG06 | Oil & Gas Business Management: International Best Practices | 10 - 14 Feb | Dubai | 3,750 |
| OG03 | Gas Processing & Gas Conditioning | 10 - 14 Mar | Dubai | 3,750 |
| OG11 | Integrated Reservoir Modelling | 17 - 21 Mar | Dubai | 3,750 |
| OG04 | Process Plant Start-up, Commissioning & Troubleshooting | 25 - 29 Mar | Istanbul | 4,750 |
| OG07 | Safe Handling, Storage & Transportation of Crude Oil and Petroleum Products | 07 - 11 Apr | Dubai | 3,750 |
| OG10 | Petroleum Projects Economics & Risk Analysis | 14 - 18 Apr | Dubai | 3,750 |
| OG13 | Managing Wellsite Operations | 29 Apr - 03 May | Istanbul | 4,750 |
| OG02 | Exploration & Production Fundamentals: Basic Petroleum Technology | 06 - 10 May | Los Angeles | 5,950 |
| OG01 | Hydrocarbon Production Operations | 10 - 14 Jun | Kuala Lumpur | 4,200 |
| OG03 | Gas Processing & Gas Conditioning | 17 - 21 Jun | Istanbul | 4,750 |
| OG12 | Oil & Gas Field Operations | 23 - 27 Jun | Dubai | 3,750 |
| OG11 | Integrated Reservoir Modelling | 15 - 19 Jul | Tbilisi | 4,750 |
| OG04 | Process Plant Start-up, Commissioning & Troubleshooting | 22 - 26 Jul | Paris | 4,750 |
| OG06 | Oil & Gas Business Management: International Best Practices | 29 Jul - 02 Aug | Paris | 4,750 |
| OG10 | Petroleum Projects Economics & Risk Analysis | 05 - 09 Aug | London | 4,750 |
| OG02 | Exploration & Production Fundamentals: Basic Petroleum Technology | 25 - 29 Aug | Dubai | 3,750 |
| OG07 | Safe Handling, Storage & Transportation of Crude Oil and Petroleum Products | 22 - 26 Sep | Dubai | 3,750 |
| OG12 | Oil & Gas Field Operations | 23 - 27 Sep | Toronto | 5,950 |
| OG13 | Managing Wellsite Operations | 29 Sep - 03 Oct | Dubai | 3,750 |
| OG04 | Process Plant Start-up, Commissioning & Troubleshooting | 06 - 10 Oct | Abu Dhabi | 3,750 |
| OG01 | Hydrocarbon Production Operations | 13 - 17 Oct | Dubai | 3,750 |

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

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|---|-------------|--------------|---------|
| OG11 | Integrated Reservoir Modelling | 21 - 25 Oct | Kuala Lumpur | 4,200 |
| OG03 | Gas Processing & Gas Conditioning | 03 - 07 Nov | Dubai | 3,750 |
| OG06 | Oil & Gas Business Management: International Best Practices | 10 - 14 Nov | Dubai | 3,750 |
| OG10 | Petroleum Projects Economics & Risk Analysis | 17 - 21 Nov | Dubai | 3,750 |
| OG02 | Exploration & Production Fundamentals: Basic Petroleum Technology | 02 - 06 Dec | London | 4,750 |
| OG12 | Oil & Gas Field Operations | 09 - 13 Dec | Miami | 5,950 |

Procurement & Supply Chain Programs

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|---|-----------------|--------------|---------|
| MM05 | Effective Warehouse & Stores Management | 20 - 24 Jan | Dubai | 3,750 |
| MM01 | Vendor Qualification: Managing Performance & Contract Compliance | 10 - 14 Feb | Dubai | 3,750 |
| MM03 | Strategic Procurement Management Masterclass | 17 - 21 Feb | Dubai | 3,750 |
| MM12 | Procurement & Supply Chain Management | 24 - 28 Feb | Dubai | 3,750 |
| MM04 | Procurement Specialist: The A to Z of Procurement Best Practices | 03 - 07 Mar | Dubai | 3,750 |
| MM10 | Procurement, Logistics & Supply Chain Management Masterclass | 03 - 14 Mar | Dubai | 7,500 |
| MM06 | Logistics & Supply Chain Management | 10 - 14 Mar | Dubai | 3,750 |
| MM09 | Procurement Management of Equipment and Works for World Bank Aided Projects | 11 - 15 Mar | Kuala Lumpur | 4,200 |
| MM11 | The -10day Vehicle Fleet Development & Management Programme | 24 - 28 Mar | Dubai | 7,500 |
| MM16 | Shipping and Logistics Masterclass | 01 - 05 Apr | Istanbul | 4,750 |
| MM03 | Strategic Procurement Management Masterclass | 08 - 12 Apr | Geneva | 4,750 |
| MM13 | Advanced Purchasing and Cost Saving Techniques | 14 - 18 Apr | Dubai | 3,750 |
| MM17 | Advanced Purchasing, Tendering and Supplier Selection | 14 - 25 Apr | Dubai | 7,500 |
| MM02 | Purchasing Management, Tendering & Supplier Selection | 21 - 25 Apr | Dubai | 3,750 |
| MM07 | Best Practices in Managing Inventory & Stock Control | 29 Apr - 03 May | Kuala Lumpur | 4,200 |
| MM12 | Procurement & Supply Chain Management | 27 - 31 May | Budapest | 4,750 |
| MM03 | Strategic Procurement Management Masterclass | 10 - 14 Jun | Istanbul | 4,750 |
| MM05 | Effective Warehouse & Stores Management | 16 - 20 Jun | Dubai | 3,750 |
| MM13 | Advanced Purchasing and Cost Saving Techniques | 17 - 21 Jun | London | 4,750 |
| MM04 | Procurement Specialist: The A to Z of Procurement Best Practices | 30 Jun - 04 Jul | Dubai | 3,750 |
| MM10 | Procurement, Logistics & Supply Chain Management Masterclass | 30 Jun - 11 Jul | Dubai | 7,500 |
| MM06 | Logistics & Supply Chain Management | 07 - 11 Jul | Dubai | 3,750 |
| MM09 | Procurement Management of Equipment and Works for World Bank Aided Projects | 08 - 12 Jul | Barcelona | 4,750 |
| MM02 | Purchasing Management, Tendering & Supplier Selection | 22 - 26 Jul | Kuala Lumpur | 4,200 |
| MM12 | Procurement & Supply Chain Management | 29 Jul - 02 Aug | London | 4,750 |

Procurement & Supply Chain Programs (contd...)

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|---|-----------------|--------------|---------|
| MM07 | Best Practices in Managing Inventory & Stock Control | 04 - 08 Aug | Dubai | 3,750 |
| MM01 | Vendor Qualification: Managing Performance & Contract Compliance | 26 Aug - 06 Sep | London | 4,750 |
| MM03 | Strategic Procurement Management Masterclass | 01 - 05 Sep | Dubai | 3,750 |
| MM09 | Procurement Management of Equipment and Works for World Bank Aided Projects | 02 - 06 Sep | Amsterdam | 4,750 |
| MM05 | Effective Warehouse & Stores Management | 15 - 19 Sep | Dubai | 3,750 |
| MM04 | Procurement Specialist: The A to Z of Procurement Best Practices | 16 - 20 Sep | Kuala Lumpur | 4,200 |
| MM06 | Logistics & Supply Chain Management | 16 - 20 Sep | Istanbul | 4,750 |
| MM16 | Shipping and Logistics Masterclass | 22 - 26 Sep | Dubai | 3,750 |
| MM02 | Purchasing Management, Tendering & Supplier Selection | 06 - 10 Oct | Dubai | 3,750 |
| MM17 | Advanced Purchasing, Tendering and Supplier Selection | 06 - 17 Oct | Dubai | 7,500 |
| MM13 | Advanced Purchasing and Cost Saving Techniques | 13 - 17 Oct | Dubai | 3,750 |
| MM12 | Procurement & Supply Chain Management | 20 - 24 Oct | Dubai | 3,750 |
| MM11 | The -10day Vehicle Fleet Development & Management Programme | 21 Oct - 01 Nov | London | 9,500 |
| MM01 | Vendor Qualification: Managing Performance & Contract Compliance | 03 - 07 Nov | Dubai | 3,750 |
| MM09 | Procurement Management of Equipment and Works for World Bank Aided Projects | 10 - 14 Nov | Dubai | 3,750 |
| MM04 | Procurement Specialist: The A to Z of Procurement Best Practices | 18 - 22 Nov | Toronto | 5,950 |
| MM10 | Procurement, Logistics & Supply Chain Management Masterclass | 18 - 29 Nov | Toronto | 11,900 |
| MM12 | Procurement & Supply Chain Management | 18 - 22 Nov | Vienna | 4,750 |
| MM06 | Logistics & Supply Chain Management | 25 - 29 Nov | Toronto | 5,950 |
| MM02 | Purchasing Management, Tendering & Supplier Selection | 02 - 06 Dec | Budapest | 4,750 |
| MM03 | Strategic Procurement Management Masterclass | 02 - 06 Dec | Miami | 5,950 |
| MM11 | The -10day Vehicle Fleet Development & Management Programme | 02 - 13 Dec | Kuala Lumpur | 8,400 |
| MM07 | Best Practices in Managing Inventory & Stock Control | 08 - 12 Dec | Dubai | 3,750 |
| MM13 | Advanced Purchasing and Cost Saving Techniques | 15 - 19 Dec | Dubai | 3,750 |

Project Management Programs

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|---|-------------|--------------|---------|
| PM17 | Project Appraisal - Financial & Economic Factors Masterclass | 27 - 31 Jan | Dubai | 3,750 |
| PM14 | Project Management Professional (PMP) Exam Preparation | 03 - 07 Feb | Dubai | 3,750 |
| PM04 | Project Planning, Scheduling & Control: International Best Practices | 10 - 14 Feb | Dubai | 3,750 |
| PM13 | Managing Multiple Tasks, Priorities & Deadlines | 17 - 21 Feb | Dubai | 3,750 |
| PM01 | Fundamentals of Project Management | 03 - 07 Mar | Dubai | 3,750 |
| PM15 | Strategic Project Assessment: Identification, Policy Analysis & Selection | 11 - 15 Mar | Kuala Lumpur | 4,200 |
| PM10 | Professional Project Analysis: Managing Risk & Uncertainty | 18 - 22 Mar | Istanbul | 4,750 |

Project Management Programs (contd...)

| Ref. | Course Title | Date 2019 | Venue | Fee(\$) |
|------|---|-----------------|--------------|---------|
| PM02 | Mastering Project Management: The A to Z of Project Management | 21 - 25 Apr | Dubai | 3,750 |
| PM16 | Advanced Project Risk Analysis & Management | 22 - 26 Apr | Istanbul | 4,750 |
| PM19 | The -10day Project Risk Assessment and Financial Appraisal Program | 22 Apr - 03 May | Istanbul | 9,500 |
| PM17 | Project Appraisal - Financial & Economic Factors Masterclass | 29 Apr - 03 May | Istanbul | 4,750 |
| PM13 | Managing Multiple Tasks, Priorities & Deadlines | 06 - 10 May | Kuala Lumpur | 4,200 |
| PM04 | Project Planning, Scheduling & Control: International Best Practices | 17 - 21 Jun | Barcelona | 4,750 |
| PM10 | Professional Project Analysis: Managing Risk & Uncertainty | 23 - 27 Jun | Dubai | 3,750 |
| PM15 | Strategic Project Assessment: Identification, Policy Analysis & Selection | 30 Jun - 04 Jul | Dubai | 3,750 |
| PM18 | The -10day Strategic Project Assessment, Risk Analysis & Management Program | 30 Jun - 11 Jul | Dubai | 7,500 |
| PM16 | Advanced Project Risk Analysis & Management | 07 - 11 Jul | Dubai | 3,750 |
| PM02 | Mastering Project Management: The A to Z of Project Management | 08 - 12 Jul | Vienna | 4,750 |
| PM01 | Fundamentals of Project Management | 04 - 08 Aug | Dubai | 3,750 |
| PM14 | Project Management Professional (PMP) Exam Preparation | 25 - 29 Aug | Dubai | 3,750 |
| PM16 | Advanced Project Risk Analysis & Management | 22 - 26 Sep | Dubai | 3,750 |
| PM19 | The -10day Project Risk Assessment and Financial Appraisal Program | 22 Sep - 03 Oct | Dubai | 7,500 |
| PM17 | Project Appraisal - Financial & Economic Factors Masterclass | 29 Sep - 03 Oct | Dubai | 3,750 |
| PM01 | Fundamentals of Project Management | 07 - 11 Oct | Budapest | 4,750 |
| PM02 | Mastering Project Management: The A to Z of Project Management | 13 - 17 Oct | Dubai | 3,750 |
| PM04 | Project Planning, Scheduling & Control: International Best Practices | 20 - 24 Oct | Abu Dhabi | 3,750 |
| PM13 | Managing Multiple Tasks, Priorities & Deadlines | 20 - 24 Oct | Abu Dhabi | 3,750 |
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