| S E T T E C | | SETTEC Training Plan 2023 | | | | Version jan 2023 |
|------------------|---|--|----------------|---|---|---|
| Category | Code | Course | Days | Date | Venue | Time |
| BUSINESS | | | | 05 - 08 February | | 10:00am |
| 55527.255 | BM01 | Balanced Scorecards | 4 | 11 - 14 June | Cairo | 05:00pm |
| & | | | 1 | 15 - 18 October | - | 10:00am |
| | | | - | 17 - 20 December | _ | 05:00pm |
| MANAGEMENT | | | | 12 - 15 February | _ | 10:00am 05:00pm |
| | BM02 | Effective Strategic Management | 4 | 11 - 14 June 10 - 13 September | - Cairo | 10:00am |
| | | | | 10 - 13 December | | 05:00pm |
| | | | | 06 - 09 March | | 10:00am |
| | D#103 | Dunkara Danasa D | 4 | 20 - 23 August | Caina | 05:00pm |
| | BM03 | Business Process Re-engineering | 4 | 15 - 18 October | - Cairo | 10:00am |
| | | | | 03 - 06 December | | 05:00pm |
| | | | | 19 - 22 February | | 10:00am |
| | BM04 | Effective Operations Control | 4 | 18 - 21 June | Cairo | 05:00pm |
| | | | | 10 - 13 September | 4 | 10:00am |
| | | | - | 19 - 22 November | 1 | 05:00pm |
| | | | | 05 - 08 February | - | 10:00am 05:00pm |
| | BM05 | Integrated Strategic Planning | 4 | 04 - 07 June 13 - 16 August | - Cairo | 10:00am |
| | | | | 12 - 15 November | _ | 05:00pm |
| | | | | 12 - 15 February | | 10:00am |
| | BM06 | Management Supervision & Decision Making | 4 | 13 - 16 August | Cairo | 05:00pm |
| | | · · | | 10 - 13 December | 1 | 05:00pm |
| | | | | 19 - 22 February | | 10:00am |
| | BM07 | Managing Resources Effectively | 4 | 11 - 14 June | Cairo | 05:00pm |
| | J/10/ | managing resources errectively | * | 22- 25 October | Sunt | 10:00am |
| | | | 1 | 17 - 20 December | | 05:00pm |
| | | Professional Development for Executive Secretary & Administrative | | 06 - 09 March | - | 10:00am |
| | BM08 | · | 4 | 20 - 23 August | Cairo | 05:00pm |
| | | Assistant | | 15 - 18 October 10 - 13 December | 1 | 10:00am 05:00pm |
| | | | | 07 - 09 March | | 10:00am |
| | BM09 | The Art of Change Management | 3 | 20 - 22 August | Cairo | 05:00pm |
| | | | | 12 - 14 November | - | 05:00pm |
| Category | Code | Course | Days | Date | Venue | |
| caregory | | Cour 36 | Duys | 06 - 09 March | Venue | 10:00am |
| | CS01 | Creating a WOW Customer Experience | 4 | 17 - 20 September | Cairo | 05:00pm |
| CUSTOMER | | croaming a trott captonial expension | 1 | 10 - 13 December | - | 10:00am |
| SERVICE | | | | 06 - 09 March | | 10:00am |
| SERVICE | CS02 | Critical Elements for Customer Services | 4 | 20 - 23 August | Cairo | 05:00pm |
| | | | | 12 - 15 November | 1 | 10:00am |
| Category | Code | Course | Days | Date | Venue | Time |
| | | | | 13 - 16 March | | 10:00am |
| EGYPTIAN LAWS | EL01 | Egyptian Social Insurance and Labor Laws (Arabic) | 4 | 20 - 23 August | Cairo | 05:00pm |
| | | | | 12 - 15 November | | 10:00am |
| Category | Code | Course | Days | Date | Venue | Time |
| | | | | 06 - 09 March | | 10:00am |
| | E01 | Effective Waste Management | 4 | 13 - 16 August | Cairo | 05:00pm |
| ENVIRONMENT | | - | | 12 - 15 November | 1 | 10:00am |
| | | | | 13 - 16 March | | 10:00am |
| | E02 | Ship Solid Waste Management | 4 | 17 - 20 September | Cairo | 05:00pm |
| | | | | 10 - 13 December | | 10:00am |
| | | | | | | 10:00am |
| | | T. I | _ | 08 - 09 March | | |
| | E03 | Introduction to Green Building & LEED® | 2 | 16 - 17 August | Cairo | 05:00pm |
| | E03 | Introduction to Green Building & LEED® | 2 | 16 - 17 August 18 - 19 October | Cairo | 10:00am |
| | | <u> </u> | 2 5 | 16 - 17 August 18 - 19 October 19 - 23 February | | 10:00am 10:00am |
| | E03 | Introduction to Green Building & LEED® LEED® Green Associate (GA) Exam Preparation | | 16 - 17 August 18 - 19 October | Cairo | 10:00am 10:00am 05:00pm |
| | | LEED® Green Associate (GA) Exam Preparation | | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September | | 10:00am 10:00am |
| | | <u> </u> | | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September 12 - 16 November 12 - 16 February 20 - 24 August | | 10:00am 10:00am 05:00pm |
| | E05 | LEED® Green Associate (GA) Exam Preparation | 5 | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September 12 - 16 November 12 - 16 February | Cairo | 10:00am 10:00am 05:00pm 10:00am |
| Category | E05 | LEED® Green Associate (GA) Exam Preparation EMS Auditor/Lead Auditor | 5 | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September 12 - 16 November 12 - 16 February 20 - 24 August | Cairo | 10:00am 10:00am 05:00pm 10:00am 09:00am |
| Category | E05 | LEED® Green Associate (GA) Exam Preparation EMS Auditor/Lead Auditor IRCA Certified Training Course A11131 | 5 | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September 12 - 16 November 12 - 16 February 20 - 24 August 12 - 16 November | Cairo | 10:00am 10:00am 05:00pm 10:00am 09:00am |
| Category | E05 EL06 Code | LEED® Green Associate (GA) Exam Preparation EMS Auditor/Lead Auditor IRCA Certified Training Course A11131 Course | 5 5 Days | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September 12 - 16 November 12 - 16 February 20 - 24 August 12 - 16 November Date 19 - 23 February 18 - 22 June | Cairo Cairo Venue | 10:00am 10:00am 05:00pm 10:00am 09:00am |
| | E05 | LEED® Green Associate (GA) Exam Preparation EMS Auditor/Lead Auditor IRCA Certified Training Course A11131 | 5 | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September 12 - 16 November 12 - 16 February 20 - 24 August 12 - 16 November Date 19 - 23 February | Cairo | 10:00am 10:00am 05:00pm 10:00am 09:00am Time 10:00am |
| Category FINANCE | E05 EL06 Code | LEED® Green Associate (GA) Exam Preparation EMS Auditor/Lead Auditor IRCA Certified Training Course A11131 Course | 5 5 Days | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September 12 - 16 November 12 - 16 February 20 - 24 August 12 - 16 November Date 19 - 23 February 18 - 22 June 17 - 21 September 10 - 14 December | Cairo Cairo Venue | 10:00am 10:00am 05:00pm 10:00am 09:00am Time 10:00am 05:00pm 10:00am 05:00pm |
| | E05 EL06 Code | LEED® Green Associate (GA) Exam Preparation EMS Auditor/Lead Auditor IRCA Certified Training Course A11131 Course | 5 5 Days | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September 12 - 16 November 12 - 16 February 20 - 24 August 12 - 16 November Date 19 - 23 February 18 - 22 June 17 - 21 September 10 - 14 December 12 - 16 March | Cairo Cairo Venue | 10:00am 10:00am 05:00pm 10:00am 09:00am 09:00am Time 10:00am 05:00pm 10:00am 05:00pm 10:00am |
| FINANCE & | E05 EL06 Code | LEED® Green Associate (GA) Exam Preparation EMS Auditor/Lead Auditor IRCA Certified Training Course A11131 Course | 5 5 Days | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September 12 - 16 November 12 - 16 February 20 - 24 August 12 - 16 November Date 19 - 23 February 18 - 22 June 17 - 21 September 10 - 14 December 10 - 14 December 11 - 15 June | Cairo Cairo Venue | 10:00am 10:00am 10:00am 05:00pm 10:00am 09:00am Time 10:00am 05:00pm 10:00am 05:00pm 10:00am |
| FINANCE | E05 EL06 Code | LEED® Green Associate (GA) Exam Preparation EMS Auditor/Lead Auditor IRCA Certified Training Course A11131 Course Accounting for Non-Accountants | 5 5 Days 5 | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September 12 - 16 November 12 - 16 February 20 - 24 August 12 - 16 November Date 19 - 23 February 18 - 22 June 17 - 21 September 10 - 14 December 12 - 16 March 11 - 15 June 15 - 19 October | Cairo Venue Cairo | 10:00am 10:00am 10:00am 05:00pm 10:00am 09:00am Time 10:00am 05:00pm 10:00am 05:00pm 10:00am 10:00am |
| FINANCE & | E05 EL06 Code | LEED® Green Associate (GA) Exam Preparation EMS Auditor/Lead Auditor IRCA Certified Training Course A11131 Course Accounting for Non-Accountants | 5 5 Days 5 | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September 12 - 16 November 12 - 16 February 20 - 24 August 12 - 16 November Date 19 - 23 February 18 - 22 June 17 - 21 September 10 - 14 December 12 - 16 March 11 - 15 June 15 - 19 October 03 - 07 December | Cairo Venue Cairo | 10:00am 10:00am 05:00pm 10:00am 09:00am 09:00am 10:00am 05:00pm 10:00am 05:00pm 10:00am 05:00pm 10:00am |
| FINANCE & | E05 EL06 Code FT01 FT02 | LEED® Green Associate (GA) Exam Preparation EMS Auditor/Lead Auditor IRCA Certified Training Course A11131 Course Accounting for Non-Accountants Budgeting & Financial Control | 5 5 Days 5 | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September 12 - 16 November 12 - 16 February 20 - 24 August 12 - 16 November | Cairo Venue Cairo Cairo Cairo | 10:00am 10:00am 10:00am 05:00pm 10:00am 09:00am 09:00am 05:00pm 10:00am 05:00pm 10:00am 05:00pm 10:00am |
| FINANCE & | E05 EL06 Code | LEED® Green Associate (GA) Exam Preparation EMS Auditor/Lead Auditor IRCA Certified Training Course A11131 Course Accounting for Non-Accountants | 5 5 Days 5 | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September 12 - 16 November 12 - 16 February 20 - 24 August 12 - 16 November Date 19 - 23 February 18 - 22 June 17 - 21 September 10 - 14 December 10 - 14 December 11 - 15 June 15 - 19 October 03 - 07 December 05 - 09 March 11 - 15 June | Cairo Venue Cairo | 10:00am 10:00am 10:00am 05:00pm 10:00am 09:00am 09:00am 10:00am 10:00am 05:00pm 10:00am 05:00pm 10:00am 05:00pm 10:00am 05:00pm |
| FINANCE & | E05 EL06 Code FT01 FT02 | LEED® Green Associate (GA) Exam Preparation EMS Auditor/Lead Auditor IRCA Certified Training Course A11131 Course Accounting for Non-Accountants Budgeting & Financial Control | 5 5 Days 5 | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September 12 - 16 November 12 - 16 February 20 - 24 August 12 - 16 November Date 19 - 23 February 18 - 22 June 17 - 21 September 10 - 14 December 10 - 14 December 11 - 15 June 15 - 19 October 03 - 07 December 05 - 09 March 11 - 15 June 15 - 19 October | Cairo Venue Cairo Cairo Cairo | 10:00am 10:00am 05:00pm 10:00am 09:00am Time 10:00am 05:00pm 10:00am 05:00pm 10:00am 05:00pm 10:00am 10:00am 05:00pm 10:00am 10:00am 10:00am 10:00am 10:00am |
| FINANCE & | E05 EL06 Code FT01 FT02 | LEED® Green Associate (GA) Exam Preparation EMS Auditor/Lead Auditor IRCA Certified Training Course A11131 Course Accounting for Non-Accountants Budgeting & Financial Control Financial Auditing and Internal Control | 5 5 Days 5 | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September 12 - 16 November 12 - 16 February 20 - 24 August 12 - 16 November Date 19 - 23 February 18 - 22 June 17 - 21 September 10 - 14 December 10 - 14 December 11 - 15 June 15 - 19 October 03 - 07 December 05 - 09 March 11 - 15 June | Cairo Venue Cairo Cairo Cairo | 10:00am 10:00am 10:00am 05:00pm 10:00am 09:00am 09:00am 10:00am 05:00pm 10:00am 05:00pm 10:00am 05:00pm 10:00am 05:00pm |
| FINANCE & | E05 EL06 Code FT01 FT02 FT03 | LEED® Green Associate (GA) Exam Preparation EMS Auditor/Lead Auditor IRCA Certified Training Course A11131 Course Accounting for Non-Accountants Budgeting & Financial Control | 5 Days 5 5 | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September 12 - 16 November 12 - 16 February 20 - 24 August 12 - 16 November | Cairo Venue Cairo Cairo Cairo Cairo | 10:00am 10:00am 10:00am 05:00pm 10:00am 09:00am Time 10:00am 05:00pm 10:00am 05:00pm 10:00am 05:00pm 10:00am 05:00pm 10:00am 05:00pm 10:00am 05:00pm |
| FINANCE & | E05 EL06 Code FT01 FT02 | LEED® Green Associate (GA) Exam Preparation EMS Auditor/Lead Auditor IRCA Certified Training Course A11131 Course Accounting for Non-Accountants Budgeting & Financial Control Financial Auditing and Internal Control | 5 5 Days 5 | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September 12 - 16 November 12 - 16 February 20 - 24 August 12 - 16 November 12 - 16 November 12 - 16 November 13 - 23 February 18 - 22 June 17 - 21 September 10 - 14 December 10 - 14 December 11 - 15 June 15 - 19 October 03 - 07 December 05 - 09 March 11 - 15 June 15 - 19 October 03 - 07 December 03 - 07 December 01 - 16 February 17 - 22 June 16 - 21 September | Cairo Venue Cairo Cairo Cairo | 10:00am 10:00am 05:00pm 10:00am 09:00am 09:00am 10:00am 05:00pm 10:00am 05:00pm 10:00am 05:00pm 10:00am 05:00pm 10:00am 05:00pm 10:00am 05:00pm 10:00am |
| FINANCE & | E05 EL06 Code FT01 FT02 FT03 | LEED® Green Associate (GA) Exam Preparation EMS Auditor/Lead Auditor IRCA Certified Training Course A11131 Course Accounting for Non-Accountants Budgeting & Financial Control Financial Auditing and Internal Control Advanced Financial Statement Analysis & Capital Budgeting Evaluation | 5 Days 5 5 | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September 12 - 16 November 12 - 16 February 20 - 24 August 12 - 16 November 19 - 23 February 18 - 22 June 17 - 21 September 10 - 14 December 12 - 16 March 11 - 15 June 15 - 19 October 03 - 07 December 03 - 07 December 15 - 19 October 03 - 07 December 10 - 15 June 15 - 19 October 03 - 07 December 11 - 15 June 15 - 19 October 03 - 07 December 11 - 16 February 17 - 22 June | Cairo Venue Cairo Cairo Cairo Cairo | 10:00am 10:00am 05:00pm 10:00am 09:00am 09:00am Time 10:00am 05:00pm |
| FINANCE & | E05 EL06 Code FT01 FT02 FT03 | LEED® Green Associate (GA) Exam Preparation EMS Auditor/Lead Auditor IRCA Certified Training Course A11131 Course Accounting for Non-Accountants Budgeting & Financial Control Financial Auditing and Internal Control Advanced Financial Statement Analysis & Capital Budgeting Evaluation | 5 Days 5 5 | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September 12 - 16 November 12 - 16 February 20 - 24 August 12 - 16 November 12 - 16 November 12 - 16 November 13 - 23 February 18 - 22 June 17 - 21 September 10 - 14 December 12 - 16 March 11 - 15 June 15 - 19 October 03 - 07 December 05 - 09 March 11 - 15 June 15 - 19 October 03 - 07 December 11 - 16 February 17 - 22 June 16 - 21 September 09 - 14 December 09 - 14 December | Cairo Venue Cairo Cairo Cairo Cairo | 10:00am 10:00am 05:00pm 10:00am 09:00am 09:00am 05:00pm 10:00am |
| FINANCE & | E05 EL06 Code FT01 FT02 FT03 | LEED® Green Associate (GA) Exam Preparation EMS Auditor/Lead Auditor IRCA Certified Training Course A11131 Course Accounting for Non-Accountants Budgeting & Financial Control Financial Auditing and Internal Control Advanced Financial Statement Analysis & Capital Budgeting Evaluation Techniques | 5 Days 5 5 | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September 12 - 16 November 12 - 16 February 20 - 24 August 12 - 16 November 12 - 16 November 19 - 23 February 18 - 22 June 17 - 21 September 10 - 14 December 11 - 15 June 15 - 19 October 03 - 07 December 03 - 07 December 11 - 15 June 15 - 19 October 03 - 07 December 11 - 15 June 15 - 19 October 11 - 15 June 15 - 19 October 11 - 15 June 15 - 19 September 11 - 15 June 15 - 19 September 10 - 21 September 11 - 16 February 17 - 22 June 16 - 21 September 19 - 14 December 10 - 14 December 10 - 19 March 11 - 15 June | Cairo Venue Cairo Cairo Cairo Cairo | 10:00am 10:00am 10:00am 05:00pm 10:00am 09:00am Time 10:00am 05:00pm |
| FINANCE & | E05 EL06 Code FT01 FT02 FT03 | LEED® Green Associate (GA) Exam Preparation EMS Auditor/Lead Auditor IRCA Certified Training Course A11131 Course Accounting for Non-Accountants Budgeting & Financial Control Financial Auditing and Internal Control Advanced Financial Statement Analysis & Capital Budgeting Evaluation | 5 | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September 12 - 16 November 12 - 16 February 20 - 24 August 12 - 16 November | Cairo Venue Cairo Cairo Cairo Cairo Cairo | 10:00am 10:00am 05:00pm 10:00am 09:00am 09:00am Time 10:00am 05:00pm 10:00am 05:00pm 10:00am 05:00pm 10:00am 05:00pm 10:00am 10:00am 05:00pm 10:00am |
| FINANCE & | E05 EL06 Code FT01 FT02 FT03 | LEED® Green Associate (GA) Exam Preparation EMS Auditor/Lead Auditor IRCA Certified Training Course A11131 Course Accounting for Non-Accountants Budgeting & Financial Control Financial Auditing and Internal Control Advanced Financial Statement Analysis & Capital Budgeting Evaluation Techniques | 5 | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September 12 - 16 November 13 - 23 February 18 - 22 June 17 - 21 September 10 - 14 December 17 - 21 September 10 - 14 December 10 - 14 December 11 - 15 June 15 - 19 October 10 - 09 March 11 - 15 June 15 - 19 October 10 - 07 December 11 - 16 February 17 - 22 June 16 - 21 September 19 - 14 December 10 - 19 March 11 - 15 September 11 - 16 February 17 - 21 September 19 - 14 December 10 - 15 June | Cairo Venue Cairo Cairo Cairo Cairo Cairo | 10:00am 10:00am 05:00pm 10:00am 09:00am 09:00am Time 10:00am 05:00pm |
| FINANCE & | E05 EL06 Code FT01 FT02 FT03 FT04 | LEED® Green Associate (GA) Exam Preparation EMS Auditor/Lead Auditor IRCA Certified Training Course A11131 Course Accounting for Non-Accountants Budgeting & Financial Control Financial Auditing and Internal Control Advanced Financial Statement Analysis & Capital Budgeting Evaluation Techniques | 5 | 16 - 17 August 18 - 19 October 19 - 23 February 17 - 21 September 12 - 16 November 12 - 16 February 20 - 24 August 12 - 16 November | Cairo Venue Cairo Cairo Cairo Cairo Cairo | 10:00am 10:00am 05:00pm 10:00am 09:00am 09:00am Time 10:00am 05:00pm 10:00am 05:00pm 10:00am 05:00pm 10:00am 05:00pm 10:00am 10:00am 05:00pm 10:00am |

| 15 - 19 October | 10:00am | 10 - 14 December | 05:00pm |

| IT | | | | | | | |
|--|--------------------|-------|--|----------|------------------|-------|---------|
| 10 13 15 15 15 15 15 15 15 | | | | | 05 - 08 March | | 10:00am |
| FTI0 | | ET07 | Advanced Financial Statement Analysis | 4 | | Cairo | |
| FTIDE Finance for Non-Financial Managers 1 2 2 1 3 4 4 1 1 2 2 2 2 2 2 2 2 | | , | Advanced mancial Orarement Analysis | | | | |
| FT08 Finance for Non-Financial Managers 3 \$2 \cdot 14 Sure 1 13 \$2 \cdot 15 \$2 \cd | | | | | | | |
| First | | | | | | l | |
| F110 Cast Accounting Workshop | | FT08 | Finance for Non-Financial Managers | 3 | | Cairo | |
| F170 Cast Accounting Workshop 6 10 - 15 February 1000cm | | | - | | | ł | L |
| FT19 | | | | 1 | | 1 | |
| FT10 Cest Accounting Workshop 0 0 1.4 September 18 - 22 Momentar 18 - 23 Momentar 19 - 23 Mo | | | | | | | |
| F110 Explanation and Analysis of Auditing Standards 18 | | FT09 | Cost Accounting Workshop | 6 | | Cairo | |
| FT10 Explanation and Analysis of Auditing Standards 12 - 16 March 15 - 19 October 15 - 19 Oc | | | | | | | |
| F110 Explanation and Analysis of Audering Systematics 10 1 4 becember 10 0 1 6 colors 10 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | | | | | | | |
| 10 - 19 October 10 October | | ET10 | Embaration and Analysis of Auditina Standards | _ | 06 - 10 August | Caina | 05:00pm |
| FT11 Banking and Financial Legislation 9 20 - 24 August 15 - 19 October 10 October | | F110 | Explanation and Analysis of Additing Standards | 5 | 15 - 19 October | Cairo | 10:00am |
| FT11 | | | | | 10 - 14 December | | 05:00pm |
| F11 Detailed F12 Stamp Tax and its Application and Problems in Banks 10 - 14 September G00 Open | | | | | | | |
| 10 - 14 December 100-050 100 | | FT11 | Banking and Financial Legislation | 5 | | Cairo | 05:00pm |
| F112 Stamp Tax and its Application and Problems in Banks 5 12 - 16 March 19 - 23 November 10 Nove | | | | - | | | |
| FT12 Stamp Tax and its Application and Problems in Banks 5 10 14 September Color | | | | | | | |
| F113 Investment Law and its Reflections and Problems 19 - 23 November 05 00pm | | FT10 | Change Tay and the Application and Booklame in Books | _ | | C.: | |
| F113 Investment Law and its Reflections and Problems 5 15 15 15 15 10 10 10 | | F112 | Stamp Tax and its Application and Problems in Banks | 5 | | Cairo | |
| FT13 Investment Law and its Reflections and Problems 5 11 - 15 June Core 05 00pm 0 | | | | | | | |
| FT14 | | FT13 | Investment Law and its Reflections and Problems | 5 | | Cairo | L |
| The Problem of Free Zones Related to (Sales Tax, Customs Tax, | | , | | | | | |
| FT14 The Problem of Free Zones Keldred to (Sales Lax, Customs Lax, Stamp Dutry Tax) 5 06 - 10 August 19 - 23 Rebruary 19 - 23 Rebruary 10 000m 10 0000m 10 00000m | | | | | | | |
| Stamp Dufty Tax) 19 - 23 November 10000m 19 - 23 February 10000m 19 - 23 February 10000m 19 - 23 February 10000m 10000m 10000m 11 - 15 June 10000m 11 - 15 June 12 - 16 November 12 - 16 November 15 - 19 January 10 0000m 15 - 10 January 10 0000m 10 0000m 10 0000m 10 00000m 10 000000m 10 000000m 10 0000000m 10 0000000000 | | FT14 | The Problem of Free Zones Related to (Sales Tax, Customs Tax, | 5 | | Cairo | |
| FT15 Unified Salary Tax | | | Stamp Duty Tax) | | | i | 10:00am |
| FT16 Tax Planning | | | | | 19 - 23 February | | 10:00am |
| FT16 Tax Planning | | FT15 | Unified Salary Tax | 5 | 11 - 15 June | Cairo | 05:00pm |
| FT16 Tax Planning 5 20 - 24 August Coirc 05:00pm | | | | | | | |
| FT17 Stamp Duty Tax and Developing Resources Tax 5 65 - 09 February 1000m 12 - 16 November 12 - 16 November 12 - 16 November 12 - 16 November 13 1000m 14 15 15 15 15 15 15 15 | | | | | | | |
| FT17 Stamp Duty Tax and Developing Resources Tax 5 05 - 09 February Cairo 05:00pm 12 - 16 November 12 - 16 November 05:00pm 12 - 16 November 05:00pm 12 - 16 March 17 - 21 September 10:00om 10:00om 17 - 21 September 10:00om 10:00om 17 - 21 September 10:00om | | FT16 | Tax Planning | 5 | | Cairo | |
| FT17 Stamp Duty Tax and Developing Resources Tax 5 06 - 10 August Cairo 05:00pm 12 - 16 November 12 - 16 November 13 - 16 November 15 - 10 November 17 - 21 September 17 - 21 September 18 November 18 November 19 - 22 February 19 | | | | | | | |
| T18 The Problems of Tax Application 12 - 16 March 15 12 - 16 March 17 - 21 September 10:000m 10:0000m 10:0000m 10:0000m 10:0000m 10:0000m 10 | | ET17 | and the second second | _ | | Caina | |
| FT18 The Problems of Tax Application 5 12 - 16 March 17 - 21 September 10 000m 17 - 10 February 10 000m 17 - 10 February 10 000m 17 - 10 February 10 000m 19 - 23 November 19 - 23 November 19 - 22 February 10 000m | | F117 | Stamp Duty lax and Developing Resources lax | 5 | | Cairo | |
| F116 The Problems of 1dx Application 5 17 - 21 September Corollogous Cologous Cologou | | _ | | | | | |
| FT19 Insurance Law and the Problems of its Application 5 12 - 16 February 2 10 000 00 000 | | FT18 | The Problems of Tax Application | 5 | | Cairo | |
| F120 Value Added Tax Law 19 - 22 February 10500pm 10500p | | | | <u> </u> | | | |
| FT20 Value Added Tax Law 4 19 - 22 February Care 10.000m 05.00pm Category Code Course Days Date Venue Time Category Code Course Days Date Venue Category Code Course Days Date Code Course Days Date Code Course Days Date Code Co | | FT19 | Insurance Law and the Problems of its Application | 5 | | Cairo | |
| 12 - 15 November 05:00pm 05:00 | | ET20 | Value Added Tay Law | | | Caina | |
| FOOD SAFETY | | 1120 | Value Added 1 dx Law | 7 | 12 - 15 November | Cuiro | 05:00pm |
| FOOD SAFETY | Category | Code | Course | Davs | Date | Venue | Time |
| FSUI TRCA Certified Training Course Days Date Venue Time | - | | | 1 | | | |
| Code Course Days Date Venue Time | | FSL01 | | 5 | | Cairo | 09:00am |
| HEALTH & SAFETY | Category | Code | | Days | Date | Venue | Time |
| Category Code Course Days Date Venue Time | | | | | | | |
| Code Course Days Date Venue Time | HEALTH & SAFETY | HS01 | Defensive Driving & First-Aid on the Road | 4 | | Cairo | |
| HR01 Performance Appraisal 19 - 22 February 10:00am 12 - 15 November 10:00am 12 - 15 November 10:00am 10:00am 12 - 15 February 10:00am | Catagoni | Code | Course | Nava | | Vanua | |
| HR01 Performance Appraisal 4 19 - 22 June Cairo 05:00pm 12 - 15 November 10:00am | curegory | Joue | course | Days | | venue | |
| HUMAN RESOURCES 12 - 15 November 10:00cm 12 - 15 February 10:00cm 12 - 15 February 10:00cm | | HR01 | Performance Annraisal | 4 | | Caire | |
| HR02 Performance Related Pay "PRP" 12 - 15 February 10:00am 10:00a | HUMAN RESOURCES | | erformance Appraisa | | | | |
| HR02 Performance Related Pay "PRP" 4 06 - 09 August 10 - 13 December 10:00om 10:0om 10:00om 10:00o | TIOMINIT NESSONSES | | Performance Related Pay "PRP" | | | | |
| HR03 Recruitment & Head Hunting 10 - 13 December 10:00am 11 - 13 June Cairo 05:00pm 03 - 05 December 10:00am 03:00am | | HR02 | | 4 | | Cairo | |
| HR03 Recruitment & Head Hunting 4 17 - 20 September Cairo 05:00pm 10:00am 11 - 13 June Cairo 05:00pm 10:00am 11 - 13 June Cairo 10:00am 10:00am 11 - 13 June Cairo 10:00am | | | , · | | | İ | |
| 19 - 22 November 10:00am 10:00am 10:00am 10:00am 10:00am 10:00am 10:00am 10:00am 11 - 13 June 10:00am 11 - 13 June 10:00am 10:00am 11 - 13 June 10:00am | | | | | | | |
| HR04 Compensation 3 10 - 07 February 11 - 13 June Cairo 05:00pm 10:00am 03 - 05 December 10:00am 05:00pm 10:00am 05:00pm 10:00am | | HR03 | Recruitment & Head Hunting | 4 | | Cairo | 05:00pm |
| HR04 Compensation 3 11 - 13 June Cairo 05:00pm 03 - 05 December 00:00pm 10:00om 10:00o | | | | | | | |
| 03 - 05 December 10:00om 10:00 | | | | | | ١. | |
| Code Course Days Date Venue Time | | HR04 | Compensation | 3 | | Cairo | |
| IT | | | | | U3 - U5 December | | 10:00am |
| TELECOMMUNICATIONS ITL02 ISO 27001 Auditor/Lead Auditor 5 12 - 16 February Coing 19:00am | Category | Code | | Days | Date | Venue | Time |
| TELECOMMUNICATIONS ITL02 ISO 27001 Auditor/Lead Auditor 17 - 21 September 12 - 16 February Coira 19:00am | IT | ITL01 | ISO 20000 Auditor/Lead Auditor | 5 | | Cairo | 09:00am |
| | TELECOMMUNICATIONS | | | <u> </u> | | | |
| D8 - 12 October | Lloyd's Register | ITL02 | ISO 27001 Auditor/Lead Auditor | 5 | | Cairo | 09:00am |
| | | | I and the second | 1 | Ub - 12 October | ı | l |

| Catalana | Code | Course | N | Note | V | T : |
|-------------|------|--|----------|--|-------------|--------------------|
| Category | Code | Course | Days | Date 19 - 22 February | Venue | Time 10:00am |
| MARKETING | MS01 | Successful Sales Performance & Account Management | 4 | 13 - 16 August | Cairo | 05:00pm |
| & | | - | | 08 - 11 October | | 10:00am |
| ~ | MS02 | Salas Nasstiction | 4 | 12 - 15 February | Cairo | 10:00am |
| SALES | MSUZ | Sales Negotiation | 7 | 18 - 21 June 12 - 15 November | Cairo | 05:00pm 10:00am |
| | MS03 | Maximizing Selling Skills | 4 | 12 - 15 March | Cairo | 10:00am |
| | MOOS | Maximizing Selling Skills | | 15 - 18 October | Cuiro | 05:00pm |
| Category | Code | Course | Days | Date | Venue | Time |
| PROCUREMENT | | | | 19 - 22 February | | 10:00am |
| | PC01 | Tenders & Contracts Management | 4 | 11 - 14 June 11 - 14 September | Cairo | 05:00pm 10:00am |
| å | | | | 04 - 07 December | | 05:00pm |
| CONTRACTS | PC02 | Effective Contract Management | 4 | Once A Week | Cairo | 10:00am |
| | | | · | | | |
| | | | | 13 - 16 March 12 - 15 June | | 10:00am 05:00pm |
| | PC03 | The Pillar Knowledge of Procurement Arena | 4 | 09 - 12 October | Cairo | 10:00am |
| | | | | 04 - 07 December | | 05:00pm |
| | | | | 05 - 08 March | | 10:00am |
| | PC04 | Technical Bids and Tendering | 4 | 13 - 16 August 08 - 11 October | Cairo | 05:00pm 10:00am |
| | | | | 03 - 06 December | | 05:00am |
| | | | | 15 - 16 March | | 08:30am |
| | PC05 | The FIDIC Contracts MODULE 1 "Accredited" | 2 | 13 - 14 September | Cairo | 08:30am |
| | 000/ | | | 15 - 16 November | | 08:30am |
| | PC06 | the FIDIC Contracts | 2 | 15 - 16 May 16 - 17 August | Cairo | 08:30am 08:30am |
| | | Accredited | _ | 06 - 07 December | | 08:30am |
| | PC07 | Understanding FIDIC Conditions of Contract | 4 | Once A Week | Cairo | 10:00am |
| | PC08 | Managing Claims in Construction Projects | 4 | Once A Week | Cairo | 10:00am |
| | | | | 19 - 22 February | | 10:00am |
| | PC09 | Procurement Management (Strategic and operational Level) | 4 | 11 - 14 June | Cairo | 05:00pm |
| | | Trocarement Management (Offaregic and operational bevery | · | 10 - 13 September | oun o | 10:00am |
| | Code | _ | _ | 03 - 06 December | | 05:00pm |
| Category | Code | Course | Days | Date 12 - 16 March | Venue | Time 10:00am |
| | PM01 | Project Management Professional PMP Preparation Course | 5 | 11 - 15 June | Cairo | 05:00pm |
| PROJECT | | , , | | 15 - 19 October | | 10:00am |
| MANAGEMENT | 2402 | Desired Management Countries | 5 | 12 - 16 March | C.i | 10:00am |
| | PM02 | Project Management Essentials | 5 | 20 - 24 August 03 - 07 December | Cairo | 05:00pm 10:00am |
| Category | Code | Course | Days | Date | Venue | |
| | | | ,- | 19 - 22 February | | 10:00am |
| | QA01 | Quality Assurance and Management | 4 | 04 - 07 June | Cairo | 05:00pm |
| QUALITY | - | | | 10 - 13 September | | 10:00am 05:00pm |
| & | | | | 10 - 13 December 15 - 17 January | | 10:00am |
| a | 0402 | The 7 Basic Quality Tools | 3 | 05 - 07 March | Cairo | 05:00pm |
| AUDITING | QAOL | The 7 basic equality 100is | | 11 - 13 June | Cuii o | 10:00am |
| | | | | <u>15 - 17 October</u> 19 - 23 February | | 05:00pm 10:00am |
| | | | _ | 11 - 15 June | | 05:00pm |
| | QA03 | Introduction to Lean Production & Six Sigma | 5 | 10 - 14 September | Cairo | 10:00am |
| | | | | 03 - 07 December | | 05:00pm |
| | | | | 12 - 16 March 18 - 22 June | | 10:00am 05:00pm |
| | QA04 | Lean Six Sigma Green Belt | 5 | 15 - 19 October | Cairo | 10:00am |
| | | | | 10 - 14 December | | 05:00pm |
| | | | | 05 - 08 March | | 10:00am |
| | QA05 | Wastes Elimination | 4 | 20 - 23 August | Cairo | 05:00pm |
| | | | | 17 - 20 December 19 - 23 February | | 05:00pm 10:00am |
| | | | | | | |
| | QA06 | 5 S and 7 Wastes | 4 | 04 - 07 June | Cairo | 05:00pm |
| | QA06 | 5 S and 7 Wastes | 4 | 04 - 07 June 12 - 15 November | Cairo | 10:00am |
| | | | | 04 - 07 June 12 - 15 November 12 - 15 February | | 10:00am 10:00am |
| | | 5 S and 7 Wastes Statistical Process Control "SPC" | | 04 - 07 June 12 - 15 November | Cairo Cairo | 10:00am |

| Category | Code | Course | Days | Date | Venue | Time |
|--------------|------|---|--|---------------------------------------|----------|--------------------|
| Caregory | | Codi Se | Duys | 05 - 08 March | Veriue | 10:00am |
| SUPPLY CHAIN | | | | 11 - 14 June | | 05:00pm |
| | SL01 | Supply Chain Management | 4 | 10 - 13 September | Cairo | 10:00am |
| & | | | | 10 - 13 December | | 05:00pm |
| | | | 1 | 12 - 14 March | | 10:00am |
| LOGISTICS | | | | 11 - 13 June | | 05:00pm |
| | SL02 | Warehouse Management System | 3 | 12 - 14 September | Cairo | 10:00am |
| | | | | 05 - 07 December | | 05:00pm |
| | | | 1 | 05 - 07 December | | 10:00am |
| | | | | 11 - 14 June | | 05:00pm |
| | SL03 | Inventory Optimization | 4 | 10 - 13 September | Cairo | 10:00am |
| | | | | 19 - 22 November | | 05:00pm |
| | | | | 19 - 22 February | | 10:00am |
| | | | | 11 - 14 June | | |
| | SL04 | Understanding the Freight Business and Logistics | 4 | | Cairo | 05:00pm 10:00am |
| | | | | 10 - 13 September | | 05:00am |
| | | | | 03 - 06 December | | |
| | | | 1 | 12 - 15 March | | 10:00am 05:00pm |
| | SL05 | Introduction to Supply Planning | 4 | 06 - 09 August | Cairo | |
| | | | | 08 - 11 October | | 10:00am 05:00pm |
| | | | 1 | 10 - 13 December 05 - 08 March | | |
| | | | | | | 10:00am |
| | SL06 | Purchasing Management | 4 | 11 - 14 June | Cairo | 05:00pm |
| | | | | 17 - 20 September | | 10:00am |
| | | | 1 | 19 - 22 November | | 05:00pm |
| | | | | 05 - 08 February | | 10:00am |
| | SL07 | Materials Management | 4 | 06 - 09 August | Cairo | 05:00pm |
| | | - | | 08 - 11 October | | 10:00am |
| | | | | 10 - 13 December | | 05:00pm |
| | | | | 05 - 07 March | | 10:00am |
| | SL08 | Fleet Management | 3 | 07 - 09 August | Cairo | 05:00pm |
| | | | | 10 - 12 October | | 10:00am |
| | | | | 12 - 14 December | | 05:00pm |
| | | | | 05 - 07 March | | 10:00am |
| | SL09 | Facilities Management | 3 | 11 - 13 June | Cairo | 05:00pm |
| | | | | 12 - 14 September | | 10:00am |
| | | | | 21 - 23 November | | 05:00pm |
| Category | Code | Course | Days | | Venue | |
| | 6601 | | ١. | 19 - 22 February | C.: | 10:00am |
| | 5501 | Construction and Delivery of a Presentation | 4 | 11 - 14 June | Cairo | 05:00pm |
| SOFT SKILLS | | | | 03 - 06 December | | 10:00am |
| | 5502 | Effective Durings White | 3 | 05 - 07 March | C.: | 10:00am |
| | 5502 | Effective Business Writing | 3 | 01 - 03 August | Cairo | 05:00pm |
| | | | | 21 - 23 November | | 10:00am |
| | 5503 | Creative Problem Solving and Marchision Making | 4 | 12 - 15 February | Cairo | 10:00am 05:00pm |
| | 3303 | creative problem Solving and Marchiston Making | - | 11 - 14 June | Cairo | |
| | | | <u> </u> | 22 - 25 October | | 10:00am 10:00am |
| | 5504 | Conflict Management and Nagotistian Skills | 4 | 05 - 08 February | Cairo | |
| | 3304 | Conflict Management and Negotiation Skills | " | 13 - 16 August | Cuiro | 05:00pm 10:00am |
| | - | | 1 | 12 - 15 November 07 - 10 May | - | 10:00am |
| | 5505 | High Impact Communication & Presentation Skills | 4 | 11 - 14 June | Cairo | 05:00am |
| | 3333 | The surprise some difficulties of the sent attention some | " | 12 - 15 November | Cuii 0 | 10:00am |
| | - | | 1 | 12 - 15 November 12 - 14 March | - | 10:00am |
| | SS06 | Rusiness Communication Mastery | 3 | 15 - 17 August | Cairo | 05:00am |
| | 3300 | Business Communication Mastery | " | | Cuiro | 10:00pm |
| | - | | | 21 - 23 November | - | |
| | 5507 | Personal Effectiveness | 4 | 12 - 15 February | Cairo | 10:00am |
| | 330/ | Let 2011 Ellectiveness | " | 10 - 13 September 10 - 13 December | Cairo | 05:00pm |
| | 1 | 1 | i | IIII - 13 December | | 10:00am |