

Category	Code	Course	Days	Date	Venue	Time	Price
<b>BUSINESS &amp; MANAGEMENT</b>	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 03 - 06 November	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 24 - 27 November	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 20 - 23 October	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
<b>CUSTOMER SERVICE</b>	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
<b>EGYPTIAN LAWS</b>	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
<b>ENVIRONMENT</b>	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
<b>FINANCE &amp; TAXES</b>	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	4	12 - 15 January 13 - 16 April 07 - 10 July 17 - 20 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	6400
	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
<b>Category</b>	<b>Code</b>	<b>Course</b>	<b>Days</b>	<b>Date</b>	<b>Venue</b>	<b>Time</b>	<b>Price</b>
<b>FOOD SAFETY</b>	<b>FSL01</b>	<b>ISO 22000 Auditor/Lead Auditor IRCA Certified Training Course A17355</b>	5	17 - 21 February 04 - 08 August	Cairo	09:00am	N/A
<b>Category</b>	<b>Code</b>	<b>Course</b>	<b>Days</b>	<b>Date</b>	<b>Venue</b>	<b>Time</b>	<b>Price</b>
<b>HEALTH &amp; SAFETY</b>	<b>HS01</b>	<b>Defensive Driving &amp; First-Aid on the Road</b>	4	24 - 27 February 04 - 07 August 17 - 20 November	Cairo	10:00am 05:00pm 10:00am	7000
<b>Category</b>	<b>Code</b>	<b>Course</b>	<b>Days</b>	<b>Date</b>	<b>Venue</b>	<b>Time</b>	<b>Price</b>
<b>HUMAN RESOURCES</b>	<b>HR01</b>	<b>Performance Appraisal</b>	4	03 - 06 February 23 - 26 June 24 - 27 November	Cairo	10:00am 05:00pm 10:00am	7500
	<b>HR02</b>	<b>Performance Related Pay "PRP"</b>	4	10 - 13 February 14 - 19 July 15 - 18 December	Cairo	10:00am 05:00pm 10:00am	7500
	<b>HR03</b>	<b>Recruitment &amp; Head Hunting</b>	4	20 - 23 January 14 - 17 April 17 - 20 November	Cairo	10:00am 05:00pm 10:00am	7500
	<b>HR04</b>	<b>Compensation</b>	3	27 - 29 January 14 - 16 April 17 - 19 December	Cairo	10:00am 05:00pm 10:00am	7000
<b>Category</b>	<b>Code</b>	<b>Course</b>	<b>Days</b>	<b>Date</b>	<b>Venue</b>	<b>Time</b>	<b>Price</b>
<b>IT TELECOMMUNICATIONS</b>	<b>ITL01</b>	<b>ISO 20000 Auditor/Lead Auditor</b>	5	27 - 31 January 22 - 26 September	Cairo	09:00am	N/A
	<b>ITL02</b>	<b>ISO 27001 Auditor/Lead Auditor</b>	5	10 - 14 February 13 - 17 October	Cairo	09:00am	N/A

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

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 24 - 27 November	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 24 - 27 November	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 15 - 18 December	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 Decision 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



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## In-house Training Plan

Course Name	Duration
<b>Accredited Courses</b>	
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
<b>Emergency Plan</b>	
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
<b>Environment</b>	
ISO 14001- Achieving Excellence in Environmental Management Systems	3 Days
<b>Fleet Management</b>	
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
<b>Health &amp; Safety</b>	
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 Work	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
<b>Industrial Services</b>	
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
<b>Security</b>	
Evasive Driving	2 Days
Executive VIP Protection & Planning	5 Days
Personal Basic Security	3 Days
Personal Security	3 Days
Sky Marshals	2 Days







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## QHSSE Consultancy Service

### **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





