

Category	Code	Course	Days	Date	Venue	Time	Price
BUSINESS & MANAGEMENT	BM01	Balanced Scorecards	4	13 - 16 January 31 March - 03 April 07 - 10 July 13 - 16 October	Cairo	10:00am 05:00pm 10:00am 05:00pm	7500
	BM02	Effective Strategic Management	4	20 - 23 January 07 - 10 April 14 - 17 July 20 - 23 October	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	BM03	Business Process Re-engineering	4	27 - 30 January 14 - 17 April 14 - 17 July 08 - 11 September	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	BM04	Effective Operations Control	4	03 - 06 February 07 - 10 April 25 - 28 August 20 - 23 October	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	BM05	Integrated Strategic Planning	4	10 - 13 February 07 - 10 April 04 - 07 August 15 - 18 September	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	BM06	Management Supervision & Decision Making	4	17 - 20 February 14 - 17 April 07 - 10 July 20 - 23 October	Cairo	10:00am 05:00pm 10:00am 05:00pm	7500
	BM07	Managing Resources Effectively	4	24 - 27 February 07 - 10 April 14 - 17 July 13 - 16 October	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	BM08	Professional Development for Executive Secretary & Administrative Assistant	4	03 - 06 March 14 - 17 April 28 July - 31 July 22 - 25 September	Cairo	10:00am 05:00pm 10:00am 05:00pm	7500
	BM09	The Art of Change Management	3	17 - 19 February 14 - 16 April 07 - 09 July 17 - 19 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
CUSTOMER SERVICE	CS01	Creating a WOW Customer Experience	4	10 - 13 March 14 - 17 July 13 - 16 October	Cairo	10:00am 05:00pm 10:00am	7500
	CS02	Critical Elements for Customer Services	4	17 - 20 March 18 - 21 August 17 - 20 November	Cairo	10:00am 05:00pm 10:00am	7500
EGYPTIAN LAWS	EL01	Egyptian Social Insurance and Labor Laws (Arabic)	4	24 - 27 March 14 - 17 July 17 - 20 November	Cairo	10:00am 05:00pm 10:00am	6000
ENVIRONMENT	E01	Effective Waste Management	4	24 - 27 March 18 - 21 August 17 - 20 November	Cairo	10:00am 05:00pm 10:00am	7500
	E02	Ship Solid Waste Management	4	10 - 13 March 14 - 17 July 13 - 16 October	Cairo	10:00am 05:00pm 10:00am	7500
	E03	Introduction to Green Building & LEED®	2	10 - 11 March 14 - 15 July 13 - 14 October	Cairo	10:00am 05:00pm 10:00am	N/A
	E05	LEED® Green Associate (GA) Exam Preparation	5	24 - 28 February 07 - 11 April 17 - 21 November	Cairo	10:00am 05:00pm 10:00am	N/A
	EL06	EMS Auditor/Lead Auditor IRCA Certified Training Course A11131	5	24 - 28 February 14 - 18 July 13 - 17 October	Cairo	09:00am	N/A
FINANCE & TAXES	FT01	Accounting for Non-Accountants	5	13 - 17 January 31 March - 04 April 14 - 18 July 13 - 17 October	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	FT02	Budgeting & Financial Control	5	20 - 24 January 07 - 11 April 28 July - 01 August 20 - 24 October	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	FT03	Financial Auditing and Internal Control	5	27 - 31 January 14 - 18 April 09 - 13 June 27 - 31 October	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	FT04	Advanced Financial Statement Analysis & Capital Budgeting Evaluation Techniques	6	09 - 14 February 22 - 27 June 14 - 19 September 14 - 19 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	9600
	FT05	Decision Making and Capital Budgeting	5	17 - 21 February 23 - 27 June 18 - 22 August 08 - 12 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	FT06	Management Accounting & Budgeting Skills	5	24 - 28 February 14 - 18 July 22 - 26 September 01 - 05 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000

	FT07	Advanced Financial Statement Analysis	6	12 - 17 January 13 - 18 April 06 - 11 July 14 - 19 September	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000	
	FT08	Finance for Non-Financial Managers	3	17 - 19 February 01 - 03 July 03 - 05 September 17 - 19 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	5400	
	FT09	Cost Accounting Workshop	6	16 - 21 February 27 July - 01 August 16 - 21 November 07 - 12 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	9600	
	FT10	Explanation and Analysis of Auditing Standards	5	17 - 21 March 25 - 29 August 20 - 24 October 15 - 19 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000	
	FT11	Banking and Financial Legislation	5	24 - 28 March 04 - 08 August 13 - 17 October 08 - 12 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000	
	FT12	Stamp Tax and its Application and Problems in Banks	5	24 - 28 March 18 - 22 August 20 - 24 October 15 - 19 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000	
	FT13	Investment Law and its Reflections and Problems	5	17 - 21 March 18 - 22 August 27 - 31 October 08 - 12 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000	
	FT14	The Problem of Free Zones Related to (Sales Tax, Customs Tax, Stamp Duty Tax)	5	24 - 28 February 14 - 18 July 22 - 26 September 17 - 21 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000	
	FT15	Unified Salary Tax	5	17 - 21 February 23 - 27 June 15 - 19 September 24 - 28 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000	
	FT16	Tax Planning	5	13 - 17 January 31 March - 04 April 25 - 29 August 20 - 24 October	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000	
	FT17	Stamp Duty Tax and Developing Resources Tax	5	13 - 17 January 07 - 11 April 04 - 08 August 03 - 07 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000	
	FT18	The Problems of Tax Application	5	10 - 14 March 07 - 11 July 15 - 19 September 13 - 17 October	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000	
	FT19	Insurance Law and the Problems of its Application	5	24 - 28 February 14 - 18 July 22 - 26 September 24 - 28 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000	
	FT20	Value Added Tax Law	4	17 - 20 February 28 - 31 July 08 - 11 September 17 - 21 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	6400	
	Category	Code	Course	Days	Date	Venue	Time	Price
	FOOD SAFETY	FSL01	ISO 22000 Auditor/Lead Auditor	5	17 - 21 February	Cairo	09:00am	N/A
			IRCA Certified Training Course A17355		04 - 08 August			
	Category	Code	Course	Days	Date	Venue	Time	Price
	HEALTH & SAFETY	HS01	Defensive Driving & First-Aid on the Road	4	24 - 27 February	Cairo	10:00am	7000
					04 - 07 August		05:00pm	
17 - 20 November					10:00am			
Category	Code	Course	Days	Date	Venue	Time	Price	
HUMAN RESOURCES	HR01	Performance Appraisal	4	03 - 06 February	Cairo	10:00am	7500	
				23 - 26 June		05:00pm		
				15 - 18 September		10:00am		
				10 - 13 February		10:00am		
HR02	Performance Related Pay "PRP"	4	14 - 19 July	Cairo	05:00pm	7500		
					15 - 18 December		10:00am	
HR03	Recruitment & Head Hunting	4	20 - 23 January	Cairo	10:00am	7500		
					14 - 17 April		05:00pm	
HR04	Compensation	3	27 - 29 January	Cairo	10:00am	7000		
					14 - 16 April		05:00pm	
Category	Code	Course	Days	Date	Venue	Time	Price	
IT TELECOMMUNICATIONS	ITL01	ISO 20000 Auditor/Lead Auditor	5	27 - 31 January	Cairo	09:00am	N/A	
				22 - 26 September				
ITL02	ISO 27001 Auditor/Lead Auditor	5	10 - 14 February	Cairo	09:00am	N/A		
							13 - 17 October	

Category	Code	Course	Days	Date	Venue	Time	Price
MARKETING & SALES	MS01	Successful Sales Performance & Account Management	4	27 - 30 January	Cairo	10:00am	7500
				18 - 21 August		05:00pm	
					13 - 16 October	10:00am	
	MS02	Sales Negotiation	4	17 - 20 February	Cairo	10:00am	7500
				04 - 07 August		05:00pm	
				17 - 20 November		10:00am	
	MS03	Maximizing Selling Skills	4	17 - 20 March	Cairo	10:00am	7500
				27 - 30 October		05:00pm	
Category	Code	Course	Days	Date	Venue	Time	Price
PROCUREMENT & CONTRACTS	PC01	Tenders & Contracts Management	4	03 - 06 February	Cairo	10:00am	8000
				23 - 26 June		05:00pm	
				15 - 18 September		10:00am	
					29 Sep - 02 Oct	05:00pm	
	PC02	Effective Contract Management	4	Once A Week	Cairo	10:00am	8000
	PC03	The Pillar Knowledge of Procurement Arena	4	20 - 23 January	Cairo	10:00am	8000
				14 - 17 April		05:00pm	
				14 - 17 July		10:00am	
					27 - 30 October	05:00pm	
PC04	Technical Bids and Tendering	4	27 - 30 January	Cairo	10:00am	8000	
				07 - 10 April	05:00pm		
				07 - 10 July	10:00am		
				20 - 23 October	05:00pm		
PC05	The FIDIC Contracts MODULE 1 "Accredited"	2	17 - 18 February	Cairo	08:30am	€ 850	
				22 - 23 September	08:30am		
				15 - 16 December	08:30am		
PC06	Management of Claims and Disputes Resolution under the FIDIC Contracts	2	24 - 25 March	Cairo	08:30am	€ 1,000	
		Accredited		18 - 19 August	08:30am		
				08 - 09 December	08:30am		
PC07	Understanding FIDIC Conditions of Contract	4	Once A Week	Cairo	10:00am	8,000	
PC08	Managing Claims in Construction Projects	4	Once A Week	Cairo	10:00am	8,000	
PC09	Procurement Management (Strategic and operational Level)	4	24 - 27 February	Cairo	10:00am	8000	
			07 - 10 July		05:00pm		
				22 - 25 September	10:00am		
				15 - 18 December	05:00pm		
Category	Code	Course	Days	Date	Venue	Time	Price
PROJECT MANAGEMENT	PM01	Project Management Professional PMP Preparation Course	5	24 - 28 February	Cairo	10:00am	7500
				07 - 11 July		05:00pm	
22 - 26 September				10:00am			
				24 - 28 March		10:00am	
	PM02	Project Management Essentials	5	25 - 29 August	Cairo	05:00pm	7500
				15 - 19 December		10:00am	
Category	Code	Course	Days	Date	Venue	Time	Price
QUALITY & AUDITING	QA01	Quality Assurance and Management	4	03 - 06 February	Cairo	10:00am	8000
				07 - 10 July		05:00pm	
				22 - 25 September		10:00am	
					15 - 18 December	05:00pm	
	QA02	The 7 Basic Quality Tools	3	27 - 29 January	Cairo	10:00am	5400
					14 - 16 April	05:00pm	
					14 - 16 July	10:00am	
				20 - 22 October	05:00pm		
QA03	Introduction to Lean Production & Six Sigma	5	27 - 31 January	Cairo	10:00am	8000	
				31 March - 04 April	05:00pm		
				07 - 11 July	10:00am		
				27 - 31 October	05:00pm		
QA04	Lean Six Sigma Green Belt	5	03 - 07 February	Cairo	10:00am	8000	
				14 - 18 April	05:00pm		
				25 - 29 August	10:00am		
				15 - 19 December	05:00pm		
QA05	Wastes Elimination	4	10 - 13 March	Cairo	10:00am	8000	
				18 - 21 August	05:00pm		
				15 - 18 September	10:00am		
				15 - 18 December	05:00pm		
QA06	5 S and 7 Wastes	4	17 - 20 February	Cairo	10:00am	8000	
				04 - 07 August	05:00pm		
				17 - 20 November	10:00am		
QA07	Statistical Process Control "SPC"	4	24 - 27 February	Cairo	10:00am	8000	
			28 July - 31 July		05:00pm		
				24 - 27 November	10:00am		

Category	Code	Course	Days	Date	Venue	Time	Price
SUPPLY CHAIN & LOGISTICS	SL01	Supply Chain Management	4	27 - 30 January 14 - 17 April 14 - 17 July 15 - 18 September	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	SL02	Warehouse Management System	3	03 - 05 February 28 - 30 July 15 - 17 September 15 - 17 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	6000
	SL03	Inventory Optimization	4	20 - 23 January 07 - 10 April 07 - 10 July 08 - 11 September	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	SL04	Understanding the Freight Business and Logistics	4	24 - 27 February 14 - 17 July 15 - 18 September 15 - 18 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	7500
	SL05	Introduction to Supply Planning	4	17 - 20 February 07 - 10 July 22 - 25 September 15 - 18 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	SL06	Purchasing Management	4	24 - 27 February 07 - 10 July 22 - 25 September 24 - 27 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	SL07	Materials Management	4	24 - 27 March 04 - 07 August 27 - 30 October 15 - 18 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	SL08	Fleet Management	3	10 - 12 March 18 - 20 August 20 - 22 October 08 - 10 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	6000
	SL09	Facilities Management	3	24 - 26 March 28 - 30 July 22 - 24 September 24 - 26 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	6000
Category	Code	Course	Days	Date	Venue	Time	Price
SOFT SKILLS	SS01	Construction and Delivery of a Presentation	4	20 - 23 January 31 March - 03 April 22 - 25 September	Cairo	10:00am 05:00pm 10:00am	7500
	SS02	Effective Business Writing	3	27 - 29 January 07 - 09 April 27 - 29 October	Cairo	10:00am 05:00pm 10:00am	5000
	SS03	Creative Problem Solving and Marchision Making	4	03 - 06 February 07 - 10 July 13 - 16 October	Cairo	10:00am 05:00pm 10:00am	7500
	SS04	Conflict Management and Negotiation Skills	4	10 - 13 February 25 - 28 August 17 - 20 November	Cairo	10:00am 05:00pm 10:00am	7500
	SS05	High Impact Communication & Presentation Skills	4	24 - 27 February 28 July - 31 July 03 - 06 November	Cairo	10:00am 05:00pm 10:00am	7500
	SS06	Business Communication Mastery	3	17 - 19 March 25 - 27 August 24 - 26 November	Cairo	10:00am 05:00pm 10:00am	5000
	SS07	Personal Effectiveness	4	24 - 27 March 04 - 07 August 01 - 04 December	Cairo	10:00am 05:00pm 10:00am	6000

In-house Training Plan

Course Name	Duration
Accredited Courses	
Advanced Defensive Driving Module (1)	3 Days
Advanced Defensive Driving Module (2)	5 Days
Compressed Defensive Driving	2 Days
General Defensive Driving	3 Days
Intensive Defensive Driving	4 Days
Refreshment Defensive Driving	1 Day
Defensive Driving & First-Aid on the Road	4 Days
Emergency Plan	
Advanced First Aid & CPR	3 Days
Fire Prevention	2 Days
First aid & CPR (Primary & Secondary Care)	2 Days
Paramedic on Site	5 Days
Preparing Emergency Plan	2 Days
Environment	
ISO 14001- Achieving Excellence in Environmental Management Systems	3 Days
Fleet Management	
Forklift Safety	2 Days
Safe Driving	2 Days
Vehicle Training for School Bus Drivers	2 Days
4x4 & Desert Driving	2 Days
Car Mechanics 101	1 Days
Navigation & GPS	1 Days
Motorcycle Safety	2 Days
Off Road	2 Days
Health & Safety	
Confined Space Safety	3 Days
Crane Operation Safety	3 Days
Crisis Management	3 Days
Ergonomics	1 Day
Excavation Safety	2 Days
Fall Protection	3 Days
Incident Investigation	2 Days
Ladder Safety	2 Days
Lockout/Tagout - The Art of Isolating Energy Sources While Doing Maintenance	1 Day
Personal Hygiene	2 Day
Rigging & Slings - Important Safety Measures for lifting and Moving Loads	2 Days
Risk Management	3 Days
Safe Work Permits	2 Days
Safety Audit	3 Days
Safety Principles	2 Days
Scaffolding Safety	3 Days
Industrial Services	
Industrials water treatment	3 Days
Waste and Sewage Water Treatment	3 Days
Water Treatment in Cooling System	3 Days
Water Treatment in Oil Field	3 Days
Security	
Evasive Driving	2 Days
Executive VIP Protection & Planning	5 Days
Personal Basic Security	3 Days
Personal Security	3 Days
Sky Marshals	2 Days





SETTEC
THE TRAINING HOUSE!

QHSSE Consultancy Services

Air Quality

Air Quality Assessments

Dust Assessment

Odour Assessment

Emission Inventories

Environmental Permitting Application

Air Quality Monitoring

Accident Reporting and Investigation

Management of accident, incident and near miss reporting

Accident Investigation & Root Cause Analysis

Compliance & Auditing

EHS Compliance Audits

Legal Registers

EHS Due Diligence Audits

Gap Analysis Assessments and Management System Audits

Compliance Support and Permits

Environmental Planning

Environmental Impact Assessment (EIA)

Environmental Management System (EMS)

Environmental registry and relevant measurements

Environmental Due diligence

EHS Management Systems

Gap Analysis Assessments & Management System Audits

Management System Development & Implementation

Development of Risk Control Measures, Policies and Procedures

EHS Leadership and Engagement

Certification Audit Support

Safety Culture & Climate Analysis

EHS Risk Consultants

Workplace Risk Assessment

Fire Risk Assessment (FRA)

Workplace & Environment

Indoor Air Quality Assessment

Noise Assessment & Monitoring

Water Quality Monitoring

Workstation Ergonomics

Manual Handling

Emergency Response

Emergency Response Plans

Active Threat Training

Personal Emergency Evacuation Plans

Others

Food Safety And Hygiene Assessment (FSA)

Waste management

Industrial services

Electrical power generation and distribution

Industrial gases

Compressed air

Steam generation and distribution

Housekeeping

HVAC

Central vacuum cleaning

Sewage systems

Process hazard analysis

Tank inspection

