

S.E.T.T.E.C		SETTEC 2018 Training Plan					Version 5 - Sep 2018	
Category	Code	Course	Days	Date	Venue	Time	Price	
BUSINESS & MANAGEMENT	BM01	Balanced Scorecards بطاقات الأداء المتوازن	5	14 - 18 October 16 - 20 December	Cairo	10:00am	7500	
	BM02	Effective Strategic Management الإدارة الاستراتيجية الفعالة	4	16 - 19 December	Cairo	10:00am	6000	
	BM03	Business Process Re-engineering إعادة هندسة إجراءات العمل	5	25 - 29 November	Cairo	10:00am	7500	
	BM04	Effective Operations Control الضوابط الفعالة في العمليات	5	02 - 06 September 16 - 20 December	Cairo	05:00pm	7500	
	BM05	Integrated Strategic Planning التخطيط الإستراتيجي المتكامل	5	04 - 08 November	Cairo	10:00am	7500	
	BM06	Management Supervision & Marchision Making الإشراف الإداري واتخاذ القرار	5	21 - 25 October	Cairo	10:00am	7500	
	BM07	Managing Resources Effectively إدارة الموارد بفاعلية	5	14 - 18 October 23 - 27 December	Cairo	10:00am	7500	
	BM08	Professional Development for Executive Secretary & Administrative Assistant التنمية المهنية للسكتريرات والتنفيذيين والمساعد الإداري	5	04 - 08 November	Cairo	10:00am	7500	
Category	Code	Course	Days	Date	Venue	Time	Price	
CUSTOMER SERVICE	CS01	Creating a WOW Customer Experience خلق تجريبه مبهرة للعملاء	5	21 - 25 October	Cairo	10:00am	7500	
	CS02	Critical Elements for Customer Services العناصر الحاسمه لخدمة العملاء	5	14 - 18 October 16 - 20 December	Cairo	10:00am	7500	
Category	Code	Course	Days	Date	Venue	Time	Price	
EGYPTIAN LAWS	EL01	Egyptian Social Insurance and Labor Laws (Arabic) قانونا التأمين الإجتماعي والعمل المصريين - عربي	4	16 - 19 Dec	Cairo	10:00am	6000	
Category	Code	Course	Days	Date	Venue	Time	Price	
ENVIRONMENT	E01	Effective Waste Management الإدارة الفعالة للمخلفات	5	14 - 18 October 16 - 20 December	Cairo	05:00pm	7500	
	E02	Ship Solid Waste Management إدارة المخلفات بالسفن	5	21 - 25 October	Cairo	05:00pm	7500	
	E03	Introduction to Green Building & LEED®	2	22 - 23 October	Cairo	10:00am	N/A	
	E05	LEED® Green Associate (GA) Exam Preparation	5	18 - 22 November	Cairo	10:00am	N/A	
	EL06	EMS Auditor/Lead Auditor IRCA Certified Training Course A11131	5	16 - 20 December	Cairo	09:00am	N/A	
	Category	Code	Course	Days	Date	Venue	Time	Price
FINANCE & TAXES	FT01	Accounting for Non-Accountants المحاسبة لغير المحاسبين	5	14 - 18 October 16 - 20 December	Cairo	10:00am	7500	
	FT02	Budgeting & Financial Control وضع الميزانية والتحكم المالي	5	21 - 25 October	Cairo	10:00am	7500	
	FT03	Financial Auditing and Internal Control الرقابة المالية والمراجعة الداخلية	5	16 - 20 December	Cairo	10:00am	7500	
	FT04	Advanced Financial Statement Analysis & Capital Budgeting Evaluation Techniques الأساليب المتقدمة في التحليل المالي وتقنيات تقييم القرارات الإستثمارية	6	15 - 20 December	Cairo	10:00am	9000	
	FT05	Decision Making and Capital Budgeting كيفية اتخاذ القرارات المالية وتقييم القرارات الإستثمارية	5	04 - 08 November	Cairo	10:00am	7500	
	FT06	Manaeament Accountin& Budeetin& Skills المحاسبة الإدارية واعداد الموازنات السنوية	5	02 - 06 September 16 - 20 December	Cairo	10:00am	7500	
	FT07	Advanced Financial Statement Analysis الأساليب المتقدمة في التحليل المالي	4	18 - 21 November	Cairo	10:00am	6000	
	FT08	Finance for Non-Financial Managers الإدارة المالية لغير العاملين بالإدارة المالية	3	21 - 23 October	Cairo	10:00am	4500	
	FT09	Cost Accounting Workshoo محاسبة التكاليف	6	15 - 20 December	Cairo	10:00pm	9000	
	FT10	Explanation and Analysis of Auditing Standards شرح وتحليل معايير المراجعة	5	02 - 06 September 16 - 20 December	Cairo	10:00am	7500	
	FT11	Banking and Financial Legislation التشريعات المصرفية والمالية المرتبطة بالبنوك	5	09 - 13 September 25 - 29 November	Cairo	10:00am	7500	
	FT12	Stamo Tax and its Application and Problems in Banks ضريبة الدمغة الخاص بالبنوك	5	04 - 08 November	Cairo	10:00am	7500	
	FT13	Investment Law and its Reflections and Problems ضمانات وحوافز الإستثمار و مشاكلها الضريبية	5	04 - 08 November	Cairo	10:00am	7500	
	FT14	The Problem of Free Zones Related to I Sales Tax, Customs Tax, Stamo Dutv Tax) المشاكل الضريبية للمناطق الحرة (ضرائب عامة - مبيعات - جمارك - دمغة)	5	02 - 06 September 16 - 20 December	Cairo	10:00am	7500	
	FT15	Unified Salary Tax الضريبة الموحدة على المرتبات	5	16 - 20 December	Cairo	10:00am	7500	
	FT16	Tax Plannin& التخطيط الضريبي ( كيف تخفض الوعاء الضريبي من 100,000,000 إلى 10 جنيهاً دون مخالفة القانون)	5	23 - 27 September 18 - 22 November	Cairo	10:00am	7500	
	FT17	Stamo Dutv Tax and Developin& Resources Tax (A Comaparative Studv with Cases and Problems of Application) ضريبة الدمغة و رسم تنمية الموارد	5	21 - 25 October	Cairo	10:00am	7500	
	FT18	The Problems of Tax Application منازعات الضرائب	5	25 - 29 November	Cairo	10:00am	7500	
	FT19	Insurance Law and the Problems of its Application الجوانب الفنية والعلمية في التأمين بأنواعه ومشاكله	5	16 - 20 December 14 - 18 October	Cairo	10:00am	7500	
	FT20	Value Added Tax Law قانون الضريبة على القيمة المضافة	4	04 - 07 November	Cairo	10:00am	6000	
Category	Code	Course	Days	Date	Venue	Time	Price	
FOOD SAFETY	FSL01	ISO 22000 Auditor/Lead Auditor IRCA Certified Training Course A17355	5	16 - 20 December	Cairo	09:00am	N/A	
Category	Code	Course	Days	Date	Venue	Time	Price	
HEALTH & SAFETY	HS01	Defensive Driving & First-Aid on the Road	4	16 - 19 Dec	Cairo	10:00am	6000	
	HS02	OH&S Management Systems Auditor/Lead Auditor	5	16 - 20 December	Cairo	09:00am	N/A	
Category	Code	Course	Days	Date	Venue	Time	Price	
HUMAN RESOURCES	HR01	Performance Appraisal تقييم الأداء	5	14 - 18 October	Cairo	10:00am	7500	
	HR02	Performance Related Pay "PRP" ربط الكفاءة بالأجور و الحوافز	5	21 - 25 October	Cairo	10:00am	7500	
	HR03	Recruitment & Head Hunting التوظيف واستقطاب العمالة	5	11 - 15 November	Cairo	10:00am	7500	
	HR04	Compensation الأجور	5	21 - 25 October	Cairo	10:00am	7500	

Category	Code	Course	Days	Date	Venue	Time	Price
IT & TELECOMMUNICATIONS	ITL01	ISO 20000 Auditor/Lead Auditor	5	16 - 20 December	Cairo	09:00am	N/A
	ITL02	ISO 27001 Auditor/Lead Auditor	5	16 - 20 December	Cairo	09:00am	N/A
MARKETING & SALES	MS01	Successful Sales Performance & Account Management الإداء الناجح للمبيعات وإدارة حسابات العملاء	5	14 - 18 October	Cairo	10:00am	7500
	MS02	Sales Negotiation مفاوضات المبيعات	5	14 - 18 October	Cairo	10:00am	7500
	MS03	Maximizing Selling Skills مهارات البيع المتقدمة	5	14 - 18 October	Cairo	10:00am	7500
PROCUREMENT & CONTRACTS	PC01	Tenders & Contracts Management إدارة المناقصات والعقود	5	21 - 25 October	Cairo	10:00am	7500
	PC02	Construction Contracts FIDIC العقود الإنشائية - الفيديك	5	11 - 15 November	Cairo	10:00am	7500
	PC03	The Pillar Knowledge of Procurement Arena حلبة الاحتياجات عمدة المعرفة	5	02 - 06 September 16 - 20 December	Cairo	10:00am	7500
	PC04	Technical Bids and Tendering العطاءات الفنية والمناقصات	5	14 - 18 October	Cairo	10:00am	7500
	PC05	The FIDIC Contracts MODULE 1 "Accredited"	2	28 - 29 November	Cairo	08:30am	€ 850
	PC06	Management of Claims and Disputes Resolution under the FIDIC Contracts Accredited	2	28 - 29 October	Cairo	08:30am	€ 1,100
	PC07	Procurement Management (Strategic and operational Level)	5	25 - 29 November	Cairo	05:00pm	7500
PROJECT MANAGEMENT	PM01	Project Management Professional PMP Preparation Course	5	14 - 18 October	Cairo	09:00am	7500
	PM02	Project Management Essentials	5	16 - 20 December	Cairo	09:00am	7500
QUALITY & AUDITING	QA01	Quality Assurance and Management ضمان وإدارة الجودة	5	04 - 08 November	Cairo	10:00am	7500
	QA02	The 7 Basic Quality Tools أدوات وتقنيات الجودة السبع الأساسية	3	21 - 23 October	Cairo	05:00pm	4950
	QA03	Introduction to Lean Production & Six Sigma مقدمه في الإنتاج الإنساني وال6 سيجما	5	14 - 18 October	Cairo	10:00am	7500
	QA04	Lean Six Sigma Green Belt منهجية الستة سيجما للتطوير - الحزام الأخضر	5	14 - 18 October	Cairo	10:00am	7500
	QA05	Wastes Elimination تقليل الهالك	5	14 - 18 October	Cairo	10:00am	7500
	QA06	5 S and 7 Wastes	5	25 - 29 November	Cairo	10:00am	7500
	QA07	Statistical Process Control "SPC" ضوابط العمليات الإحصائية	5	16 - 20 December	Cairo	10:00am	7500
	QA08	QMS Auditor/Lead Auditor	5	16 - 20 December	Cairo	09:00am	N/A
SUPPLY CHAIN & LOGISTICS	SL01	Supply Chain Management إدارة سلسلة الإمداد	5	04 - 08 November	Cairo	10:00am	8250
	SL02	Warehouse Management System منظومة إدارة المخازن	3	29 - 31 October	Cairo	10:00am	4950
	SL03	Inventory Optimization الحل الأمثل للمخزون	5	02 - 06 September 02 - 06 December	Cairo	10:00am	8250
	SL04	Understanding the Freight Business and Logistics الفهم الصحيح لعلوم نقل البضائع	5	16 - 20 December	Cairo	10:00am	8250
	SL05	Introduction to Supply Planning تخطيط المخزون	5	21 - 25 October	Cairo	10:00am	8250
	SL06	Purchasing Management إدارة المشتريات	5	23 - 27 September	Cairo	05:00pm	8250
	SL07	Materials Management إدارة المواد	5	16 - 20 December	Cairo	05:00pm	8250
	SL08	Fleet Management إدارة الأسطول	3	21 - 23 October	Cairo	05:00pm	4950
	SL09	Facilities Management إدارة المرافق	3	25 - 27 November	Cairo	05:00pm	4950
	SL110	ISO 28000 - Implementation of Security Management Systems	2	04 - 05 November	Cairo	09:00am	N/A
	SL111	ISO 28000 Auditor/Lead Auditor	5	16 - 20 December	Cairo	09:00am	N/A
SOFT SKILLS	SS01	Construction and Delivery of a Presentation كيفية تصميم ومهارات العرض الفعالة	5	14 - 18 October 16 - 20 December	Cairo	10:00am	7500
	SS02	Effective Business Writing مراسلات العمل الفعالة	3	18 - 20 November	Cairo	10:00am	4500
	SS03	Creative Problem Solving and Marchision Making الابتكار في حل المشاكل و اتخاذ القرار	5	21 - 25 October	Cairo	10:00am	7500
	SS04	Conflict Management and Negotiation Skills مهارات إدارة الإشكاليات و التفاوض	5	16 - 20 September 16 - 20 December	Cairo	10:00am	7500
	SS05	High Impact Communication & Presentation Skills الاتصالات عالية التأثير ومهارات العرض والتقديم	5	11 - 15 November	Cairo	10:00am	7500
	SS06	Business Communication Mastery إتقان اتصالات العمل	3	21 - 23 October	Cairo	10:00am	4500
	SS07	Personal Effectiveness الكفاءة الذاتية	4	16 - 19 Dec	Cairo	10:00am	6000

## In-house Training Plan

Course Name	Duration
<b>Accredit 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 on Equipment	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





**SAMPLE OF WHAT WE OFFER** in QHSSE Consultancy

Environmental Impact Assessment (EIA)

Environmental Management System (EMS)

Environmental registry and relevant measurements

Implementation of Best Available Techniques (BAT) and assistance in supplier selection

Food Safety Assessment

Training needs assessment for executive and managerial staff, and for technical workers

Due diligence

Risk assessment

Ergonomics

Thermograph

Waste management

**Training needs assessment and preparation for certification for:**

- ISO 9001
- ISO 14001
- ISO 17025
- ISO 18001
- ISO 22001
- ISO 27001

**Certified audits in:**

- ISO 14001
- HACCP (Hazard Analysis and Critical Control Points)
- Health and Safety
- EE (Energy Efficiency)

**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

ection

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