



MORE THAN TRAINING

English
Plan
2018



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English Plan

Code	HUMAN RESOURCES
EN 1	Employee Relations, Motivation, Grievances and Discipline
EN 2	Manpower Planning and Strategies of Job Analysis, Description and Evaluation
EN 3	Social Media, Business Performance and Employee Motivation
EN 4	Implementing a Competency System in your Organization
EN 5	Performance Measurements, Continuous Improvement and Benchmarking
EN 6	Leadership Development for Human Resources Professionals

Code	HUMAN RESOURCES
EN 7	Recruitment, Interviewing and Selection Skills
EN 8	Integrated Program for Develop the Training Specialist Skills
EN 9	Performance Management, Performance Appraisals and Career Planning
EN 10	Principles of Human Resources Management
EN 11	Human Resources and Personnel Management
EN 12	Advanced Human Resources Management

Code	HUMAN RESOURCES
EN 13	Human Resources Strategic Management
EN 14	Competency Based Human Resources Management
EN 15	Managing People and Performance for Success

Code	Leadership, Management
EN 16	Advanced Management and Increasing Personal Productivity
EN 17	Strategic Planning, Communication, Measurement and Implementation
EN 18	Project Management for Professionals
EN 19	Advanced Management Skills
EN 20	Management and Leadership Skills
EN 21	Implementing a Competency System in your Organization

Code	Leadership, Management
EN 22	Effective Production Controlling and the Integrated Performance System
EN 23	Leadership, Innovation and Enterprise Skills
EN 24	Advanced Problems Solving and Decision Making
EN 25	Enhancing Leadership for Peak Performance
EN 26	Feasibility Study and Business Planning
EN 27	Leadership and Management Excellence

Code	Leadership, Management
EN 28	Strategy, Risks, Negotiation and Leadership
EN 29	Strategic and Succession Planning
EN 30	Strategic Planning Development and Implementation

Code	Public Relations
EN 31	Master of Media Relations Management
EN 32	Professional Studies in PR & Corporate Communication
EN 33	International license in Strategic Planning for PR & Corporate Communication
EN 34	Diploma Public Relations and Media Skills
EN 35	Diploma in Strategic Public Relations Management
EN 36	Social Media Marketing

Code	Public Relations
EN 37	Advanced Public Relations Skills
EN 38	Public Relations and Corporate Communications
EN 39	Corporate Social Responsibility and Events
EN 40	Public Relations for PROs - Strategies for Success
EN 41	Public Relations and Media Skills
EN 42	Public Relations, Organizing Conferences, Exhibitions and Meetings Skills

Public Relations



Code	Secretarial, Office Management
EN 46	Advanced Office Management Skills
EN 47	System and Modern Trends in Office Management
EN 48	Administrators and Secretaries Critical Competencies Skills
EN 49	Advanced Office Management and Administration Skills
EN 50	Professional Writing Skills
EN 51	Office Management and Documents Control

Code	Secretarial, Office Management
EN 52	Professional Secretarial and Administration Skills
EN 53	Office Management Skills
EN 54	Managing Business Meetings
EN 55	Advanced Office Management and Secretarial Skills
EN 56	Data Center Infrastructure Management
EN 57	Library Management Using Computer

Code	Secretarial, Office Management
EN 58	Tendering and Business Proposals Writing Skills
EN 59	Administrative Skills of Planning Follow Up and Control
EN 60	Mini MBA in Administration and Office Management

Code	Sales and Marketing
EN 61	Advanced Negotiation Skills
EN 62	Managing a Successful Sales Team
EN 63	Essentials of Marketing and Preparing an Effective Marketing Plan
EN 64	Strategic Marketing Management
EN 65	Managing a Sales Team
EN 66	E-Marketing and E-Commerce

Code	Sales and Marketing
EN 67	Effective Selling Skills and Excellence in Customer Service
EN 68	Magical Selling - Appointment, Presentation, Needs Analysis, Offers and Selling
EN 69	Essentials Selling Skills and Relationship Marketing
EN 70	Marketing and Sales - Skill, Creativity and Excellence
EN 71	Strategic Marketing Techniques
EN 72	Targeted Marketing and Selling Techniques

Code	Sales and Marketing
EN 73	Sales Advantage and Success
EN 74	Improving your Sales Skills - the Key Elements of Successful Selling
EN 75	Writing Effective Strategic Sales Plan

Code	CUSTOMER SERVICE
EN 76	Excellence in Customer Service
EN 77	The Customer Complaint System: A Tool for Customer Service Improvement
EN 78	Communicating and Dealing with Different Personalities
EN 79	Stress Management for Senior Managers
EN 80	Strategy of Creating Continuous Improvement in Competitive Performance
EN 81	Customer Service and Presentation Skills

Code	CUSTOMER SERVICE
EN 82	Self and Career Development
EN 83	Customer Relationship Management
EN 84	Communication and Customer Service Skills
EN 85	Customer Service and Telephone Skills
EN 86	Developing your Personal Influence and Impact
EN 87	Managing Conflict and Difficult People

Code	CUSTOMER SERVICE
EN 88	Self and Time Management Skills
EN 89	Strategic Thinking
EN 90	Customer Service Management

Code	FINANCE, ACCOUNTING
EN 91	Advanced Financial Statement Analysis
EN 92	Improve Financial Resources for Public Sector
EN 93	Risk Assessment and Analysis
EN 94	Fundamentals of Finance and Accounting
EN 95	Budgeting, Forecasting and the Planning Process
EN 96	Petroleum Finance and Accounting Principles

Code	FINANCE, ACCOUNTING
EN 97	Finance, Risk Management and Corporate Governance
EN 98	Effective Budgeting and Operational Cost Control
EN 99	Accounting, Decision Making and Financial Communication
EN 100	Financial Analysis, Planning and Control
EN 101	Internal Audit at Gas and Oil Industry
EN 102	Financial Analysis Program

Code	FINANCE, ACCOUNTING
EN 103	Budgeting and Cost Control
EN 104	Finance for the Supply Chain Management
EN 105	Advanced Financial Management and Control

Code	Safety and Security Management
EN 106	Chemical Spills, Safety Precautions and Response
EN 107	Marine Security Management and Control as per ISPS Code
EN 108	Leadership Excellence in Handling Pressure and Stress
EN 109	Crisis Management and Emergency Response for the Oil and Gas Industry
EN 110	Advanced Health and Safety Management
EN 111	Advanced Industrial Hygiene and Occupational Health

Code	Safety and Security Management
EN 112	Chemical Spills, Safety Precautions and Response Action
EN 113	Safety Management Best Practices
EN 114	Cyber Crime - Prevention and Detection
EN 115	Leading Under Pressure - Managing Organizational and Personal Crisis
EN 116	Information Security Management
EN 117	Business Continuity Management and IT Disaster Recovery

Code	Safety and Security Management
EN 118	Health, Safety and Environmental Management System
EN 119	Security Management, Planning and Asset Protection
EN 120	Health and Safety Management

Code	PETROLEUM PROGRAMS
EN 121	Modern Application of Total Quality Management
EN 122	Quality Maintenance and Improvement
EN 123	Statistical Quality Control
EN 124	Six Sigma Business Score card Creating a Comprehensive Corporate
EN 125	Security Management System - ISO 28001
EN 126	Quality Management for Building Materials

Code	PETROLEUM PROGRAMS
EN 127	Total Quality Management
EN 128	Six Sigma Champion
EN 129	ISO 9001 Resident Procedure
EN 130	Improving Productivity Through Quality and Cost Reduction
EN 131	Information Security Management System - ISO 27001
EN 132	Social Responsibility System - ISO 26001

Code	PETROLEUM PROGRAMS
EN 133	Production Planning and Control
EN 134	Information Technology Management System - ISO 20001
EN 135	Quality Management System - ISO 9001

Code	Quality Programs
EN 136	Petroleum Oil Reservoir - Fluid Properties
EN 137	Understanding and Negotiating International Oil and Gas Contracts
EN 138	Gas Production and Processing Operations
EN 139	Production In Oil and Gas Industry
EN 140	Oil and Gas Contracts Management
EN 141	Advanced Gas Turbine Control and Protection

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