



S.E.T.T.E.C		SETTEC 2018 Training Plan					Version 6- Oct 2018	
Category	Code	Course	Days	Date	Venue	Time	Price	
BUSINESS & MANAGEMENT	BM01	Balanced Scorecards	5	16 - 20 December	Cairo	10:00am	7500	
	BM02	Effective Strategic Management	4	16 - 19 December	Cairo	10:00am	6000	
	BM03	Business Process Re-engineering	5	25 - 29 November	Cairo	05:00pm	8000	
	BM04	Effective Operations Control	5	16 - 20 December	Cairo	05:00pm	7500	
	BM05	Integrated Strategic Planning	5	04 - 08 November	Cairo	10:00am	7500	
	BM06	Management Supervision & Marchision Making	5	16 - 20 December	Cairo	10:00am	7500	
	BM07	Managing Resources Effectively	5	23 - 27 December	Cairo	10:00am	7500	
	BM08	Professional Development for Executive Secretary & Administrative Assistant	5	04 - 08 November	Cairo	10:00am	7500	
CUSTOMER SERVICE	CS01	Creating a WOW Customer Experience	5	16 - 20 December	Cairo	10:00am	7500	
	CS02	Critical Elements for Customer Services	5	16 - 20 December	Cairo	10:00am	7500	
EGYPTIAN LAWS	EL01	Egyptian Social Insurance and Labor Laws (Arabic)	4	16 - 20 December	Cairo	10:00am	6000	
ENVIRONMENT	E01	Effective Waste Management	5	16 - 20 December	Cairo	05:00pm	7500	
	E02	Ship Solid Waste Management	5	04 - 08 November	Cairo	05:00pm	7500	
	E03	Introduction to Green Building & LEED®	2	04 - 05 November	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	
	FINANCE & TAXES	FT01	Accounting for Non-Accountants	5	02 - 06 December	Cairo	10:00am	7500
FT02		Budgeting & Financial Control	5	18 - 22 November	Cairo	10:00am	7500	
FT03		Financial Auditing and Internal Control	5	16 - 20 December	Cairo	10:00am	7500	
FT04		Advanced Financial Statement Analysis & Capital Budgeting Evaluation Techniques	6	15 - 20 December	Cairo	10:00am	9000	
FT05		Decision Making and Capital Budgeting	5	11 - 15 November	Cairo	10:00am	7500	
FT06		Management Accounting & Budgeting Skills	5	16 - 20 December	Cairo	10:00am	7500	
FT07		Advanced Financial Statement Analysis	4	18 - 21 November	Cairo	10:00am	6000	
FT08		Finance for Non-Financial Managers	3	25 - 27 November	Cairo	10:00am	4500	
FT09		Cost Accounting Workshop	6	15 - 20 December	Cairo	10:00pm	9000	
FT10		Explanation and Analysis of Auditing Standards	5	16 - 20 December	Cairo	10:00am	7500	
FT11		Banking and Financial Legislation	5	25 - 29 November	Cairo	10:00am	7500	
FT12		Stamp Tax and its Application and Problems in Banks	5	04 - 08 November	Cairo	10:00am	7500	
FT13		Investment Law and its Reflections and Problems	5	04 - 08 November	Cairo	10:00am	7500	
FT14		The Problem of Free Zones Related to (Sales Tax, Customs Tax, Stamp Duty Tax)	5	16 - 20 December	Cairo	10:00am	7500	
FT15		Unified Salary Tax	5	16 - 20 December	Cairo	10:00am	7500	
FT16		Tax Planning	5	18 - 22 November	Cairo	10:00am	7500	
FT17		Stamp Duty Tax and Developine Resources Tax (A Comoarative Studv with Cases and Problems of Application)	5	25 - 29 November	Cairo	10:00am	7500	
FT18		The Problems of Tax Application	5	25 - 29 November	Cairo	10:00am	7500	
FT19		Insurance Law and the Problems of its Application	5	16 - 20 December	Cairo	10:00am	7500	
FT20		Value Added Tax Law	4	04 - 07 November	Cairo	10:00am	6000	
FOOD SAFETY	FSL01	ISO 22000 Auditor/Lead Auditor IRCA Certified Training Course A17355	5	16 - 20 December	Cairo	09:00am	N/A	
HEALTH & SAFETY	HS01	Defensive Driving & First-Aid on the Road	4	16 - 19 December	Cairo	10:00am	8000	
HUMAN RESOURCES	HR01	Performance Appraisal	5	25 - 29 November	Cairo	10:00am	7500	
	HR02	Performance Related Pay "PRP"	5	16 - 20 December	Cairo	10:00am	7500	
	HR03	Recruitment & Head Huntine	5	11 - 15 November	Cairo	10:00am	7500	
	HR04	Compensation	5	25 - 29 November	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
Category	Code	Course	Days	Date	Venue	Time	Price
MARKETING & SALES	MS01	Successful Sales Performance & Account Management	5	25 - 29 November	Cairo	10:00am	7500
	MS02	Sales Negotiation	5	11 - 15 November	Cairo	10:00am	7500
	MS03	Maximizing Selling Skills	5	16 - 20 December	Cairo	10:00am	7500
Category	Code	Course	Days	Date	Venue	Time	Price
PROCUREMENT & CONTRACTS	PC01	Tenders & Contracts Management	5	02 - 06 December	Cairo	10:00pm	8000
	PC02	Effective Contract Management	4	Once A Week	Cairo	10:00am	8000
	PC03	The Pillar Knowledge of Procurement Arena	5	16 - 20 December	Cairo	10:00am	8000
	PC04	Technical Bids and Tendering	5	16 - 20 December	Cairo	10:00am	8000
	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	2	28 - 29 October	Cairo	08:30am	€ 1,100
	PC07	Understanding FIDIC Conditions of Contract	4	Once A Week	Cairo	05:00am	8,000
	PC08	Managing Claims in Construction Projects	4	Once A Week	Cairo	05:00am	8,000
	PC09	Procurement Management (Strategic and operational Level)	5	25 - 29 November	Cairo	05:00pm	8000
Category	Code	Course	Days	Date	Venue	Time	Price
PROJECT MANAGEMENT	PM01	Project Management Professional PMP Preparation Course	5	25 - 29 November	Cairo	09:00am	7500
	PM02	Project Management Essentials	5	16 - 20 December	Cairo	09:00am	7500
Category	Code	Course	Days	Date	Venue	Time	Price
QUALITY & AUDITING	QA01	Quality Assurance and Management	5	04 - 08 November	Cairo	10:00am	8000
	QA02	The 7 Basic Quality Tools	3	25 - 27 November	Cairo	05:00pm	5400
	QA03	Introduction to Lean Production & Six Sigma	5	16 - 20 December	Cairo	10:00am	8000
	QA04	Lean Six Sigma Green Belt	5	11 - 15 November	Cairo	10:00am	8000
	QA05	Wastes Elimination	5	16 - 20 December	Cairo	10:00am	8000
	QA06	5 S and 7 Wastes	5	25 - 29 November	Cairo	10:00am	8000
	QA07	Statistical Process Control "SPC"	5	16 - 20 December	Cairo	10:00am	8000
Category	Code	Course	Days	Date	Venue	Time	Price
SUPPLY CHAIN & LOGISTICS	SL01	Supply Chain Management	5	02 - 06 December	Cairo	10:00am	8000
	SL02	Warehouse Management System	3	16 - 18 December	Cairo	10:00am	5400
	SL03	Inventory Optimization	5	02 - 06 December	Cairo	10:00am	8000
	SL04	Understanding the Freight Business and Logistics	5	16 - 20 December	Cairo	10:00am	7500
	SL05	Introduction to Supply Planning	5	11 - 15 November	Cairo	10:00am	8000
	SL06	Purchasing Management	5	02 - 06 December	Cairo	05:00pm	8000
	SL07	Materials Management	5	16 - 20 December	Cairo	05:00pm	8000
	SL08	Fleet Management	3	11 - 13 November	Cairo	05:00pm	5400
	SL09	Facilities Management	3	25 - 27 November	Cairo	05:00pm	5400
Category	Code	Course	Days	Date	Venue	Time	Price
SOFT SKILLS	SS01	Construction and Delivery of a Presentation	5	16 - 20 December	Cairo	10:00am	7500
	SS02	Effective Business Writing	3	18 - 20 November	Cairo	10:00am	4500
	SS03	Creative Problem Solving and Decision Making	5	16 - 20 December	Cairo	10:00am	7500
	SS04	Conflict Management and Negotiation Skills	5	16 - 20 December	Cairo	10:00am	7500
	SS05	High Impact Communication & Presentation Skills	5	11 - 15 November	Cairo	10:00am	7500
	SS06	Business Communication Mastery	3	11 - 15 November	Cairo	10:00am	4500
	SS07	Personal Effectiveness	4	16 - 19 December	Cairo	10:00am	6000

Category	Code	Course	Days	Date	Venue	Time	Price
BUSINESS & MANAGEMENT	BM01	Balanced Scorecards	5	13 - 17 January 31 March - 04 April 07 - 11 July 13 - 17 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	6000
	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	5	03 - 07 February 07 - 11 April 25 - 29 August 20 - 24 October	Cairo	10:00am 05:00pm 10:00am 05:00pm	7500
	BM05	Integrated Strategic Planning	5	10 - 14 February 07 - 11 April 04 - 08 August 15 - 19 September	Cairo	10:00am 05:00pm 10:00am 05:00pm	7500
	BM06	Management Supervision & Marchision Making	5	17 - 21 February 14 - 18 April 07 - 11 July 20 - 24 October	Cairo	10:00am 05:00pm 10:00am 05:00pm	7500
	BM07	Managing Resources Effectively	5	24 - 28 February 07 - 11 April 14 - 18 July 13 - 17 October	Cairo	10:00am 05:00pm 10:00am 05:00pm	7500
	BM08	Professional Development for Executive Secretary & Administrative Assista	5	03 - 07 March 14 - 18 April 28 July - 01 August 22 - 26 September	Cairo	10:00am 05:00pm 10:00am 05:00pm	7500
CUSTOMER SERVICE	CS01	Creating a WOW Customer Experience	5	10 - 14 March 14 - 18 July 13 - 17 October	Cairo	10:00am 05:00pm 10:00am	7500
	CS02	Critical Elements for Customer Services	5	17 - 21 March 18 - 22 August 17 - 21 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	5	24 - 28 March 18 - 22 August 17 - 21 November	Cairo	10:00am 05:00pm 10:00am	7500
	E02	Ship Solid Waste Management	5	10 - 14 March 14 - 18 July 13 - 17 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	7500
	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	7500
	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	7500
	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	9000
	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	7500
	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	7500

	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	6000
	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	4500
	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	9000
	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	7500
	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	7500
	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	7500
	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	7500
	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	7500
	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	7500
	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	7500
	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	7500
	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	7500
	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	7500
	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	6000
Category	Code	Course	Days	Date	Venue	Time	Price
 FOOD SAFETY	FSL01	ISO 22000 Auditor/Lead Auditor IRCA Certified Training Course A17355	5	17 - 21 February 04 - 08 August	Cairo	09:00am	N/A
Category	Code	Course	Days	Date	Venue	Time	Price
HEALTH & SAFETY	HS01	Defensive Driving & First-Aid on the Road	4	24 - 27 February 04 - 07 August 17 - 20 November	Cairo	10:00am 05:00pm 10:00am	6000
Category	Code	Course	Days	Date	Venue	Time	Price
HUMAN RESOURCES	HR01	Performance Appraisal	5	03 - 07 February 23 - 27 June 15 - 19 September	Cairo	10:00am 05:00pm 10:00am	7500
	HR02	Performance Related Pay "PRP"	5	10 - 14 February 14 - 18 July 15 - 19 December	Cairo	10:00am 05:00pm 10:00am	7500
	HR03	Recruitment & Head Hunting	5	20 - 24 January 14 - 18 April 04 - 08 August	Cairo	10:00am 05:00pm 10:00am	7500
	HR04	Compensation	5	27 - 31 January 14 - 18 April 22 - 26 September	Cairo	10:00am 05:00pm 10:00am	7500
Category	Code	Course	Days	Date	Venue	Time	Price
 IT TELECOMMUNICATIONS	ITL01	ISO 20000 Auditor/Lead Auditor	5	27 - 31 January 22 - 26 September	Cairo	09:00am	N/A
	ITL02	ISO 27001 Auditor/Lead Auditor	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	5	27 - 31 January 18 - 22 August 13 - 17 October	Cairo	10:00am 05:00pm 10:00am	7500
	MS02	Sales Negotiation	5	17 - 21 February 04 - 08 August 17 - 21 November	Cairo	10:00am 05:00pm 10:00am	7500
	MS03	Maximizing Selling Skills	5	17 - 21 March 27 - 31 October	Cairo	10:00am 05:00pm	7500
Category	Code	Course	Days	Date	Venue	Time	Price
PROCUREMENT & CONTRACTS	PC01	Tenders & Contracts Management	5	03 - 07 February 23 - 27 June 15 - 19 September 29 Sep - 03 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	5	20 - 24 January 14 - 18 April 14 - 18 July 27 - 31 October	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	PC04	Technical Bids and Tendering	5	27 - 31 January 07 - 11 April 07 - 11 July 20 - 24 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	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)	5	24 - 28 February 07 - 11 July 22 - 26 September 15 - 19 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 22 - 26 September	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	5	03 - 07 February 07 - 11 July 22 - 26 September 15 - 19 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	5	10 - 14 March 18 - 22 August 15 - 19 September 15 - 19 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	QA06	5 S and 7 Wastes	5	17 - 21 February 04 - 08 August 17 - 21 November	Cairo	10:00am 05:00pm 10:00am	8000
	QA07	Statistical Process Control "SPC"	5	24 - 28 February 28 July - 01 August 24 - 28 November	Cairo	10:00am 05:00pm 10:00am	8000

Category	Code	Course	Days	Date	Venue	Time	Price
SUPPLY CHAIN & LOGISTICS	SL01	Supply Chain Management	5	27 - 31 January	Cairo	10:00am	8000
				14 - 18 April		05:00pm	
				14 - 18 July		10:00am	
	SL02	Warehouse Management System	3	03 - 05 February	Cairo	10:00am	5400
				28 - 30 July		05:00pm	
				15 - 17 September		10:00am	
	SL03	Inventory Optimization	5	20 - 24 January	Cairo	10:00am	8000
				07 - 11 April		05:00pm	
				07 - 11 July		10:00am	
SL04	Understanding the Freight Business and Logistics	5	24 - 28 February	Cairo	10:00am	7500	
			14 - 18 July		05:00pm		
			15 - 19 September		10:00am		
SL05	Introduction to Supply Planning	5	17 - 21 February	Cairo	10:00am	8000	
			07 - 11 July		05:00pm		
			22 - 26 September		10:00am		
SL06	Purchasing Management	5	24 - 28 February	Cairo	10:00am	8000	
			07 - 11 July		05:00pm		
			22 - 26 September		10:00am		
SL07	Materials Management	5	24 - 28 March	Cairo	10:00am	8000	
			04 - 08 August		05:00pm		
			27 - 31 October		10:00am		
SL08	Fleet Management	3	10 - 12 March	Cairo	10:00am	5400	
			18 - 20 August		05:00pm		
			20 - 22 October		10:00am		
SL09	Facilities Management	3	24 - 26 March	Cairo	10:00am	5400	
			28 - 30 July		05:00pm		
			22 - 24 September		10:00am		
SL09	Facilities Management	3	24 - 26 November	Cairo	05:00pm	5400	
Category	Code	Course	Days	Date	Venue	Time	Price
SOFT SKILLS	SS01	Construction and Delivery of a Presentation	5	20 - 24 January	Cairo	10:00am	7500
				31 March - 04 April		05:00pm	
				22 - 26 September		10:00am	
	SS02	Effective Business Writing	3	27 - 29 January	Cairo	10:00am	4500
				07 - 09 April		05:00pm	
				27 - 29 October		10:00am	
	SS03	Creative Problem Solving and Decision Making	5	03 - 07 February	Cairo	10:00am	7500
07 - 11 July				05:00pm			
13 - 17 October				10:00am			
SS04	Conflict Management and Negotiation Skills	5	10 - 14 February	Cairo	10:00am	7500	
			25 - 29 August		05:00pm		
			17 - 21 November		10:00am		
SS05	High Impact Communication & Presentation Skills	5	24 - 28 February	Cairo	10:00am	7500	
			28 July - 01 August		05:00pm		
			03 - 07 November		10:00am		
SS06	Business Communication Mastery	3	17 - 19 March	Cairo	10:00am	4500	
			25 - 27 August		05:00pm		
			24 - 26 November		10:00am		
SS07	Personal Effectiveness	4	24 - 27 March	Cairo	10:00am	6000	
			04 - 07 August		05:00pm		
			01 - 04 December		10:00am		