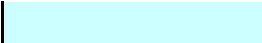


Category	Code	Course	Days	Date	Venue	Time
BUSINESS & MANAGEMENT	BM01	Balanced Scorecards	4	05 - 08 February	Cairo	10:00am
				11 - 14 June		05:00pm
				15 - 18 October		10:00am
				17 - 20 December		05:00pm
	BM02	Effective Strategic Management	4	12 - 15 February	Cairo	10:00am
				11 - 14 June		05:00pm
				10 - 13 September		10:00am
	BM03	Business Process Re-engineering	4	10 - 13 December	Cairo	05:00pm
				06 - 09 March		10:00am
20 - 23 August				05:00pm		
BM04	Effective Operations Control	4	15 - 18 October	Cairo	10:00am	
			03 - 06 December		05:00pm	
			19 - 22 February		10:00am	
BM05	Integrated Strategic Planning	4	18 - 21 June	Cairo	05:00pm	
			10 - 13 September		10:00am	
			19 - 22 November		05:00pm	
BM06	Management Supervision & Decision Making	4	05 - 08 February	Cairo	10:00am	
			04 - 07 June		05:00pm	
			13 - 16 August		10:00am	
BM07	Managing Resources Effectively	4	12 - 15 February	Cairo	10:00am	
			10 - 13 December		05:00pm	
			19 - 22 February		10:00am	
BM08	Professional Development for Executive Secretary & Administrative Assistant	4	11 - 14 June	Cairo	05:00pm	
			22 - 25 October		10:00am	
			17 - 20 December		05:00pm	
BM09	The Art of Change Management	3	06 - 09 March	Cairo	10:00am	
			20 - 23 August		05:00pm	
			15 - 18 October		10:00am	
				10 - 13 December	05:00pm	
				07 - 09 March	10:00am	
				20 - 22 August	05:00pm	
				12 - 14 November	05:00pm	
Category	Code	Course	Days	Date	Venue	Time
CUSTOMER SERVICE	CS01	Creating a WOW Customer Experience	4	06 - 09 March	Cairo	10:00am
				17 - 20 September		05:00pm
10 - 13 December				10:00am		
CS02	Critical Elements for Customer Services	4	06 - 09 March	Cairo	10:00am	
			20 - 23 August		05:00pm	
			12 - 15 November		10:00am	
Category	Code	Course	Days	Date	Venue	Time
EGYPTIAN LAWS	EL01	Egyptian Social Insurance and Labor Laws (Arabic)	4	13 - 16 March	Cairo	10:00am
				20 - 23 August		05:00pm
				12 - 15 November		10:00am
Category	Code	Course	Days	Date	Venue	Time
ENVIRONMENT	E01	Effective Waste Management	4	06 - 09 March	Cairo	10:00am
				13 - 16 August		05:00pm
				12 - 15 November		10:00am
	E02	Ship Solid Waste Management	4	13 - 16 March	Cairo	10:00am
				17 - 20 September		05:00pm
	E03	Introduction to Green Building & LEED®	2	10 - 13 December	Cairo	10:00am
08 - 09 March				10:00am		
E05	LEED® Green Associate (GA) Exam Preparation	5	16 - 17 August	Cairo	05:00pm	
			18 - 19 October		10:00am	
E06	EMS Auditor/Lead Auditor IRCA Certified Training Course A11131	5	19 - 23 February	Cairo	10:00am	
			17 - 21 September		05:00pm	
				12 - 16 November	10:00am	
				12 - 16 February	Cairo 09:00am	
				20 - 24 August		
				12 - 16 November		
Category	Code	Course	Days	Date	Venue	Time
FINANCE & TAXES	FT01	Accounting for Non-Accountants	5	19 - 23 February	Cairo	10:00am
				18 - 22 June		05:00pm
				17 - 21 September		10:00am
				10 - 14 December		05:00pm
	FT02	Budgeting & Financial Control	5	12 - 16 March	Cairo	10:00am
				11 - 15 June		05:00pm
				15 - 19 October		10:00am
	FT03	Financial Auditing and Internal Control	5	03 - 07 December	Cairo	05:00pm
				05 - 09 March		10:00am
				11 - 15 June		05:00pm
	FT04	Advanced Financial Statement Analysis & Capital Budgeting Evaluation Techniques	6	15 - 19 October	Cairo	10:00am
				03 - 07 December		05:00pm
11 - 16 February				10:00am		
FT05	Decision Making and Capital Budgeting	5	17 - 22 June	Cairo	05:00pm	
			16 - 21 September		10:00am	
			09 - 14 December		05:00pm	
FT06	Management Accounting & Budgeting Skills	5	05 - 09 March	Cairo	10:00am	
			11 - 15 June		05:00pm	
			17 - 21 September		10:00am	
				10 - 14 December	05:00pm	
				05 - 09 February	10:00am	
				13 - 17 August	05:00pm	



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

	FT07	Advanced Financial Statement Analysis	4	05 - 08 March 04 - 07 June 08 - 11 October 10 - 13 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	
	FT08	Finance for Non-Financial Managers	3	06 - 08 February 12 - 14 June 11 - 13 September 13 - 15 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	
	FT09	Cost Accounting Workshop	6	18 - 23 February 10 - 15 June 09 - 14 September 18 - 23 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	
	FT10	Explanation and Analysis of Auditing Standards	5	12 - 16 March 06 - 10 August 15 - 19 October 10 - 14 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	
	FT11	Banking and Financial Legislation	5	07 - 11 May 20 - 24 August 15 - 19 October 10 - 14 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	
	FT12	Stamp Tax and its Application and Problems in Banks	5	12 - 16 March 10 - 14 September 19 - 23 November	Cairo	10:00am 05:00pm 05:00pm	
	FT13	Investment Law and its Reflections and Problems	5	05 - 09 February 11 - 15 June 03 - 07 December	Cairo	10:00am 05:00pm 05:00pm	
	FT14	The Problem of Free Zones Related to (Sales Tax, Customs Tax, Stamp Duty Tax)	5	12 - 16 February 06 - 10 August 19 - 23 November	Cairo	10:00am 05:00pm 10:00am	
	FT15	Unified Salary Tax	5	19 - 23 February 11 - 15 June 12 - 16 November	Cairo	10:00am 05:00pm 05:00pm	
	FT16	Tax Planning	5	15 - 19 January 20 - 24 August 15 - 19 October	Cairo	10:00am 05:00pm 05:00pm	
	FT17	Stamp Duty Tax and Developing Resources Tax	5	05 - 09 February 06 - 10 August 12 - 16 November	Cairo	10:00am 05:00pm 05:00pm	
	FT18	The Problems of Tax Application	5	12 - 16 March 17 - 21 September	Cairo	10:00am 05:00pm	
	FT19	Insurance Law and the Problems of its Application	5	12 - 16 February 19 - 23 November	Cairo	10:00am 05:00pm	
	FT20	Value Added Tax Law	4	19 - 22 February 12 - 15 November	Cairo	10:00am 05:00pm	
	Category	Code	Course	Days	Date	Venue	Time
	FOOD SAFETY	FSL01	ISO 22000 Auditor/Lead Auditor IRCA Certified Training Course A17355	5	12 - 16 February 20- 24 August	Cairo	09:00am
	Category	Code	Course	Days	Date	Venue	Time
	HEALTH & SAFETY	HS01	Defensive Driving & First-Aid on the Road	4	19 - 22 February 12 - 15 November	Cairo	10:00am 05:00pm
	Category	Code	Course	Days	Date	Venue	Time
	HUMAN RESOURCES	HR01	Performance Appraisal	4	19 - 22 February 19 - 22 June 12 - 15 November	Cairo	10:00am 05:00pm 10:00am
HR02		Performance Related Pay "PRP"	4	12 - 15 February 06 - 09 August 10 - 13 December	Cairo	10:00am 05:00pm 10:00am	
HR03		Recruitment & Head Hunting	4	05 - 08 February 17 - 20 September 19 - 22 November	Cairo	10:00am 05:00pm 10:00am	
HR04		Compensation	3	05 - 07 February 11 - 13 June 03 - 05 December	Cairo	10:00am 05:00pm 10:00am	
Category	Code	Course	Days	Date	Venue	Time	
IT TELECOMMUNICATIONS	ITL01	ISO 20000 Auditor/Lead Auditor	5	19 - 23 February 17 - 21 September	Cairo	09:00am	
	ITL02	ISO 27001 Auditor/Lead Auditor	5	12 - 16 February 08 - 12 October	Cairo	09:00am	

Category	Code	Course	Days	Date	Venue	Time	
MARKETING & SALES	MS01	Successful Sales Performance & Account Management	4	19 - 22 February	Cairo	10:00am	
				13 - 16 August		05:00pm	
				08 - 11 October		10:00am	
	MS02	Sales Negotiation	4	12 - 15 February	Cairo	10:00am	
				18 - 21 June		05:00pm	
	MS03	Maximizing Selling Skills	4	12 - 15 November	Cairo	10:00am	
12 - 15 March				10:00am			
				15 - 18 October	05:00pm		
Category	Code	Course	Days	Date	Venue	Time	
PROCUREMENT & CONTRACTS	PC01	Tenders & Contracts Management	4	19 - 22 February	Cairo	10:00am	
				11 - 14 June		05:00pm	
				11 - 14 September		10:00am	
				04 - 07 December		05:00pm	
	PC02	Effective Contract Management	4	Once A Week	Cairo	10:00am	
	PC03	The Pillar Knowledge of Procurement Arena	4	13 - 16 March	Cairo	10:00am	
				12 - 15 June		05:00pm	
				09 - 12 October		10:00am	
				04 - 07 December		05:00pm	
	PC04	Technical Bids and Tendering	4	05 - 08 March	Cairo	10:00am	
				13 - 16 August		05:00pm	
				08 - 11 October		10:00am	
				03 - 06 December	05:00pm		
PC05	The FIDIC Contracts MODULE 1 "Accredited"	2	15 - 16 March	Cairo	08:30am		
			13 - 14 September		08:30am		
				15 - 16 November	08:30am		
PC06	Management of Claims and Disputes Resolution under the FIDIC Contracts	2	15 - 16 May	Cairo	08:30am		
			16 - 17 August		08:30am		
				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		
PC09	Procurement Management (Strategic and operational Level)	4	19 - 22 February	Cairo	10:00am		
			11 - 14 June		05:00pm		
			10 - 13 September		10:00am		
				03 - 06 December	05:00pm		
Category	Code	Course	Days	Date	Venue	Time	
PROJECT MANAGEMENT	PM01	Project Management Professional PMP Preparation Course	5	12 - 16 March	Cairo	10:00am	
				11 - 15 June		05:00pm	
				15 - 19 October		10:00am	
	PM02	Project Management Essentials	5	12 - 16 March	Cairo	10:00am	
				20 - 24 August	05:00pm		
				03 - 07 December	10:00am		
Category	Code	Course	Days	Date	Venue	Time	
QUALITY & AUDITING	QA01	Quality Assurance and Management	4	19 - 22 February	Cairo	10:00am	
				04 - 07 June		05:00pm	
				10 - 13 September		10:00am	
				10 - 13 December		05:00pm	
	QA02	The 7 Basic Quality Tools	3	15 - 17 January	Cairo	10:00am	
				05 - 07 March		05:00pm	
				11 - 13 June		10:00am	
					15 - 17 October	05:00pm	
	QA03	Introduction to Lean Production & Six Sigma	5	19 - 23 February	Cairo	10:00am	
				11 - 15 June		05:00pm	
				10 - 14 September		10:00am	
					03 - 07 December	05:00pm	
	QA04	Lean Six Sigma Green Belt	5	12 - 16 March	Cairo	10:00am	
18 - 22 June				05:00pm			
15 - 19 October				10:00am			
				10 - 14 December	05:00pm		
QA05	Wastes Elimination	4	05 - 08 March	Cairo	10:00am		
			20 - 23 August		05:00pm		
				17 - 20 December	05:00pm		
QA06	5 S and 7 Wastes	4	19 - 23 February	Cairo	10:00am		
			04 - 07 June		05:00pm		
				12 - 15 November	10:00am		
QA07	Statistical Process Control "SPC"	4	12 - 15 February	Cairo	10:00am		
			11 - 14 June		05:00pm		
				05 - 08 November	10:00am		

Category	Code	Course	Days	Date	Venue	Time
SUPPLY CHAIN & LOGISTICS	SL01	Supply Chain Management	4	05 - 08 March	Cairo	10:00am
				11 - 14 June		05:00pm
				10 - 13 September		10:00am
				10 - 13 December		05:00pm
	SL02	Warehouse Management System	3	12 - 14 March	Cairo	10:00am
				11 - 13 June		05:00pm
				12 - 14 September		10:00am
				05 - 07 December		05:00pm
	SL03	Inventory Optimization	4	05 - 08 March	Cairo	10:00am
			11 - 14 June	05:00pm		
			10 - 13 September	10:00am		
				19 - 22 November		05:00pm
	SL04	Understanding the Freight Business and Logistics	4	19 - 22 February	Cairo	10:00am
			11 - 14 June	05:00pm		
			10 - 13 September	10:00am		
				03 - 06 December		05:00pm
	SL05	Introduction to Supply Planning	4	12 - 15 March	Cairo	10:00am
			06 - 09 August	05:00pm		
		08 - 11 October	10:00am			
			10 - 13 December		05:00pm	
SL06	Purchasing Management	4	05 - 08 March	Cairo	10:00am	
		11 - 14 June	05:00pm			
		17 - 20 September	10:00am			
			19 - 22 November		05:00pm	
SL07	Materials Management	4	05 - 08 February	Cairo	10:00am	
		06 - 09 August	05:00pm			
		08 - 11 October	10:00am			
			10 - 13 December		05:00pm	
SL08	Fleet Management	3	05 - 07 March	Cairo	10:00am	
		07 - 09 August	05:00pm			
		10 - 12 October	10:00am			
			12 - 14 December		05:00pm	
SL09	Facilities Management	3	05 - 07 March	Cairo	10:00am	
		11 - 13 June	05:00pm			
		12 - 14 September	10:00am			
			21 - 23 November		05:00pm	
Category	Code	Course	Days	Date	Venue	Time
SOFT SKILLS	SS01	Construction and Delivery of a Presentation	4	19 - 22 February	Cairo	10:00am
				11 - 14 June		05:00pm
				03 - 06 December		10:00am
	SS02	Effective Business Writing	3	05 - 07 March	Cairo	10:00am
			01 - 03 August	05:00pm		
				21 - 23 November		10:00am
	SS03	Creative Problem Solving and Decision Making	4	12 - 15 February	Cairo	10:00am
			11 - 14 June	05:00pm		
				22 - 25 October		10:00am
	SS04	Conflict Management and Negotiation Skills	4	05 - 08 February	Cairo	10:00am
			13 - 16 August	05:00pm		
				12 - 15 November		10:00am
	SS05	High Impact Communication & Presentation Skills	4	07 - 10 May	Cairo	10:00am
			11 - 14 June	05:00pm		
			12 - 15 November		10:00am	
SS06	Business Communication Mastery	3	12 - 14 March	Cairo	10:00am	
		15 - 17 August	05:00pm			
			21 - 23 November		10:00am	
SS07	Personal Effectiveness	4	12 - 15 February	Cairo	10:00am	
		10 - 13 September	05:00pm			
			10 - 13 December		10:00am	