



Arabian Institute for Training



# 2023

## TRAINING CALENDAR

### CLASSROOM & ONLINE

#### Face To Face Training

**\$2500** 5 Days

- × 5 Days Classroom Training At UAE
- × 5 Days Classroom Training At KSA
- × 5 Days Classroom Training At Oman
- × 5 Days Classroom Training At Qatar
- × 5 Days Classroom Training At Kuwait
- × 5 Days Classroom Training At Bahrain



#### Face To Face Training

**\$4500** 5 Days

- × 5 Days Classroom Training At UK
- × 5 Days Classroom Training At Turkey
- × 5 Days Classroom Training At Malaysia
- × 5 Days Classroom Training At Egypt
- × 5 Days Classroom Training At Lebanon
- × 5 Days Classroom Training At Morocco



#### Virtual Courses (Live)

**\$700** 5 Days

- × 5 Days Online Training (Live)



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# Administration & Secretarial

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
E-Library Management Techniques	23 - 27 Jan 2023	Dubai
Engineering Electronic Document Management Systems (EDMS)	06 - 10 Feb 2023	Dubai
Communication and Planning Skills for Administrative Professionals	13 - 17 Feb 2023	Dubai
Advanced Communication Skills	20 - 24 Feb 2023	Port Louis
Office Management Professional	13 - 17 Mar 2023	Dubai
The Office Professional and Records Management Masterclass	13 - 24 Mar 2023	Dubai
Office Management and Effective Administration Skills	13 - 17 Mar 2023	Dubai
SharePoint Implementation Best Practices	20 - 24 Mar 2023	Dubai
Presentation Skills Using Neuro-Linguistic Programming (NLP)	20 - 24 Mar 2023	Dubai
Document Control Specialist	20 - 24 Mar 2023	Dubai
Documents and Records Management Compliance	20 - 24 Mar 2023	Dubai
Organising and Behavioural Skills for Administrative Professionals / Executive Secretaries / PAs	03 - 07 Apr 2023	Dubai
Advanced Communication Skills	03 - 07 Apr 2023	Dubai
Developing and Implementing a Corporate Social Responsibility (CSR) Framework	03 - 07 Apr 2023	Dubai
Advanced Business Writing Skills	03 - 07 Apr 2023	Istanbul
Best Practices in Communication and Relational Skills	08 - 12 May 2023	Dubai
Engineering Electronic Document Management Systems (EDMS)	08 - 12 May 2023	Istanbul
Advanced Presentation Skills	15 - 19 May 2023	Dubai





# Administration & Secretarial

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Communication and Planning Skills for Administrative Professionals	21 - 25 May 2023	Bahrain
Advanced Business Writing Skills	22 - 26 May 2023	Abu Dhabi
Building a Customer-Centric Service Culture	29 May - 02 Jun 2023	Dubai
Advanced Communication Skills	05 - 09 Jun 2023	Dubai
Advanced Documents and Records Management Compliance	05 - 09 Jun 2023	Dubai
Document Control Specialist	03 - 07 Jul 2023	Istanbul
Documents and Records Management Compliance	03 - 07 Jul 2023	Istanbul
Advanced Presentation Skills	14 - 18 Aug 2023	Casablanca
Organising and Behavioural Skills for Administrative Professionals / Executive Secretaries / PAs	28 Aug - 01 Sep 2023	Dubai
SharePoint Implementation Best Practices	04 - 08 Sep 2023	Dubai
Communication and Planning Skills for Administrative Professionals	04 - 08 Sep 2023	Dubai
Engineering Electronic Document Management Systems (EDMS)	11 - 15 Sep 2023	Dubai
Presentation Skills Using Neuro-Linguistic Programming (NLP)	09 - 13 Oct 2023	London
Developing and Implementing a Corporate Social Responsibility (CSR) Framework	09 - 13 Oct 2023	Dubai
Best Practices in Communication and Relational Skills	09 - 13 Oct 2023	Dubai
Document Control Specialist	23 - 27 Oct 2023	Abu Dhabi
Documents and Records Management Compliance	23 - 27 Oct 2023	Abu Dhabi
E-Library Management Techniques	23 - 27 Oct 2023	Dubai





# Administration & Secretarial

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
<a href="#">Building a Customer-Centric Service Culture</a>	30 Oct - 03 Nov 2023	Dubai
<a href="#">Advanced Documents and Records Management Compliance</a>	30 Oct - 03 Nov 2023	Dubai
<a href="#">Advanced Business Writing Skills</a>	30 Oct - 03 Nov 2023	Dubai
<a href="#">Office Management Professional</a>	20 - 24 Nov 2023	Dubai
<a href="#">The Office Professional and Records Management Masterclass</a>	20 Nov - 01 Dec 2023	Dubai
<a href="#">Advanced Presentation Skills</a>	20 - 24 Nov 2023	Dubai
<a href="#">Office Management and Effective Administration Skills</a>	20 - 24 Nov 2023	Dubai
<a href="#">Advanced Communication Skills</a>	27 Nov - 01 Dec 2023	Dubai
<a href="#">Document Control Specialist</a>	27 Nov - 01 Dec 2023	Dubai
<a href="#">Documents and Records Management Compliance</a>	27 Nov - 01 Dec 2023	Dubai
<a href="#">Building a Customer-Centric Service Culture</a>	04 - 08 Dec 2023	Lagos
<a href="#">Communication and Planning Skills for Administrative Professionals</a>	10 - 14 Dec 2023	Bahrain
<a href="#">Document Control Specialist</a>	11 - 15 Dec 2023	Luanda
<a href="#">Documents and Records Management Compliance</a>	11 - 15 Dec 2023	Luanda





# Management and Leadership

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Team Work & Team Building	02 - 06 Jan 2023	Dubai
Excellence in Maintenance and Reliability Management	02 - 06 Jan 2023	Dubai
Mastering Emotional Intelligence	09 - 13 Jan 2023	London
Project Leadership, Management and Communications	09 - 13 Jan 2023	London
Strategic Planning Specialist	16 - 20 Jan 2023	London
The Art of Strategic Management	16 - 20 Jan 2023	London
The Art of Strategic Management and Leadership	16 - 27 Jan 2023	London
Business Analysis for Project Success	23 - 27 Jan 2023	Dubai
The Art and Science of Professional Leadership	23 - 27 Jan 2023	London
The Practical Leader:	30 Jan - 03 Feb 2023	Dubai
Leading with Passion	30 Jan - 03 Feb 2023	Lagos
Strategic Thinking and Leadership for Engineers	30 Jan - 03 Feb 2023	London
Team Work & Team Building	30 Jan - 03 Feb 2023	Port Louis
Change Management and Building High Performing Teams	06 - 10 Feb 2023	Luanda
Advanced Contracts Management	06 - 10 Feb 2023	Dubai
Leadership and Management Skills for Supervisors	06 - 10 Feb 2023	Dubai
Managing and Leading Innovation	06 - 10 Feb 2023	Casablanca
Engineering Electronic Document Management Systems (EDMS)	06 - 10 Feb 2023	Dubai





# Management and Leadership

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Mastering Business Data Collection, Analysis and Presentation	13 - 17 Feb 2023	Accra
The Strategic People Manager – ILM Endorsed	13 - 17 Feb 2023	Dubai
Designing Solutions to Complex Business Problems	13 - 17 Feb 2023	Dubai
Managing People & Strategy	13 - 17 Feb 2023	Dubai
Communication Strategies to Empower your Professional Career	19 - 23 Feb 2023	Riyadh
Advanced Communication Skills	20 - 24 Feb 2023	Port Louis
Creativity, Critical Thinking & Problem Solving	20 - 24 Feb 2023	London
Advanced Management	27 Feb - 03 Mar 2023	Dubai
Portfolio Management and Corporate Finance Principles	27 Feb - 03 Mar 2023	London
The 10-day Advanced Management & Leadership Programme	27 Feb - 10 Mar 2023	Dubai
The Effective Strategic Manager	27 Feb - 03 Mar 2023	Dubai
Emotional Intelligence: EQ for Innovative Leadership and Corporate Teamwork	05 - 09 Mar 2023	Riyadh
The Power of Positive Thinking, Psychology and Attitude	06 - 10 Mar 2023	Dubai
Leadership and Strategic Communication:	06 - 10 Mar 2023	London
Advanced Leadership	06 - 10 Mar 2023	Dubai
Mastering Business Data Collection, Analysis and Presentation	06 - 10 Mar 2023	London
The Seven Habits of Highly Effective People	06 - 10 Mar 2023	Dubai
Mastering Emotional Intelligence	06 - 10 Mar 2023	Bangkok





# Management and Leadership

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Leadership Skills for Technical Professionals	06 - 10 Mar 2023	Dubai
Leading with Passion	06 - 10 Mar 2023	Bangkok
Programme Management	06 - 10 Mar 2023	London
Team Work & Team Building	06 - 10 Mar 2023	Bangkok
The 3 Phases of Contract Management	06 - 10 Mar 2023	Dubai
Managing and Leading Innovation	06 - 10 Mar 2023	Kuala Lumpur
Leadership and Management Skills for the 21st Century	06 - 17 Mar 2023	Kuala Lumpur
Strategic Capabilities for Emerging Business Leaders	06 - 10 Mar 2023	London
Creative Leadership in Crisis Best Practices	13 - 17 Mar 2023	Dubai
Managing Stress & Work-Life Balance	13 - 17 Mar 2023	Dubai
Cyber Security, Information Governance, Legal Risk Management and Compliance with ISO Records Management Controls	13 - 17 Mar 2023	London
Professional in Business Analysis - Exam Preparation Course	13 - 17 Mar 2023	Dubai
Leadership Vision and Organisational Reality	13 - 17 Mar 2023	Kuala Lumpur
Leading & Managing Vendor Relations	13 - 17 Mar 2023	Dubai
Energizing People for Performance	13 - 17 Mar 2023	Dubai
Stakeholders Management:	19 - 23 Mar 2023	Riyadh
Leading with Passion	19 - 23 Mar 2023	Bahrain







# Management and Leadership

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Presentation Skills Using Neuro-Linguistic Programming (NLP)	20 - 24 Mar 2023	Dubai
Transformational Leadership Post COVID-19	20 - 24 Mar 2023	Dubai
Business Sustainability Management	20 - 24 Mar 2023	Dubai
Change Management and Building High Performing Teams	27 - 31 Mar 2023	Chicago
Communication Strategies to Empower your Professional Career	27 - 31 Mar 2023	Dubai
Mastering Emotional Intelligence	27 - 31 Mar 2023	Accra
Leadership Skills in Lean Times	27 - 31 Mar 2023	Luanda
Advanced Communication Skills	03 - 07 Apr 2023	Dubai
Mastering Business Etiquette & Protocol	03 - 07 Apr 2023	Dubai
Global Oil Economics & Strategic Planning	03 - 07 Apr 2023	Chicago
Time Management and Personal Effectiveness	03 - 07 Apr 2023	Dubai
Project Management	03 - 07 Apr 2023	Dubai
Developing and Implementing a Corporate Social Responsibility (CSR) Framework	03 - 07 Apr 2023	Dubai
Advanced Business Writing Skills	03 - 07 Apr 2023	Istanbul
Business Process Optimisation and Modelling	03 - 07 Apr 2023	London
Creativity, Critical Thinking & Problem Solving	10 - 14 Apr 2023	Dubai
Success under Pressure	10 - 14 Apr 2023	Dubai
Executive Program in Leadership & Organisational Strategy	24 - 28 Apr 2023	Dubai





# Management and Leadership

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
<a href="#">Advanced Visualisation with Power BI Training</a>	24 - 28 Apr 2023	Dubai
<a href="#">Leading High Impact Teams - Advanced Level</a>	01 - 05 May 2023	Istanbul
<a href="#">Womens Senior Leadership Program</a>	08 - 12 May 2023	Dubai
<a href="#">Project Risk Management &amp; Compliance</a>	08 - 12 May 2023	London
<a href="#">Best Practices in Communication and Relational Skills</a>	08 - 12 May 2023	Dubai
<a href="#">Engineering Electronic Document Management Systems (EDMS)</a>	08 - 12 May 2023	Istanbul
<a href="#">Leadership Skills for Technical Professionals</a>	14 - 18 May 2023	Riyadh
<a href="#">Leadership Development for Engineers</a>	15 - 19 May 2023	Dubai
<a href="#">Advanced Management</a>	15 - 19 May 2023	Accra
<a href="#">SAP Enterprise Resource Planning</a>	15 - 19 May 2023	Dubai
<a href="#">Advanced Presentation Skills</a>	15 - 19 May 2023	Dubai
<a href="#">Project Leadership, Management and Communications</a>	15 - 19 May 2023	Lagos
<a href="#">Strategic Thinking and Leadership for Engineers</a>	15 - 19 May 2023	Dubai
<a href="#">The 10-day Advanced Management &amp; Leadership Programme</a>	15 - 26 May 2023	Accra
<a href="#">Emotional Intelligence: EQ for Innovative Leadership and Corporate Teamwork</a>	15 - 19 May 2023	Dubai
<a href="#">Leadership &amp; Crisis Management in Emergency Situations</a>	15 - 19 May 2023	Dubai
<a href="#">Leadership and Strategic Communication:</a>	21 - 25 May 2023	Riyadh
<a href="#">Advanced Leadership</a>	22 - 26 May 2023	Accra





# Management and Leadership

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Leadership Skills for Technical Professionals	22 - 26 May 2023	Dubai
Developing Transformational Leadership	22 - 26 May 2023	Dubai
Team Work & Team Building	22 - 26 May 2023	Dubai
Artificial Intelligence (AI):	22 - 26 May 2023	Dubai
Excellence in Maintenance and Reliability Management	22 - 26 May 2023	Dubai
Advanced Business Writing Skills	22 - 26 May 2023	Abu Dhabi
Stakeholders Management:	29 May - 02 Jun 2023	Dubai
Leading with Passion	29 May - 02 Jun 2023	Dubai
Advanced Communication Skills	05 - 09 Jun 2023	Dubai
The Successful Female Leader	05 - 09 Jun 2023	Dubai
Business Analysis for Project Success	05 - 09 Jun 2023	London
Strategic Thinking & Decision Making in Competitive Environments	05 - 09 Jun 2023	Berlin
Digital Business Leadership	05 - 09 Jun 2023	Dubai
Advanced Documents and Records Management Compliance	05 - 09 Jun 2023	Dubai
Business Analysis within a Project Environment	05 - 09 Jun 2023	Vancouver
Business Analysis within a Project Environment	05 - 09 Jun 2023	Orlando
Managing Strategic Alliances and Partnerships	12 - 16 Jun 2023	London
Mastering Communication, Negotiation and Presentation Skills	12 - 16 Jun 2023	Dubai





# Management and Leadership

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Strategic Planning in the Public Sector	12 - 16 Jun 2023	Copenhagen
The 10-day Strategic Planning and Management in the Public Sector	12 - 23 Jun 2023	Copenhagen
Change Management and Building High Performing Teams	19 - 23 Jun 2023	London
Managing Stress & Work-Life Balance	19 - 23 Jun 2023	Dubai
The Practical Leader:	19 - 23 Jun 2023	Casablanca
Time Management and Personal Effectiveness	19 - 23 Jun 2023	Dubai
Leadership Skills in Lean Times	19 - 23 Jun 2023	Dubai
Leadership Vision and Organisational Reality	19 - 23 Jun 2023	Lagos
Advanced Contracts Management	19 - 23 Jun 2023	London
Strategic Management in the Public Sector	19 - 23 Jun 2023	Copenhagen
Mastering and Managing Professional Communications	02 - 06 Jul 2023	Cairo
Communication Strategies to Empower your Professional Career	02 - 06 Jul 2023	Riyadh
Artificial Intelligence (AI):	02 - 06 Jul 2023	Cairo
Managing People & Strategy	03 - 07 Jul 2023	Dubai
Mastering Corporate Communications	03 - 07 Jul 2023	London
Leadership and Team Development for Managerial Success	03 - 07 Jul 2023	Dubai
Mastering Business Data Collection, Analysis and Presentation	03 - 07 Jul 2023	Dubai
The Strategic People Manager – ILM Endorsed	03 - 07 Jul 2023	Dubai





# Management and Leadership

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Time Management and Personal Effectiveness	03 - 07 Jul 2023	Istanbul
Quality Assurance and Quality Control using ISO 9001:2015 as a Framework	03 - 07 Jul 2023	Dubai
Best Practices in Executive Management	03 - 07 Jul 2023	London
The 10-day Advanced Contracts and Purchasing Management	03 - 14 Jul 2023	London
Leadership and Management Skills for New Manager and Supervisor	03 - 07 Jul 2023	Dubai
Creativity, Critical Thinking & Problem Solving	16 - 20 Jul 2023	Riyadh
Maritime Business Management	17 - 21 Jul 2023	Dubai
Creativity, Critical Thinking & Problem Solving	17 - 21 Jul 2023	London
Data Privacy: Protecting the Data in the Connected World	17 - 21 Jul 2023	Dubai
Leading with Passion	23 - 27 Jul 2023	Bahrain
Managing Strategic Alliances and Partnerships	24 - 28 Jul 2023	Copenhagen
Cyber Security, Information Governance, Legal Risk Management and Compliance with ISO Records Management Controls	24 - 28 Jul 2023	Dubai
Advanced Negotiation Skills & Deal Making Strategies	24 - 28 Jul 2023	Chicago
Developing a Business Analysis Work Plan	24 - 28 Jul 2023	Dubai
Emotional Intelligence: EQ for Innovative Leadership and Corporate Teamwork	24 - 28 Jul 2023	Dubai
Fiber Optic - Communication Training:	24 - 28 Jul 2023	Dubai
Managing a High-Performing Sales Team	24 - 28 Jul 2023	Dubai





# Management and Leadership

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Strategic Crisis Management for Incident & Emergency Situations	24 Jul - 04 Aug 2023	New York
Business Process Optimisation and Modelling	24 - 28 Jul 2023	Kuala Lumpur
Leadership and Team Development for Managerial Success	07 - 11 Aug 2023	Bangkok
Strategic Planning Specialist	07 - 11 Aug 2023	Orlando
The Art of Strategic Management	07 - 11 Aug 2023	Orlando
Building Collaborative Business Models for Innovation and Competitiveness	07 - 11 Aug 2023	Dubai
Leadership & Crisis Management in Emergency Situations	07 - 11 Aug 2023	Dubai
The Art of Strategic Management and Leadership	07 - 18 Aug 2023	Orlando
Managing and Leading Innovation	07 - 11 Aug 2023	London
Business Sustainability Management	07 - 11 Aug 2023	Dubai
Leadership and Management Skills for the 21st Century	07 - 18 Aug 2023	London
Professional English Language for Executive Management	14 - 18 Aug 2023	Dubai
Transformational Leadership Post COVID-19	14 - 18 Aug 2023	Dubai
Leadership Vision and Organisational Reality	14 - 18 Aug 2023	London
Advanced Presentation Skills	14 - 18 Aug 2023	Casablanca
Audit Sampling:	14 - 18 Aug 2023	Dubai
Strategic Thinking and Leadership for Engineers	14 - 18 Aug 2023	Singapore
The Art and Science of Professional Leadership	14 - 18 Aug 2023	Orlando





# Management and Leadership

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
The Power of Positive Thinking, Psychology and Attitude	21 - 25 Aug 2023	Dubai
Leadership Skills for Technical Professionals	21 - 25 Aug 2023	Dubai
Advanced Management	21 - 25 Aug 2023	Tbilisi
Success under Pressure	21 - 25 Aug 2023	London
The 10-day Advanced Management & Leadership Programme	21 Aug - 01 Sep 2023	Tbilisi
Artificial Intelligence (AI):	21 - 25 Aug 2023	Dubai
Facilitating Change Through Effective Communications	21 Aug - 01 Sep 2023	Dubai
The Art of Influencing Business Decisions	21 - 25 Aug 2023	Singapore
The Effective Strategic Manager	21 - 25 Aug 2023	Tbilisi
Advanced Leadership	28 Aug - 01 Sep 2023	Tbilisi
Creativity, Critical Thinking & Problem Solving	28 Aug - 01 Sep 2023	Dubai
Mastering Management and Leadership Skills	28 Aug - 08 Sep 2023	London
Mastering Management Skills	28 Aug - 01 Sep 2023	London
Leading with Passion	28 Aug - 01 Sep 2023	Bangkok
Communication Strategies to Empower your Professional Career	04 - 08 Sep 2023	Dubai
Mastering Team Leadership Skills	04 - 08 Sep 2023	London
The 10-day Financial Management Workshop for the Oil & Gas Industry	04 - 15 Sep 2023	Vancouver
Advanced Contracts Management	04 - 08 Sep 2023	Dubai





# Management and Leadership

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Data Privacy: Protecting the Data in the Connected World	04 - 08 Sep 2023	London
Leading with Passion	04 - 08 Sep 2023	Lagos
Emotional Intelligence: EQ for Innovative Leadership and Corporate Teamwork	04 - 08 Sep 2023	Dubai
The 10-day Advanced Contracts and Purchasing Management	04 - 15 Sep 2023	Dubai
Managerial Leadership	04 - 08 Sep 2023	Istanbul
Business Process Optimisation and Modelling	04 - 08 Sep 2023	Vancouver
Managing Stress & Work-Life Balance	11 - 15 Sep 2023	Dubai
Business Analysis for Project Success	11 - 15 Sep 2023	Bali
Stakeholders Management:	11 - 15 Sep 2023	Istanbul
Success under Pressure	11 - 15 Sep 2023	Kuala Lumpur
Engineering Electronic Document Management Systems (EDMS)	11 - 15 Sep 2023	Dubai
The Practical Leader:	18 - 22 Sep 2023	Dubai
Advanced Leadership	18 - 22 Sep 2023	Bangkok
Mastering Business Data Collection, Analysis and Presentation	18 - 22 Sep 2023	Sydney
Advanced Negotiation Skills & Deal Making Strategies	18 - 22 Sep 2023	Brussels
Change Management and Building High Performing Teams	25 - 29 Sep 2023	London
Advanced Visualisation with Power BI Training	25 - 29 Sep 2023	Dubai
The Seven Habits of Highly Effective People	25 - 29 Sep 2023	Istanbul







# Management and Leadership

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Mastering Communication, Negotiation and Presentation Skills	25 - 29 Sep 2023	Istanbul
Project Leadership, Management and Communications	25 - 29 Sep 2023	London
Leading & Managing Vendor Relations	25 - 29 Sep 2023	Dubai
Leadership and Management Skills for Supervisors	25 - 29 Sep 2023	Dubai
Energizing People for Performance	25 - 29 Sep 2023	Dubai
Time Management and Personal Effectiveness	02 - 06 Oct 2023	Dubai
Strategy Analysis:	02 - 06 Oct 2023	Dubai
Team Work & Team Building	02 - 06 Oct 2023	Dubai
Excellence in Maintenance and Reliability Management	02 - 06 Oct 2023	Dubai
Strategic Crisis Management for Incident & Emergency Situations	02 - 13 Oct 2023	London
Leadership and Strategic Communication:	08 - 12 Oct 2023	Riyadh
Mastering Business Etiquette & Protocol	09 - 13 Oct 2023	Dubai
Presentation Skills Using Neuro-Linguistic Programming (NLP)	09 - 13 Oct 2023	London
Stakeholders Management:	09 - 13 Oct 2023	Dubai
Strategic Planning in the Public Sector	09 - 13 Oct 2023	Marrakech
Developing and Implementing a Corporate Social Responsibility (CSR) Framework	09 - 13 Oct 2023	Dubai
Developing Transformational Leadership	09 - 13 Oct 2023	Dubai
The 10-day Strategic Planning and Management in the Public Sector	09 - 20 Oct 2023	Marrakech





# Management and Leadership

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Best Practices in Communication and Relational Skills	09 - 13 Oct 2023	Dubai
Business Sustainability Management	09 - 13 Oct 2023	Istanbul
Leading High Impact Teams - Advanced Level	09 - 13 Oct 2023	Istanbul
The Seven Habits of Highly Effective People	16 - 20 Oct 2023	Dubai
Mastering Emotional Intelligence	16 - 20 Oct 2023	London
Time Management and Personal Effectiveness	16 - 20 Oct 2023	Istanbul
Leadership Skills in Lean Times	16 - 20 Oct 2023	Dubai
Strategic Management in the Public Sector	16 - 20 Oct 2023	Marrakech
Management Excellence Masterclass	16 - 20 Oct 2023	Istanbul
Competency Development & Managerial Excellence for Operation & Production Supervisors	16 - 20 Oct 2023	Dubai
The 10-day Competency Development & Managerial Excellence for Plant Supervisors	16 - 27 Oct 2023	Dubai
Strategic Capabilities for Emerging Business Leaders	16 - 20 Oct 2023	London
Mastering Communication, Negotiation and Presentation Skills	23 - 27 Oct 2023	Dubai
Leadership Development for Engineers	23 - 27 Oct 2023	Dubai
Designing Solutions to Complex Business Problems	23 - 27 Oct 2023	Dubai
Portfolio Management and Corporate Finance Principles	23 - 27 Oct 2023	Dubai
Competency Development and Managerial Excellence for Maintenance Supervisors	23 - 27 Oct 2023	Dubai
Fraud and Corruption in the Workplace	23 - 27 Oct 2023	Dubai





# Management and Leadership

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
The 3 Phases of Contract Management	23 - 27 Oct 2023	Dubai
Leadership and Team Development for Managerial Success	30 Oct - 03 Nov 2023	Dubai
Professional English Language for Executive Management	30 Oct - 03 Nov 2023	Dubai
Quality Assurance and Quality Control using ISO 9001:2015 as a Framework	30 Oct - 03 Nov 2023	Dubai
Strategic Planning Specialist	30 Oct - 03 Nov 2023	Marrakech
Best Practices in Executive Management	30 Oct - 03 Nov 2023	Dubai
The Art of Strategic Management	30 Oct - 03 Nov 2023	Marrakech
Advanced Documents and Records Management Compliance	30 Oct - 03 Nov 2023	Dubai
Advanced Business Writing Skills	30 Oct - 03 Nov 2023	Dubai
The Art of Strategic Management and Leadership	30 Oct - 10 Nov 2023	Marrakech
The Power of Positive Thinking, Psychology and Attitude	06 - 10 Nov 2023	Dubai
Executive Program in Leadership & Organisational Strategy	06 - 10 Nov 2023	Dubai
Creativity, Critical Thinking & Problem Solving	06 - 10 Nov 2023	Baku
The Successful Female Leader	06 - 10 Nov 2023	Dubai
Management Excellence Masterclass	06 - 10 Nov 2023	Washington DC
The Art and Science of Professional Leadership	06 - 10 Nov 2023	Marrakech
Managing a High-Performing Sales Team	06 - 10 Nov 2023	Dubai
Business Analysis within a Project Environment	06 - 10 Nov 2023	London





# Management and Leadership

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Managing Strategic Alliances and Partnerships	13 - 17 Nov 2023	London
Mastering Management and Leadership Skills	13 - 24 Nov 2023	Kuala Lumpur
Mastering Management Skills	13 - 17 Nov 2023	Kuala Lumpur
The 10-day Financial Management Workshop for the Oil & Gas Industry	13 - 24 Nov 2023	Vienna
Programme Management	13 - 17 Nov 2023	London
Developing a Business Analysis Work Plan	13 - 17 Nov 2023	Dubai
Mastering Team Leadership Skills	20 - 24 Nov 2023	Kuala Lumpur
Professional in Business Analysis - Exam Preparation Course	20 - 24 Nov 2023	Dubai
SAP Enterprise Resource Planning	20 - 24 Nov 2023	Dubai
Advanced Contracts Management	20 - 24 Nov 2023	Amsterdam
Advanced Presentation Skills	20 - 24 Nov 2023	Dubai
Strategic Thinking & Decision Making in Competitive Environments	20 - 24 Nov 2023	Washington DC
Strategic Thinking and Leadership for Engineers	20 - 24 Nov 2023	Bangkok
The 10-day Advanced Contracts and Purchasing Management	20 Nov - 01 Dec 2023	Amsterdam
Building Collaborative Business Models for Innovation and Competitiveness	20 - 24 Nov 2023	Dubai
Success under Pressure	26 - 30 Nov 2023	Cairo
Creative Leadership in Crisis Best Practices	27 Nov - 01 Dec 2023	Dubai
Advanced Communication Skills	27 Nov - 01 Dec 2023	Dubai





# Management and Leadership

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Maritime Business Management	27 Nov - 01 Dec 2023	Dubai
Advanced Management	27 Nov - 01 Dec 2023	Dubai
Advanced Contracts Management	27 Nov - 01 Dec 2023	Colombo
Strategic Planning Specialist	27 Nov - 01 Dec 2023	Colombo
The 10-day Advanced Management & Leadership Programme	27 Nov - 08 Dec 2023	Dubai
The 10-day Quality Assurance and Concepts of ISO Standardisation Programme	27 Nov - 08 Dec 2023	London
The Art of Strategic Management	27 Nov - 01 Dec 2023	Colombo
The Art of Strategic Management and Leadership	27 Nov - 08 Dec 2023	Colombo
The Effective Strategic Manager	27 Nov - 01 Dec 2023	Dubai
Advanced Leadership	04 - 08 Dec 2023	Dubai
Leadership and Team Development for Managerial Success	04 - 08 Dec 2023	Bangkok
Mastering Business Data Collection, Analysis and Presentation	04 - 08 Dec 2023	Accra
Digital Business Leadership	04 - 08 Dec 2023	Dubai
The Art and Science of Professional Leadership	04 - 08 Dec 2023	Colombo
Leading & Managing Vendor Relations	04 - 08 Dec 2023	Lagos
Strategic Crisis Management for Incident & Emergency Situations	04 - 15 Dec 2023	Dubai
Managerial Leadership	04 - 08 Dec 2023	London
Business Process Optimisation and Modelling	04 - 08 Dec 2023	Bangkok





# Management and Leadership

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Managing and Leading Innovation	04 - 08 Dec 2023	Kuala Lumpur
Business Sustainability Management	04 - 08 Dec 2023	Dubai
Leadership and Management Skills for the 21st Century	04 - 15 Dec 2023	Kuala Lumpur
Developing Transformational Leadership	10 - 14 Dec 2023	Cairo
Managing People & Strategy	11 - 15 Dec 2023	Dubai
The Strategic People Manager – ILM Endorsed	11 - 15 Dec 2023	Dubai
Global Oil Economics & Strategic Planning	11 - 15 Dec 2023	Los Angeles
Cyber Security, Information Governance, Legal Risk Management and Compliance with ISO Records Management Controls	11 - 15 Dec 2023	Dubai
Leadership Vision and Organisational Reality	11 - 15 Dec 2023	Kuala Lumpur
Project Management	11 - 15 Dec 2023	Dubai
Project Risk Management & Compliance	11 - 15 Dec 2023	London
Leadership and Management Skills for New Manager and Supervisor	11 - 15 Dec 2023	Dubai
The Practical Leader:	17 - 21 Dec 2023	Bahrain
Leadership Skills for Technical Professionals	17 - 21 Dec 2023	Riyadh
Womens Senior Leadership Program	18 - 22 Dec 2023	Dubai
Change Management and Building High Performing Teams	18 - 22 Dec 2023	Luanda
The Practical Leader:	18 - 22 Dec 2023	Lagos





# Management and Leadership

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Communication Strategies to Empower your Professional Career	18 - 22 Dec 2023	Dubai
Data Privacy: Protecting the Data in the Connected World	18 - 22 Dec 2023	Dubai
Leading with Passion	18 - 22 Dec 2023	Dubai
Artificial Intelligence (AI):	18 - 22 Dec 2023	Dubai
Emotional Intelligence: EQ for Innovative Leadership and Corporate Teamwork	18 - 22 Dec 2023	Dubai
The Art of Influencing Business Decisions	18 - 22 Dec 2023	Bangkok
Fiber Optic - Communication Training:	18 - 22 Dec 2023	Dubai
Transformational Leadership Post COVID-19	25 - 29 Dec 2023	Dubai
Leading with Passion	25 - 29 Dec 2023	Bangkok
Effective Business Risk Management Strategies using ISO 31000 Framework	25 - 29 Dec 2023	Dubai





# Finance & Budgeting

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Financial Analysis:	09 - 13 Jan 2023	Dubai
Auditing of Projects and Contractors	16 - 20 Jan 2023	Dubai
Advanced Budgeting & Forecasting	06 - 10 Feb 2023	Dubai
The 10-day Finance & Accounting MBA	27 Feb - 10 Mar 2023	Dubai
Portfolio Management and Corporate Finance Principles	27 Feb - 03 Mar 2023	London
Advanced International Financial Reporting Standards (IFRS)	27 Feb - 03 Mar 2023	Lagos
Data Analysis Fundamentals	27 Feb - 03 Mar 2023	Dubai
Corporate Financial Management & Accounting	27 Feb - 03 Mar 2023	Dubai
Budgeting & Cost Control	05 - 09 Mar 2023	Riyadh
Treasury and Cash Management	06 - 10 Mar 2023	Bangkok
Mastering Finance and Accounting	06 - 10 Mar 2023	Dubai
Certificate in Digital Innovation for Finance (CERTDIF)	06 - 10 Mar 2023	Dubai
Auditing of Projects and Contractors	12 - 16 Mar 2023	Riyadh
Sustainable Finance & Investments:	13 - 17 Mar 2023	Dubai
Payroll Management & Effective Payroll Controls	13 - 17 Mar 2023	Dubai
Cash Flow Management and Forecasting	13 - 17 Mar 2023	Accra
The Effective Financial Controller:	19 - 23 Mar 2023	Riyadh
Financial Management for Projects & Contracts	20 - 24 Mar 2023	Dubai







# Finance & Budgeting

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Project Financial Control & Project Management for the Oil & Gas Industry	27 - 31 Mar 2023	London
Budgeting, Planning & Management Reporting	27 - 31 Mar 2023	Dubai
Global Oil Economics & Strategic Planning	03 - 07 Apr 2023	Chicago
Advanced Commercial Analysis	03 - 07 Apr 2023	Dubai
Treasury and Cash Management	10 - 14 Apr 2023	Dubai
Advanced Budgeting & Forecasting	08 - 12 May 2023	Port Louis
Cost Analysis to Support Strategic Decisions	08 - 12 May 2023	Dubai
Cash Flow Management and Forecasting	14 - 18 May 2023	Riyadh
Financial Analysis:	15 - 19 May 2023	Dubai
Data Analysis Fundamentals	21 - 25 May 2023	Bahrain
Advanced International Financial Reporting Standards (IFRS)	22 - 26 May 2023	Dubai
Petroleum Economics, Risk and Decision Analysis	22 - 26 May 2023	Dubai
Auditing of Projects and Contractors	22 - 26 May 2023	Dubai
Upstream Petroleum Cost Trends and Benchmarking	22 - 26 May 2023	London
Budgeting & Cost Control	29 May - 02 Jun 2023	Dubai
Credit Policies Management:	05 - 09 Jun 2023	Dubai
Mastering Finance and Accounting	12 - 16 Jun 2023	Dubai
Advanced Applied Data Analysis	19 - 23 Jun 2023	Dubai





# Finance & Budgeting

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
International Financial Reporting Standards (IFRS)	19 - 23 Jun 2023	Munich
Accounts Receivable:	19 - 23 Jun 2023	Dubai
Managing the Cash Cycle	03 - 14 Jul 2023	Dubai
Accounts Payable:	03 - 07 Jul 2023	Dubai
Cash Flow Management and Forecasting	17 - 21 Jul 2023	Dubai
Advanced Budgeting & Forecasting	24 - 28 Jul 2023	Kuala Lumpur
Treasury and Cash Management	31 Jul - 04 Aug 2023	Bangkok
Project Financial Control & Project Management for the Oil & Gas Industry	14 - 18 Aug 2023	Brighton
Audit Sampling:	14 - 18 Aug 2023	Dubai
Financial Management for Projects & Contracts	14 - 18 Aug 2023	Bangkok
Upstream Petroleum Cost Trends and Benchmarking	14 - 18 Aug 2023	Brighton
Petroleum Economics, Risk and Decision Analysis	20 - 24 Aug 2023	Bahrain
The Effective Accounts Assistant	21 - 25 Aug 2023	Dubai
Payroll Management & Effective Payroll Controls	21 - 25 Aug 2023	Dubai
Budgeting, Planning & Management Reporting	21 - 25 Aug 2023	Tbilisi
Data Analysis Fundamentals	21 - 25 Aug 2023	Dubai
The Effective Financial Controller:	28 Aug - 01 Sep 2023	Dubai
Sustainable Finance & Investments:	28 Aug - 01 Sep 2023	Dubai





# Finance & Budgeting

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Cost Analysis to Support Strategic Decisions	28 Aug - 01 Sep 2023	Tbilisi
The 10-day Financial Management Workshop for the Oil & Gas Industry	04 - 15 Sep 2023	Vancouver
Strategic Financial Planning & Implementation	04 - 08 Sep 2023	Berlin
Mastering Finance and Accounting	04 - 08 Sep 2023	Istanbul
Budgeting & Cost Control for the Oil & Gas Industry	04 - 08 Sep 2023	Vancouver
Internal Controls: Monitoring, Evaluation & Risk-Based Auditing	04 - 08 Sep 2023	Dubai
Corporate Credit Analysis:	04 - 08 Sep 2023	London
Finance & Accounting for the Oil & Gas Industry	11 - 15 Sep 2023	Vancouver
Financial Management for Projects & Contracts	18 - 22 Sep 2023	Dubai
Budgeting & Cost Control	24 - 28 Sep 2023	Riyadh
Financial Analysis:	25 - 29 Sep 2023	Dubai
Payroll Management & Effective Payroll Controls	02 - 06 Oct 2023	Dubai
Auditing of Projects and Contractors	02 - 06 Oct 2023	Dubai
Best Practice Financial Management and Reporting for the Public Sector (IFRS and IPSAS)	02 - 13 Oct 2023	London
International Financial Reporting Standards (IFRS)	02 - 06 Oct 2023	London
Advanced Commercial Analysis	09 - 13 Oct 2023	Dubai
International Public Sector Accounting Standards (IPSAS)	09 - 13 Oct 2023	London
Corporate Financial Management & Accounting	09 - 13 Oct 2023	Dubai





# Finance & Budgeting

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
The Effective Accountant	16 - 20 Oct 2023	Dubai
Auditing in the Oil & Gas Industry	16 - 20 Oct 2023	Dubai
Portfolio Management and Corporate Finance Principles	23 - 27 Oct 2023	Dubai
Review of Financial Accounting & Detecting Fraud	30 Oct - 03 Nov 2023	Dubai
Credit Policies Management:	30 Oct - 03 Nov 2023	Dubai
Mastering Finance and Accounting	06 - 10 Nov 2023	Casablanca
International Standards in Auditing (ISA) and Practical Application in the Audit Process	06 - 10 Nov 2023	Dubai
Budgeting, Planning & Management Reporting	06 - 10 Nov 2023	Washington DC
Treasury and Cash Management	13 - 17 Nov 2023	Dubai
The 10-day Financial Management Workshop for the Oil & Gas Industry	13 - 24 Nov 2023	Vienna
Advanced International Financial Reporting Standards (IFRS)	13 - 17 Nov 2023	Dubai
Budgeting & Cost Control for the Oil & Gas Industry	13 - 17 Nov 2023	Vienna
Cash Flow Management and Forecasting	13 - 17 Nov 2023	Dubai
Managing the Cash Cycle	20 Nov - 01 Dec 2023	Dubai
Finance & Accounting for the Oil & Gas Industry	20 - 24 Nov 2023	Vienna
Accounts Receivable:	20 - 24 Nov 2023	Dubai
The 10-day Finance & Accounting MBA	27 Nov - 08 Dec 2023	Dubai
Strategic Financial Planning & Implementation	27 Nov - 01 Dec 2023	London





# Finance & Budgeting

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Advanced Budgeting & Forecasting	27 Nov - 01 Dec 2023	Colombo
Accounts Payable:	27 Nov - 01 Dec 2023	Dubai
Project Financial Control & Project Management for the Oil & Gas Industry	04 - 08 Dec 2023	Los Angeles
Mastering Finance and Accounting	04 - 08 Dec 2023	Dubai
Cost Analysis to Support Strategic Decisions	04 - 08 Dec 2023	Dubai
Data Analysis Fundamentals	10 - 14 Dec 2023	Bahrain
Global Oil Economics & Strategic Planning	11 - 15 Dec 2023	Los Angeles
Sustainable Finance & Investments:	11 - 15 Dec 2023	Dubai
Advanced Applied Data Analysis	11 - 15 Dec 2023	Dubai
Upstream Petroleum Cost Trends and Benchmarking	11 - 15 Dec 2023	Zurich
The Effective Financial Controller:	17 - 21 Dec 2023	Riyadh
Mastering Finance and Accounting	18 - 22 Dec 2023	Lagos
Financial Management for Projects & Contracts	18 - 22 Dec 2023	Bangkok





# Sales & Marketing

## TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Managing & Leading Strategic Communication	06 - 10 Feb 2023	Dubai
Marketing Communications and Brand Management	06 - 10 Mar 2023	Dubai
Customer-Centric Selling Master Class	13 - 17 Mar 2023	Dubai
Cx - The Customer Experience	27 - 31 Mar 2023	Dubai
Digital Business Leadership	05 - 09 Jun 2023	Dubai
Managing & Leading Strategic Communication	03 - 07 Jul 2023	London
Cx - The Customer Experience	23 - 27 Jul 2023	Riyadh
Advanced Negotiation Skills & Deal Making Strategies	24 - 28 Jul 2023	Chicago
Managing a High-Performing Sales Team	24 - 28 Jul 2023	Dubai
Strategic Marketing: Planning, Development & Implementation	14 - 18 Aug 2023	Dubai
Emotional Intelligence for Sales Professionals	04 - 08 Sep 2023	London
The 10-day Global Sales Professional MBA	04 - 15 Sep 2023	London
Global Excellence for Sales Professionals	11 - 15 Sep 2023	London
Marketing Communications and Brand Management	18 - 22 Sep 2023	Dubai
Advanced Negotiation Skills & Deal Making Strategies	18 - 22 Sep 2023	Brussels
Customer-Centric Selling Master Class	23 - 27 Oct 2023	Dubai
Managing a High-Performing Sales Team	06 - 10 Nov 2023	Dubai
Cx - The Customer Experience	20 - 24 Nov 2023	Dubai





# Sales & Marketing

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
<a href="#">Emotional Intelligence for Sales Professionals</a>	27 Nov - 01 Dec 2023	London
<a href="#">The 10-day Global Sales Professional MBA</a>	27 Nov - 08 Dec 2023	London
<a href="#">Digital Business Leadership</a>	04 - 08 Dec 2023	Dubai
<a href="#">Global Excellence for Sales Professionals</a>	04 - 08 Dec 2023	London
<a href="#">Managing &amp; Leading Strategic Communication</a>	04 - 08 Dec 2023	Bangkok
<a href="#">Strategic Marketing: Planning, Development &amp; Implementation</a>	11 - 15 Dec 2023	Dubai
<a href="#">Cx - The Customer Experience</a>	17 - 21 Dec 2023	Riyadh





# Human Resources

## TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
HRM Skills for Today's Leaders and Professionals	16 - 20 Jan 2023	Dubai
Compensation and Benefits Professional (CBP)	23 - 27 Jan 2023	Casablanca
Effective HR Audit for Strategic Alignment	30 Jan - 03 Feb 2023	Dubai
Effective Talent Management	20 - 24 Feb 2023	London
The 10-Day HR Management MBA	27 Feb - 10 Mar 2023	Dubai
Advanced Human Resource Management	06 - 10 Mar 2023	Dubai
Organisational Structure & Work Ethics Behaviour	06 - 10 Mar 2023	Bangkok
The Saudi Labour Law	12 - 16 Mar 2023	Riyadh
HRM Skills for Today's Leaders and Professionals	13 - 17 Mar 2023	Marrakech
Payroll Management & Effective Payroll Controls	13 - 17 Mar 2023	Dubai
Recruitment, Selection and Retention:	13 - 17 Mar 2023	Dubai
Energizing People for Performance	13 - 17 Mar 2023	Dubai
The Effective Human Resources Administrator	20 - 24 Mar 2023	Dubai
Enhancing the Skills of Training Coordinators and Administrators	27 - 31 Mar 2023	Istanbul
Organisation and Relationship Systems in the Workplace	27 - 31 Mar 2023	Accra
Talent Retention Through Remuneration and Training	27 - 31 Mar 2023	Dubai
HRM Skills for Challenging Times	03 - 07 Apr 2023	Dubai
Advanced Recruitment, Psychometric Analysis & Assessment	10 - 14 Apr 2023	Dubai
Workplace Diversity and Talent Management	24 - 28 Apr 2023	London







# Human Resources

## TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Enhancing Job Performance:	08 - 12 May 2023	Dubai
e-HR: Latest Trends and Applications	15 - 19 May 2023	Dubai
Advanced Human Resource Management	22 - 26 May 2023	Dubai
Advanced Recruitment, Psychometric Analysis & Assessment	22 - 26 May 2023	London
Organisation and Relationship Systems in the Workplace	29 May - 02 Jun 2023	Dubai
Enhancing the Skills of Training Coordinators and Administrators	05 - 09 Jun 2023	Dubai
Advanced Human Resource Management	11 - 15 Jun 2023	Riyadh
Organisational Structure & Work Ethics Behaviour	12 - 16 Jun 2023	Dubai
Compensation and Benefits Professional (CBP)	19 - 23 Jun 2023	Dubai
HRM Skills for Today's Leaders and Professionals	03 - 07 Jul 2023	London
Effective HR Audit for Strategic Alignment	03 - 07 Jul 2023	Dubai
Effective Talent Management	24 - 28 Jul 2023	Brighton
The Saudi Labour Law	20 - 24 Aug 2023	Jeddah
Organisational Structure & Work Ethics Behaviour	21 - 25 Aug 2023	Dubai
Payroll Management & Effective Payroll Controls	21 - 25 Aug 2023	Dubai
e-HR: Latest Trends and Applications	04 - 08 Sep 2023	Dubai
Enhancing Job Performance:	11 - 15 Sep 2023	Dubai
Organisation and Relationship Systems in the Workplace	18 - 22 Sep 2023	Dubai





# Human Resources

## TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
HRM Skills for Today's Leaders and Professionals	25 - 29 Sep 2023	Luanda
Training Material and eLearning Design and Development	25 - 29 Sep 2023	Dubai
Energizing People for Performance	25 - 29 Sep 2023	Dubai
Payroll Management & Effective Payroll Controls	02 - 06 Oct 2023	Dubai
Talent Retention Through Remuneration and Training	02 - 06 Oct 2023	Dubai
HRM Skills for Today's Leaders and Professionals	16 - 20 Oct 2023	Brussels
Enhancing the Skills of Training Coordinators and Administrators	23 - 27 Oct 2023	Dubai
Advanced Recruitment, Psychometric Analysis & Assessment	30 Oct - 03 Nov 2023	Kuala Lumpur
HRM Skills for Challenging Times	06 - 10 Nov 2023	Dubai
Organisational Structure & Work Ethics Behaviour	20 - 24 Nov 2023	Dubai
The Saudi Labour Law	26 - 30 Nov 2023	Riyadh
The 10-Day HR Management MBA	27 Nov - 08 Dec 2023	Dubai
The Effective Human Resources Administrator	27 Nov - 01 Dec 2023	Dubai
Advanced Human Resource Management	04 - 08 Dec 2023	Dubai
Organisation and Relationship Systems in the Workplace	11 - 15 Dec 2023	Istanbul
Effective Talent Management	11 - 15 Dec 2023	London
Compensation and Benefits Professional (CBP)	25 - 29 Dec 2023	Dubai
Recruitment, Selection and Retention:	25 - 29 Dec 2023	Dubai





# Customer and Public Relations

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Managing & Leading Strategic Communication	06 - 10 Feb 2023	Dubai
Advanced Communication Skills	20 - 24 Feb 2023	Port Louis
Marketing Communications and Brand Management	06 - 10 Mar 2023	Dubai
Public Relations & Corporate Communications	13 - 17 Mar 2023	Dubai
Public Relations Professional	13 - 17 Mar 2023	Dubai
Customer-Centric Selling Master Class	13 - 17 Mar 2023	Dubai
Call & Contact Centre Workshop	20 - 24 Mar 2023	Dubai
Customer Management Specialist	20 - 24 Mar 2023	London
Managing Service Quality and Customer Satisfaction	20 - 24 Mar 2023	London
Organisation and Relationship Systems in the Workplace	27 - 31 Mar 2023	Accra
Cx - The Customer Experience	27 - 31 Mar 2023	Dubai
Advanced Public Relations in Media Skills	27 - 31 Mar 2023	London
Advanced Communication Skills	03 - 07 Apr 2023	Dubai
Mastering Business Etiquette & Protocol	03 - 07 Apr 2023	Dubai
Customer Service Excellence	03 - 07 Apr 2023	Dubai
Best Practices in Communication and Relational Skills	08 - 12 May 2023	Dubai
Advanced Presentation Skills	15 - 19 May 2023	Dubai
Events & Conferences Management	22 - 26 May 2023	Dubai





# Customer and Public Relations

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Public Relations & Corporate Communications	29 May - 02 Jun 2023	Luanda
Public Relations Professional	29 May - 02 Jun 2023	Luanda
Organisation and Relationship Systems in the Workplace	29 May - 02 Jun 2023	Dubai
Building a Customer-Centric Service Culture	29 May - 02 Jun 2023	Dubai
Advanced Communication Skills	05 - 09 Jun 2023	Dubai
Call & Contact Centre Workshop	12 - 16 Jun 2023	Dubai
Public Relations & Corporate Communications	19 - 23 Jun 2023	Brussels
Mastering and Managing Professional Communications	02 - 06 Jul 2023	Cairo
Mastering Corporate Communications	03 - 07 Jul 2023	London
Managing & Leading Strategic Communication	03 - 07 Jul 2023	London
Cx - The Customer Experience	23 - 27 Jul 2023	Riyadh
Advanced Presentation Skills	14 - 18 Aug 2023	Casablanca
Public Relations & Corporate Communications	21 - 25 Aug 2023	Istanbul
Public Relations Professional	21 - 25 Aug 2023	Istanbul
Customer Management Specialist	11 - 15 Sep 2023	Beijing
Managing Service Quality and Customer Satisfaction	11 - 15 Sep 2023	Beijing
Marketing Communications and Brand Management	18 - 22 Sep 2023	Dubai
Organisation and Relationship Systems in the Workplace	18 - 22 Sep 2023	Dubai





# Customer and Public Relations

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Advanced Public Relations in Media Skills	18 - 22 Sep 2023	Dubai
Customer Service Excellence	02 - 06 Oct 2023	Dubai
Mastering Business Etiquette & Protocol	09 - 13 Oct 2023	Dubai
Best Practices in Communication and Relational Skills	09 - 13 Oct 2023	Dubai
Customer-Centric Selling Master Class	23 - 27 Oct 2023	Dubai
Events & Conferences Management	23 - 27 Oct 2023	Dubai
Building a Customer-Centric Service Culture	30 Oct - 03 Nov 2023	Dubai
Public Relations & Corporate Communications	13 - 17 Nov 2023	Dubai
Public Relations Professional	13 - 17 Nov 2023	Dubai
Advanced Presentation Skills	20 - 24 Nov 2023	Dubai
Cx - The Customer Experience	20 - 24 Nov 2023	Dubai
Advanced Communication Skills	27 Nov - 01 Dec 2023	Dubai
Call & Contact Centre Workshop	27 Nov - 01 Dec 2023	Dubai
Building a Customer-Centric Service Culture	04 - 08 Dec 2023	Lagos
Managing & Leading Strategic Communication	04 - 08 Dec 2023	Bangkok
Organisation and Relationship Systems in the Workplace	11 - 15 Dec 2023	Istanbul
Cx - The Customer Experience	17 - 21 Dec 2023	Riyadh





# Health and Safety

## TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Risk Assessment within Production Operations	16 - 20 Jan 2023	Dubai
Health, Safety & Environment in Engineering Projects	06 - 10 Feb 2023	Dubai
Layers of Protection Analysis (LOPA)	13 - 17 Feb 2023	Accra
NEBOSH International General Certificate in Occupational Health and Safety	20 Feb - 03 Mar 2023	Dubai
SIMOPS: Simultaneous Operations System for the Oil & Gas Industry	26 Feb - 02 Mar 2023	Riyadh
Advanced Process Risk Assessment & Risk Management	27 Feb - 03 Mar 2023	Dubai
OSHA – Occupational Safety and Health Administration Standards	05 - 09 Mar 2023	Riyadh
Modern Chemical Laboratory	06 - 10 Mar 2023	Dubai
Creative Leadership in Crisis Best Practices	13 - 17 Mar 2023	Dubai
Technical Safety Engineering	13 - 17 Mar 2023	Dubai
CCPS Risk-Based Process Safety (RBPS)	27 - 31 Mar 2023	Dubai
NEBOSH HSE Certificate in Process Safety Management	27 - 31 Mar 2023	Dubai
Risk Assessment within Production Operations	27 - 31 Mar 2023	Dubai
Firefighting System Design & Review for Oil and Gas Industry	03 - 07 Apr 2023	London
Safety in Process Design	10 - 14 Apr 2023	Dubai
Chemicals Handling:	08 - 12 May 2023	Dubai
Advanced Process Risk Assessment & Risk Management	14 - 18 May 2023	Riyadh
Layers of Protection Analysis (LOPA)	15 - 19 May 2023	Dubai





# Health and Safety

## TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Oil & Gas Operational Safety	15 - 19 May 2023	Dubai
Advanced Risk and Incident Analysis	21 - 25 May 2023	Bahrain
Safety Compliance & Site Inspection	22 - 26 May 2023	Dubai
Task Risk Assessment: Modern Proactive Approach to Incident Prevention	22 - 26 May 2023	Dubai
Risk Assessment within Production Operations	29 May - 02 Jun 2023	Dubai
SIMOPS: Simultaneous Operations System for the Oil & Gas Industry	29 May - 02 Jun 2023	Dubai
OSHA – Occupational Safety and Health Administration Standards	05 - 09 Jun 2023	Dubai
Pre-Startup Audit: Evaluating, Determining and Implementing Effective Risk Control Measures	05 - 09 Jun 2023	Dubai
Safety in Process Design	12 - 16 Jun 2023	Accra
Certified PHA-Hazop Leader	19 - 23 Jun 2023	Dubai
Firefighting System Design & Review for Oil and Gas Industry	19 - 23 Jun 2023	London
NEBOSH International General Certificate in Occupational Health and Safety	19 - 30 Jun 2023	Dubai
CCPS Risk-Based Process Safety (RBPS)	03 - 07 Jul 2023	Bahrain
Oil & Gas Operational Safety	23 - 27 Jul 2023	Bahrain
Strategic Crisis Management for Incident & Emergency Situations	24 Jul - 04 Aug 2023	New York
CCPS Risk-Based Process Safety (RBPS)	07 - 11 Aug 2023	Dubai
Advanced Risk and Incident Analysis	21 - 25 Aug 2023	Dubai
Risk Assessment within Production Operations	18 - 22 Sep 2023	Dubai





# Health and Safety

## TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Advanced Process Risk Assessment & Risk Management	24 - 28 Sep 2023	Riyadh
Organization of Quality Control for Geological Exploration QA/QC	25 - 29 Sep 2023	Dubai
Modern Chemical Laboratory	02 - 06 Oct 2023	Dubai
NEBOSH HSE Certificate in Process Safety Management	02 - 06 Oct 2023	Dubai
Strategic Crisis Management for Incident & Emergency Situations	02 - 13 Oct 2023	London
Health, Safety & Environment in Engineering Projects	09 - 13 Oct 2023	Dubai
NEBOSH International General Certificate in Occupational Health and Safety	09 - 20 Oct 2023	Dubai
SIMOPS: Simultaneous Operations System for the Oil & Gas Industry	09 - 13 Oct 2023	Dubai
Pre-Startup Audit: Evaluating, Determining and Implementing Effective Risk Control Measures	16 - 20 Oct 2023	Dubai
Technical Safety Engineering	16 - 20 Oct 2023	Dubai
Chemicals Handling:	23 - 27 Oct 2023	Dubai
Task Risk Assessment: Modern Proactive Approach to Incident Prevention	23 - 27 Oct 2023	Abu Dhabi
Oil & Gas Operational Safety	30 Oct - 03 Nov 2023	Dubai
Layers of Protection Analysis (LOPA)	06 - 10 Nov 2023	Dubai
Advanced Risk and Incident Analysis	12 - 16 Nov 2023	Bahrain
Waste Management	13 - 17 Nov 2023	Dubai
OSHA – Occupational Safety and Health Administration Standards	20 - 24 Nov 2023	Dubai
Creative Leadership in Crisis Best Practices	27 Nov - 01 Dec 2023	Dubai







# Health and Safety

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Advanced Process Risk Assessment & Risk Management	27 Nov - 01 Dec 2023	Dubai
Safety Compliance & Site Inspection	04 - 08 Dec 2023	Dubai
Strategic Crisis Management for Incident & Emergency Situations	04 - 15 Dec 2023	Dubai
SIMOPS: Simultaneous Operations System for the Oil & Gas Industry	10 - 14 Dec 2023	Riyadh
CCPS Risk-Based Process Safety (RBPS)	11 - 15 Dec 2023	Dubai





# Electrical & Instrumentation

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Variable Frequency Drives (VFDs)	30 Jan - 03 Feb 2023	Dubai
Electric Submersible Pumps (ESPs)	30 Jan - 03 Feb 2023	Dubai
Electrical & Instrumentation Design, Installation & Operation:	06 - 10 Feb 2023	Dubai
Electrical Motor Installation and Protection	27 Feb - 03 Mar 2023	Dubai
Fundamentals of Renewable Energy	13 - 17 Mar 2023	Dubai
Uninterruptible Power Supply (UPS)	03 - 07 Apr 2023	Dubai
LV, MV and HV Circuit Breakers	15 - 19 May 2023	Dubai
Protective Control Relay Systems and Automation	22 - 26 May 2023	Dubai
Power & Distribution Transformers	29 May - 02 Jun 2023	Dubai
Industrial Instrumentation and Modern Control Systems	05 - 09 Jun 2023	Dubai
Electric Submersible Pumps (ESPs)	12 - 16 Jun 2023	Dubai
Uninterruptible Power Supply (UPS)	17 - 21 Jul 2023	Dubai
Variable Frequency Drives (VFDs)	14 - 18 Aug 2023	Dubai
Power & Distribution Transformers	21 - 25 Aug 2023	Dubai
Electrical & Instrumentation Design, Installation & Operation:	11 - 15 Sep 2023	Dubai
LV, MV and HV Circuit Breakers	25 - 29 Sep 2023	Dubai
Fundamentals of Renewable Energy	16 - 20 Oct 2023	Dubai
Electrical Motor Installation and Protection	23 - 27 Oct 2023	Dubai





# Electrical & Instrumentation

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Uninterruptible Power Supply (UPS)	30 Oct - 03 Nov 2023	Dubai
Power & Distribution Transformers	06 - 10 Nov 2023	Dubai
Electric Submersible Pumps (ESPs)	13 - 17 Nov 2023	Dubai
Industrial Instrumentation and Modern Control Systems	20 - 24 Nov 2023	Dubai
Electrical Engineering Advanced Workshop	27 Nov - 01 Dec 2023	Dubai
Protective Control Relay Systems and Automation	18 - 22 Dec 2023	Dubai





# Healthcare Management

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Excellence in Healthcare Management	12 - 16 Mar 2023	Riyadh
Healthcare Operations: Cost Control & Productivity Management	15 - 19 May 2023	Dubai
Excellence in Healthcare Management	22 - 26 May 2023	Dubai
Digital Healthcare:	05 - 09 Jun 2023	Dubai
Transforming Patient Experience:	12 - 16 Jun 2023	Dubai
Healthcare Operations: Cost Control & Productivity Management	02 - 06 Oct 2023	Dubai
Excellence in Healthcare Management	09 - 13 Oct 2023	Dubai
Digital Healthcare:	06 - 10 Nov 2023	Dubai
Transforming Patient Experience:	13 - 17 Nov 2023	Dubai
Excellence in Healthcare Management	10 - 14 Dec 2023	Riyadh





# Maintenance Engineering

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Excellence in Maintenance and Reliability Management	02 - 06 Jan 2023	Dubai
Advanced Maintenance Management	09 - 13 Jan 2023	London
Asset Integrity Management:	06 - 10 Mar 2023	Bangkok
Advanced Maintenance Management	19 - 23 Mar 2023	Riyadh
Maintenance Planning, Scheduling & Work Control	27 - 31 Mar 2023	Dubai
Maintenance Management Professional	27 - 31 Mar 2023	Dubai
Managing Shutdowns, Turnarounds and Outages	10 - 14 Apr 2023	Dubai
Excellence in Maintenance and Reliability Management	22 - 26 May 2023	Dubai
Construction & Civil Engineering Fundamentals for Non-Civil Engineers	12 - 16 Jun 2023	Dubai
Maintenance Planning, Scheduling & Work Control	19 - 23 Jun 2023	Dubai
Managing Shutdowns, Turnarounds and Outages	03 - 07 Jul 2023	Dubai
Asset Integrity Management:	31 Jul - 04 Aug 2023	Dubai
Advanced Maintenance Management	14 - 18 Aug 2023	Kuala Lumpur
Maintenance Planning, Scheduling & Work Control	04 - 08 Sep 2023	Dubai
Maintenance Management Professional	04 - 08 Sep 2023	Dubai
Maintenance Management	04 - 15 Sep 2023	Dubai
Maintenance Auditing and Continuous Improvement	11 - 15 Sep 2023	Dubai
Maintenance Auditing Specialist	11 - 15 Sep 2023	Dubai





# Maintenance Engineering

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Construction & Civil Engineering Fundamentals for Non-Civil Engineers	17 - 21 Sep 2023	Muscat
Construction & Civil Engineering Fundamentals for Non-Civil Engineers	18 - 22 Sep 2023	Dubai
Excellence in Maintenance and Reliability Management	02 - 06 Oct 2023	Dubai
The 10-day Competency Development & Managerial Excellence for Plant Supervisors	16 - 27 Oct 2023	Dubai
Competency Development & Managerial Excellence for Operation & Production Supervisors	16 - 20 Oct 2023	Dubai
Competency Development and Managerial Excellence for Maintenance Supervisors	23 - 27 Oct 2023	Dubai
Advanced Maintenance Management	06 - 10 Nov 2023	Baku
Managing Shutdowns, Turnarounds and Outages	20 - 24 Nov 2023	Dubai
Maintenance Planning, Scheduling & Work Control	27 Nov - 01 Dec 2023	Dubai
Maintenance Management Professional	27 Nov - 01 Dec 2023	Dubai
Maintenance Management	27 Nov - 08 Dec 2023	Dubai
Maintenance Auditing and Continuous Improvement	04 - 08 Dec 2023	Dubai
Maintenance Auditing Specialist	04 - 08 Dec 2023	Dubai
Asset Integrity Management:	11 - 15 Dec 2023	Dubai





# Mechanical Engineering

## TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Boilers:	09 - 13 Jan 2023	Dubai
Flares and Relief Systems:	23 - 27 Jan 2023	Dubai
Principles, Applications and Performance of Pumps, Compressors and Turbines	30 Jan - 03 Feb 2023	Dubai
Cooling Towers: Operation, Maintenance and Troubleshooting	13 - 17 Feb 2023	Dubai
Modern Valve Technology	13 - 17 Mar 2023	Dubai
Chiller Design, Installation, Maintenance & Troubleshooting	20 - 24 Mar 2023	Dubai
Acidizing and Fracturing	27 - 31 Mar 2023	Dubai
Valves, Actuators and Steam Traps	03 - 07 Apr 2023	Dubai
Starting-up Plant (SC & GC)	22 - 26 May 2023	Dubai
Offshore Structure Design, Construction, Inspection, Maintenance & Repair	05 - 09 Jun 2023	Dubai
Piping Material Selection & Rating Classification	12 - 16 Jun 2023	Dubai
Principles, Applications and Performance of Pumps, Compressors and Turbines	19 - 23 Jun 2023	Dubai
Chiller Design, Installation, Maintenance & Troubleshooting	03 - 07 Jul 2023	Dubai
Gas Turbine & Compressors	07 - 11 Aug 2023	Dubai
Modern Valve Technology	04 - 08 Sep 2023	Dubai
Principles, Applications and Performance of Pumps, Compressors and Turbines	04 - 08 Sep 2023	Istanbul
Fitness for Service Assessment of Pressure Vessels, Tanks and Piping Systems Using API 579-1 and ASME FFS Standards	18 - 22 Sep 2023	Dubai
Boilers:	25 - 29 Sep 2023	Dubai





# Mechanical Engineering

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Flares and Relief Systems:	02 - 06 Oct 2023	Dubai
Valves, Actuators and Steam Traps	29 Oct - 02 Nov 2023	Muscat
Cooling Towers: Operation, Maintenance and Troubleshooting	20 - 24 Nov 2023	Dubai
Offshore Structure Design, Construction, Inspection, Maintenance & Repair	27 Nov - 01 Dec 2023	Abu Dhabi
Chiller Design, Installation, Maintenance & Troubleshooting	04 - 08 Dec 2023	Dubai
Principles, Applications and Performance of Pumps, Compressors and Turbines	18 - 22 Dec 2023	Dubai







# Oil & Gas and Process Engineering

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Oil Movement, Storage and Troubleshooting	09 - 13 Jan 2023	Dubai
Flares and Relief Systems:	23 - 27 Jan 2023	Dubai
Introduction to the Oil & Gas Industry	26 Feb - 02 Mar 2023	Riyadh
SIMOPS: Simultaneous Operations System for the Oil & Gas Industry	26 Feb - 02 Mar 2023	Riyadh
Advanced Process Risk Assessment & Risk Management	27 Feb - 03 Mar 2023	Dubai
Reservoir Simulation Fundamentals for Non-Specialists	27 Feb - 03 Mar 2023	Dubai
Gas Processing	06 - 10 Mar 2023	Dubai
Oil & Gas Commercial Contracts and Negotiation Skills	06 - 10 Mar 2023	London
Technical Safety Engineering	13 - 17 Mar 2023	Dubai
Oil & Gas Technical Competence for Non-Technical Professionals	20 - 24 Mar 2023	Dubai
CCPS Risk-Based Process Safety (RBPS)	27 - 31 Mar 2023	Dubai
Project Financial Control & Project Management for the Oil & Gas Industry	27 - 31 Mar 2023	London
Oil Movement, Storage and Troubleshooting	27 - 31 Mar 2023	Casablanca
Reservoir Management and Monitoring	27 - 31 Mar 2023	Lagos
Gas & LNG Contracts	27 - 31 Mar 2023	London
Global Oil Economics & Strategic Planning	03 - 07 Apr 2023	Chicago
Firefighting System Design & Review for Oil and Gas Industry	03 - 07 Apr 2023	London
Understanding Success Factors in the Oil & Gas Industry	10 - 14 Apr 2023	Dubai





# Oil & Gas and Process Engineering

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Advanced Process Risk Assessment & Risk Management	14 - 18 May 2023	Riyadh
Integrated Reservoir Analysis:	15 - 19 May 2023	Dubai
Oil & Gas Commercial Contracts and Negotiation Skills	15 - 19 May 2023	London
Petroleum Production Operations	15 - 19 May 2023	London
Process Plant Start-up and Commissioning	15 - 19 May 2023	Dubai
Oil & Gas Operational Safety	15 - 19 May 2023	Dubai
Process Plant Start-up, Commissioning and Troubleshooting	15 - 26 May 2023	Dubai
Introduction to the Oil & Gas Industry	22 - 26 May 2023	Dubai
Petroleum Economics, Risk and Decision Analysis	22 - 26 May 2023	Dubai
Process Troubleshooting and Problem Solving	22 - 26 May 2023	Dubai
Upstream Petroleum Cost Trends and Benchmarking	22 - 26 May 2023	London
SIMOPS: Simultaneous Operations System for the Oil & Gas Industry	29 May - 02 Jun 2023	Dubai
Reservoir Management and Monitoring	05 - 09 Jun 2023	Dubai
Petroleum Engineering for Non-Specialists	12 - 16 Jun 2023	Dubai
The Art of Oil & Gas Procurement	19 - 23 Jun 2023	Copenhagen
Firefighting System Design & Review for Oil and Gas Industry	19 - 23 Jun 2023	London
CCPS Risk-Based Process Safety (RBPS)	03 - 07 Jul 2023	Bahrain
Maritime Business Management	17 - 21 Jul 2023	Dubai





# Oil & Gas and Process Engineering

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Oil & Gas Operational Safety	23 - 27 Jul 2023	Bahrain
Oil and Gas Project Management	24 - 28 Jul 2023	Geneva
The 10-day Oil & Gas MBA	24 Jul - 04 Aug 2023	Geneva
Understanding Success Factors in the Oil & Gas Industry	24 - 28 Jul 2023	Geneva
CCPS Risk-Based Process Safety (RBPS)	07 - 11 Aug 2023	Dubai
Project Financial Control & Project Management for the Oil & Gas Industry	14 - 18 Aug 2023	Brighton
Upstream Petroleum Cost Trends and Benchmarking	14 - 18 Aug 2023	Brighton
Petroleum Economics, Risk and Decision Analysis	20 - 24 Aug 2023	Bahrain
The 10-day Financial Management Workshop for the Oil & Gas Industry	04 - 15 Sep 2023	Vancouver
Oil & Gas Commercial Contracts and Negotiation Skills	04 - 08 Sep 2023	Beijing
Budgeting & Cost Control for the Oil & Gas Industry	04 - 08 Sep 2023	Vancouver
Technical Report Writing in the Maritime & Offshore Industry	04 - 08 Sep 2023	Dubai
Oil & Gas Technical Competence for Non-Technical Professionals	11 - 15 Sep 2023	London
Finance & Accounting for the Oil & Gas Industry	11 - 15 Sep 2023	Vancouver
Techlog Formation Evaluation	11 - 15 Sep 2023	Dubai
Oil Movement, Storage and Troubleshooting	18 - 22 Sep 2023	Dubai
Advanced Process Risk Assessment & Risk Management	24 - 28 Sep 2023	Riyadh
Reservoir Management and Monitoring	24 - 28 Sep 2023	Bahrain





# Oil & Gas and Process Engineering

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Gas Processing	25 - 29 Sep 2023	Dubai
Flares and Relief Systems:	02 - 06 Oct 2023	Dubai
Process Plant Start-up and Commissioning	08 - 12 Oct 2023	Cairo
Gas & LNG Contracts	09 - 13 Oct 2023	Chicago
OFM Waterflood Monitoring and Surveillance	09 - 13 Oct 2023	Dubai
SIMOPS: Simultaneous Operations System for the Oil & Gas Industry	09 - 13 Oct 2023	Dubai
Auditing in the Oil & Gas Industry	16 - 20 Oct 2023	Dubai
Petroleum Production Operations	16 - 20 Oct 2023	London
Technical Safety Engineering	16 - 20 Oct 2023	Dubai
Introduction to the Oil & Gas Industry	23 - 27 Oct 2023	Dubai
Oil & Gas Operational Safety	30 Oct - 03 Nov 2023	Dubai
The Art of Oil & Gas Procurement	06 - 10 Nov 2023	Bangkok
Process Engineering for Non-process Engineering Professionals	06 - 10 Nov 2023	Dubai
The 10-day Financial Management Workshop for the Oil & Gas Industry	13 - 24 Nov 2023	Vienna
Budgeting & Cost Control for the Oil & Gas Industry	13 - 17 Nov 2023	Vienna
The 10-day Oil & Gas MBA	13 - 24 Nov 2023	Vienna
Understanding Success Factors in the Oil & Gas Industry	13 - 17 Nov 2023	Vienna
Waste Management	13 - 17 Nov 2023	Dubai





# Oil & Gas and Process Engineering

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Oil and Gas Project Management	20 - 24 Nov 2023	Vienna
Finance & Accounting for the Oil & Gas Industry	20 - 24 Nov 2023	Vienna
Reservoir Simulation Fundamentals for Non-Specialists	20 - 24 Nov 2023	Dubai
Maritime Business Management	27 Nov - 01 Dec 2023	Dubai
Advanced Process Risk Assessment & Risk Management	27 Nov - 01 Dec 2023	Dubai
Process Plant Start-up and Commissioning	27 Nov - 01 Dec 2023	Dubai
Process Plant Start-up, Commissioning and Troubleshooting	27 Nov - 08 Dec 2023	Dubai
Introduction to the Oil & Gas Industry	03 - 07 Dec 2023	Riyadh
Project Financial Control & Project Management for the Oil & Gas Industry	04 - 08 Dec 2023	Los Angeles
Oil Movement, Storage and Troubleshooting	04 - 08 Dec 2023	Casablanca
Process Troubleshooting and Problem Solving	04 - 08 Dec 2023	Dubai
Reservoir Management and Monitoring	10 - 14 Dec 2023	Bahrain
SIMOPS: Simultaneous Operations System for the Oil & Gas Industry	10 - 14 Dec 2023	Riyadh
Global Oil Economics & Strategic Planning	11 - 15 Dec 2023	Los Angeles
CCPS Risk-Based Process Safety (RBPS)	11 - 15 Dec 2023	Dubai
Oil & Gas Commercial Contracts and Negotiation Skills	11 - 15 Dec 2023	Bangkok
Petroleum Engineering for Non-Specialists	11 - 15 Dec 2023	Dubai
Upstream Petroleum Cost Trends and Benchmarking	11 - 15 Dec 2023	Zurich





# Project Management

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
<a href="#">Project Leadership, Management and Communications</a>	09 - 13 Jan 2023	London
<a href="#">Business Analysis for Project Success</a>	23 - 27 Jan 2023	Dubai
<a href="#">Decision Making in Projects (Engineering)</a>	13 - 17 Feb 2023	London
<a href="#">Project Management Specialist</a>	27 Feb - 10 Mar 2023	Dubai
<a href="#">The 10-day Project Professional MBA</a>	27 Feb - 10 Mar 2023	Dubai
<a href="#">Strategic Project Management</a>	27 Feb - 03 Mar 2023	Casablanca
<a href="#">Project Management &amp; Compliance</a>	06 - 10 Mar 2023	Dubai
<a href="#">Project Scheduling and Cost Control</a>	06 - 10 Mar 2023	Bangkok
<a href="#">Programme Management</a>	06 - 10 Mar 2023	London
<a href="#">Project Management for Contract Professionals</a>	13 - 17 Mar 2023	Dubai
<a href="#">Working Effectively in Project Teams</a>	20 - 24 Mar 2023	Dubai
<a href="#">Requirements Management</a>	20 - 24 Mar 2023	London
<a href="#">Strategic Project Management</a>	26 - 30 Mar 2023	Riyadh
<a href="#">Project Management</a>	03 - 07 Apr 2023	Dubai
<a href="#">Project Scheduling and Cost Control</a>	10 - 14 Apr 2023	Dubai
<a href="#">Project Risk Management &amp; Compliance</a>	08 - 12 May 2023	London
<a href="#">Construction Administration for Engineers</a>	15 - 19 May 2023	London
<a href="#">Project Leadership, Management and Communications</a>	15 - 19 May 2023	Lagos





# Project Management

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
<a href="#">Project Management for Non-Project Professionals</a>	22 - 26 May 2023	Dubai
<a href="#">Business Analysis for Project Success</a>	05 - 09 Jun 2023	London
<a href="#">The Project Management Professional® (PMP®) Examination Preparatory Course</a>	19 - 23 Jun 2023	Dubai
<a href="#">Advanced Project Management</a>	19 - 23 Jun 2023	London
<a href="#">Oracle Primavera P6 Rel. 8.0 Fundamentals</a>	03 - 07 Jul 2023	Dubai
<a href="#">Project Management &amp; Compliance</a>	03 - 07 Jul 2023	Istanbul
<a href="#">Construction Administration for Engineers</a>	10 - 14 Jul 2023	Brighton
<a href="#">Oil and Gas Project Management</a>	24 - 28 Jul 2023	Geneva
<a href="#">Working Effectively in Project Teams</a>	21 - 25 Aug 2023	Dubai
<a href="#">Strategic Project Management</a>	20 - 24 Aug 2023	Bahrain
<a href="#">Project Management Specialist</a>	21 Aug - 01 Sep 2023	Tbilisi
<a href="#">The 10-day Project Professional MBA</a>	21 Aug - 01 Sep 2023	Tbilisi
<a href="#">Project Management &amp; Compliance</a>	28 Aug - 01 Sep 2023	Tbilisi
<a href="#">Advanced Project Management</a>	11 - 15 Sep 2023	Dubai
<a href="#">Business Analysis for Project Success</a>	11 - 15 Sep 2023	Bali
<a href="#">Project Management for Contract Professionals</a>	25 - 29 Sep 2023	Dubai
<a href="#">Project Leadership, Management and Communications</a>	25 - 29 Sep 2023	London
<a href="#">Complex Project Management Training</a>	02 - 06 Oct 2023	Dubai





# Project Management

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
<a href="#">Project Scheduling and Cost Control</a>	02 - 06 Oct 2023	London
<a href="#">Agile Project &amp; Delivery Management Training</a>	09 - 13 Oct 2023	Dubai
<a href="#">Project Management for Non-Project Professionals</a>	16 - 20 Oct 2023	Dubai
<a href="#">Managing Projects</a>	16 - 20 Oct 2023	London
<a href="#">Decision Making in Projects (Engineering)</a>	23 - 27 Oct 2023	Dubai
<a href="#">Requirements Management</a>	23 - 27 Oct 2023	London
<a href="#">Building and Evolving a PMO Training</a>	30 Oct - 03 Nov 2023	Dubai
<a href="#">Managing Projects with MS Project 2016</a>	06 - 10 Nov 2023	Dubai
<a href="#">Programme Management</a>	13 - 17 Nov 2023	London
<a href="#">Project Manager Leadership Training:</a>	20 - 24 Nov 2023	Dubai
<a href="#">Oil and Gas Project Management</a>	20 - 24 Nov 2023	Vienna
<a href="#">Project Management Specialist</a>	27 Nov - 08 Dec 2023	Dubai
<a href="#">Risk Management for Projects, Programs &amp; Operations</a>	27 Nov - 01 Dec 2023	Dubai
<a href="#">The 10-day Project Professional MBA</a>	27 Nov - 08 Dec 2023	Dubai
<a href="#">Advanced Project Management</a>	27 Nov - 01 Dec 2023	Amsterdam
<a href="#">Construction Administration for Engineers</a>	27 Nov - 01 Dec 2023	Zurich
<a href="#">Project Management &amp; Compliance</a>	04 - 08 Dec 2023	Dubai
<a href="#">Advanced Project Management</a>	04 - 08 Dec 2023	Colombo







# Project Management

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Project Management	11 - 15 Dec 2023	Dubai
Project Risk Management & Compliance	11 - 15 Dec 2023	London
Oracle Primavera P6 Rel. 8.0 Fundamentals	18 - 22 Dec 2023	Dubai
Strategic Project Management	17 - 21 Dec 2023	Riyadh





# Contracts Management

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Management of Contracts and Contract Claims	23 - 27 Jan 2023	Dubai
Advanced Contracts Management	06 - 10 Feb 2023	Dubai
Contracts Management:	20 - 24 Feb 2023	Dubai
Contract Management for Non-Contract Professionals	26 Feb - 02 Mar 2023	Riyadh
Contract Planning, Strategy and Claims Management	27 Feb - 03 Mar 2023	Dubai
Contracts Management Professional	27 Feb - 03 Mar 2023	Dubai
Oil & Gas Commercial Contracts and Negotiation Skills	06 - 10 Mar 2023	London
Post Award Contracts	06 - 10 Mar 2023	Dubai
The 3 Phases of Contract Management	06 - 10 Mar 2023	Dubai
Contracts Administration:	12 - 16 Mar 2023	Riyadh
Project Management for Contract Professionals	13 - 17 Mar 2023	Dubai
Writing Effective Legal Documents and Commercial Contracts - A Practical Workshop	13 - 17 Mar 2023	Dubai
Stakeholders Management:	19 - 23 Mar 2023	Riyadh
Financial Management for Projects & Contracts	20 - 24 Mar 2023	Dubai
Strategic Contract Management	20 - 24 Mar 2023	London
Contract Planning, Strategy and Claims Management	26 - 30 Mar 2023	Bahrain
Management of Contracts and Contract Claims	26 - 30 Mar 2023	Cairo
Global Oil Economics & Strategic Planning	03 - 07 Apr 2023	Chicago
Contractual Risk, Insurance and Indemnities	03 - 07 Apr 2023	Dubai





# Contracts Management

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Management of Contracts and Contract Claims	08 - 12 May 2023	Lagos
Ship Chartering, Laytime & Demurrage Masterclass	15 - 19 May 2023	Kuala Lumpur
Oil & Gas Commercial Contracts and Negotiation Skills	15 - 19 May 2023	London
Contract Management for Non-Contract Professionals	15 - 19 May 2023	Dubai
The 10-day Contract & Project Management Skills for Non-Professionals	15 - 26 May 2023	Dubai
The 5-day Contract Professional MBA	15 - 19 May 2023	Brussels
The 5-day Contract Professional MBA	15 - 19 May 2023	London
Contracts Administration:	22 - 26 May 2023	Dubai
Stakeholders Management:	29 May - 02 Jun 2023	Dubai
Negotiating and Contracting in Procurement & Supply	05 - 09 Jun 2023	London
Strategic Contract Management	12 - 16 Jun 2023	London
Advanced Contracts Management	19 - 23 Jun 2023	London
Contractual Risk, Insurance and Indemnities	19 - 23 Jun 2023	Casablanca
Management of Contracts and Contract Claims	03 - 07 Jul 2023	Dubai
The 10-day Advanced Contracts and Project Management	03 - 14 Jul 2023	London
The 10-day Advanced Contracts and Purchasing Management	03 - 14 Jul 2023	London
Ship Chartering, Laytime & Demurrage Masterclass	17 - 21 Jul 2023	Dubai
Contracts Management:	17 - 21 Jul 2023	Dubai
Writing Effective Legal Documents and Commercial Contracts - A Practical Workshop	07 - 11 Aug 2023	Brighton





# Contracts Management

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Financial Management for Projects & Contracts	14 - 18 Aug 2023	Bangkok
Contracts Administration:	21 - 25 Aug 2023	Tbilisi
Strategic Contract Management	28 Aug - 01 Sep 2023	Bali
Oil & Gas Commercial Contracts and Negotiation Skills	04 - 08 Sep 2023	Beijing
Advanced Contracts Management	04 - 08 Sep 2023	Dubai
The 10-day Advanced Contracts and Project Management	04 - 15 Sep 2023	Dubai
The 10-day Advanced Contracts and Purchasing Management	04 - 15 Sep 2023	Dubai
Stakeholders Management:	11 - 15 Sep 2023	Istanbul
Contract Cost and Price Analysis	11 - 15 Sep 2023	Dubai
Contract Planning, Strategy and Claims Management	17 - 21 Sep 2023	Bahrain
Financial Management for Projects & Contracts	18 - 22 Sep 2023	Dubai
Project Management for Contract Professionals	25 - 29 Sep 2023	Dubai
Post Award Contracts	25 - 29 Sep 2023	Dubai
The 5-day Contract Professional MBA	02 - 06 Oct 2023	Chicago
Stakeholders Management:	09 - 13 Oct 2023	Dubai
Contract Management for Non-Contract Professionals	09 - 13 Oct 2023	Dubai
The 10-day Contract & Project Management Skills for Non-Professionals	09 - 20 Oct 2023	Dubai
The 3 Phases of Contract Management	23 - 27 Oct 2023	Dubai
Management of Contracts and Contract Claims	30 Oct - 03 Nov 2023	Dubai





# Contracts Management

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Negotiating and Contracting in Procurement & Supply	06 - 10 Nov 2023	Beijing
Strategic Contract Management	06 - 10 Nov 2023	Baku
Contracts Administration:	13 - 17 Nov 2023	Dubai
Advanced Contracts Management	20 - 24 Nov 2023	Amsterdam
The 10-day Advanced Contracts and Project Management	20 Nov - 01 Dec 2023	Amsterdam
The 10-day Advanced Contracts and Purchasing Management	20 Nov - 01 Dec 2023	Amsterdam
Advanced Contracts Management	27 Nov - 01 Dec 2023	Colombo
Management of Contracts and Contract Claims	27 Nov - 01 Dec 2023	London
The 10-day Advanced Contracts and Project Management	27 Nov - 08 Dec 2023	Colombo
Ship Chartering, Laytime & Demurrage Masterclass	04 - 08 Dec 2023	Dubai
Writing Effective Legal Documents and Commercial Contracts - A Practical Workshop	04 - 08 Dec 2023	Dubai
Global Oil Economics & Strategic Planning	11 - 15 Dec 2023	Los Angeles
Oil & Gas Commercial Contracts and Negotiation Skills	11 - 15 Dec 2023	Bangkok
Contract Planning, Strategy and Claims Management	11 - 15 Dec 2023	Dubai
Contracts Management Professional	11 - 15 Dec 2023	Dubai
Contracts Management:	18 - 22 Dec 2023	Dubai
Financial Management for Projects & Contracts	18 - 22 Dec 2023	Bangkok
Contractual Risk, Insurance and Indemnities	25 - 29 Dec 2023	Dubai





# Purchasing & Supply Chain Management

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Effective Supply Chain, Warehouse and Inventory Management	06 - 10 Feb 2023	Dubai
Logistic and Supply Chain	06 - 10 Feb 2023	Dubai
e-Procurement : Developing, Implementing and Managing the Complete Process	13 - 17 Feb 2023	Dubai
Applying Supply Chain Sustainability	20 - 24 Feb 2023	Dubai
Contracts Management:	20 - 24 Feb 2023	Dubai
Advanced Warehouse Management, Warehousing Performance Measures, Storage Control & Safety	27 Feb - 03 Mar 2023	Dubai
Category Management in Procurement	27 Feb - 03 Mar 2023	Dubai
LNG Charter Party:	06 - 10 Mar 2023	Dubai
Logistics and Transport Management	06 - 10 Mar 2023	Dubai
Leading & Managing Vendor Relations	13 - 17 Mar 2023	Dubai
Effective Supply Chain, Warehouse and Inventory Management	19 - 23 Mar 2023	Riyadh
Combating Risk & Fraud in Procurement	20 - 24 Mar 2023	Dubai
Effective Expediting	27 - 31 Mar 2023	Dubai
Gas & LNG Contracts	27 - 31 Mar 2023	London
Vehicle Fleet Development & Management	03 - 07 Apr 2023	Dubai
Strategic Skills for Procurement	03 - 07 Apr 2023	London
LNG Charter Party:	10 - 14 Apr 2023	Dubai
Ship Chartering, Laytime & Demurrage Masterclass	15 - 19 May 2023	Kuala Lumpur





# Purchasing & Supply Chain Management

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Supplier Relationship Management (SRM) and Operational Excellence	15 - 19 May 2023	Dubai
Developing Purchasing Policies, Processes & Service Level Agreements	15 - 19 May 2023	Kuala Lumpur
Applying Supply Chain Sustainability	29 May - 02 Jun 2023	Dubai
e-Procurement : Developing, Implementing and Managing the Complete Process	05 - 09 Jun 2023	Accra
Negotiating and Contracting in Procurement & Supply	05 - 09 Jun 2023	London
Improving Productivity through Quality Enhancement & Cost Reduction	05 - 09 Jun 2023	London
Effective Supply Chain, Warehouse and Inventory Management	12 - 16 Jun 2023	Dubai
Global Sourcing Strategy & Smart International Procurement	12 - 16 Jun 2023	London
Advanced Purchasing Management	19 - 23 Jun 2023	London
The Art of Oil & Gas Procurement	19 - 23 Jun 2023	Copenhagen
Category Management in Procurement	19 - 23 Jun 2023	Dubai
Combating Risk & Fraud in Procurement	19 - 23 Jun 2023	Accra
Material Cataloguing, Specifications and Storage Planning	03 - 07 Jul 2023	Dubai
Ship Chartering, Laytime & Demurrage Masterclass	17 - 21 Jul 2023	Dubai
Maritime Business Management	17 - 21 Jul 2023	Dubai
Contracts Management:	17 - 21 Jul 2023	Dubai
Effective Supply Chain, Warehouse and Inventory Management	23 - 27 Jul 2023	Bahrain
Logistic and Supply Chain	24 - 28 Jul 2023	Casablanca





# Purchasing & Supply Chain Management

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Advanced Warehouse Management, Warehousing Performance Measures, Storage Control & Safety	14 - 18 Aug 2023	Dubai
Strategic Skills for Procurement	14 - 18 Aug 2023	Kuala Lumpur
Logistics and Transport Management	04 - 08 Sep 2023	Dubai
Operations Management Masterclass	11 - 15 Sep 2023	London
Advanced Purchasing Management	11 - 15 Sep 2023	Dubai
Developing Purchasing Policies, Processes & Service Level Agreements	25 - 29 Sep 2023	Brussels
Leading & Managing Vendor Relations	25 - 29 Sep 2023	Dubai
Strategic Skills for Procurement	02 - 06 Oct 2023	Chicago
Combating Risk & Fraud in Procurement	02 - 06 Oct 2023	Dubai
Gas & LNG Contracts	09 - 13 Oct 2023	Chicago
e-Procurement : Developing, Implementing and Managing the Complete Process	16 - 20 Oct 2023	Dubai
Global Sourcing Strategy & Smart International Procurement	16 - 20 Oct 2023	Chicago
Vehicle Fleet Development & Management	23 - 27 Oct 2023	Dubai
Effective Supply Chain, Warehouse and Inventory Management	30 Oct - 03 Nov 2023	Dubai
The Art of Oil & Gas Procurement	06 - 10 Nov 2023	Bangkok
Negotiating and Contracting in Procurement & Supply	06 - 10 Nov 2023	Beijing
Improving Productivity through Quality Enhancement & Cost Reduction	06 - 10 Nov 2023	Dubai
Effective Expediting	13 - 17 Nov 2023	Dubai







# Purchasing & Supply Chain Management

TRAINING COURSES AND SEMINARS

Course Title	Date	Venue
Supplier Relationship Management (SRM) and Operational Excellence	20 - 24 Nov 2023	Dubai
Applying Supply Chain Sustainability	20 - 24 Nov 2023	Dubai
Maritime Business Management	27 Nov - 01 Dec 2023	Dubai
Advanced Purchasing Management	27 Nov - 01 Dec 2023	Amsterdam
Category Management in Procurement	27 Nov - 01 Dec 2023	Dubai
Ship Chartering, Laytime & Demurrage Masterclass	04 - 08 Dec 2023	Dubai
Leading & Managing Vendor Relations	04 - 08 Dec 2023	Lagos
Developing Purchasing Policies, Processes & Service Level Agreements	11 - 15 Dec 2023	Istanbul
Effective Supply Chain, Warehouse and Inventory Management	17 - 21 Dec 2023	Bahrain
Contracts Management:	18 - 22 Dec 2023	Dubai
Material Cataloguing, Specifications and Storage Planning	18 - 22 Dec 2023	Dubai
Advanced Warehouse Management, Warehousing Performance Measures, Storage Control & Safety	25 - 29 Dec 2023	Dubai

