



Mazecs

TRAINING PLAN 2026

**EMPOWERING
GROWTH.**

Non-technical Courses

January

No.	Program Name	Schedule		Location
		Start	End	
1.	Fundamentals of Finance and Accounting	04-Jan	06-Jan	Doha
2.	Leadership and Management Skills	04-Jan	06-Jan	Doha
3.	Advanced Contracts and Purchasing Management	04-Jan	06-Jan	Doha
4.	Human Resources (HR) Management	04-Jan	06-Jan	Doha
5.	Fraud Prevention and Financial Integrity	04-Jan	06-Jan	Doha
6.	Medical Terminology	04-Jan	06-Jan	Doha
7.	Advanced Risk & Crises Management	04-Jan	06-Jan	Doha
8.	Reliability Leadership	04-Jan	06-Jan	Doha
9.	Forecast Techniques and Capital Budgeting	04-Jan	06-Jan	Doha
10.	Budget Preparation, Allocation and Cost Control	04-Jan	06-Jan	Doha
11.	Diversity & Inclusion in a Multicultural Workplace	04-Jan	06-Jan	Doha
12.	Financial Decision Making for Bankers	04-Jan	06-Jan	Doha
13.	Mastering Management Skills	04-Jan	06-Jan	Doha
14.	Emotional Intelligence	04-Jan	06-Jan	Doha
15.	Organizing & Behavioural Skills for Administrative Professionals/Executive Secretaries	04-Jan	06-Jan	Doha
16.	Business Etiquette	04-Jan	06-Jan	Doha
17.	Excellence in Quality Service & Customer Satisfaction	04-Jan	06-Jan	Doha
18.	Principles of Asset Management	04-Jan	06-Jan	Doha
19.	E-Commerce	04-Jan	06-Jan	Doha
20.	Contracts Management, Vendor Management and Warehouse Management	04-Jan	06-Jan	Doha
21.	Social Media and App Management + Copywriting Skills	04-Jan	06-Jan	Doha
22.	Commercial Contract for Non-Lawyers	04-Jan	06-Jan	Doha
23.	Accounts Receivable: Planning, Organizing & Achieving Best Practice	11-Jan	13-Jan	Doha
24.	Strategic Business Development Skills	11-Jan	13-Jan	Doha
25.	Women as Leaders	11-Jan	13-Jan	Doha
26.	Achieving Professional Excellence – Communication, Planning, Negotiation & Presentation Skills	11-Jan	13-Jan	Doha
27.	Contractual Risk, Insurance and Indemnities	11-Jan	13-Jan	Doha
28.	Modern Hospital Management	11-Jan	13-Jan	Doha
29.	Energy Insurance	11-Jan	13-Jan	Doha
30.	Budget Estimation & Cost Control for Complex Projects	11-Jan	13-Jan	Doha
31.	Certified Purchasing Professional -CPP & Certified Professional Purchasing Manager -CPPM	11-Jan	13-Jan	Doha
32.	Effective Communication Skills	11-Jan	13-Jan	Doha
33.	Recruitment, Interview and Selection	11-Jan	13-Jan	Doha
34.	Cost Analysis to Support Strategic Decisions	11-Jan	13-Jan	Doha
35.	Stress Management	11-Jan	13-Jan	Doha
36.	Talent Management Strategy	11-Jan	13-Jan	Doha
37.	Management in Crises and Difficult Situations	11-Jan	13-Jan	Doha
38.	Office Management Skills for Oil & Gas Operations	11-Jan	13-Jan	Doha
39.	Six Sigma – Green Belt	11-Jan	13-Jan	Doha
40.	Mastering Finance & Accounting	11-Jan	13-Jan	Doha
41.	Leadership and Strategy Planning	11-Jan	13-Jan	Doha

42.	Certified Associate in Project Management	11-Jan	13-Jan	Doha
43.	Leadership in Energy & Environmental Design (LEED)	11-Jan	13-Jan	Doha
44.	PMI/SP (Planning & scheduling Certification)	11-Jan	13-Jan	Doha
45.	Recruitment, Interview and Selection	11-Jan	13-Jan	Doha
46.	The Power of Leaders	18-Jan	20-Jan	Doha
47.	Compensation and Benefits Management	18-Jan	20-Jan	Doha
48.	Contracts Management: Procurement, Partnering & Tendering	18-Jan	20-Jan	Doha
49.	Job Analysis and Job Description Techniques	18-Jan	20-Jan	Doha
50.	Strategic Marketing Management	18-Jan	20-Jan	Doha
51.	Managing the Cash Cycle: Accounts Receivable & Payable Best Practices	18-Jan	20-Jan	Doha
52.	Managing Client - Contractor Relationships	18-Jan	20-Jan	Doha
53.	Customer Excellence – Delighting the Customer	18-Jan	20-Jan	Doha
54.	Contractors Management	18-Jan	20-Jan	Doha
55.	Basic Finance	18-Jan	20-Jan	Doha
56.	Category Management	18-Jan	20-Jan	Doha
57.	New Leaders Action Plan	25-Jan	27-Jan	Doha
58.	Fundamentals of Finance and Accounting	25-Jan	27-Jan	Doha
59.	Leadership and Management Skills	25-Jan	27-Jan	Doha
60.	Advanced Contracts and Purchasing Management	25-Jan	27-Jan	Doha
61.	Human Resources (HR) Management	25-Jan	27-Jan	Doha
62.	Fraud Prevention and Financial Integrity	25-Jan	27-Jan	Doha
63.	Office Administration Soft Skills	25-Jan	27-Jan	Doha
64.	Technical Report and Presentation Skills	25-Jan	27-Jan	Doha
65.	Competency Based Interviewing Skills	25-Jan	27-Jan	Doha
66.	Effective Presentations and Public Speaking	25-Jan	27-Jan	Doha
67.	Personal Effectiveness and Leadership Skills	25-Jan	27-Jan	Doha
68.	Medical Terminology	25-Jan	27-Jan	Doha
69.	Emotional Intelligence	25-Jan	27-Jan	Doha
70.	Management of Contracts & Contract Claims	25-Jan	27-Jan	Doha

February

No.	Program Name	Schedule		Location
		Start	End	
1.	Training of Trainers (TOT)	01-Feb	03-Feb	Doha
2.	Effective Storekeeping Skills	01-Feb	03-Feb	Doha
3.	Budgeting, Planning & Management Reporting	01-Feb	03-Feb	Doha
4.	Financial Decision Making for Bankers	01-Feb	03-Feb	Doha
5.	Mastering Management Skills	01-Feb	03-Feb	Doha
6.	Emotional Intelligence	01-Feb	03-Feb	Doha
7.	Organizational Design and Change Management	01-Feb	03-Feb	Doha
8.	Effective Construction Project Management	01-Feb	03-Feb	Doha
9.	Negotiation Skills	01-Feb	03-Feb	Doha
10.	Advanced Excel	01-Feb	03-Feb	Doha
11.	Advanced Communication & Supervisory Skills	01-Feb	03-Feb	Doha
12.	Finance for Non-Financial Executives	01-Feb	03-Feb	Doha
13.	Organizing & Behavioural Skills for Administrative Professionals/Executive Secretaries	01-Feb	03-Feb	Doha
14.	Business Etiquette	01-Feb	03-Feb	Doha
15.	Excellence in Quality Service & Customer Satisfaction	01-Feb	03-Feb	Doha
16.	The Leadership Challenge	01-Feb	03-Feb	Doha

17.	Advanced HR Techniques and Effective Training Planning Strategies	01-Feb	03-Feb	Doha
18.	Public Relations & Corporate Communications	01-Feb	03-Feb	Doha
19.	Stress Management	15-Feb	17-Feb	Doha
20.	Project Management, Scheduling & Compliance: Planning, Scheduling & Control	15-Feb	17-Feb	Doha
21.	Supervisory, Leadership, Coaching and Mentoring	15-Feb	17-Feb	Doha
22.	Advanced Contract Management	15-Feb	17-Feb	Doha
23.	Team Communication	15-Feb	17-Feb	Doha
24.	Advanced Leadership & Managerial Skills	15-Feb	17-Feb	Doha
25.	Logistic & Supply Chain Management	15-Feb	17-Feb	Doha
26.	Financial Management for Projects & Contracts	15-Feb	17-Feb	Doha
27.	Leadership and Management Skills for New Manager & Supervisor	15-Feb	17-Feb	Doha
28.	Cost Analysis to Support Strategic Decisions	15-Feb	17-Feb	Doha
29.	Stress Management	15-Feb	17-Feb	Doha
30.	Talent Management Strategy	15-Feb	17-Feb	Doha
31.	Recruitment, Interview and Selection	15-Feb	17-Feb	Doha
32.	Effective Presentations and Public Speaking	15-Feb	17-Feb	Doha
33.	Customer Experience	15-Feb	17-Feb	Doha
34.	Business Continuity Management and Crisis Management	15-Feb	17-Feb	Doha
35.	Leadership & Managerial Skills	15-Feb	17-Feb	Doha
36.	Category Management	22-Feb	24-Feb	Doha
37.	Management in Crises and Difficult Situations	22-Feb	24-Feb	Doha
38.	Office Management Skills for Oil & Gas Operations	22-Feb	24-Feb	Doha
39.	Six Sigma – Green Belt	22-Feb	24-Feb	Doha
40.	Office Management and Effective Administration Skills	22-Feb	24-Feb	Doha
41.	Service Excellence	22-Feb	24-Feb	Doha
42.	Emotional Intelligence	22-Feb	24-Feb	Doha
43.	Smart Management Mechanisms and Leadership Efficiency	22-Feb	24-Feb	Doha
44.	Analytical Thinking and Decision Making	22-Feb	24-Feb	Doha
45.	Basic Finance	22-Feb	24-Feb	Doha
46.	Specialized Program for Preparing Program and Performance Budgets	22-Feb	24-Feb	Doha
47.	Fundamentals of Purchasing	22-Feb	24-Feb	Doha
48.	Finance & Accounting for the Oil & Gas Industry	22-Feb	24-Feb	Doha
49.	Mastering Emotional Intelligence: Skills for Excellent Leadership	22-Feb	24-Feb	Doha
50.	Mastering Finance & Accounting	22-Feb	24-Feb	Doha
51.	The Power of Leaders	22-Feb	24-Feb	Doha
52.	Compensation and Benefits Management	22-Feb	24-Feb	Doha

April

No.	Program Name	Schedule		Location
1.	International Financial Reporting Standards IFRS	05-Apr	07-Apr	Doha
2.	Leading with Emotional Excellence	05-Apr	07-Apr	Doha
3.	The 3 Phases of Contract Management: Tendering, Execution & Evaluation	05-Apr	07-Apr	Doha
4.	Managing a High-Performing Sales Teams	05-Apr	07-Apr	Doha
5.	Training Needs Analysis and Evaluation	12-Apr	14-Apr	Doha
6.	Key Account Sales Management	12-Apr	14-Apr	Doha
7.	Energy Insurance	12-Apr	14-Apr	Doha
8.	Reliability Leadership	12-Apr	14-Apr	Doha
9.	Forecast Techniques and Capital Budgeting	19-Apr	21-Apr	Doha
10.	Budget Preparation, Allocation and Cost Control	19-Apr	21-Apr	Doha
11.	Negotiation Skills	19-Apr	21-Apr	Doha
12.	Category Management	19-Apr	21-Apr	Doha
13.	Advanced Communication & Supervisory Skills	19-Apr	21-Apr	Doha
14.	Financial Data Analysis	19-Apr	21-Apr	Doha
15.	Innovative Leadership Competencies	19-Apr	21-Apr	Doha
16.	Managing and Organizing Accounts Payable	19-Apr	21-Apr	Doha
17.	The Art of Oil & Gas Procurement	19-Apr	21-Apr	Doha
18.	The Senior Secretary Development Program	26-Apr	28-Apr	Doha
19.	Advanced Risk & Crises Management	26-Apr	28-Apr	Doha
20.	Principles of Asset Management	26-Apr	28-Apr	Doha
21.	E-Commerce	26-Apr	28-Apr	Doha
22.	Contracts Management, Vendor Management and Warehouse Management	26-Apr	28-Apr	Doha
23.	Social Media and App Management + Copywriting Skills	26-Apr	28-Apr	Doha
24.	Commercial Contract for Non-Lawyers	26-Apr	28-Apr	Doha
25.	Risk & Crisis Management	26-Apr	28-Apr	Doha
26.	Advanced Excel	26-Apr	28-Apr	Doha

Non-technical Courses

May				
No.	Program Name	Schedule		Location
1.	International Financial Reporting Standards IFRS	03-May	05-May	Doha
2.	Leading with Emotional Excellence	03-May	05-May	Doha
3.	The 3 Phases of Contract Management: Tendering, Execution & Evaluation	03-May	05-May	Doha
4.	Managing a High-Performing Sales Teams	03-May	05-May	Doha
5.	Training Needs Analysis and Evaluation	03-May	05-May	Doha
6.	Key Account Sales Management	03-May	05-May	Doha
7.	Energy Insurance	03-May	05-May	Doha
8.	Budget Estimation & Cost Control for Complex Projects	03-May	05-May	Doha
9.	Certified Purchasing Professional -CPP & Certified Professional Purchasing Manager -CPPM Course	03-May	05-May	Doha
10.	Effective Communication Skills	10-May	12-May	Doha
11.	Personal Effectiveness and Leadership Skills	10-May	12-May	Doha
12.	Financial Data Analysis	10-May	12-May	Doha
13.	Innovative Leadership Competencies	10-May	12-May	Doha
14.	Managing and Organizing Accounts Payable	10-May	12-May	Doha
15.	The Art of Oil & Gas Procurement	10-May	12-May	Doha
16.	The Senior Secretary Development Program	10-May	12-May	Doha
17.	Advanced Risk & Crises Management	10-May	12-May	Doha
18.	Leadership and Strategy Planning	10-May	12-May	Doha
19.	Certified Associate in Project Management	10-May	12-May	Doha
20.	Leadership in Energy & Environmental Design (LEED)	10-May	12-May	Doha
21.	PMI/SP (Planning & scheduling Certification)	10-May	12-May	Doha
22.	Finance for Non-Financial Executives	10-May	12-May	Doha
23.	Auditing in the Oil & Gas Industry	10-May	12-May	Doha
24.	Mastering Supervisory Skills	10-May	12-May	Doha
25.	Contract Planning, Strategy & Claims Management	10-May	12-May	Doha
26.	Recruitment Skills and Interviewing Techniques	10-May	12-May	Doha
27.	Stress Management	10-May	12-May	Doha
28.	Time Management and Personal Effectiveness	10-May	12-May	Doha
29.	Managing Client - Contractor Relationships	17-May	19-May	Doha
30.	Customer Excellence – Delighting the Customer	17-May	19-May	Doha
31.	Contractors Management	17-May	19-May	Doha
32.	Advanced Leadership & Managerial Skills	17-May	19-May	Doha
33.	Continual Improvement Tools and Techniques	17-May	19-May	Doha
34.	Customer Profiling Techniques	17-May	19-May	Doha
35.	The Effective Accountant	17-May	19-May	Doha
36.	Leadership, Vision and Organizational Reality	17-May	19-May	Doha
37.	Project Management - Introduction	17-May	19-May	Doha
38.	Anti Money Laundering	17-May	19-May	Doha
39.	Office Administration Soft Skills	17-May	19-May	Doha

40.	Technical Report and Presentation Skills	17-May	19-May	Doha
41.	Competency Based Interviewing Skills	17-May	19-May	Doha
42.	Effective Presentations and Public Speaking	17-May	19-May	Doha
43.	Leadership & Managerial Skills	17-May	19-May	Doha
44.	Budgeting, Planning & Management Reporting	17-May	19-May	Doha
45.	Office Professional and Records Management	17-May	19-May	Doha
46.	Effective Training Techniques	17-May	19-May	Doha
47.	Advanced Public Relations Management	17-May	19-May	Doha
48.	Budgeting & Cost Control	17-May	19-May	Doha
49.	Organizational Design and Change Management	17-May	19-May	Doha
50.	Effective Construction Project Management	17-May	19-May	Doha
51.	Negotiation Skills	17-May	19-May	Doha
52.	Advanced Communication & Supervisory Skills	17-May	19-May	Doha
53.	Financial Technology and Its Applications in the Public Sector	17-May	19-May	Doha

June				
No.	Program Name	Schedule		Location
		Start	End	
1.	Advanced Management: Achieving Superior Performance & Strategic Success	02-Jun	04-Jun	Doha
2.	Effective Supply Chain, Warehouse and Inventory Management	02-Jun	04-Jun	Doha
3.	Organizational Structure and Work Ethics Behaviour	02-Jun	04-Jun	Doha
4.	Healthcare Supply Chain Management	02-Jun	04-Jun	Doha
5.	Effective Time, Task and Work Planning	02-Jun	04-Jun	Doha
6.	Organizing and Managing International Conferences	02-Jun	04-Jun	Doha
7.	Generative AI & Digital Transformation	02-Jun	04-Jun	Doha
8.	Diversity & Inclusion in a Multicultural Workplace	07-Jun	08-Jun	Doha
9.	Strategic Public Relations	07-Jun	08-Jun	Doha
10.	Team Communication	07-Jun	08-Jun	Doha
11.	Building and Measuring Strategic Indicators for Sustainable Financial Success	07-Jun	08-Jun	Doha
12.	Research Skills, Data Processing, and Utilization	07-Jun	08-Jun	Doha
13.	Recruitment, Interview and Selection	07-Jun	08-Jun	Doha
14.	Advanced Budgeting & Forecasting	07-Jun	08-Jun	Doha
15.	Treasury and Cash Management	14-Jun	16-Jun	Doha
16.	Project Management - Introduction	14-Jun	16-Jun	Doha
17.	Mastering Team Leadership Skills	14-Jun	16-Jun	Doha
18.	Corporate Finance Workshop	14-Jun	16-Jun	Doha
19.	Professional Purchasing Skills: Purchasing Management Masterclass	14-Jun	16-Jun	Doha
20.	Presentation Skills and Public Speaking	14-Jun	16-Jun	Doha
21.	Effective Presentations and Public Speaking	14-Jun	16-Jun	Doha
22.	Customer Experience	21-Jun	23-Jun	Doha
23.	Business Continuity Management and Crisis Management	21-Jun	23-Jun	Doha
24.	Transforming Budget Approach from Line-item Budgeting to Program-based Budgeting	21-Jun	23-Jun	Doha

25.	Supervisory, Leadership, Coaching and Mentoring	21-Jun	23-Jun	Doha
26.	Customer Relations and Business Development Skills	21-Jun	23-Jun	Doha
27.	Warehouse, Stores & Stock Control Management	21-Jun	23-Jun	Doha

July				
No.	Program Name	Schedule		Location
		Start	End	
1.	PMP Exam Certification Preparation	05-Jul	07-Jul	Doha
2.	Emotional Intelligence	05-Jul	07-Jul	Doha
3.	Effective Budgeting and Cost Control	05-Jul	07-Jul	Doha
4.	Innovation and Creativity in Education	05-Jul	07-Jul	Doha
5.	Certified Professional Manager	05-Jul	07-Jul	Doha
6.	The Effective Accounts Assistant	05-Jul	07-Jul	Doha
7.	Advanced Risk & Crises Management	05-Jul	07-Jul	Doha
8.	Reliability Leadership	05-Jul	07-Jul	Doha
9.	Forecast Techniques and Capital Budgeting	05-Jul	07-Jul	Doha
10.	Budget Preparation, Allocation and Cost Control	05-Jul	07-Jul	Doha
11.	Category Management	05-Jul	07-Jul	Doha
12.	Developing Emotionally Intelligent Management & Leadership Skills	12-Jul	14-Jul	Doha
13.	Stress Management	12-Jul	14-Jul	Doha
14.	Documents and Records Management Compliance	12-Jul	14-Jul	Doha
15.	Financial Management for Projects & Contracts	12-Jul	14-Jul	Doha
16.	Certified Administration and Office Management Professional	12-Jul	14-Jul	Doha
17.	Speech Coaching for High Impact Presentations	12-Jul	14-Jul	Doha
18.	Principles of Asset Management	12-Jul	14-Jul	Doha
19.	E-Commerce	12-Jul	14-Jul	Doha
20.	Contracts Management, Vendor Management and Warehouse Management	12-Jul	14-Jul	Doha
21.	Social Media and App Management + Copywriting Skills	12-Jul	14-Jul	Doha
22.	Skills for Women at Work	19-Jul	21-Jul	Doha
23.	Business and Financial Modelling	19-Jul	21-Jul	Doha
24.	Organizational Change and Development	19-Jul	21-Jul	Doha
25.	Enterprise Risk Management	19-Jul	21-Jul	Doha
26.	Emotional Intelligence	19-Jul	21-Jul	Doha
27.	Contract Management for Non-Contract Professionals	19-Jul	21-Jul	Doha
28.	Energy Insurance	19-Jul	21-Jul	Doha
29.	Budget Estimation & Cost Control for Complex Projects	19-Jul	21-Jul	Doha
30.	Certified Purchasing Professional -CPP & Certified Professional Purchasing Manager -CPPM	19-Jul	21-Jul	Doha
31.	Effective Communication Skills	19-Jul	21-Jul	Doha
32.	Contracts Administration: From Award to Completion	26-Jul	28-Jul	Doha
33.	Employee Testing and Evaluation Techniques	26-Jul	28-Jul	Doha
34.	The Effective Financial Controller: Managing Financial Functions & Improvement Opportunities	26-Jul	28-Jul	Doha
35.	Mastering Management Skills	26-Jul	28-Jul	Doha
36.	Systems Thinking in Analysing Problems	26-Jul	28-Jul	Doha
37.	e-Procurement: Developing, Implementing & Managing the Complete Process	26-Jul	28-Jul	Doha

38.	Smart Management Mechanisms and Leadership Efficiency	26-Jul	28-Jul	Doha
39.	Analytical Thinking and Decision Making	26-Jul	28-Jul	Doha
40.	Reliability Leadership	26-Jul	28-Jul	Doha
41.	Specialized Program for Preparing Program and Performance Budgets	26-Jul	28-Jul	Doha
42.	Advanced Contract Management	26-Jul	28-Jul	Doha
43.	Corporate Finance	26-Jul	28-Jul	Doha
44.	The Effective Financial Controller: Managing Financial Functions & Improvement Opportunities	26-Jul	28-Jul	Doha
45.	Mastering Management Skills	26-Jul	28-Jul	Doha
46.	Systems Thinking in Analysing Problems	26-Jul	28-Jul	Doha
47.	e-Procurement: Developing, Implementing & Managing the Complete Process	26-Jul	28-Jul	Doha

August				
No.	Program Name	Schedule		Location
1.	Project Management for Oil & Gas	02-Aug	04-Aug	Doha
2.	Strategic Financial Planning & Implementation	02-Aug	04-Aug	Doha
3.	Employee Engagement and Motivation	02-Aug	04-Aug	Doha
4.	PMP Exam Certification Preparation	02-Aug	04-Aug	Doha
5.	Stress Management	02-Aug	04-Aug	Doha
6.	Fraud, Theft and Corruption in the Workplace	02-Aug	04-Aug	Doha
7.	Leadership and Strategy Planning	02-Aug	04-Aug	Doha
8.	Certified Associate in Project Management	02-Aug	04-Aug	Doha
9.	Leadership in Energy & Environmental Design (LEED)	02-Aug	04-Aug	Doha
10.	PMI/SP (Planning & scheduling Certification)	02-Aug	04-Aug	Doha
11.	Interpersonal Communication Skills	02-Aug	04-Aug	Doha
12.	Communication Skills for Telephone Operators	02-Aug	04-Aug	Doha
13.	Effective Healthcare Marketing	02-Aug	04-Aug	Doha
14.	Inventory and Stock Control Management	02-Aug	04-Aug	Doha
15.	Review of Financial Accounting & Detecting Fraud	02-Aug	04-Aug	Doha
16.	Mastering Communication, Negotiation and Presentation Skills	02-Aug	04-Aug	Doha
17.	MS SQL Server 2019 Database Administration	02-Aug	04-Aug	Doha
18.	Managing Client - Contractor Relationships	02-Aug	04-Aug	Doha
19.	Customer Excellence – Delighting the Customer	09-Aug	11-Aug	Doha
20.	Contractors Management	09-Aug	11-Aug	Doha
21.	Advanced Excel	09-Aug	11-Aug	Doha
22.	Advanced Documents & Records Management Compliance	09-Aug	11-Aug	Doha
23.	Strategic Recruitment, Interviewing and Selection	09-Aug	11-Aug	Doha
24.	Developing Personal Influence & Impact	09-Aug	11-Aug	Doha
25.	Risk Management for Agreement & Purchasing	09-Aug	11-Aug	Doha
26.	Accounting & Financial Analysis for Decision Makers	09-Aug	11-Aug	Doha
27.	Mastering Strategic Decision Making	09-Aug	11-Aug	Doha
28.	Office Administration Soft Skills	09-Aug	11-Aug	Doha
29.	Technical Report and Presentation Skills	09-Aug	11-Aug	Doha
30.	Competency Based Interviewing Skills	09-Aug	11-Aug	Doha

31.	Effective Presentations and Public Speaking	09-Aug	11-Aug	Doha
32.	Oil & Gas Commercial Contracts & Negotiation Skills	09-Aug	11-Aug	Doha
33.	Workforce Planning and Budgeting	09-Aug	11-Aug	Doha
34.	Human Resources Performance Improvements	09-Aug	11-Aug	Doha
35.	Middle Management Skills	09-Aug	11-Aug	Doha
36.	Analyzing Balance Sheets	09-Aug	11-Aug	Doha
37.	Advanced Conflict Resolution & Change Management Strategies	16-Aug	18-Aug	Doha
38.	Organizational Design and Change Management	16-Aug	18-Aug	Doha
39.	Effective Construction Project Management	16-Aug	18-Aug	Doha
40.	Negotiation Skills	16-Aug	18-Aug	Doha
41.	Advanced Communication & Supervisory Skills	16-Aug	18-Aug	Doha
42.	Top Management Skills	16-Aug	18-Aug	Doha
43.	The Strategic Buyer	16-Aug	18-Aug	Doha
44.	High Performance Team	16-Aug	18-Aug	Doha
45.	Project Management PMP Preparation	16-Aug	18-Aug	Doha
46.	Succession Planning	16-Aug	18-Aug	Doha
47.	International Relations and Dispute Resolution Mechanisms	16-Aug	18-Aug	Doha
48.	Category Management	16-Aug	18-Aug	Doha
49.	Transforming Budget Approach from Line-item Budgeting to Program-based Budgeting	16-Aug	18-Aug	Doha
50.	Strategic Public Relations	16-Aug	18-Aug	Doha
51.	Team Communication	16-Aug	18-Aug	Doha
52.	Finance for Non-Financial Officers	16-Aug	18-Aug	Doha
53.	Project Leadership	16-Aug	18-Aug	Doha
54.	Advanced Contracts Management	16-Aug	18-Aug	Doha
55.	Managing Multiple Tasks, Priorities and Deadlines	16-Aug	18-Aug	Doha
56.	Leadership Program for Academic Executives	16-Aug	18-Aug	Doha
57.	Documentation, Recording and Information Management	23-Aug	25-Aug	Doha
58.	Presentation Skills and Public Speaking	23-Aug	25-Aug	Doha
59.	Effective Presentations and Public Speaking	23-Aug	25-Aug	Doha
60.	Customer Experience	23-Aug	25-Aug	Doha
61.	Business Continuity Management and Crisis Management	23-Aug	25-Aug	Doha
62.	Financial Planning, Analysis and Reporting	23-Aug	25-Aug	Doha
63.	Management Excellence Masterclass	23-Aug	25-Aug	Doha
64.	Time Management and Stress Control	23-Aug	25-Aug	Doha
65.	Professional Secretarial & Administration Skills	23-Aug	25-Aug	Doha
66.	Safe Material Handling	23-Aug	25-Aug	Doha
67.	Cost Accounting and Analysis	23-Aug	25-Aug	Doha
68.	Smart Management Mechanisms and Leadership Efficiency	23-Aug	25-Aug	Doha
69.	Analytical Thinking and Decision Making	23-Aug	25-Aug	Doha
70.	Energy Insurance	23-Aug	25-Aug	Doha
71.	Specialized Program for Preparing Program and Performance Budgets	23-Aug	25-Aug	Doha
72.	The Power of Positive Thinking & Attitude	23-Aug	25-Aug	Doha
73.	SharePoint Implementation Best Practices: From Design to Integration	23-Aug	25-Aug	Doha
74.	Empowering the Workplace for Greater Impact	23-Aug	25-Aug	Doha

September

No.	Program Name	Schedule		Location
		Start	End	
1.	Personal and Retail Banking	06-Sep	08-Sep	Doha
2.	Logistic & Transportation	06-Sep	08-Sep	Doha
3.	Visual Retail Merchandising	06-Sep	08-Sep	Doha
4.	Financial System Monitoring and Performance Evaluation	06-Sep	08-Sep	Doha
5.	Creativity, Critical Thinking and Problem Solving	06-Sep	08-Sep	Doha
6.	Oil & Gas Project Management	06-Sep	08-Sep	Doha
7.	Financial Technology and Its Applications in the Public Sector	06-Sep	08-Sep	Doha
8.	Building and Measuring Strategic Indicators for Sustainable Financial Success	06-Sep	08-Sep	Doha
9.	Research Skills, Data Processing, and Utilization	06-Sep	08-Sep	Doha
10.	Transforming Budget Approach from Line-item Budgeting to Program-based Budgeting	06-Sep	08-Sep	Doha
11.	Organizational Leadership	06-Sep	08-Sep	Doha
12.	Financial Skills for HR Professionals	06-Sep	08-Sep	Doha
13.	Customer Relationship Management	06-Sep	08-Sep	Doha
14.	Financial Statement Preparation & Analysis	06-Sep	08-Sep	Doha
15.	Success under Pressure: Emotional Intelligence, Conflict Management & Negotiations	06-Sep	08-Sep	Doha
16.	Project Management - Introduction	06-Sep	08-Sep	Doha
17.	Supervisory, Leadership, Coaching and Mentoring	13-Sep	15-Sep	Doha
18.	Advanced Contract Management	13-Sep	15-Sep	Doha
19.	Corporate Finance	13-Sep	15-Sep	Doha
20.	Generative AI & Digital Transformation	13-Sep	15-Sep	Doha
21.	Stress Management	13-Sep	15-Sep	Doha
22.	Priorities Management	13-Sep	15-Sep	Doha
23.	Competitive Strategies and Value Innovation	13-Sep	15-Sep	Doha
24.	Risk Management in the Supply Chain	13-Sep	15-Sep	Doha
25.	Mastering Project Management	13-Sep	15-Sep	Doha
26.	Cost Engineering	13-Sep	15-Sep	Doha
27.	Diversity & Inclusion in a Multicultural Workplace	13-Sep	15-Sep	Doha
28.	Commercial Contract for Non-Lawyers	13-Sep	15-Sep	Doha
29.	Risk & Crisis Management	13-Sep	15-Sep	Doha
30.	Recruitment, Interview and Selection	13-Sep	15-Sep	Doha
31.	The Practical Leader: Developing & Leading High Performing Teams	13-Sep	15-Sep	Doha
32.	PMP Exam Certification Preparation	13-Sep	15-Sep	Doha
33.	Customer Service Skills	20-Sep	22-Sep	Doha
34.	Emotional Intelligence	20-Sep	22-Sep	Doha
35.	Arabic Business Writing Skills	20-Sep	22-Sep	Doha
36.	Developing and Implementing the Business Plan	20-Sep	22-Sep	Doha
37.	Basic Finance	20-Sep	22-Sep	Doha
38.	Personal Effectiveness and Leadership Skills	20-Sep	22-Sep	Doha
39.	Finance for Non-Financial Executives	20-Sep	22-Sep	Doha
40.	Advanced Leadership & Managerial Skills	20-Sep	22-Sep	Doha
41.	Maximizing Organizational Communication	20-Sep	22-Sep	Doha
42.	The Senior Secretary Development	20-Sep	22-Sep	Doha
43.	Islamic Banking Principles and Applications	20-Sep	22-Sep	Doha

44.	Strategic Enterprise Analysis	20-Sep	22-Sep	Doha
45.	Project Management - Introduction	20-Sep	22-Sep	Doha
46.	Stress Management	20-Sep	22-Sep	Doha
47.	Leadership & Managerial Skills	20-Sep	22-Sep	Doha
48.	Logistics Management	20-Sep	22-Sep	Doha
49.	Best Practice in Finance & Accounting	27-Sep	29-Sep	Doha
50.	Business Intelligence and Decision Making	27-Sep	29-Sep	Doha
51.	Personal Productivity Skills workshop	27-Sep	29-Sep	Doha
52.	Creative Thinking & Innovation Techniques	27-Sep	29-Sep	Doha
53.	Cost Management & Budgeting Techniques	27-Sep	29-Sep	Doha
54.	Management Reporting and Decision Making	27-Sep	29-Sep	Doha
55.	PMP Exam Certification Preparation	27-Sep	29-Sep	Doha
56.	Customer Service Skills	27-Sep	29-Sep	Doha
57.	Emotional Intelligence	27-Sep	29-Sep	Doha
58.	Materials and Supply Chain Management	27-Sep	29-Sep	Doha
59.	Logistics & Transport Management	27-Sep	29-Sep	Doha
60.	Organization and Workforce Planning	27-Sep	29-Sep	Doha
61.	Self-Leadership Skills	27-Sep	29-Sep	Doha
62.	Insurance Principles	27-Sep	29-Sep	Doha
63.	Business Analysis within a Project Environment	27-Sep	29-Sep	Doha
64.	Tender Preparation & Evaluation	27-Sep	29-Sep	Doha
65.	Emotional Intelligence	27-Sep	29-Sep	Doha

October

No.	Program Name	Schedule		Location
1.	Project Management - Introduction	04-Oct	05-Oct	Doha
2.	Procurement Planning and Bid Management	04-Oct	05-Oct	Doha
3.	Warehouse Management	04-Oct	05-Oct	Doha
4.	The Customer Complaint System	04-Oct	05-Oct	Doha
5.	Managing Financial Risks	04-Oct	05-Oct	Doha
6.	Managerial Leadership	04-Oct	05-Oct	Doha
7.	Advanced Risk & Crises Management	04-Oct	05-Oct	Doha
8.	Reliability Leadership	04-Oct	05-Oct	Doha
9.	Forecast Techniques and Capital Budgeting	04-Oct	05-Oct	Doha
10.	Budget Preparation, Allocation and Cost Control	04-Oct	05-Oct	Doha
11.	Facilitation Skills and Group Dynamics	04-Oct	05-Oct	Doha
12.	Simplification of Work Processes and Procedures	04-Oct	05-Oct	Doha
13.	PMP Exam Certification Preparation	04-Oct	05-Oct	Doha
14.	Advanced Warehousing, Inventory Control & Stock Checking Techniques	04-Oct	05-Oct	Doha
15.	Project Risk Management	04-Oct	05-Oct	Doha
16.	Efficient Finance & Accounting Operations	04-Oct	05-Oct	Doha
17.	Principles of Asset Management	04-Oct	05-Oct	Doha
18.	E-Commerce	04-Oct	05-Oct	Doha
19.	Contracts Management, Vendor Management and Warehouse Management	04-Oct	05-Oct	Doha
20.	Social Media and App Management + Copywriting Skills	04-Oct	05-Oct	Doha

21.	Letters of Guarantees/Credits	11-Sep	13-Oct	Doha
22.	Transformational Leadership and Change Management	11-Sep	13-Oct	Doha
23.	Advanced Contracts and Project Management	11-Sep	13-Oct	Doha
24.	Stress Management	11-Sep	13-Oct	Doha
25.	Strategic Management Workshop	11-Sep	13-Oct	Doha
26.	Coaching and Mentoring Skills for Leadership Success	11-Sep	13-Oct	Doha
27.	Energy Insurance	11-Sep	13-Oct	Doha
28.	Budget Estimation & Cost Control for Complex Projects	11-Sep	13-Oct	Doha
29.	Certified Purchasing Professional -CPP & Certified Professional Purchasing Manager -CPPM	11-Sep	13-Oct	Doha
30.	Effective Communication Skills	11-Sep	13-Oct	Doha
31.	Certified Professional Manager	11-Sep	13-Oct	Doha
32.	International Accounting Standards (IAS)	11-Sep	13-Oct	Doha
33.	The Six Hats and Lateral Thinking	11-Sep	13-Oct	Doha
34.	Workshop on Management Stress and Pressure at Work	11-Sep	13-Oct	Doha
35.	Emotional Intelligence	11-Sep	13-Oct	Doha
36.	Project Management - Introduction	11-Sep	13-Oct	Doha
37.	Leadership and Strategy Planning	11-Sep	13-Oct	Doha
38.	Certified Associate in Project Management	11-Sep	13-Oct	Doha
39.	Leadership in Energy & Environmental Design (LEED)	11-Sep	13-Oct	Doha
40.	PMI/SP (Planning & scheduling Certification)	11-Sep	13-Oct	Doha
41.	Facilitation Skills and Group Dynamics	18-Oct	20-Oct	Doha
42.	Competency Based Frameworks	18-Oct	20-Oct	Doha
43.	Employee Relations: Roles and Responsibilities	18-Oct	20-Oct	Doha
44.	Project Management Skills for Non-Project Managers	18-Oct	20-Oct	Doha
45.	Advanced Etiquette Skills	18-Oct	20-Oct	Doha
46.	Finance for Non-Financial Officers Advanced	18-Oct	20-Oct	Doha
47.	Managing Client - Contractor Relationships	18-Oct	20-Oct	Doha
48.	Customer Excellence – Delighting the Customer	18-Oct	20-Oct	Doha
49.	Contractors Management	18-Oct	20-Oct	Doha
50.	Advanced Excel	18-Oct	20-Oct	Doha
51.	Knowledge Management	18-Oct	20-Oct	Doha
52.	PMP Exam Certification Preparation	18-Oct	20-Oct	Doha
53.	Developing Excellence in People Leadership	18-Oct	20-Oct	Doha
54.	Personal Effectiveness and Influencing Skills	18-Oct	20-Oct	Doha
55.	Talent Management Strategies	18-Oct	20-Oct	Doha
56.	Leadership & Management Skills for Supervisor	18-Oct	20-Oct	Doha
57.	Office Administration Soft Skills	18-Oct	20-Oct	Doha
58.	Technical Report and Presentation Skills	18-Oct	20-Oct	Doha
59.	Competency Based Interviewing Skills	18-Oct	20-Oct	Doha
60.	Effective Presentations and Public Speaking	18-Oct	20-Oct	Doha
61.	Professional Skills for Finance and Accounting	25-Oct	27-Oct	Doha
62.	Best Practice in Procurement	25-Oct	27-Oct	Doha
63.	Managing Priorities, Performance & Pressure	25-Oct	27-Oct	Doha
64.	Managing and Motivating Toward Excellence	25-Oct	27-Oct	Doha
65.	Contract Cost and Price Analysis	25-Oct	27-Oct	Doha
66.	The Power of Leaders	25-Oct	27-Oct	Doha
67.	Organizational Design and Change Management	25-Oct	27-Oct	Doha
68.	Effective Construction Project Management	25-Oct	27-Oct	Doha
69.	Negotiation Skills	25-Oct	27-Oct	Doha
70.	Advanced Communication & Supervisory Skills	25-Oct	27-Oct	Doha
71.	Customer Relationship Management CRM	25-Oct	27-Oct	Doha

72.	Efficient Finance and Accounting Operations: Best Practices and Updates	25-Oct	27-Oct	Doha
73.	Goal Setting, Planning and Decision Making	25-Oct	27-Oct	Doha
74.	Business Fundamentals	25-Oct	27-Oct	Doha
75.	Leading and Managing Change	25-Oct	27-Oct	Doha
76.	Building Effective Organizational Culture	25-Oct	27-Oct	Doha
77.	Advanced Communication & Supervisory Skills	25-Oct	27-Oct	Doha
78.	Strategic Public Relations	25-Oct	27-Oct	Doha
79.	Team Communication	25-Oct	27-Oct	Doha

November

No.	Program Name	Schedule		Location
		Start	End	
1.	Budgeting, Accounting & Cost Control	03-Nov	05-Nov	Doha
2.	Excellence in Customer Care	03-Nov	05-Nov	Doha
3.	Advanced Budgeting and Cost Management Estimating, Budgeting and Cost Control	03-Nov	05-Nov	Doha
4.	Effective Strategies for Management and Communication Skills	03-Nov	05-Nov	Doha
5.	Operational Performance Management	03-Nov	05-Nov	Doha
6.	Administrative Excellence for Secretaries and Administrators	03-Nov	05-Nov	Doha
7.	Presentation Skills and Public Speaking	03-Nov	05-Nov	Doha
8.	Effective Presentations and Public Speaking	03-Nov	05-Nov	Doha
9.	Customer Experience	03-Nov	05-Nov	Doha
10.	Category Management	03-Nov	05-Nov	Doha
11.	Advanced Purchasing Management: Mastering Purchasing Process from Specification to Contract Completion	03-Nov	05-Nov	Doha
12.	HR Management for Non-HR Professional	03-Nov	05-Nov	Doha
13.	Coaching as a Strategic Tool for Effective Leadership	03-Nov	05-Nov	Doha
14.	Cash Flow Management	03-Nov	05-Nov	Doha
15.	Time & Stress Management	03-Nov	05-Nov	Doha
16.	Leadership Development-360	03-Nov	05-Nov	Doha
17.	Project Scope and Requirements Management	03-Nov	05-Nov	Doha
18.	Business Continuity Management and Crisis Management	08-Nov	10-Nov	Doha
19.	Smart Management Mechanisms and Leadership Efficiency	08-Nov	10-Nov	Doha
20.	Analytical Thinking and Decision Making	08-Nov	10-Nov	Doha
21.	Communication & Planning Skills for Administrative Professionals	08-Nov	10-Nov	Doha
22.	Contract Administration	08-Nov	10-Nov	Doha
23.	Information and Documentation Compliance	08-Nov	10-Nov	Doha
24.	Advance Public Speaking and Presentation Skills	08-Nov	10-Nov	Doha
25.	Mergers and Acquisition	08-Nov	10-Nov	Doha
26.	Financial Strategy and Accounting Skills	08-Nov	10-Nov	Doha
27.	Specialized Program for Preparing Program and Performance Budgets	08-Nov	10-Nov	Doha
28.	Financial Technology and Its Applications in the Public Sector	08-Nov	10-Nov	Doha

29.	Building Mental Toughness	08-Nov	10-Nov	Doha
30.	Building Core Team Competencies	08-Nov	10-Nov	Doha
31.	Job Evaluation and Analysis	08-Nov	10-Nov	Doha
32.	Communication and Planning Skills for Administrative Professionals	08-Nov	10-Nov	Doha
33.	Leadership and Management Skills for Supervisors	08-Nov	10-Nov	Doha
34.	Documentation, Recording and Information Management	08-Nov	10-Nov	Doha
35.	Building and Measuring Strategic Indicators for Sustainable Financial Success	08-Nov	10-Nov	Doha
36.	Research Skills, Data Processing, and Utilization	15-Nov	17-Nov	Doha
37.	Transforming Budget Approach from Line-item Budgeting to Program-based Budgeting	15-Nov	17-Nov	Doha
38.	Working Effectively in Project Teams	15-Nov	17-Nov	Doha
39.	Advanced Presentation Skills	15-Nov	17-Nov	Doha
40.	Finance for Non-Financial Officers	15-Nov	17-Nov	Doha
41.	Project Leadership	15-Nov	17-Nov	Doha
42.	Advanced Contracts Management	15-Nov	17-Nov	Doha
43.	Managing Multiple Tasks, Priorities and Deadlines	15-Nov	17-Nov	Doha
44.	Supervisory, Leadership, Coaching and Mentoring	15-Nov	17-Nov	Doha
45.	Advanced Contract Management	15-Nov	17-Nov	Doha
46.	Corporate Finance	15-Nov	17-Nov	Doha
47.	Leadership Program for Academic Executives	15-Nov	17-Nov	Doha
48.	Business and Financial Modelling	15-Nov	17-Nov	Doha
49.	Organizational Change and Development	15-Nov	17-Nov	Doha
50.	Enterprise Risk Management	15-Nov	17-Nov	Doha
51.	Contract Management for Non-Contract Professionals	22-Nov	24-Nov	Doha
52.	Employee Testing and Evaluation Techniques	22-Nov	24-Nov	Doha
53.	Project Management for Oil & Gas	22-Nov	24-Nov	Doha
54.	Generative AI & Digital Transformation	22-Nov	24-Nov	Doha
55.	Diversity & Inclusion in a Multicultural Workplace	22-Nov	24-Nov	Doha
56.	Commercial Contract for Non-Lawyers	22-Nov	24-Nov	Doha
57.	Fundamentals of Finance and Accounting	22-Nov	24-Nov	Doha
58.	Leadership and Management Skills	22-Nov	24-Nov	Doha
59.	Advanced Contracts and Purchasing Management	22-Nov	24-Nov	Doha
60.	Human Resources (HR) Management	22-Nov	24-Nov	Doha
61.	Fraud Prevention and Financial Integrity	22-Nov	24-Nov	Doha

December				
No.	Program Name	Schedule		Location
1.	Advanced Management: Achieving Superior Performance & Strategic Success	01-Dec	03-Dec	Doha
2.	Effective Supply Chain, Warehouse and Inventory Management	01-Dec	03-Dec	Doha
3.	Organizational Structure and Work Ethics Behaviour	01-Dec	03-Dec	Doha
4.	Healthcare Supply Chain Management	01-Dec	03-Dec	Doha
5.	Effective Time, Task and Work Planning	01-Dec	03-Dec	Doha
6.	Organizing and Managing International Conferences	01-Dec	03-Dec	Doha
7.	Risk & Crisis Management	01-Dec	03-Dec	Doha
8.	Recruitment, Interview and Selection	01-Dec	03-Dec	Doha

9.	Basic Finance	01-Dec	03-Dec	Doha
10.	Advanced Budgeting & Forecasting	01-Dec	03-Dec	Doha
11.	Treasury and Cash Management	06-Dec	08-Dec	Doha
12.	Project Management - Introduction	06-Dec	08-Dec	Doha
13.	Mastering Team Leadership Skills	06-Dec	08-Dec	Doha
14.	Corporate Finance Workshop	06-Dec	08-Dec	Doha
15.	Professional Purchasing Skills: Purchasing Management Masterclass	06-Dec	08-Dec	Doha
16.	Personal Effectiveness and Leadership Skills	06-Dec	08-Dec	Doha
17.	Finance for Non-Financial Executives	06-Dec	08-Dec	Doha
18.	Advanced Leadership & Managerial Skills	06-Dec	08-Dec	Doha
19.	Customer Relations and Business Development Skills	06-Dec	08-Dec	Doha
20.	Warehouse, Stores & Stock Control Management	06-Dec	08-Dec	Doha
21.	The Effective Financial Controller: Managing Financial Functions & Improvement Opportunities	13-Dec	15-Dec	Doha
22.	Mastering Management Skills	13-Dec	15-Dec	Doha
23.	Systems Thinking in Analysing Problems	13-Dec	15-Dec	Doha
24.	e-Procurement: Developing, Implementing & Managing the Complete Process	13-Dec	15-Dec	Doha
25.	Leadership & Managerial Skills	13-Dec	15-Dec	Doha
26.	PMP Exam Certification Preparation	13-Dec	15-Dec	Doha
27.	Emotional Intelligence	13-Dec	15-Dec	Doha
28.	Effective Budgeting and Cost Control	13-Dec	15-Dec	Doha
29.	Innovation and Creativity in Education	13-Dec	15-Dec	Doha
30.	Certified Professional Manager	13-Dec	15-Dec	Doha
31.	The Effective Accounts Assistant	20-Dec	22-Dec	Doha
32.	Developing Emotionally Intelligent Management & Leadership Skills	20-Dec	22-Dec	Doha
33.	Stress Management	20-Dec	22-Dec	Doha
34.	Documents and Records Management Compliance	20-Dec	22-Dec	Doha
35.	Financial Management for Projects & Contracts	20-Dec	22-Dec	Doha
36.	Certified Administration and Office Management Professional	20-Dec	22-Dec	Doha
37.	Speech Coaching for High Impact Presentations	20-Dec	22-Dec	Doha
38.	Skills For Women at Work	20-Dec	22-Dec	Doha
39.	Business and Financial Modelling	20-Dec	22-Dec	Doha
40.	Organizational Change and Development	20-Dec	22-Dec	Doha
41.	Enterprise Risk Management	27-Dec	29-Dec	Doha
42.	Emotional Intelligence	27-Dec	29-Dec	Doha
43.	Contract Management for Non-Contract Professionals	27-Dec	29-Dec	Doha
44.	Contracts Administration: From Award to Completion	27-Dec	29-Dec	Doha
45.	Employee Testing and Evaluation Techniques	27-Dec	29-Dec	Doha
46.	Project Management for Oil & Gas	27-Dec	29-Dec	Doha
47.	Strategic Financial Planning & Implementation	27-Dec	29-Dec	Doha
48.	Employee Engagement and Motivation	27-Dec	29-Dec	Doha
49.	PMP Exam Certification Preparation	27-Dec	29-Dec	Doha
50.	Stress Management	27-Dec	29-Dec	Doha
51.	Fraud, Theft and Corruption in the Workplace	27-Dec	29-Dec	Doha

Technical Courses

January

No.	Program Name	Schedule		Location
		Start	End	
1.	Mechanical Maintenance of Rotating Equipment	04-Jan	08-Jan	Doha
2.	Combined Cycle Gas Turbine Performance	04-Jan	08-Jan	Doha
3.	Industrial Process Instrumentation	04-Jan	08-Jan	Doha
4.	Start-up, Commissioning & Testing of Electrical Systems	04-Jan	08-Jan	Doha
5.	Process Plant Optimization Technology and Continual Improvement	04-Jan	08-Jan	Doha
6.	Protection Relay & Electrical Installation	04-Jan	08-Jan	Doha
7.	Six Sigma Green Belt	04-Jan	08-Jan	Doha
8.	Certified Maintenance Reliability Professional (CMRP)	04-Jan	08-Jan	Doha
9.	TÜV Rheinland Functional Safety Engineer Safety Instrumented Systems	04-Jan	08-Jan	Doha
10.	NACE Basic Corrosion	04-Jan	08-Jan	Doha
11.	TOGAF® 9.2 Certification	04-Jan	08-Jan	Doha
12.	Heat Exchanger: Operation & Maintenance	04-Jan	08-Jan	Doha
13.	Advanced Hydraulic Fracturing	04-Jan	08-Jan	Doha
14.	LOLER Lift Planner	04-Jan	08-Jan	Doha
15.	Advanced Electrical Safety	04-Jan	08-Jan	Doha
16.	Maintenance Planning & Scheduling	04-Jan	08-Jan	Doha
17.	Troubleshooting of Motor Controls System	04-Jan	08-Jan	Doha
18.	Best Practices in Multishift Operations	11-Jan	15-Jan	Doha
19.	Repair of Pressure Equipment and Piping as per latest edition of ASME PCC-2 Standard	11-Jan	15-Jan	Doha
20.	NACE Cathodic Protection 1	11-Jan	15-Jan	Doha
21.	IN101: BICSI Installer 1	11-Jan	15-Jan	Doha
22.	Cisco Certified Network Associate	11-Jan	15-Jan	Doha
23.	Commissioning & Start-Up with API RP 1FSC Foundation	11-Jan	15-Jan	Doha
24.	Fundamentals of Asset Management	11-Jan	15-Jan	Doha
25.	Instrumentation for Operators	11-Jan	15-Jan	Doha
26.	Cooling Towers: Operation & Maintenance	11-Jan	15-Jan	Doha
27.	Advanced Applications in Gas Processing	11-Jan	15-Jan	Doha
28.	LOLER Supervisor/Focal Point	11-Jan	15-Jan	Doha
29.	Accident/Incident Investigation & Root Cause Analysis	11-Jan	15-Jan	Doha
30.	Value Methodology Fundamentals	11-Jan	15-Jan	Doha
31.	Balanced Scorecard Boot Camp	11-Jan	15-Jan	Doha
32.	Electrical Safety of Equipment and Personnel	11-Jan	15-Jan	Doha
33.	Process Troubleshooting for Operators and Technicians	11-Jan	15-Jan	Doha
34.	Hazardous Area Classification & Intrinsic Safety	18-Jan	22-Jan	Doha
35.	Vibration Measurement and Analysis	18-Jan	22-Jan	Doha
36.	LNG Short Course: Technology and the LNG Chain	18-Jan	22-Jan	Doha
37.	Directional, Horizontal, and Multilateral Drilling	18-Jan	22-Jan	Doha
38.	Equipment Inspection	18-Jan	22-Jan	Doha
39.	Diesel Engine	18-Jan	22-Jan	Doha
40.	FIDIC Modules 1-6	18-Jan	22-Jan	Doha

41.	Petroleum Project Economics and Risk Analysis	18-Jan	22-Jan	Doha
42.	Project economics, Risks & Decision analysis for Oil and Gas industry.	18-Jan	22-Jan	Doha
43.	Corrosion: Causes, Types, and Protection	18-Jan	22-Jan	Doha
44.	Heat Exchanger Operation and Maintenance	18-Jan	22-Jan	Doha
45.	Confined Space Entry	18-Jan	22-Jan	Doha
46.	Practical Pump Technology	18-Jan	22-Jan	Doha
47.	Diesel Generator	18-Jan	22-Jan	Doha
48.	Sewage Treatment	18-Jan	22-Jan	Doha
49.	Statistical approach to laboratory analysis	18-Jan	22-Jan	Doha
50.	Types of Control	18-Jan	22-Jan	Doha
51.	Understanding, Modifying, and Making Industrial Electrical Schematic Diagrams and Logic	18-Jan	22-Jan	Doha
52.	Liquid & Gas Flow metering, Meter Proving & Tank Liquid gauging	25-Jan	29-Jan	Doha
53.	Programmable Logic Controllers (PLC): Basic to Advanced Application	25-Jan	29-Jan	Doha
54.	CRE - Certified Reliability Engineer training with the examination (online)	25-Jan	29-Jan	Doha
55.	Safety Leadership Workshop	25-Jan	29-Jan	Doha
56.	Gas Production Engineering	25-Jan	29-Jan	Doha
57.	Personal Fall Protection Equipment Inspection	25-Jan	29-Jan	Doha
58.	Control Valves and Actuators	25-Jan	29-Jan	Doha
59.	Maintenance Technology	25-Jan	29-Jan	Doha
60.	The art of Oil and Gas Procurement	25-Jan	29-Jan	Doha
61.	Process Plant Startup, Commissioning, and Troubleshooting	25-Jan	29-Jan	Doha
62.	Data Analytics and Artificial Intelligence for the success of Auditing function	25-Jan	29-Jan	Doha
63.	KPI Training "Defining, Establishing, reviewing and follow up of KPIs"	25-Jan	29-Jan	Doha
64.	NFPA Standards for Chemical Warehousing Materials Training Course	25-Jan	29-Jan	Doha
65.	Construction Site Management & Supervision	25-Jan	29-Jan	Doha
66.	Metallurgy Identification & Inspection basic training	25-Jan	29-Jan	Doha
67.	Centrifugal Compressor & Steam Turbine	25-Jan	29-Jan	Doha
68.	ASME BPV Code, Section VIII, Division 2 Design & Fabrication of Pressure Vessels	25-Jan	29-Jan	Doha
69.	Gas Treating and Sulfur Recovery	25-Jan	29-Jan	Doha
70.	Smart Transmitters and Single Loop Controllers	25-Jan	29-Jan	Doha

February

No.	Program Name	Schedule		Location
		Start	End	
1.	Personal Fall Protection Equipment Inspection	01-Feb	05-Feb	Doha
2.	Dropped Object	01-Feb	05-Feb	Doha
3.	NEBOSH General Certificate	01-Feb	05-Feb	Doha
4.	Bearings & Bearing Failure Analysis	01-Feb	05-Feb	Doha
5.	Switchgear Operation & Maintenance	01-Feb	05-Feb	Doha
6.	Valves Selection, Installation & Maintenance	01-Feb	05-Feb	Doha
7.	Mechanical Seal Split Type	01-Feb	05-Feb	Doha
8.	Certified Maintenance and Reliability Professional (CMRP)	01-Feb	05-Feb	Doha
9.	Steam Boilers Operation and Maintenance	01-Feb	05-Feb	Doha
10.	Cooling Tower: Operation, Maintenance, and Troubleshooting	01-Feb	05-Feb	Doha
11.	Occupational Mental Health and Employees Wellbeing Program for Employees	01-Feb	05-Feb	Doha
12.	Industrial Instrumentation Control (PLC)	01-Feb	05-Feb	Doha
13.	Hazardous Area Classification and Intrinsic Safety	01-Feb	05-Feb	Doha
14.	Well Test Design and Analysis	01-Feb	05-Feb	Doha
15.	Commissioning and Testing of HV and LV Power Plants	01-Feb	05-Feb	Doha
16.	NFPA 101, 10, 12, 16, 70E, 72, & 2001	01-Feb	05-Feb	Doha
17.	Introduction to Gas Turbines	01-Feb	05-Feb	Doha
18.	Occupational Mental Health and Employees Wellbeing Program for Coaches/Champions	01-Feb	05-Feb	Doha
19.	Value Methodology Fundamentals - 1	01-Feb	05-Feb	Doha
20.	Microsoft 365 for Business	01-Feb	05-Feb	Doha
21.	Projects Economic Evaluation	01-Feb	05-Feb	Doha
22.	Fertilizer Markets, Products & Technologies	01-Feb	05-Feb	Doha
23.	Gas Turbine Operations with MK V Speedtronic Control System	01-Feb	05-Feb	Doha
24.	Reciprocating Air Compressors	15-Feb	19-Feb	Doha
25.	Advanced Electrical Safety	15-Feb	19-Feb	Doha
26.	Facilities Management	15-Feb	19-Feb	Doha
27.	Refinery Critical Equipment Operation for Compressors, Turbines and Pumps	15-Feb	19-Feb	Doha
28.	Layer of Protection (LOPA) Competency	15-Feb	19-Feb	Doha
29.	PSM Auditors training - Certification	15-Feb	19-Feb	Doha
30.	Management of Change (MOC) Leadership & Competency	15-Feb	19-Feb	Doha
31.	Cathodic Protection	15-Feb	19-Feb	Doha
32.	Scaffolding Inspector	15-Feb	19-Feb	Doha
33.	Advanced Data Analysis Techniques	15-Feb	19-Feb	Doha
34.	Troubleshooting Process Operation	15-Feb	19-Feb	Doha
35.	Gas Turbine Operation and Maintenance	15-Feb	19-Feb	Doha
36.	Basic Instrumentation Skills	15-Feb	19-Feb	Doha
37.	HVAC Maintenance & Troubleshooting	15-Feb	19-Feb	Doha
38.	Distributed Control Systems (DCS)	15-Feb	19-Feb	Doha
39.	Industrial Hydraulic Circuit	15-Feb	19-Feb	Doha
40.	Machinery Vibration analysis category # 2 training and certification as per ISO 18436	15-Feb	19-Feb	Doha

41.	Refilling Self-Contained Breathing Apparatus Using Compressor training	15-Feb	19-Feb	Doha
42.	Fundamentals of Project Planning & Scheduling	15-Feb	19-Feb	Doha
43.	Industrial Security Planning & Operations	15-Feb	19-Feb	Doha
44.	Drilling Fluids Technology	15-Feb	19-Feb	Doha
45.	Combined WAH and Confined Space	15-Feb	19-Feb	Doha
46.	Gas Turbine Operation with Sentinel or LA-RR 1Control system	15-Feb	19-Feb	Doha
47.	Electrical For Non-Electrical Engineers	22-Feb	26-Feb	Doha
48.	Compressors Operation and Maintenance	22-Feb	26-Feb	Doha
49.	Root Cause Failure Analysis	22-Feb	26-Feb	Doha
50.	CISRS-OSTS Basic Scaffold Inspector	22-Feb	26-Feb	Doha
51.	IDEA Data Analysis Software	22-Feb	26-Feb	Doha
52.	Process Safety Leadership	22-Feb	26-Feb	Doha
53.	Certified Maintenance and Reliability Technician (CMRT)	22-Feb	26-Feb	Doha
54.	Reducing Costs through Spares Optimization and Rationalization	22-Feb	26-Feb	Doha
55.	Gas Compression and Injection	22-Feb	26-Feb	Doha
56.	Electric Power Systems	22-Feb	26-Feb	Doha
57.	Vibration Analysis and Predictive Maintenance	22-Feb	26-Feb	Doha
58.	Troubleshooting in Oil Refineries	22-Feb	26-Feb	Doha
59.	Understanding Success Factors in the Oil and Gas Industry	22-Feb	26-Feb	Doha
60.	Drilling Practices	22-Feb	26-Feb	Doha
61.	Banksman and Slinger Training Stage 1	22-Feb	26-Feb	Doha
62.	NEBOSH General Certificate	22-Feb	26-Feb	Doha
63.	Combined Cycle Gas Turbine Performance	22-Feb	26-Feb	Doha
64.	Dry Gas Seal	22-Feb	26-Feb	Doha
65.	Oil and Gas Project Management	22-Feb	26-Feb	Doha
66.	Pumps Operation & Maintenance	22-Feb	26-Feb	Doha
67.	Commissioning & Start-Up with API RP 1FSC Foundation	22-Feb	26-Feb	Doha
68.	Flow Measurement and Custody Transfer	22-Feb	26-Feb	Doha
69.	Safety in Process Equipment Design & Operation	22-Feb	26-Feb	Doha

April

No.	Program Name	Schedule		Location
1.	Safety Instrumentation and Emergency Shut-down Systems	05-Apr	09-Apr	Doha
2.	Process Control & Instrumentation	05-Apr	09-Apr	Doha
3.		05-Apr	09-Apr	Doha
4.	Fundamentals of Pump and Compressor Systems	05-Apr	09-Apr	Doha
5.	IOSH Managing Safely	05-Apr	09-Apr	Doha
6.	Advanced Process Risk Assessment	05-Apr	09-Apr	Doha
7.	Authorised Gas Tester	05-Apr	09-Apr	Doha
8.	Gas Turbine Technology	12-Apr	16-Apr	Doha
9.	Diesel Engine Operation, Maintenance, and Troubleshooting	12-Apr	16-Apr	Doha
10.	Switchgear Operation & Maintenance	12-Apr	16-Apr	Doha
11.	Alarm Management	12-Apr	16-Apr	Doha
12.	Mechanical Seals and Dry Gas Seals	12-Apr	16-Apr	Doha
13.	Understanding and Preventing Process Equipment Failures	12-Apr	16-Apr	Doha
14.	Gas Turbine Technology	19-Apr	23-Apr	Doha
15.	Couplings & Shaft Alignment	19-Apr	23-Apr	Doha
16.	Operation, Diagnostics and Maintenance of Equipment for Oil & Gas Production	19-Apr	23-Apr	Doha
17.	Fundamentals of Asset Management	19-Apr	23-Apr	Doha
18.	Process Plant Optimization Technology and Continual Improvement	19-Apr	23-Apr	Doha
19.	Heavy Duty Diesel Engine (HDD) Operation and Maintenance	19-Apr	23-Apr	Doha
20.	Process Plant Startup, Commissioning, and Troubleshooting	19-Apr	23-Apr	Doha
21.	Couplings & Shaft Alignment	26-Apr	30-Apr	Doha
22.	Operation, Diagnostics and Maintenance of Equipment for Oil & Gas Production	26-Apr	30-Apr	Doha
23.	Machinery Failure Analysis	26-Apr	30-Apr	Doha
24.	Well Design and Engineering	26-Apr	30-Apr	Doha
25.	HSE Rigging Loft	26-Apr	30-Apr	Doha
26.	Work at Height for Managers and Supervisors	26-Apr	30-Apr	Doha
27.	Gas Turbine Operations Management	26-Apr	30-Apr	Doha
28.	Advanced Accident Investigation and Reporting	26-Apr	30-Apr	Doha

May

No.	Program Name	Schedule		Location
1.	Electrical Motors Operation & Maintenance	03-May	07-May	Doha
2.	Basic Reservoir Engineering	03-May	07-May	Doha
3.	OPITO Introduction to Rigging and Lifting Operations	03-May	07-May	Doha
4.	Electrical Substations, Transformers & Motor - Design and Safety Requirements	03-May	07-May	Doha
5.	OPITO Approved Rigger Assessment	03-May	07-May	Doha
6.	Practical Valves Technology	03-May	07-May	Doha
7.	Six Sigma Green Belt	03-May	07-May	Doha
8.	Certified Maintenance Reliability Professional (CMRP)	10-May	14-May	Doha
9.	TÜV Rheinland Functional Safety Engineer Safety Instrumented Systems	10-May	14-May	Doha
10.	NACE Basic Corrosion	10-May	14-May	Doha
11.	TOGAF® 9.2 Certification	10-May	14-May	Doha
12.	Scaffolding Inspector	10-May	14-May	Doha
13.	Gas Turbine Operations with MK VI Speedtronic Control System	10-May	14-May	Doha
14.	Maintenance Planning & Scheduling	10-May	14-May	Doha
15.	Root Cause Failure Analysis	17-May	21-May	Doha
16.	Machinery Failure, Vibration & Predictive Maintenance	17-May	21-May	Doha
17.	Pumps, Compressors & Turbines	17-May	21-May	Doha
18.	Machinery Failure, Vibration & Predictive Maintenance	17-May	21-May	Doha
19.	Repair of Pressure Equipment and Piping training as per latest edition of ASME PCC-2 Standard	17-May	21-May	Doha
20.	NACE Cathodic Protection 1	17-May	21-May	Doha
21.	IN101: BICSI Installer 1 Training	17-May	21-May	Doha
22.	Cisco Certified Network Associate	17-May	21-May	Doha
23.	Accident/Incident Investigation & Root Cause Analysis	17-May	21-May	Doha
24.	Value Methodology Fundamentals 1	17-May	21-May	Doha

June

No.	Program Name	Schedule		Location
		Start	End	
1.	Interpretation of Electrical Drawings & Diagrams	07-Jun	11-Jun	Doha
2.	Compressors Operation and Maintenance	07-Jun	11-Jun	Doha
3.	Managing Efficient Shutdowns & Turnarounds	07-Jun	11-Jun	Doha
4.	Practical Pump & Valve Technology	07-Jun	11-Jun	Doha
5.	Implementing Effective Preventive & Predictive Maintenance Programme	07-Jun	11-Jun	Doha
6.	Hydraulic Systems	07-Jun	11-Jun	Doha
7.	Microsoft 365 for Business Training	07-Jun	11-Jun	Doha
8.	Projects Economic Evaluation	07-Jun	11-Jun	Doha
9.	Fertilizer Markets, Products & Technologies	07-Jun	11-Jun	Doha
10.	Layer of Protection (LOPA) Competency	07-Jun	11-Jun	Doha
11.	PSM Auditors training - Certification	07-Jun	11-Jun	Doha
12.	LNG Facilities	07-Jun	11-Jun	Doha
13.	Mechanical Seals Maintenance	07-Jun	11-Jun	Doha
14.	Piping Systems - Mechanical Design and Specification	14-Jun	18-Jun	Doha
15.	Overhead Crane Operator	14-Jun	18-Jun	Doha
16.	Water Treatment/Boiler Water Analysis	14-Jun	18-Jun	Doha
17.	Electrical Safety (For Non-Electrical Personnel & Electrical Personnel in Development)	14-Jun	18-Jun	Doha
18.	Management of Change (MOC) Leadership & Competency	14-Jun	18-Jun	Doha
19.	Cathodic Protection	14-Jun	18-Jun	Doha
20.	Certified Maintenance and Reliability Technician (CMRT)	14-Jun	18-Jun	Doha
21.	Industrial Hydraulic Circuit	14-Jun	18-Jun	Doha
22.	Machinery Vibration analysis category # 2 training and certification as per ISO 18436	14-Jun	18-Jun	Doha
23.	Refilling Self-Contained Breathing Apparatus Using Compressor	14-Jun	18-Jun	Doha
24.	Maintenance Management	14-Jun	18-Jun	Doha
25.	Maintenance Audit and Site Inspection	14-Jun	18-Jun	Doha
26.	Advanced Health and Safety Management	21-Jun	25-Jul	Doha
27.	Integrated Reservoir Modeling	21-Jun	25-Jul	Doha
28.	Control of Substances Hazardous to Health Awareness	21-Jun	25-Jul	Doha
29.	Mast and Tower Climber	21-Jun	25-Jul	Doha
30.	Fundamentals of Project Planning & Scheduling	21-Jun	25-Jul	Doha
31.	Industrial Security Planning & Operations	21-Jun	25-Jul	Doha
32.	CISRS-OSTS Basic Scaffold Inspector	21-Jun	25-Jul	Doha
33.	IDEA Data Analysis Software	21-Jun	25-Jul	Doha
34.	Process Safety Leadership	21-Jun	25-Jul	Doha
35.	Best Practices in Multishift Operations	21-Jun	25-Jul	Doha

July

No.	Program Name	Schedule		Location
		Start	End	
1.	Breathing Apparatus	05-Jul	09-Jul	Doha
2.	Instrument Calibration techniques	05-Jul	09-Jul	Doha
3.	Earthing of Electrical Equipment Plant & Systems	05-Jul	09-Jul	Doha
4.	Rotating Machinery Best Practices	05-Jul	09-Jul	Doha
5.	Contractor Safety Management	05-Jul	09-Jul	Doha
6.	Manual Handling Risk Assessment	05-Jul	09-Jul	Doha
7.	Six Sigma Green Belt	05-Jul	09-Jul	Doha
8.	Certified Maintenance Reliability Professional (CMRP)	12-Jul	16-Jul	Doha
9.	TÜV Rheinland Functional Safety Engineer Safety Instrumented Systems	12-Jul	16-Jul	Doha
10.	Combined Cycle Power Plant	12-Jul	16-Jul	Doha
11.	Introduction to Combined Cycle Power Plant	12-Jul	16-Jul	Doha
12.	SEC545: Cloud Security Architecture and Operations	12-Jul	16-Jul	Doha
13.	MK II Speedtronic Control System Maintenance	12-Jul	16-Jul	Doha
14.	Pump Maintenance & Troubleshooting	12-Jul	16-Jul	Doha
15.	Start-up, Commissioning & Testing of Electrical Systems	19-Jul	23-Jul	Doha
16.	NACE Basic Corrosion	19-Jul	23-Jul	Doha
17.	TOGAF® 9.2 Certification	19-Jul	23-Jul	Doha
18.	Best Practices in Multishift Operations	19-Jul	23-Jul	Doha
19.	Oil refinery and Petrochemical Industry Wastewater Treatment	19-Jul	23-Jul	Doha
20.	Low Voltage Electrical Circuit Protective Devices & Equipment	19-Jul	23-Jul	Doha
21.	ISO 27001:2013 Lead Auditor	19-Jul	23-Jul	Doha
22.	Onshore Gas Gathering Systems: Design & Operations	19-Jul	23-Jul	Doha
23.	Managing Efficient Shutdowns & Turnarounds	26-Jul	30-Jul	Doha
24.	Advanced Electrical Safety (for experienced electrical personnel)	26-Jul	30-Jul	Doha
25.	Repair of Pressure Equipment and Piping training as per latest edition of ASME PCC-2 Standard	26-Jul	30-Jul	Doha
26.	NACE Cathodic Protection 1	26-Jul	30-Jul	Doha
27.	IN101: BICSI Installer 1 Training	26-Jul	30-Jul	Doha
28.	Rotating Machinery Best Practices	26-Jul	30-Jul	Doha
29.	Turbomachinery Monitoring and Problem Analysis	26-Jul	30-Jul	Doha

August

No.	Program Name	Schedule		Location
1.	Advanced Data Analysis Techniques	02-Aug	06-Aug	Doha
2.	Fundamentals of Reservoir Engineering	02-Aug	06-Aug	Doha
3.	Materials of Construction for Process Equipment & Piping Systems	02-Aug	06-Aug	Doha
4.	Modern Maintenance Technologies	02-Aug	06-Aug	Doha
5.	Safety Instrumentation and Emergency Shutdown Systems	02-Aug	06-Aug	Doha
6.	Maintenance & Reliability Best Practices	02-Aug	06-Aug	Doha
7.	Cisco Certified Network Associate	02-Aug	06-Aug	Doha
8.	Accident/Incident Investigation & Root Cause Analysis	02-Aug	06-Aug	Doha
9.	Value Methodology Fundamentals	02-Aug	06-Aug	Doha
10.	Safety in Process Equipment Design and Operation	02-Aug	06-Aug	Doha
11.	Piping Systems - Mechanical Design and Specification	02-Aug	06-Aug	Doha
12.	First Aid for Access Incidents	02-Aug	06-Aug	Doha
13.	Basic Fire Fighting Training	02-Aug	06-Aug	Doha
14.	MK V Speedtronic Control System Maintenance	02-Aug	06-Aug	Doha
15.	Screw Compressor – Operation & Maintenance	02-Aug	06-Aug	Doha
16.	Balanced Scorecard Boot Camp	02-Aug	06-Aug	Doha
17.	Electrical Safety of Equipment and Personnel	02-Aug	06-Aug	Doha
18.	Process Troubleshooting for Operators and Technicians	09-Aug	13-Aug	Doha
19.	Gas Turbine Operation and Maintenance	09-Aug	13-Aug	Doha
20.	Basic Instrumentation Skills	09-Aug	13-Aug	Doha
21.	The Safe Operation of High Voltage switchgear.	09-Aug	13-Aug	Doha
22.	Workplace Equipment Assessment	09-Aug	13-Aug	Doha
23.	NGL Fractionation & Cryogenic NGL Recovery	09-Aug	13-Aug	Doha
24.	Instrumentation, Controls and Electrical Systems for Facilities Engineers	09-Aug	13-Aug	Doha
25.	FIDIC Modules 1-6	09-Aug	13-Aug	Doha
26.	Petroleum Project Economics and Risk Analysis	09-Aug	13-Aug	Doha
27.	Project economics, Risks & Decision analysis for Oil and Gas industry.	09-Aug	13-Aug	Doha
28.	OHSAS 18001 Occupational Health and Safety Management	09-Aug	13-Aug	Doha
29.	Wind Turbine Technicians	09-Aug	13-Aug	Doha
30.	Condition Monitoring and Vibration Control of Machines and Plant	09-Aug	13-Aug	Doha
31.	Maintenance Planning & Scheduling	16-Aug	20-Aug	Doha
32.	Valves Selection, Installation & Maintenance	16-Aug	20-Aug	Doha
33.	Process Control & Instrumentation	16-Aug	20-Aug	Doha
34.	Corrosion: Causes, Types, and Protection	16-Aug	20-Aug	Doha
35.	Heat Exchanger Operation and Maintenance	16-Aug	20-Aug	Doha
36.	Understanding, Modifying, and Making Industrial Electrical Schematic Diagrams and Logic	16-Aug	20-Aug	Doha
37.	Managing Security Risks in the Oil and Gas Industry	16-Aug	20-Aug	Doha
38.	Electrical Motors Operation & Maintenance	16-Aug	20-Aug	Doha
39.	Mechanical Seals and Dry Gas Seals	16-Aug	20-Aug	Doha
40.	Sustainability, Energy and Change Fundamentals of Transition Engineering	16-Aug	20-Aug	Doha

41.	Troubleshooting Oil and Gas Processing Facilities	16-Aug	20-Aug	Doha
42.	Process Safety Engineering	16-Aug	20-Aug	Doha
43.	Liquid & Gas Flow metering, Meter Proving & Tank Liquid gauging	16-Aug	20-Aug	Doha
44.	Programmable Logic Controllers (PLC): Basic to Advanced Application	16-Aug	20-Aug	Doha
45.	CRE - Certified Reliability Engineer training with the examination	16-Aug	20-Aug	Doha
46.	Rotating Equipment: Pump Operation & Maintenance	16-Aug	20-Aug	Doha
47.	LM 6000 DLE PD Sprint	16-Aug	20-Aug	Doha
48.	Advanced Design, Operation and Mechanical Aspect of Centrifugal Gas Compressors	16-Aug	20-Aug	Doha
49.	Process Control and Safeguarding	23-Aug	27-Aug	Doha
50.	Electric Power Systems	23-Aug	27-Aug	Doha
51.	Pumps Operation & Maintenance	23-Aug	27-Aug	Doha
52.	Safety Leadership Workshop	23-Aug	27-Aug	Doha
53.	Data Analytics and Artificial Intelligence for the success of Auditing function	23-Aug	27-Aug	Doha
54.	KPI Training "Defining, Establishing, reviewing and follow up of KPIs"	23-Aug	27-Aug	Doha
55.	High and Low voltage safety awareness course	23-Aug	27-Aug	Doha
56.	Practical Pump Technology	23-Aug	27-Aug	Doha
57.	Electrical Motors, Controls & Fault-finding	23-Aug	27-Aug	Doha
58.	Fundamentals of Offshore Systems Design and Construction	23-Aug	27-Aug	Doha
59.	ISO 9001 Quality Management Systems	23-Aug	27-Aug	Doha
60.	MK IV Speedtronic Control System Maintenance	23-Aug	27-Aug	Doha
61.	NFPA Standards for Chemical Warehousing Materials Training Course	23-Aug	27-Aug	Doha
62.	Construction Site Management & Supervision	23-Aug	27-Aug	Doha
63.	Metallurgy Identification & Inspection basic training	23-Aug	27-Aug	Doha
64.	Turbo Expander Operation and Maintenance	23-Aug	27-Aug	Doha
65.	Electricity at Work Regulations	23-Aug	27-Aug	Doha

September

No.	Program Name	Schedule		Location
		Start	End	
1.	Diesel Engine Operation, Maintenance, and Troubleshooting	06-Sep	10-Sep	Doha
2.	Hazardous Area Classification and Intrinsic Safety	06-Sep	10-Sep	Doha
3.	Arc Flash Prevention & Protection	06-Sep	10-Sep	Doha
4.	Understanding and Preventing Process Equipment Failures	06-Sep	10-Sep	Doha
5.	Control of Substances and Hazardous to Health Assessor	06-Sep	10-Sep	Doha
6.	Transformer: Testing & Troubleshooting	06-Sep	10-Sep	Doha
7.	Mechanical Seal Split Type	06-Sep	10-Sep	Doha
8.	Certified Maintenance and Reliability Professional (CMRP)	06-Sep	10-Sep	Doha
9.	Steam Boilers Operation and Maintenance	06-Sep	10-Sep	Doha
10.	Scaffolding Inspection	06-Sep	10-Sep	Doha
11.	Power Generation Operations and Engineering	06-Sep	10-Sep	Doha
12.	Reverse and Laser Alignment	06-Sep	10-Sep	Doha
13.	Basic Drilling, Completion and Workover Operations	06-Sep	10-Sep	Doha
14.	General Mechanical Codes, Standards & Specification	06-Sep	10-Sep	Doha
15.	Electric Submersible Pumps	06-Sep	10-Sep	Doha
16.	Cooling Tower: Operation, Maintenance, and Troubleshooting	06-Sep	10-Sep	Doha
17.	Occupational Mental Health and Employees Wellbeing Program for Employees	06-Sep	10-Sep	Doha
18.	Occupational Mental Health and Employees Wellbeing Program for Coaches/Champions	06-Sep	10-Sep	Doha
19.	Electrical Installations Technology	06-Sep	10-Sep	Doha
20.	Safe Isolation / Restoration of Electrical Equipment	06-Sep	10-Sep	Doha
21.	ISO 14001 Environmental Management System	06-Sep	10-Sep	Doha
22.	Gas Dehydration and Amine Sweetening	06-Sep	10-Sep	Doha
23.	Process Control & Instrumentation	06-Sep	10-Sep	Doha
24.	MK VI Speedtronic Control System Maintenance	06-Sep	10-Sep	Doha
25.	Value Methodology Fundamentals - 1	06-Sep	10-Sep	Doha
26.	Microsoft 365 for Business Training	06-Sep	10-Sep	Doha
27.	Projects Economic Evaluation	13-Sep	17-Sep	Doha
28.	Inside Procurement in Oil and Gas	13-Sep	17-Sep	Doha
29.	Practical Pump Technology	13-Sep	17-Sep	Doha
30.	Electrical Risk Assessments & Safety Documentation	13-Sep	17-Sep	Doha
31.	Fundamentals of Subsea Systems	13-Sep	17-Sep	Doha
32.	ATEX Directives (regulations)	13-Sep	17-Sep	Doha
33.	Design, Construction, Control & Operation of Reciprocating Compressors	13-Sep	17-Sep	Doha
34.	Fertilizer Markets, Products & Technologies	13-Sep	17-Sep	Doha
35.	Layer of Protection (LOPA) Competency	13-Sep	17-Sep	Doha
36.	PSM Auditors training - Certification	13-Sep	17-Sep	Doha
37.	Safe Handling & Operation of Electrical Equipment	13-Sep	17-Sep	Doha
38.	Relief and Flare Systems	13-Sep	17-Sep	Doha
39.	Petroleum Risk and Decision Analysis	13-Sep	17-Sep	Doha
40.	Advanced Corrosion Technology	13-Sep	17-Sep	Doha

41.	Basic Petroleum Economics	13-Sep	17-Sep	Doha
42.	Risk Assessment	13-Sep	17-Sep	Doha
43.	Management of Change (MOC) Leadership & Competency	13-Sep	17-Sep	Doha
44.	Cathodic Protection	13-Sep	17-Sep	Doha
45.	Certified Maintenance and Reliability Technician (CMRT)	13-Sep	17-Sep	Doha
46.	Advanced Reliability Centered Maintenance	13-Sep	17-Sep	Doha
47.	Dangerous Goods Safety Advisor	13-Sep	17-Sep	Doha
48.	Installation of Equipment and Systems and Maintaining Electrical Systems	13-Sep	17-Sep	Doha
49.	Electrical Motors, Controls & Fault-finding	13-Sep	17-Sep	Doha
50.	Oil & Gas Processing Facilities	13-Sep	17-Sep	Doha
51.	ISO 50001 Energy Management Systems	20-Sep	24-Sep	Doha
52.	Scaffolding Inspector	20-Sep	24-Sep	Doha
53.	Machinery Vibration analysis category # 2 training and certification as per ISO 18436	20-Sep	24-Sep	Doha
54.	Refilling Self-Contained Breathing Apparatus Using Compressor	20-Sep	24-Sep	Doha
55.	Strategic Procurement and Supply Management in the Oil and Gas Industry	20-Sep	24-Sep	Doha
56.	Risk Based Inspection Techniques	20-Sep	24-Sep	Doha
57.	Investigation & Prevention of Electrical incidents	20-Sep	24-Sep	Doha
58.	Fundamentals of Process Safety	20-Sep	24-Sep	Doha
59.	Switchgear Operation & Maintenance	20-Sep	24-Sep	Doha
60.	Oil and Petrochemical Equipment (Operation, Maintenance and Health & Safety)	20-Sep	24-Sep	Doha
61.	Fundamentals of Project Planning & Scheduling	20-Sep	24-Sep	Doha
62.	Industrial Security Planning & Operations	20-Sep	24-Sep	Doha
63.	CISRS-OSTS Basic Scaffold Inspector	20-Sep	24-Sep	Doha
64.	Refinery Gas Treating, Sour Water, Sulfur and Tail Gas	20-Sep	24-Sep	Doha
65.	Technical Project Management	20-Sep	24-Sep	Doha
66.	ISO/ANSI 18436-2 Level 1 and 2 Training and certification	20-Sep	24-Sep	Doha
67.	IDEA Data Analysis Software	20-Sep	24-Sep	Doha
68.	Process Safety Leadership	20-Sep	24-Sep	Doha
69.	Industrial Hydraulic Circuit	20-Sep	24-Sep	Doha

October

No.	Program Name	Schedule		Location
1.	IOSH Managing Safely	04-Sep	08-Oct	Doha
2.	Battery & Battery Charger Maintenance	04-Sep	08-Oct	Doha
3.	Applied Maintenance Management	04-Sep	08-Oct	Doha
4.	Fundamentals of Refining Technology	04-Sep	08-Oct	Doha
5.	Quality Control in Petrochemicals	04-Sep	08-Oct	Doha
6.	Quality Assurance and Control	04-Sep	08-Oct	Doha
7.	Six Sigma Green Belt	04-Sep	08-Oct	Doha
8.	Certified Maintenance Reliability Professional (CMRP)	04-Sep	08-Oct	Doha

9.	TÜV Rheinland Functional Safety Engineer Safety Instrumented Systems	04-Sep	08-Oct	Doha
10.	Maintenance Planning & Scheduling	04-Sep	08-Oct	Doha
11.	Gas Turbine Operation with Sentinel or LA-RR 1Control system	04-Sep	08-Oct	Doha
12.	Gas Compression and Injection	04-Sep	08-Oct	Doha
13.	Vibration Analysis and Predictive Maintenance	04-Sep	08-Oct	Doha
14.	Troubleshooting in Oil Refineries	04-Sep	08-Oct	Doha
15.	NACE Basic Corrosion	04-Sep	08-Oct	Doha
16.	TOGAF® 9.2 Certification	04-Sep	08-Oct	Doha
17.	Best Practices in Multishift Operations	04-Sep	08-Oct	Doha
18.	Electrical For Non-Electrical Engineers	11-Oct	15-Oct	Doha
19.	IOSH Working Safely	11-Oct	15-Oct	Doha
20.	Safe Operation, Selection, Installation, & Maintenance of Electrical & Instrumentation Equipment	11-Oct	15-Oct	Doha
21.	Generator Control and Protection	11-Oct	15-Oct	Doha
22.	Electrical Power Systems	11-Oct	15-Oct	Doha
23.	Understanding Success Factors in the Oil and Gas Industry	11-Oct	15-Oct	Doha
24.	Drilling Practices	11-Oct	15-Oct	Doha
25.	Repair of Pressure Equipment and Piping training as per latest edition of ASME PCC-2 Standard	11-Oct	15-Oct	Doha
26.	NACE Cathodic Protection 1	11-Oct	15-Oct	Doha
27.	IN101: BICSI Installer 1 Training	11-Oct	15-Oct	Doha
28.	Banksman and Slinger Training Stage 1	11-Oct	15-Oct	Doha
29.	Cloud Security Fundamentals	11-Oct	15-Oct	Doha
30.	Condition Monitoring Techniques	11-Oct	15-Oct	Doha
31.	Enhanced Oil Recovery fundamentals	11-Oct	15-Oct	Doha
32.	Industrial Safety in Petrochemical establishment	11-Oct	15-Oct	Doha
33.	Process Plant Reliability and Maintenance Strategies	11-Oct	15-Oct	Doha
34.	Cisco Certified Network Associate	11-Oct	15-Oct	Doha
35.	Accident/Incident Investigation & Root Cause Analysis	18-Oct	22-Oct	Doha
36.	Value Methodology Fundamentals	18-Oct	22-Oct	Doha
37.	Industrial Wastewater Treatment	18-Oct	22-Oct	Doha
38.	Testing Electrical Installations & Equipment	18-Oct	22-Oct	Doha
39.	City & Guilds Lubrication Technology	18-Oct	22-Oct	Doha
40.	Valves Selection, Installation & Maintenance	18-Oct	22-Oct	Doha
41.	Expanded Basic Petroleum Economics	18-Oct	22-Oct	Doha
42.	Mechanical Seals and Dry Gas Seals	18-Oct	22-Oct	Doha
43.	Balanced Scorecard Boot Camp	18-Oct	22-Oct	Doha
44.	Electrical Safety of Equipment and Personnel	18-Oct	22-Oct	Doha
45.	Process Troubleshooting for Operators and Technicians	18-Oct	22-Oct	Doha
46.	Practical Valves Technology	18-Oct	22-Oct	Doha
47.	Electrical Motors Operation & Maintenance	18-Oct	22-Oct	Doha
48.	Welding Technology	18-Oct	22-Oct	Doha
49.	Maintenance Planning & Scheduling	18-Oct	22-Oct	Doha
50.	Forklift Operating Safety	18-Oct	22-Oct	Doha
51.	Root Cause Analysis (RCA)	25-Oct	29-Oct	Doha
52.	FIDIC Modules 1-6	25-Oct	29-Oct	Doha
53.	Petroleum Project Economics and Risk Analysis	25-Oct	29-Oct	Doha

54.	Project economics, Risks & Decision analysis for Oil and Gas industry.	25-Oct	29-Oct	Doha
55.	Electrical Drawing	25-Oct	29-Oct	Doha
56.	Process Control & Instrumentation	25-Oct	29-Oct	Doha
57.	Equipment Inspection	25-Oct	29-Oct	Doha
58.	Hazardous Area Classification and Intrinsic Safety	25-Oct	29-Oct	Doha
59.	Gas Turbine Operation and Maintenance	25-Oct	29-Oct	Doha
60.	Basic Instrumentation Skills	25-Oct	29-Oct	Doha
61.	Corrosion: Causes, Types, and Protection	25-Oct	29-Oct	Doha
62.	Heat Exchanger Operation and Maintenance	25-Oct	29-Oct	Doha
63.	Understanding, Modifying, and Making Industrial Electrical Schematic Diagrams and Logic	25-Oct	29-Oct	Doha
64.	ISO 22000:2005	25-Oct	29-Oct	Doha
65.	Diesel Engine	25-Oct	29-Oct	Doha
66.	Cable Installation, Maintenance & Testing	25-Oct	29-Oct	Doha
67.	Steam and Gas Turbines	25-Oct	29-Oct	Doha
68.	Diesel Engine Operation, Maintenance, and Troubleshooting	25-Oct	29-Oct	Doha

November				
No.	Program Name	Schedule		Location
		Start	End	
1.	Diesel Engine Operation, Maintenance, and Troubleshooting	01-Nov	05-Nov	Doha
2.	Maintenance Planning & Scheduling	01-Nov	05-Nov	Doha
3.	Pumps Operation & Maintenance	01-Nov	05-Nov	Doha
4.	ISO 17025:2005	01-Nov	05-Nov	Doha
5.	Electrical Faults, Causes, Analysis, Detection & Remedies	01-Nov	05-Nov	Doha
6.	Personal Fall Protection Equipment Inspection	01-Nov	05-Nov	Doha
7.	Liquid & Gas Flow metering, Meter Proving & Tank Liquid gauging	01-Nov	05-Nov	Doha
8.	Programmable Logic Controllers (PLC): Basic to Advanced Application	01-Nov	05-Nov	Doha
9.	CRE - Certified Reliability Engineer training with the examination (online)	01-Nov	05-Nov	Doha
10.	Crane Operating Safety	01-Nov	05-Nov	Doha
11.	Safe Entry into High Voltage Switch Rooms & Substations	01-Nov	05-Nov	Doha
12.	Mechanical Seals and Dry Gas Seals	01-Nov	05-Nov	Doha
13.	Reciprocating Air Compressors	01-Nov	05-Nov	Doha
14.	Electric Power Systems	01-Nov	05-Nov	Doha
15.	HVAC Maintenance & Troubleshooting	01-Nov	05-Nov	Doha
16.	Safety Leadership Workshop	01-Nov	05-Nov	Doha
17.	Data Analytics and Artificial Intelligence for the success of Auditing function	01-Nov	05-Nov	Doha
18.	KPI Training "Defining, Establishing, reviewing and follow up of KPIs"	08-Nov	12-Nov	Doha
19.	Boilers Operation, Maintenance and Repairing	08-Nov	12-Nov	Doha
20.	Authorized Gas Tester	08-Nov	12-Nov	Doha
21.	OPITO Introduction to Rigging and Lifting Operations	08-Nov	12-Nov	Doha

22.	Industrial Substation Maintenance	08-Nov	12-Nov	Doha
23.	Gas Turbine Operation and Maintenance	08-Nov	12-Nov	Doha
24.	Basic Instrumentation Skills	08-Nov	12-Nov	Doha
25.	NFPA Standards for Chemical Warehousing Materials Training Course	08-Nov	12-Nov	Doha
26.	Construction Site Management & Supervision	08-Nov	12-Nov	Doha
27.	Metallurgy Identification & Inspection basic training	08-Nov	12-Nov	Doha
28.	Diesel Engine Operation and Maintenance	08-Nov	12-Nov	Doha
29.	Dry Gas Seal	08-Nov	12-Nov	Doha
30.	Cased Hole Logging Interpretation	08-Nov	12-Nov	Doha
31.	OPITO Approved Rigger Assessment	08-Nov	12-Nov	Doha
32.	Transformer Types, Principles, Construction & Maintenance	08-Nov	12-Nov	Doha
33.	Screw Compressor - Operation & Maintenance	08-Nov	12-Nov	Doha
34.	Mechanical Seal Split Type	08-Nov	12-Nov	Doha
35.	Certified Maintenance and Reliability Professional (CMRP)	15-Nov	19-Nov	Doha
36.	Steam Boilers Operation and Maintenance	15-Nov	19-Nov	Doha
37.	Mechanical Seals and Dry Gas Seals	15-Nov	19-Nov	Doha
38.	Valves Selection, Installation & Maintenance	15-Nov	19-Nov	Doha
39.	Maintenance Planning & Scheduling	15-Nov	19-Nov	Doha
40.	Pest Control in Factories	15-Nov	19-Nov	Doha
41.	Hazardous Area Classification and Intrinsic Safety	15-Nov	19-Nov	Doha
42.	Electrical Power Systems	15-Nov	19-Nov	Doha
43.	Cooling Tower: Operation, Maintenance, and Troubleshooting	15-Nov	19-Nov	Doha
44.	Occupational Mental Health and Employees Wellbeing Program for Employees	15-Nov	19-Nov	Doha
45.	Occupational Mental Health and Employees Wellbeing Program for Coaches/Champions	15-Nov	19-Nov	Doha
46.	Gas Turbine Technology	15-Nov	19-Nov	Doha
47.	Scaffolding Inspection	15-Nov	19-Nov	Doha
48.	Power Generation Fundamentals	15-Nov	19-Nov	Doha
49.	Maintenance & Reliability Best Practices	15-Nov	19-Nov	Doha
50.	Pumps Operation & Maintenance	15-Nov	19-Nov	Doha
51.	Process Control & Instrumentation	15-Nov	19-Nov	Doha
52.	Value Methodology Fundamentals - 1	22-Nov	26-Nov	Doha
53.	Microsoft 365 for Business Training	22-Nov	26-Nov	Doha
54.	Projects Economic Evaluation	22-Nov	26-Nov	Doha
55.	Diesel Engine Operation, Maintenance, and Troubleshooting	22-Nov	26-Nov	Doha
56.	Electric Power Systems	22-Nov	26-Nov	Doha
57.	Reservoir Management	22-Nov	26-Nov	Doha
58.	Lean Manufacturing	22-Nov	26-Nov	Doha
59.	Bearings & Bearing Failure Analysis	22-Nov	26-Nov	Doha
60.	IOSH Working Safely	22-Nov	26-Nov	Doha
61.	Fertilizer Markets, Products & Technologies	22-Nov	26-Nov	Doha
62.	Scaffolding Inspector	22-Nov	26-Nov	Doha
63.	Practical Pump & Valve Technology	22-Nov	26-Nov	Doha
64.	Root Cause Analysis & Reliability Improvement	22-Nov	26-Nov	Doha
65.	Pollution Control in Oil Fields	22-Nov	26-Nov	Doha
66.	Mechanical Seals and Dry Gas Seals	22-Nov	26-Nov	Doha

December

No.	Program Name	Schedule		Location
1.	Electrical Motors Operation & Maintenance	06-Nov	10-Dec	Doha
2.	Cementing and Logging	06-Nov	10-Dec	Doha
3.	Formation Damage: Causes, Prevention, and Remediation	06-Nov	10-Dec	Doha
4.	Shutdown Turnaround Operation	06-Nov	10-Dec	Doha
5.	Safety Intervention	06-Nov	10-Dec	Doha
6.	Electrical Faults, Causes, Analysis, Detection & Remedies	06-Nov	10-Dec	Doha
7.	PSM Auditors training - Certification	06-Nov	10-Dec	Doha
8.	Management of Change (MOC) Leadership & Competency	06-Nov	10-Dec	Doha
9.	Diesel Engine Operation and Maintenance	06-Nov	10-Dec	Doha
10.	Project Management for the Oil and Gas Industry	06-Nov	10-Dec	Doha
11.	Liquid & Gas Sealing Prevention	06-Nov	10-Dec	Doha
12.	Pump Maintenance & Troubleshooting	06-Nov	10-Dec	Doha
13.	Practical Process Measurement, Instrumentation & Control	13-Dec	17-Dec	Doha
14.	Incident Investigation	13-Dec	17-Dec	Doha
15.	Cathodic Protection	13-Dec	17-Dec	Doha
16.	Certified Maintenance and Reliability Technician (CMRT)	13-Dec	17-Dec	Doha
17.	Drill String Design and Optimization - DSD	13-Dec	17-Dec	Doha
18.	Corrosion ... Causes, Types and Protection	13-Dec	17-Dec	Doha
19.	Dry Gas Seal	13-Dec	17-Dec	Doha
20.	SCADA System, Architecture, Communication and Applications	13-Dec	17-Dec	Doha
21.	Integrated Environmental Assessment	13-Dec	17-Dec	Doha
22.	Maintenance of Electrical Plant & Equipment	13-Dec	17-Dec	Doha
23.	Industrial Hydraulic Circuit	13-Dec	17-Dec	Doha
24.	Machinery Vibration analysis category # 2 training and certification as per ISO 18436	13-Dec	17-Dec	Doha
25.	Practical Drilling Skills	13-Dec	17-Dec	Doha
26.	Applied Water Technology in Oil and Gas Production	13-Dec	17-Dec	Doha
27.	Construction Maintenance	20-Dec	24-Dec	Doha
28.	Natural Gas Processing	20-Dec	24-Dec	Doha
29.	Bearings & Bearing Failure Analysis	20-Dec	24-Dec	Doha
30.	Valves ... Selection, Installation and Maintenance	20-Dec	24-Dec	Doha
31.	Refilling Self-Contained Breathing Apparatus Using Compressor training	20-Dec	24-Dec	Doha
32.	Fundamentals of Project Planning & Scheduling	20-Dec	24-Dec	Doha
33.	Compressor Systems - Mechanical Design and Specification	20-Dec	24-Dec	Doha
34.	Electrical Accident Investigation and System Safety	20-Dec	24-Dec	Doha
35.	Heat Exchangers Design and Performance	20-Dec	24-Dec	Doha
36.	Oil Treatment	20-Dec	24-Dec	Doha
37.	Principles, Applications and Performance of Pumps, Compressors and Turbines	20-Dec	24-Dec	Doha
38.	Strategic Thinking and Leadership Engineers	20-Dec	24-Dec	Doha
39.	Industrial Security Planning & Operations	20-Dec	24-Dec	Doha

40.	CISRS-OSTS Basic Scaffold Inspector	27-Dec	31-Dec	Doha
41.	Engineering Electronic Document Management Systems (EDMS)	27-Dec	31-Dec	Doha
42.	Modern Valve Technology	27-Dec	31-Dec	Doha
43.	Construction and Civil Engineering Fundamentals for Non-Civil Engineers	27-Dec	31-Dec	Doha
44.	Oil and Gas Commercial Contracts and Negotiation Skills	27-Dec	31-Dec	Doha
45.	Oil and Gas Technical Competence for Non-Technical Professionals	27-Dec	31-Dec	Doha
46.	Introduction to the Oil and Gas Industry	27-Dec	31-Dec	Doha
47.	IDEA Data Analysis Software	27-Dec	31-Dec	Doha
48.	Process Safety Leadership	27-Dec	31-Dec	Doha
49.	Layer of Protection (LOPA) Competency	27-Dec	31-Dec	Doha
50.	Design, Construction, Control & Operation of Reciprocating Compressors	27-Dec	31-Dec	Doha
51.	Safe Handling & Operation of Electrical Equipment	27-Dec	31-Dec	Doha
52.	Relief and Flare Systems	27-Dec	31-Dec	Doha
53.	Petroleum Risk and Decision Analysis	27-Dec	31-Dec	Doha

Arabic Non-technical Courses

يناير / January

No.	Program Name	Schedule		Location
		Start	End	
1.	Fundamentals of Finance and Accounting	04-Jan	06-Jan	Doha
2.	Leadership and Management Skills	04-Jan	06-Jan	Doha
3.	Advanced Contracts and Purchasing Management	04-Jan	06-Jan	Doha
4.	Human Resources (HR) Management	04-Jan	06-Jan	Doha
5.	Fraud Prevention and Financial Integrity	04-Jan	06-Jan	Doha
6.	Medical Terminology	04-Jan	06-Jan	Doha
7.	Financial Decision Making for Bankers	04-Jan	06-Jan	Doha
8.	Mastering Management Skills	04-Jan	06-Jan	Doha
9.	Emotional Intelligence	04-Jan	06-Jan	Doha
10.	Organising & Behavioural Skills for Administrative Professionals/Executive Secretaries	04-Jan	06-Jan	Doha
11.	Business Etiquette	04-Jan	06-Jan	Doha
12.	Excellence in Quality Service & Customer Satisfaction	04-Jan	06-Jan	Doha
13.	Accounts Receivable: Planning, Organising & Achieving Best Practice	04-Jan	06-Jan	Doha
14.	Strategic Business Development Skills	04-Jan	06-Jan	Doha
15.	Women as Leaders	04-Jan	06-Jan	Doha
16.	Achieving Professional Excellence – Communication, Planning, Negotiation & Presentation Skills	04-Jan	06-Jan	Doha
17.	Contractual Risk, Insurance and Indemnities	04-Jan	06-Jan	Doha
18.	Modern Hospital Management	04-Jan	06-Jan	Doha
19.	Cost Analysis to Support Strategic Decisions	04-Jan	06-Jan	Doha
20.	Stress Management	04-Jan	06-Jan	Doha
21.	Talent Management Strategy	04-Jan	06-Jan	Doha
22.	Management in Crises and Difficult Situations	04-Jan	06-Jan	Doha
23.	Office Management Skills for Oil & Gas Operations	11-Jan	13-Jan	Doha
24.	Six Sigma – Green Belt	11-Jan	13-Jan	Doha
25.	Mastering Finance & Accounting	11-Jan	13-Jan	Doha
26.	The Power of Leaders	11-Jan	13-Jan	Doha
27.	Compensation and Benefits Management	11-Jan	13-Jan	Doha
28.	Contracts Management: Procurement, Partnering & Tendering	11-Jan	13-Jan	Doha
29.	Job Analysis and Job Description Techniques	11-Jan	13-Jan	Doha
30.	Strategic Marketing Management	11-Jan	13-Jan	Doha
31.	Managing the Cash Cycle: Accounts Receivable & Payable Best Practices	11-Jan	13-Jan	Doha
32.	New Leaders Action Plan	11-Jan	13-Jan	Doha
33.	Fundamentals of Finance and Accounting	11-Jan	13-Jan	Doha
34.	Leadership and Management Skills	11-Jan	13-Jan	Doha
35.	Advanced Contracts and Purchasing Management	11-Jan	13-Jan	Doha
36.	Human Resources (HR) Management	11-Jan	13-Jan	Doha
37.	Fraud Prevention and Financial Integrity	11-Jan	13-Jan	Doha
38.	Medical Terminology	11-Jan	13-Jan	Doha
39.	Emotional Intelligence	11-Jan	13-Jan	Doha
40.	Management of Contracts & Contract Claims	11-Jan	13-Jan	Doha

فبراير / February

No.	Program Name	Schedule		Location
		Start	End	
1.	Training of Trainers (TOT)	01-Feb	03-Feb	Doha
2.	Effective Storekeeping Skills	01-Feb	03-Feb	Doha
3.	Budgeting, Planning & Management Reporting	01-Feb	03-Feb	Doha
4.	Financial Decision Making for Bankers	01-Feb	03-Feb	Doha
5.	Mastering Management Skills	01-Feb	03-Feb	Doha
6.	Emotional Intelligence	01-Feb	03-Feb	Doha
7.	Organising & Behavioural Skills for Administrative Professionals/Executive Secretaries	01-Feb	03-Feb	Doha
8.	Business Etiquette	01-Feb	03-Feb	Doha
9.	Excellence in Quality Service & Customer Satisfaction	01-Feb	03-Feb	Doha
10.	The Leadership Challenge	01-Feb	03-Feb	Doha
11.	Advanced HR Techniques and Effective Training Planning Strategies	01-Feb	03-Feb	Doha
12.	Public Relations & Corporate Communications	01-Feb	03-Feb	Doha
13.	Logistic & Supply Chain Management	01-Feb	03-Feb	Doha
14.	Financial Management for Projects & Contracts	01-Feb	03-Feb	Doha
15.	Leadership and Management Skills for New Manager & Supervisor	01-Feb	03-Feb	Doha
16.	Cost Analysis to Support Strategic Decisions	01-Feb	03-Feb	Doha
17.	Stress Management	01-Feb	03-Feb	Doha
18.	Talent Management Strategy	01-Feb	03-Feb	Doha
19.	Management in Crises and Difficult Situations	15-Feb	17-Feb	Doha
20.	Office Management Skills for Oil & Gas Operations	15-Feb	17-Feb	Doha
21.	Six Sigma – Green Belt	15-Feb	17-Feb	Doha
22.	Office Management and Effective Administration Skills	15-Feb	17-Feb	Doha
23.	Service Excellence	15-Feb	17-Feb	Doha
24.	Emotional Intelligence	15-Feb	17-Feb	Doha
25.	Fundamentals of Purchasing	15-Feb	17-Feb	Doha
26.	Finance & Accounting for the Oil & Gas Industry	15-Feb	17-Feb	Doha
27.	Mastering Emotional Intelligence: Skills for Excellent Leadership	15-Feb	17-Feb	Doha
28.	Mastering Finance & Accounting	15-Feb	17-Feb	Doha
29.	The Power of Leaders	15-Feb	17-Feb	Doha
30.	Compensation and Benefits Management	15-Feb	17-Feb	Doha
31.	Contracts Management: Procurement, Partnering & Tendering	15-Feb	17-Feb	Doha
32.	Job Analysis and Job Description Techniques	15-Feb	17-Feb	Doha
33.	Strategic Marketing Management	15-Feb	17-Feb	Doha
34.	How to Write HR Policies and Procedures	15-Feb	17-Feb	Doha
35.	The Effective Human Resources Administrator	15-Feb	17-Feb	Doha
36.	English Business Communication	22-Feb	24-Feb	Doha
37.	Safe Materials Handling	22-Feb	24-Feb	Doha
38.	Accounts Payable: Planning, Organising & Achieving Best Practice	22-Feb	24-Feb	Doha
39.	The Art of Strategic Management & Leadership	22-Feb	24-Feb	Doha
40.	Business Writing for Administrative Professionals	22-Feb	24-Feb	Doha
41.	Stress Management	22-Feb	24-Feb	Doha
42.	Project Management, Scheduling & Compliance: Planning, Scheduling & Control	22-Feb	24-Feb	Doha
43.	Health Planning, Monitoring & Evaluation	22-Feb	24-Feb	Doha
44.	Project Management Introduction	22-Feb	24-Feb	Doha

ابريل / April

No.	Program Name	Schedule		Location
1.	International Financial Reporting Standards IFRS	05-Apr	07-Apr	Doha
2.	Leading with Emotional Excellence	05-Apr	07-Apr	Doha
3.	The 3 Phases of Contract Management: Tendering, Execution & Evaluation	05-Apr	07-Apr	Doha
4.	Managing a High-Performing Sales Teams	05-Apr	07-Apr	Doha
5.	Training Needs Analysis and Evaluation	12-Apr	14-Apr	Doha
6.	Key Account Sales Management	12-Apr	14-Apr	Doha
7.	Financial Data Analysis	12-Apr	14-Apr	Doha
8.	Innovative Leadership Competencies	12-Apr	14-Apr	Doha
9.	Managing and Organizing Accounts Payable	19-Apr	21-Apr	Doha
10.	The Art of Oil & Gas Procurement	19-Apr	21-Apr	Doha
11.	The Senior Secretary Development Program	19-Apr	21-Apr	Doha
12.	Advanced Risk & Crises Management	19-Apr	21-Apr	Doha

مايو / May

No.	Program Name	Schedule		Location
1.	International Financial Reporting Standards IFRS	03-May	05-May	Doha
2.	Leading with Emotional Excellence	03-May	05-May	Doha
3.	The 3 Phases of Contract Management: Tendering, Execution & Evaluation	03-May	05-May	Doha
4.	Managing a High-Performing Sales Teams	03-May	05-May	Doha
5.	Training Needs Analysis and Evaluation	03-May	05-May	Doha
6.	Key Account Sales Management	03-May	05-May	Doha
7.	Financial Data Analysis	03-May	05-May	Doha
8.	Innovative Leadership Competencies	03-May	05-May	Doha
9.	Managing and Organizing Accounts Payable	03-May	05-May	Doha
10.	The Art of Oil & Gas Procurement	10-May	12-May	Doha
11.	The Senior Secretary Development Program	10-May	12-May	Doha
12.	Advanced Risk & Crises Management	10-May	12-May	Doha
13.	Auditing in the Oil & Gas Industry	10-May	12-May	Doha
14.	Mastering Supervisory Skills	10-May	12-May	Doha
15.	Contract Planning, Strategy & Claims Management	10-May	12-May	Doha
16.	Recruitment Skills and Interviewing Techniques	10-May	12-May	Doha
17.	Stress Management	10-May	12-May	Doha
18.	Time Management and Personal Effectiveness	10-May	12-May	Doha
19.	Continual Improvement Tools and Techniques	10-May	12-May	Doha
20.	Customer Profiling Techniques	10-May	12-May	Doha
21.	The Effective Accountant	10-May	12-May	Doha
22.	Leadership, Vision and Organisational Reality	10-May	12-May	Doha
23.	Project Management - Introduction	10-May	12-May	Doha
24.	Anti Money Laundering	10-May	12-May	Doha
25.	Budgeting, Planning & Management Reporting	10-May	12-May	Doha
26.	Office Professional and Records Management	10-May	12-May	Doha
27.	Effective Training Techniques	10-May	12-May	Doha
28.	Advanced Public Relations Management	10-May	12-May	Doha
29.	Budgeting & Cost Control	17-May	19-May	Doha

يونيو / June

No.	Program Name	Schedule		Location
		Start	End	
1.	Advanced Management: Achieving Superior Performance & Strategic Success	02-Jun	04-Jun	Doha
2.	Effective Supply Chain, Warehouse and Inventory Management	02-Jun	04-Jun	Doha
3.	Organisational Structure and Work Ethics Behaviour	02-Jun	04-Jun	Doha
4.	Healthcare Supply Chain Management	02-Jun	04-Jun	Doha
5.	Effective Time, Task and Work Planning	02-Jun	04-Jun	Doha
6.	Organizing and Managing International Conferences	02-Jun	04-Jun	Doha
7.	Advanced Budgeting & Forecasting	02-Jun	04-Jun	Doha
8.	Treasury and Cash Management	07-Jun	08-Jun	Doha
9.	Project Management - Introduction	07-Jun	08-Jun	Doha
10.	Mastering Team Leadership Skills	07-Jun	08-Jun	Doha
11.	Corporate Finance Workshop	07-Jun	08-Jun	Doha
12.	Professional Purchasing Skills: Purchasing Management Masterclass	07-Jun	08-Jun	Doha
13.	Customer Relations and Business Development Skills	07-Jun	08-Jun	Doha
14.	Warehouse, Stores & Stock Control Management	07-Jun	08-Jun	Doha
15.	The Effective Financial Controller: Managing Financial Functions & Improvement Opportunities	14-Jun	16-Jun	Doha
16.	Mastering Management Skills	14-Jun	16-Jun	Doha
17.	Systems Thinking in Analysing Problems	14-Jun	16-Jun	Doha
18.	e-Procurement: Developing, Implementing & Managing the Complete Process	14-Jun	16-Jun	Doha

يوليو / July

No.	Program Name	Schedule		Location
		Start	End	
1.	PMP Exam Certification Preparation	05-Jul	07-Jul	Doha
2.	Emotional Intelligence	05-Jul	07-Jul	Doha
3.	Effective Budgeting and Cost Control	05-Jul	07-Jul	Doha
4.	Innovation and Creativity in Education	05-Jul	07-Jul	Doha
5.	Certified Professional Manager	05-Jul	07-Jul	Doha
6.	The Effective Accounts Assistant	05-Jul	07-Jul	Doha
7.	Developing Emotionally Intelligent Management & Leadership Skills	05-Jul	07-Jul	Doha
8.	Stress Management	05-Jul	07-Jul	Doha
9.	Documents and Records Management Compliance	05-Jul	07-Jul	Doha
10.	Financial Management for Projects & Contracts	05-Jul	07-Jul	Doha
11.	Certified Administration and Office Management Professional	05-Jul	07-Jul	Doha
12.	Speech Coaching for High Impact Presentations	12-Jul	14-Jul	Doha
13.	Skills For Women At Work	12-Jul	14-Jul	Doha
14.	Business and Financial Modelling	12-Jul	14-Jul	Doha
15.	Organizational Change and Development	12-Jul	14-Jul	Doha
16.	Enterprise Risk Management	12-Jul	14-Jul	Doha
17.	Emotional Intelligence	12-Jul	14-Jul	Doha
18.	Contract Management for Non-Contract Professionals	12-Jul	14-Jul	Doha
19.	Contracts Administration: From Award to Completion	12-Jul	14-Jul	Doha
20.	Employee Testing and Evaluation Techniques	12-Jul	14-Jul	Doha

اغسطس / August

No.	Program Name	Schedule		Location
1.	Project Management for Oil & Gas	02-Aug	04-Aug	Doha
2.	Strategic Financial Planning & Implementation	02-Aug	04-Aug	Doha
3.	Employee Engagement and Motivation	02-Aug	04-Aug	Doha
4.	PMP Exam Certification Preparation	02-Aug	04-Aug	Doha
5.	Stress Management	02-Aug	04-Aug	Doha
6.	Fraud, Theft and Corruption in the Workplace	02-Aug	04-Aug	Doha
7.	Interpersonal Communication Skills	02-Aug	04-Aug	Doha
8.	Communication Skills for Telephone Operators	02-Aug	04-Aug	Doha
9.	Effective Healthcare Marketing	02-Aug	04-Aug	Doha
10.	Inventory and Stock Control Management	02-Aug	04-Aug	Doha
11.	Review of Financial Accounting & Detecting Fraud	02-Aug	04-Aug	Doha
12.	Mastering Communication, Negotiation and Presentation Skills	02-Aug	04-Aug	Doha
13.	Advanced Documents & Records Management Compliance	02-Aug	04-Aug	Doha
14.	Strategic Recruitment, Interviewing and Selection	02-Aug	04-Aug	Doha
15.	Developing Personal Influence & Impact	02-Aug	04-Aug	Doha
16.	Risk Management for Agreement & Purchasing	02-Aug	04-Aug	Doha
17.	Accounting & Financial Analysis for Decision Makers	02-Aug	04-Aug	Doha
18.	Mastering Strategic Decision Making	02-Aug	04-Aug	Doha
19.	Oil & Gas Commercial Contracts & Negotiation Skills	09-Aug	11-Aug	Doha
20.	Workforce Planning and Budgeting	09-Aug	11-Aug	Doha
21.	Human Resources Performance Improvements	09-Aug	11-Aug	Doha
22.	Middle Management Skills	09-Aug	11-Aug	Doha
23.	Analyzing Balance Sheets	09-Aug	11-Aug	Doha
24.	Advanced Conflict Resolution & Change Management Strategies	09-Aug	11-Aug	Doha
25.	Top Management Skills	09-Aug	11-Aug	Doha
26.	The Strategic Buyer	09-Aug	11-Aug	Doha
27.	High Performance Team	09-Aug	11-Aug	Doha
28.	Project Management PMP Preparation	09-Aug	11-Aug	Doha
29.	Succession Planning	09-Aug	11-Aug	Doha
30.	International Relations and Dispute Resolution Mechanisms	09-Aug	11-Aug	Doha
31.	Finance for Non-Financial Officers	09-Aug	11-Aug	Doha
32.	Project Leadership	09-Aug	11-Aug	Doha
33.	Advanced Contracts Management	09-Aug	11-Aug	Doha
34.	Managing Multiple Tasks, Priorities and Deadlines	09-Aug	11-Aug	Doha
35.	Leadership Program for Academic Executives	09-Aug	11-Aug	Doha
36.	Documentation, Recording and Information Management	09-Aug	11-Aug	Doha
37.	Financial Planning, Analysis and Reporting	16-Aug	18-Aug	Doha
38.	Management Excellence Masterclass	16-Aug	18-Aug	Doha
39.	Time Management and Stress Control	16-Aug	18-Aug	Doha
40.	Professional Secretarial & Administration Skills	16-Aug	18-Aug	Doha
41.	Safe Material Handling	16-Aug	18-Aug	Doha
42.	Cost Accounting and Analysis	16-Aug	18-Aug	Doha
43.	The Power of Positive Thinking & Attitude	16-Aug	18-Aug	Doha
44.	SharePoint Implementation Best Practices: From Design to Integration	16-Aug	18-Aug	Doha
45.	Empowering the Workplace for Greater Impact	16-Aug	18-Aug	Doha

سبتمبر / September

No.	Program Name	Schedule		Location
		Start	End	
1.	Personal and Retail Banking	06-Sep	08-Sep	Doha
2.	Logistic & Transportation	06-Sep	08-Sep	Doha
3.	Visual Retail Merchandising	06-Sep	08-Sep	Doha
4.	Financial System Monitoring and Performance Evaluation	06-Sep	08-Sep	Doha
5.	Creativity, Critical Thinking and Problem Solving	06-Sep	08-Sep	Doha
6.	Oil & Gas Project Management	06-Sep	08-Sep	Doha
7.	Organisational Leadership	06-Sep	08-Sep	Doha
8.	Financial Skills for HR Professionals	06-Sep	08-Sep	Doha
9.	Customer Relationship Management	06-Sep	08-Sep	Doha
10.	Financial Statement Preparation & Analysis	06-Sep	08-Sep	Doha
11.	Success under Pressure: Emotional Intelligence, Conflict Management & Negotiations	06-Sep	08-Sep	Doha
12.	Project Management - Introduction	06-Sep	08-Sep	Doha
13.	Stress Management	06-Sep	08-Sep	Doha
14.	Priorities Management	06-Sep	08-Sep	Doha
15.	Competitive Strategies and Value Innovation	06-Sep	08-Sep	Doha
16.	Risk Management in the Supply Chain	06-Sep	08-Sep	Doha
17.	Mastering Project Management	13-Sep	15-Sep	Doha
18.	Cost Engineering	13-Sep	15-Sep	Doha
19.	The Practical Leader: Developing & Leading High Performing Teams	13-Sep	15-Sep	Doha
20.	PMP Exam Certification Preparation	13-Sep	15-Sep	Doha
21.	Customer Service Skills	13-Sep	15-Sep	Doha
22.	Emotional Intelligence	13-Sep	15-Sep	Doha
23.	Arabic Business Writing Skills	13-Sep	15-Sep	Doha
24.	Developing and Implementing the Business Plan	13-Sep	15-Sep	Doha
25.	Maximizing Organizational Communication	13-Sep	15-Sep	Doha
26.	The Senior Secretary Development	13-Sep	15-Sep	Doha
27.	Islamic Banking Principles and Applications	13-Sep	15-Sep	Doha
28.	Strategic Enterprise Analysis	13-Sep	15-Sep	Doha
29.	Project Management - Introduction	13-Sep	15-Sep	Doha
30.	Stress Management	13-Sep	15-Sep	Doha
31.	Logistics Management	13-Sep	15-Sep	Doha
32.	Best Practice in Finance & Accounting	13-Sep	15-Sep	Doha
33.	Business Intelligence and Decision Making	20-Sep	22-Sep	Doha
34.	Personal Productivity Skills workshop	20-Sep	22-Sep	Doha
35.	Creative Thinking & Innovation Techniques	20-Sep	22-Sep	Doha
36.	Cost Management & Budgeting Techniques	20-Sep	22-Sep	Doha
37.	Management Reporting and Decision Making	20-Sep	22-Sep	Doha
38.	PMP Exam Certification Preparation	20-Sep	22-Sep	Doha
39.	Customer Service Skills	20-Sep	22-Sep	Doha
40.	Emotional Intelligence	20-Sep	22-Sep	Doha
41.	Materials and Supply Chain Management	20-Sep	22-Sep	Doha
42.	Logistics & Transport Management	20-Sep	22-Sep	Doha
43.	Organization and Workforce Planning	20-Sep	22-Sep	Doha
44.	Self Leadership Skills	20-Sep	22-Sep	Doha
45.	Insurance Principles	20-Sep	22-Sep	Doha
46.	Business Analysis within a Project Environment	20-Sep	22-Sep	Doha
47.	Tender Preparation & Evaluation	20-Sep	22-Sep	Doha
48.	Emotional Intelligence	20-Sep	22-Sep	Doha

October

No.	Program Name	Schedule		Location
1.	Project Management - Introduction	04-Oct	05-Oct	Doha
2.	Procurement Planning and Bid Management	04-Oct	05-Oct	Doha
3.	Warehouse Management	04-Oct	05-Oct	Doha
4.	The Customer Complaint System	04-Oct	05-Oct	Doha
5.	Managing Financial Risks	04-Oct	05-Oct	Doha
6.	Managerial Leadership	04-Oct	05-Oct	Doha
7.	Facilitation Skills and Group Dynamics	04-Oct	05-Oct	Doha
8.	Simplification of Work Processes and Procedures	04-Oct	05-Oct	Doha
9.	PMP Exam Certification Preparation	04-Oct	05-Oct	Doha
10.	Advanced Warehousing, Inventory Control & Stock Checking Techniques	04-Oct	05-Oct	Doha
11.	Project Risk Management	04-Oct	05-Oct	Doha
12.	Efficient Finance & Accounting Operations	04-Oct	05-Oct	Doha
13.	Letters of Guarantees/Credits	04-Oct	05-Oct	Doha
14.	Transformational Leadership and Change Management	04-Oct	05-Oct	Doha
15.	Advanced Contracts and Project Management	04-Oct	05-Oct	Doha
16.	Stress Management	04-Oct	05-Oct	Doha
17.	Strategic Management Workshop	04-Oct	05-Oct	Doha
18.	Coaching and Mentoring Skills for Leadership Success	04-Oct	05-Oct	Doha
19.	Certified Professional Manager	04-Oct	05-Oct	Doha
20.	International Accounting Standards (IAS)	04-Oct	05-Oct	Doha
21.	The Six Hats and Lateral Thinking	11-Sep	13-Oct	Doha
22.	Workshop on Management Stress and Pressure at Work	11-Sep	13-Oct	Doha
23.	Emotional Intelligence	11-Sep	13-Oct	Doha
24.	Project Management - Introduction	11-Sep	13-Oct	Doha
25.	Facilitation Skills and Group Dynamics	11-Sep	13-Oct	Doha
26.	Competency Based Frameworks	11-Sep	13-Oct	Doha
27.	Employee Relations: Roles and Responsibilities	11-Sep	13-Oct	Doha
28.	Project Management Skills for Non-Project Managers	11-Sep	13-Oct	Doha
29.	Advanced Etiquette Skills	11-Sep	13-Oct	Doha
30.	Finance for Non-Financial Officers Advanced	11-Sep	13-Oct	Doha
31.	Knowledge Management	11-Sep	13-Oct	Doha
32.	PMP Exam Certification Preparation	11-Sep	13-Oct	Doha
33.	Developing Excellence in People Leadership	11-Sep	13-Oct	Doha
34.	Personal Effectiveness and Influencing Skills	11-Sep	13-Oct	Doha
35.	Talent Management Strategies	11-Sep	13-Oct	Doha
36.	Leadership & Management Skills for Supervisor	11-Sep	13-Oct	Doha
37.	Professional Skills for Finance and Accounting	11-Sep	13-Oct	Doha
38.	Best Practice in Procurement	11-Sep	13-Oct	Doha
39.	Managing Priorities, Performance & Pressure	11-Sep	13-Oct	Doha
40.	Managing and Motivating Toward Excellence	11-Sep	13-Oct	Doha
41.	Contract Cost and Price Analysis	18-Oct	20-Oct	Doha
42.	The Power of Leaders	18-Oct	20-Oct	Doha
43.	Customer Relationship Management CRM	18-Oct	20-Oct	Doha
44.	Efficient Finance and Accounting Operations: Best Practices and Updates	18-Oct	20-Oct	Doha
45.	Goal Setting, Planning and Decision Making	18-Oct	20-Oct	Doha
46.	Business Fundamentals	18-Oct	20-Oct	Doha
47.	Leading and Managing Change	18-Oct	20-Oct	Doha
48.	Building Effective Organizational Culture	18-Oct	20-Oct	Doha

November

No.	Program Name	Schedule		Location
		Start	End	
1.	Budgeting, Accounting & Cost Control	03-Nov	05-Nov	Doha
2.	Excellence in Customer Care	03-Nov	05-Nov	Doha
3.	Advanced Budgeting and Cost Management Estimating, Budgeting and Cost Control	03-Nov	05-Nov	Doha
4.	Effective Strategies for Management and Communication Skills	03-Nov	05-Nov	Doha
5.	Operational Performance Management	03-Nov	05-Nov	Doha
6.	Administrative Excellence for Secretaries and Administrators	03-Nov	05-Nov	Doha
7.	Advanced Purchasing Management: Mastering Purchasing Process from Specification to Contract Completion	03-Nov	05-Nov	Doha
8.	HR Management for Non-HR Professional	03-Nov	05-Nov	Doha
9.	Coaching As A Strategic Tool For Effective Leadership	03-Nov	05-Nov	Doha
10.	Cash Flow Management	03-Nov	05-Nov	Doha
11.	Time & Stress Management	03-Nov	05-Nov	Doha
12.	Leadership Development-360	03-Nov	05-Nov	Doha
13.	Project Scope and Requirements Management	03-Nov	05-Nov	Doha
14.	Communication & Planning Skills for Administrative Professionals	03-Nov	05-Nov	Doha
15.	Contract Administration	03-Nov	05-Nov	Doha
16.	Information and Documentation Compliance	03-Nov	05-Nov	Doha
17.	Advance Public Speaking and Presentation Skills	03-Nov	05-Nov	Doha
18.	Mergers and Acquisition	08-Nov	10-Nov	Doha
19.	Financial Strategy and Accounting Skills	08-Nov	10-Nov	Doha
20.	Building Mental Toughness	08-Nov	10-Nov	Doha
21.	Building Core Team Competencies	08-Nov	10-Nov	Doha
22.	Job Evaluation and Analysis	08-Nov	10-Nov	Doha
23.	Communication and Planning Skills for Administrative Professionals	08-Nov	10-Nov	Doha
24.	Leadership and Management Skills for Supervisors	08-Nov	10-Nov	Doha
25.	Documentation, Recording and Information Management	08-Nov	10-Nov	Doha
26.	Working Effectively in Project Teams	08-Nov	10-Nov	Doha
27.	Advanced Presentation Skills	08-Nov	10-Nov	Doha
28.	Finance for Non-Financial Officers	08-Nov	10-Nov	Doha
29.	Project Leadership	08-Nov	10-Nov	Doha
30.	Advanced Contracts Management	08-Nov	10-Nov	Doha
31.	Managing Multiple Tasks, Priorities and Deadlines	08-Nov	10-Nov	Doha
32.	Leadership Program for Academic Executives	08-Nov	10-Nov	Doha
33.	Business and Financial Modelling	08-Nov	10-Nov	Doha
34.	Organizational Change and Development	08-Nov	10-Nov	Doha
35.	Enterprise Risk Management	08-Nov	10-Nov	Doha
36.	Contract Management for Non-Contract Professionals	15-Nov	17-Nov	Doha
37.	Employee Testing and Evaluation Techniques	15-Nov	17-Nov	Doha
38.	Project Management for Oil & Gas	15-Nov	17-Nov	Doha
39.	Fundamentals of Finance and Accounting	15-Nov	17-Nov	Doha
40.	Leadership and Management Skills	15-Nov	17-Nov	Doha
41.	Advanced Contracts and Purchasing Management	15-Nov	17-Nov	Doha
42.	Human Resources (HR) Management	15-Nov	17-Nov	Doha
43.	Fraud Prevention and Financial Integrity	15-Nov	17-Nov	Doha



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