

Category	Code	Course	Days	Date	Venue	Time	Price
<b>BUSINESS &amp; MANAGEMENT</b>	BM01	Balanced Scorecards	4	09 - 12 February 12 - 15 July 18 - 21 October 20 - 23 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	7500
	BM02	Effective Strategic Management	4	02 - 05 February 14 - 17 June 13 - 16 September 13 - 16 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	BM03	Business Process Re-engineering	4	01 - 04 March 09 - 12 August 18 - 21 October 06 - 09 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	BM04	Effective Operations Control	4	16 - 19 February 21 - 24 June 13 - 16 September 22 - 25 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	BM05	Integrated Strategic Planning	4	23 - 26 February 14 - 17 June 16 - 19 August 15 - 18 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	BM06	Management Supervision & Decision Making	4	09 - 12 February 16 - 19 August 13 - 16 December	Cairo	10:00am 05:00pm 05:00pm	7500
	BM07	Managing Resources Effectively	4	23 - 26 February 12 - 15 July 18 - 21 October 20 - 23 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	BM08	Professional Development for Executive Secretary & Administrative Assistant	4	01 - 04 March 23 - 26 August 18 - 21 October 13 - 16 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	7500
	BM09	The Art of Change Management	3	08 - 10 March 23 - 25 August 15 - 17 November	Cairo	10:00am 05:00pm 05:00pm	8000
<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>CUSTOMER SERVICE</b>	CS01	Creating a WOW Customer Experience	4	01 - 04 March 20 - 23 September 13 - 16 December	Cairo	10:00am 05:00pm 10:00am	7500
	CS02	Critical Elements for Customer Services	4	08 - 11 March 23 - 26 August 15 - 18 November	Cairo	10:00am 05:00pm 10:00am	7500
<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>EGYPTIAN LAWS</b>	EL01	Egyptian Social Insurance and Labor Laws (Arabic)	4	15 - 18 March 23 - 26 August 15 - 18 November	Cairo	10:00am 05:00pm 10:00am	6000
<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>ENVIRONMENT</b>	E01	Effective Waste Management	4	01 - 04 March 16 - 19 August 15 - 18 November	Cairo	10:00am 05:00pm 10:00am	7500
	E02	Ship Solid Waste Management	4	15 - 18 March 20 - 23 September 13 - 16 December	Cairo	10:00am 05:00pm 10:00am	7500
	E03	Introduction to Green Building & LEED®	2	08 - 09 March 16 - 17 August 18 - 19 October	Cairo	10:00am 05:00pm 10:00am	N/A
	E05	LEED® Green Associate (GA) Exam Preparation	5	23 - 27 February 20 - 24 September 15 - 19 November	Cairo	10:00am 05:00pm 10:00am	N/A
	EL06	EMS Auditor/Lead Auditor IRCA Certified Training Course A11131	5	23 - 27 February 23 - 27 August 15 - 19 November	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>FINANCE &amp; TAXES</b>	FT01	Accounting for Non-Accountants	5	23 - 27 February 07 - 11 June 20 - 24 September 13 - 17 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	FT02	Budgeting & Financial Control	5	15 - 19 March 12 - 16 July 18 - 22 October 06 - 10 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	FT03	Financial Auditing and Internal Control	5	01 - 05 March 05 - 09 July 18 - 22 October 06 - 10 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	FT04	Advanced Financial Statement Analysis & Capital Budgeting Evaluation Techniques	6	22 - 27 February 20 - 25 June 19 - 24 September 12 - 17 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	9600
	FT05	Decision Making and Capital Budgeting	5	08 - 12 March 12 - 16 July 13 - 17 September 06 - 10 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	FT06	Management Accounting & Budgeting Skills	5	16 - 20 February 09 - 13 August 18 - 22 October 13 - 17 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000

	FT07	Advanced Financial Statement Analysis	4	29 March - 01 April 12 - 15 July 11 - 14 October 13 - 16 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	6400
	FT08	Finance for Non-Financial Managers	3	16 - 18 February 14 - 16 June 13 - 15 September 15 - 17 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	5400
	FT09	Cost Accounting Workshop	6	22 - 27 February 11 - 16 July 12 - 17 September 14 - 19 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	9600
	FT10	Explanation and Analysis of Auditing Standards	5	15 - 19 March 09 - 13 August 18 - 22 October 13 - 17 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	FT11	Banking and Financial Legislation	5	05 - 09 April 23 - 27 August 18 - 22 October 13 - 17 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	FT12	Stamp Tax and its Application and Problems in Banks	5	15 - 19 March 13 - 17 September 22 - 26 November	Cairo	10:00am 05:00pm 05:00pm	8000
	FT13	Investment Law and its Reflections and Problems	5	09 - 13 February 12 - 16 July 06 - 10 December	Cairo	10:00am 05:00pm 05:00pm	8000
	FT14	The Problem of Free Zones Related to ( Sales Tax, Customs Tax, Stamp Duty Tax)	5	09 - 13 February 09 - 13 August 22 - 26 November	Cairo	10:00am 05:00pm 10:00am	8000
	FT15	Unified Salary Tax	5	02 - 06 February 14 - 18 June 15 - 19 November	Cairo	10:00am 05:00pm 05:00pm	8000
	FT16	Tax Planning	5	19 - 23 January 23 - 27 August 18 - 22 October	Cairo	10:00am 05:00pm 05:00pm	8000
	FT17	Stamp Duty Tax and Developing Resources Tax	5	26 - 30 January 09 - 13 August 15 - 19 November	Cairo	10:00am 05:00pm 05:00pm	8000
	FT18	The Problems of Tax Application	5	15 - 19 March 20 - 24 September	Cairo	10:00am 05:00pm	8000
	FT19	Insurance Law and the Problems of its Application	5	09 - 13 February 22 - 26 November	Cairo	10:00am 05:00pm	8000
	FT20	Value Added Tax Law	4	16 - 19 February 15 - 19 November	Cairo	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>	<b>5</b>	<b>16 - 20 February 23 - 27 August</b>	<b>Cairo</b>	<b>09:00am</b>	<b>N/A</b>
<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>	<b>4</b>	<b>23 - 26 February 15 - 18 November</b>	<b>Cairo</b>	<b>10:00am 05:00pm</b>	<b>7000</b>
<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>	<b>4</b>	<b>23 - 26 February 21 - 24 June 15 - 18 November</b>	<b>Cairo</b>	<b>10:00am 05:00pm 10:00am</b>	<b>7500</b>
	<b>HR02</b>	<b>Performance Related Pay "PRP"</b>	<b>4</b>	<b>16 - 19 February 09 - 12 August 13 - 16 December</b>	<b>Cairo</b>	<b>10:00am 05:00pm 10:00am</b>	<b>7500</b>
	<b>HR03</b>	<b>Recruitment &amp; Head Hunting</b>	<b>4</b>	<b>09 - 12 February 20 - 23 September 22 - 25 November</b>	<b>Cairo</b>	<b>10:00am 05:00pm 10:00am</b>	<b>7500</b>
	<b>HR04</b>	<b>Compensation</b>	<b>3</b>	<b>02 - 04 February 12 - 14 July 06 - 08 December</b>	<b>Cairo</b>	<b>10:00am 05:00pm 10:00am</b>	<b>7000</b>
<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>	<b>5</b>	<b>16 - 20 February 20 - 24 September</b>	<b>Cairo</b>	<b>09:00am</b>	<b>N/A</b>
	<b>ITL02</b>	<b>ISO 27001 Auditor/Lead Auditor</b>	<b>5</b>	<b>23 - 27 February 11 - 15 October</b>	<b>Cairo</b>	<b>09:00am</b>	<b>N/A</b>

Category	Code	Course	Days	Date	Venue	Time	Price
MARKETING & SALES	MS01	Successful Sales Performance & Account Management	4	23 - 26 February 16 - 19 August 11 - 14 October	Cairo	10:00am 05:00pm 10:00am	7500
	MS02	Sales Negotiation	4	16 - 19 February 19 - 22 July 15 - 18 November	Cairo	10:00am 05:00pm 10:00am	7500
	MS03	Maximizing Selling Skills	4	15 - 18 March 18 - 21 October	Cairo	10:00am 05:00pm	7500
Category	Code	Course	Days	Date	Venue	Time	Price
PROCUREMENT & CONTRACTS	PC01	Tenders & Contracts Management	4	23 - 26 February 14 - 17 June 13 - 16 September 06 - 09 December	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	15 - 18 March 12 - 15 July 11 - 14 October 06 - 09 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	PC04	Technical Bids and Tendering	4	08 - 11 March 16 - 19 August 11 - 14 October 06 - 09 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	PC05	The FIDIC Contracts MODULE 1 "Accredited"	2	15 - 16 March 13 - 14 September 15 - 16 November	Cairo	08:30am 08:30am 08:30am	€ 850
	PC06	Management of Claims and Disputes Resolution under the FIDIC Contracts  Accredited	2	06 - 07 April 16 - 17 August 06 - 07 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	23 - 26 February 12 - 15 July 13 - 16 September 06 - 09 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	05 - 09 April 12 - 16 July 18 - 22 October	Cairo	10:00am 05:00pm 10:00am	7500
	PM02	Project Management Essentials	5	15 - 19 March 23 - 27 August 06 - 10 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	23 - 26 February 05 - 08 July 13 - 16 September 13 - 16 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	QA02	The 7 Basic Quality Tools	3	19 - 21 January 05 - 08 April 12 - 15 July 18 - 21 October	Cairo	10:00am 05:00pm 10:00am 05:00pm	5400
	QA03	Introduction to Lean Production & Six Sigma	5	23 - 27 February 14 - 18 June 13 - 17 September 06 - 10 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	QA04	Lean Six Sigma Green Belt	5	15 - 19 March 12 - 16 July 18 - 22 October 13 - 17 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	QA05	Wastes Elimination	4	01 - 04 March 23 - 26 August 20 - 23 December	Cairo	10:00am 05:00pm 05:00pm	8000
	QA06	5 S and 7 Wastes	4	23 - 26 February 05 - 08 July 15 - 18 November	Cairo	10:00am 05:00pm 10:00am	8000
	QA07	Statistical Process Control "SPC"	4	16 - 19 February 05 - 08 July 08 - 11 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	08 - 11 March 14 - 17 June 13 - 16 September 13 - 16 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	SL02	Warehouse Management System	3	17 - 19 March 12 - 14 July 13 - 15 September 06 - 08 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	6000
	SL03	Inventory Optimization	4	08 - 11 March 12 - 15 July 13 - 16 September 22 - 25 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	SL04	Understanding the Freight Business and Logistics	4	23 - 26 February 12 - 15 July 13 - 16 September 06 - 09 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	7500
	SL05	Introduction to Supply Planning	4	15 - 18 March 09 - 12 August 11 - 14 October 13 - 16 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	SL06	Purchasing Management	4	08 - 11 March 12 - 15 July 20 - 23 September 22 - 25 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	SL07	Materials Management	4	05 - 08 April 09 - 12 August 11 - 14 October 13 - 16 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	SL08	Fleet Management	3	08 - 10 March 09 - 11 August 11 - 13 October 13 - 15 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	6000
	SL09	Facilities Management	3	05 - 07 April 12 - 14 July 13 - 15 September 22 - 24 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	23 - 26 February 12 - 15 July 06 - 09 December	Cairo	10:00am 05:00pm 10:00am	7500
	SS02	Effective Business Writing	3	15 - 17 March 09 - 11 August 22 - 24 November	Cairo	10:00am 05:00pm 10:00am	5000
	SS03	Creative Problem Solving and Decision Making	4	16 - 19 February 12 - 15 July 18 - 21 October	Cairo	10:00am 05:00pm 10:00am	7500
	SS04	Conflict Management and Negotiation Skills	4	09 - 12 February 09 - 12 August 15 - 18 November	Cairo	10:00am 05:00pm 10:00am	7500
	SS05	High Impact Communication & Presentation Skills	4	05 - 08 April 12 - 15 July 15 - 18 November	Cairo	10:00am 05:00pm 10:00am	7500
	SS06	Business Communication Mastery	3	15 - 17 March 16 - 18 August 22 - 24 November	Cairo	10:00am 05:00pm 10:00am	5000
	SS07	Personal Effectiveness	4	29 March - 01 April 13 - 16 September 13 - 16 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





