








| <div>  <div> SETTEC 2018 Training Plan Version 1.0 - Dec 2017 </div> </div> | | | | | | | |
|--|------|--|------|-----------------------------------|-------|---------|-------|
| Category | Code | Course | Days | Date | Venue | Time | Price |
| | BM01 | Balanced Scorecards | 5 | 04 - 08 March 06 - 10 May | Cairo | 10:00am | 5400 |
| | BM02 | Effective Strategic Management | 4 | 28 - 31 January 15 - 18 April | Cairo | 10:00am | 6000 |
| | BM03 | Business Process Re-engineering | 5 | 18 - 22 February 06 - 10 May | Cairo | 10:00am | 5400 |
| | BM04 | Effective Operations Control | 5 | 18 - 22 February 15 - 19 April | Cairo | 05:00pm | 5400 |
| | BM05 | Integrated Strategic Planning | 5 | 11 - 15 February 06 - 10 May | Cairo | 10:00am | 5400 |
| | BM06 | Knowledge Management | 5 | 18 - 22 February 01 - 05 April | Cairo | 10:00am | 5400 |
| | BM7 | Management Supervision & Marchision Making | 5 | 18 - 22 February 24 - 28 June | Cairo | 10:00am | 5400 |
| | BM8 | Managing Resources Effectively | 5 | 04 - 08 March 24 - 28 June | Cairo | 10:00am | 5400 |
| | BM9 | Professional Development for Executive Secretary & Administrative Assistant | 5 | 18 - 22 February 24 - 28 June | Cairo | 10:00am | 5400 |
| | BM10 | Electronic Archiving Skills | 5 | 04 - 08 February 15 - 19 April | Cairo | 10:00am | 5400 |
| | BM11 | Skills of Dealing with Electronic Government | 5 | 11 - 15 February 06 - 10 May | Cairo | 05:00pm | 5400 |
| | BM12 | Fundamentals and principles of Information Security | 5 | 04 - 08 February 06 - 10 May | Cairo | 05:00pm | 5400 |
| Category | Code | Course | Days | Date | Venue | Time | Price |
| CUSTOMER SERVICE | CS01 | Creating a WOW Customer Experience | 5 | 11 - 15 February 06 - 10 May | Cairo | 10:00am | 5400 |
| | CS02 | Critical Elements for Customer Services | 5 | 04 - 08 February 15 - 19 April | Cairo | 10:00am | 3240 |
| Category | Code | Course | Days | Date | Venue | Time | Price |
| EGYPTIAN LAWS | EL01 | Egyptian Social Insurance and Labor Laws (Arabic) | 4 | 25 - 28 February 24 - 27 June | Cairo | 10:00am | 4320 |
| Category | Code | Course | Days | Date | Venue | Time | Price |
| ENVIRONMENT | E01 | Effective Waste Management | 5 | 04 - 08 February 15 - 19 April | Cairo | 05:00pm | 5400 |
| | E02 | Ship Solid Waste Management | 5 | 14 - 18 January 15 - 19 April | Cairo | 05:00pm | 5400 |
| | E03 | Introduction to Solid Waste Recycling | 5 | 11 - 15 February 06 - 10 May | Cairo | 05:00pm | 5400 |
| | E04 | Introduction to Green Building & LEED® | 2 | 04 - 05 February 02 - 03 May | Cairo | 10:00am | N/A |
| | E05 | LEED® Green Associate (GA) Exam Preparation | 5 | 18 - 22 March 24 - 28 June | Cairo | 10:00am | N/A |
| | EL06 | EMS Auditor/Lead Auditor IRCA Certified Training Course A11131 | 5 | 11 - 15 February 06 - 10 May | Cairo | 09:00am | N/A |
| Category | Code | Course | Days | Date | Venue | Time | Price |
| ENERGY HEALING | | How to Turn Negative Thoughts into Positive Actions | 1 | 1-Feb | | | |
| | | | | 29-Apr | | | |
| | | How To Develop Your Intuition | 1 | 24-Jan | Cairo | 10:00am | 1200 |
| | | | | 1-Apr | | | |
| | | The Law of Attraction | 1 | 4-Feb | | | |
| | | | | 2-May | Cairo | 10:00am | 1200 |
| Category | Code | Course | Days | Date | Venue | Time | Price |
| FINANCE & TAXES | FT01 | Accounting for Non-Accountants | 5 | 04 - 08 February 06 - 10 May | Cairo | 10:00am | 6500 |
| | FT02 | Budgeting & Financial Control | 5 | 11 - 15 February 06 - 10 May | Cairo | 10:00am | 6500 |
| | FT03 | Financial Auditing and Internal Control | 5 | 04 - 08 March 24 - 28 June | Cairo | 10:00am | 6500 |
| | FT04 | Advanced Financial Statement Analysis & Capital Budgeting Evaluation Techniques | 6 | 10 - 15 February 05 - 10 May | Cairo | 10:00am | 7800 |
| | FT05 | Marchision Making and Capital Budgeting | 5 | 18 - 22 February 01 - 05 April | Cairo | 10:00am | 6500 |
| | FT06 | Management Accounting & Budgeting Skills | 5 | 11 - 15 February 06 - 10 May | Cairo | 10:00am | 6500 |
| | FT07 | Advanced Financial Statement Analysis | 4 | 18 - 21 February 06 - 9 May | Cairo | 10:00am | 5200 |
| | FT08 | Finance for Non-Financial Managers | 3 | 25 - 27 February 10 - 12 April | Cairo | 10:00am | 3900 |
| | FT09 | Cost Accounting Workshop | 6 | 10 - 15 February 23 - 28 June | Cairo | 10:00pm | 7800 |
| | FT10 | Explanation and Analysis of Auditing Standards | 5 | 04 - 08 February 15 - 19 April | Cairo | 10:00am | 6500 |
| | FT11 | Banking and Financial Legislation | 5 | 04 - 08 March 24 - 28 June | Cairo | 10:00am | 6500 |
| | FT12 | Stamp Tax and its Application and Problems in Banks | 5 | 11 - 15 March 24 - 28 June | Cairo | 10:00am | 6500 |
| | FT13 | Investment Law and its Reflections and Problems | 5 | 11 - 15 February 06 - 10 May | Cairo | 10:00am | 6500 |
| | FT14 | The Problem of Free Zones Related to (Sales Tax, Customs Tax, Stamp Duty Tax) | 5 | 18 - 22 February 06 - 10 May | Cairo | 10:00am | 6500 |
| | FT15 | Unified Salary Tax | 5 | 18 - 22 February 01 - 05 April | Cairo | 10:00am | 6500 |
| | FT16 | Tax Planning | 5 | 25 - 29 March 24 - 28 June | Cairo | 10:00am | 6500 |
| | FT17 | Stamp Duty Tax and Developing Resources Tax (A Comparative Study with Cases and Problems of Application) | 5 | 04 - 08 February 06 - 10 May | Cairo | 10:00am | 6500 |
| | FT18 | The Problems of Tax Application | 5 | 11 - 15 March 24 - 28 June | Cairo | 10:00am | 6500 |
| | FT19 | Insurance Law and the Problems of its Application | 5 | 11 - 15 February 06 - 10 May | Cairo | 10:00am | 6500 |
| | FT20 | Value Added Tax Law | 4 | 21 - 24 January 02 - 05 April | Cairo | 10:00am | 5200 |

| Category | Code | Course | Days | Date | Venue | Time | Price |
|--|-------|---|------|-----------------------------------|-------|---------|---------|
| FOOD SAFETY  | FSL01 | ISO 22000 Auditor/Lead Auditor IRCA Certified Training Course A17355 | 5 | 18 - 22 February 6 - 10 May | Cairo | 09:00am | N/A |
| | | | | | | | |
| Category | Code | Course | Days | Date | Venue | Time | Price |
| HEALTH & SAFETY  | HS01 | Defensive Driving & First-Aid on the Road | 4 | 18 - 21 March 24 - 27 June | Cairo | 10:00am | 4320 |
| | HS02 | | 5 | 4 - 8 February 06 - 10 May | Cairo | 09:00am | N/A |
| | | OH&S Management Systems Auditor/Lead Auditor | | | | | |
| Category | Code | Course | Days | Date | Venue | Time | Price |
| HUMAN RESOURCES | HR01 | Interviewing Skills & Job Analysis | 5 | 18 - 22 February 01 - 05 April | Cairo | 10:00am | 5400 |
| | HR02 | Performance Appraisal | 5 | 11 - 15 February 06 - 10 May | Cairo | 10:00am | 5400 |
| | HR03 | Performance Related Pay "PRP" | 5 | 18 - 22 February 06 - 10 May | Cairo | 10:00am | 5400 |
| | HR04 | Recruitment & Head Hunting | 5 | 04 - 08 February 06 - 10 May | Cairo | 10:00am | 5400 |
| | HR05 | Compensation | 5 | 04 - 08 February 15 - 19 April | Cairo | 10:00am | 5400 |
| | | | | | | | |
| Category | Code | Course | Days | Date | Venue | Time | Price |
| IT & TELECOMMUNICATIONS  | ITL01 | ISO 20000 Auditor/Lead Auditor | 5 | 04 - 08 February 06 - 10 May | Cairo | 09:00am | N/A |
| | ITL02 | ISO 27001 Auditor/Lead Auditor | 5 | 11 - 15 February 06 - 10 May | Cairo | 09:00am | N/A |
| Category | Code | Course | Days | Date | Venue | Time | Price |
| MARKETING & SALES | MS01 | Successful Sales Performance & Account Management | 5 | 14 - 18 January 01 - 05 April | Cairo | 10:00am | 5400 |
| | MS02 | Sales Negotiation | 5 | 04 - 08 February 15 - 19 April | Cairo | 10:00am | 3240 |
| | MS03 | Selling Advantage | 3 | 25 - 27 February 13 - 15 May | Cairo | 10:00am | 3240 |
| | MS04 | Maximizing Selling Skills | 5 | 04 - 08 March 24 - 28 June | Cairo | 10:00am | 5400 |
| | | | | | | | |
| Category | Code | Course | Days | Date | Venue | Time | Price |
| PROCUREMENT & CONTRACTS  | PC01 | Tenders & Contracts Management | 5 | 11 - 15 February 15 - 19 April | Cairo | 10:00am | 6500 |
| | PC02 | Construction Contracts FIDIC | 5 | 04 - 08 February 06 - 10 May | Cairo | 10:00am | 6500 |
| | PC03 | The Pillar Knowledge of Procurement Arena | 5 | 04 - 08 March 24 - 28 June | Cairo | 10:00am | 6500 |
| | PC04 | Technical Bids and Tendering | 5 | 11 - 15 February 06 - 10 May | Cairo | 10:00am | 6500 |
| | PC05 | The FIDIC Contracts MODULE 1 "Accredited" | 2 | 01-02 January 10 - 11 April | Cairo | 08:30am | € 850 |
| | PC06 | Management of Claims and Disputes Resolution under the FIDIC Contracts MODULE 2 "Accredited" | 2 | 03 - 04 January 22 - 23 April | Cairo | 08:30am | € 1,400 |
| | PC07 | Procurement Management (Strategic and operational Level) | 5 | 18 - 22 February 06 - 10 May | Cairo | 05:00pm | 6500 |
| Category | Code | Course | Days | Date | Venue | Time | Price |
| PROJECT MANAGEMENT | PM01 | Primavera Software | 6 | 17 - 22 February 05 - 10 May | Cairo | 05:00pm | 6480 |
| | PM02 | Project Management Professional PMP Preparation Course | 5 | 04 - 08 February 06 - 10 May | Cairo | 09:00am | 5400 |
| | PM03 | Project Management Essentials | 5 | 04 - 08 March 24 - 28 June | Cairo | 09:00am | 3240 |
| | PM04 | Enterprise Resource Planning for Business | 5 | 14 - 18 January 01 - 05 April | Cairo | 05:00pm | 5400 |
| | | | | | | | |
| Category | Code | Course | Days | Date | Venue | Time | Price |
| QUALITY & AUDITING | QA01 | Quality Assurance and Management | 5 | 04 - 08 February 1 - 5 April | Cairo | 10:00am | 5400 |
| | QA02 | The 7 Basic Quality Tools | 3 | 11 - 13 February 10 - 12 April | Cairo | 05:00pm | 3240 |
| | QA03 | Introduction to Lean Production & Six Sigma | 5 | 04 - 08 March 24 - 28 June | Cairo | 10:00am | 5400 |
| | QA04 | Lean Six Sigma Green Belt | 5 | 04 - 08 February 06 - 10 May | Cairo | 10:00am | 5400 |
| | QA05 | Wastes Elimination | 5 | 11 - 15 February 06 - 10 May | Cairo | 10:00am | 5400 |
| | QA06 | 5 S and 7 Wastes | 5 | 14 - 18 January 01 - 05 April | Cairo | 10:00am | 5400 |
| | QA07 | Statistical Process Control "SPC" | 5 | 11 - 15 March 24 - 28 June | Cairo | 10:00am | 5400 |
| | QA08 | QMS Auditor/Lead Auditor | 5 | 18 - 22 February 06 - 10 May | Cairo | 09:00am | N/A |
| Category | Code | Course | Days | Date | Venue | Time | Price |
| SUPPLY CHAIN & LOGISTICS  | SL01 | Supply Chain Management | 5 | 11 - 15 February 06 - 10 May | Cairo | 10:00am | 6500 |
| | SL02 | Warehouse Management System | 3 | 28 - 30 January 01 - 03 April | Cairo | 10:00am | 3900 |
| | SL03 | Inventory Optimization | 5 | 25 - 29 March 24 - 28 June | Cairo | 10:00am | 6500 |
| | SL04 | Understanding the Freight Business and Logistics | 5 | 18 - 22 February 06 - 10 May | Cairo | 10:00am | 6500 |
| | SL05 | Introduction to Supply Planning | 5 | 04 - 08 March 24 - 28 June | Cairo | 10:00am | 3900 |
| | SL06 | Purchasing Management | 5 | 11 - 15 February 06 - 10 May | Cairo | 05:00pm | 6500 |
| | SL07 | Materials Management | 5 | 11 - 15 March 24 - 28 June | Cairo | 05:00pm | 6500 |
| | SL08 | Fleet Management | 3 | 04 - 06 February 13 - 15 May | Cairo | 05:00pm | 3900 |
| | SL09 | Facilities Management | 3 | 28 - 30 January 10 - 12 April | Cairo | 05:00pm | 3900 |
| | SLI10 | ISO 28000 - Implementation of Security Management Systems | 2 | 03 - 04 January 10 - 11 April | Cairo | 09:00am | N/A |
| | SLI11 | ISO 28000 Auditor/Lead Auditor | 5 | 11 - 15 February 06 - 10 May | Cairo | 09:00am | N/A |
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| Companies Operating in Egypt | | | | | | | | |
| PRICE (per participant) | | | | | | | | |
| N/A = Price Upon Request | | | Advanced Defensive Driving Module (1) | | | 3 day courses = 4500 LE | | |
| | | | Advanced Defensive Driving Module (2) | | | 5 day courses = 7500 LE | | |
| These programs are funded by the Industrial Training Council ITC, for companies registered on Industrial Modernization Center IMC data base | | |  | | | هذه البرامج مدعومة من قبل مجلس التدريب الصناعي لشركات المسجلة على قاعدة بيانات مركز تحديث الصناعة | | |
| Companies Operating outside Egypt | | | | | | | | |
| PRICE (per participant) | | | | | | | | |
| 6 day courses = € 2100 | | | | | | | | |
| 5 day courses = € 1750 | | | | | | | | |
| 4 day courses = € 1400 | | | | | | | | |
| 3 day courses = € 1050 | | | | | | | | |
| N/A = Price Upon Request | | | | | | | | |
| ** Extra charges for car during the course period | | | | | | | | |
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In-house Training Plan

| Course Name | Duration |
|--|----------|
| Accredit 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 |
| Occupational Health and Safety, Management Systems (OH&S) (OHSAS 18001:2007) | 3 Days |
| Fleet Management | |
| Forklift Safety | 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 |
| Integration of OHSAS 18001 and ISO 14001 | 5 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 Auditing- New Approach | 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 |
| Installation Security | 5 Days |
| Personal Basic Security | 3 Days |
| Personal Security | 3 Days |
| Sky Marshals | 2 Days |
| Unruly Passenger | 2 Days |

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| SAMPLE OF WHAT WE OFFER in QHSSE Consultancy |
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| 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) |
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| |
| Industrial services |
| - Electrical power generation and distribution |
| - Industrial gases |
| - Compressed air |
| - Steam generation and distribution |
| - Housekeeping |
| - HVAC |
| - Central vacuum cleaning |
| - Sewage systems |

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|---------------------------|
| - Process hazard analysis |
| - Tank inspection |

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