



Code	Category	Course	Start Date	End Date	City
809		Professional Data Protection officer			
102		Quality Customer Service for Supervisors and Managers			
104		Effective Administration Skills for Secretaries			
106		Finance & Accounting for the Oil & Gas Industry			
108		Strategic Purchasing and Supply Management			
110		Driving Business Performance with Social Media for Motivation of Employees			
112		Communicating to Your Senior Management and Key Stakeholders			
114		Successful Management for Business Achievement			
116		Creative Strategic Planning and Leadership			
118		Maintenance Planning, Scheduling and Control			
120		PLC Telemetry and SCADA Technologies			
122		Administrative & Executive Secretarial Skills			

124		Accounts Payable From Accounting to Management (Planning, Organizing and Achieving Best Practices)			
126		Operational Excellence in the Process Industry			
128		Process Plant Optimisation & Energy Conservation			
130		Vibration Monitoring, Analysis, Alignment & Balancing			
132		Flooding: A to Z of Best Practices			
134		Operation, Diagnostics and Maintenance of Equipment for Oil & Gas Production			
136		Heat Transfer: Augmentation Techniques in the Process Industry			
138		Transport of Solids: Hydraulic & Pneumatic Conveying			
140		The A to Z of Petroleum Industry			
142		Welding Technology			
144		Strategy, Leadership & Innovation: achieving strategy through leadership			

146		Power Generation: Gas Turbines Co Generation Combined Cycle Plants Wind Power Generation and Solar Power			
148		Oil & Gas Economics & Risk Evaluation			
150		International Financial Reporting Standards			
152		The Financial Excellence Programme			
154		Maintenance Leadership			
156		Effective Reliability & Maintenance Best Practices			
158		Oil & Gas Accounting & Performance Measurement			
160		Maintenance Shutdown Planning			
162		Fast Closing Month end & Year end Accounts			
164		Setting & Controlling Budgets			
166		Preparing Budgets			
168		Finance, Risk Management & Corporate Governance			
169		Prevention and firefighting systems ,Evaluation of advanced risk management			

171		Fire risk management strategies, Prevention, Control, Monitor and analyze risk Accidents			
173		Financial Management for Non Financial Professionals			
175		Accounting, Decision Making & Financial Communication			
177		The Advanced Finance Leaders Programme			
179		IOSH Managing Safely			
181		Contamination and Hazardous Wastes Management and Prevention			
183		Media Management in Crisis Communications			
185		Developing an Effective Safety Culture			
187		Excellence in Health Care Management			
189		Environmental Monitoring and Modelling: Environmental Management Systems			
191		Level 4 Award in Health & Safety in the Workplace			
193		Alarm Management			
195		HSE Leadership			

197		Confined Space Awareness and Compliance: Safe Work Practices for Confined Space Entry			
199		Advanced Safety Audit (ASA)			
201		Energy, Carbon and the Environment			
203		Environmental Management Certificate			
205		Safety Management Best Practices			
207		Strategic Crisis Management: Planning for Unexpected Challenges			
209		Workplace Mediation and Conflict Resolution Skills			
211		Employee Relations: Motivation, Grievances and Discipline (Certified Employee Relationship Specialist)ent (Certified HR Professional)			
213		Strategic Change Management for HR Professionals			
215		Driving Performance through Talent Management			
217		Managing and Coordinating Training Proactively			

219		Human Resources Development & Personnel Management			
221		Leading Creatively			
223		The 5 Day MBA in HR			
225		Mastering Training Needs Analysis and Training Evaluation & Maximising Training ROI			
227		Competency Based Management			
229		The Effective Human Resources Administrator			
231		Measuring & Maximising Training ROI			
233		Human Resources Management			
234		(HRICP) Human Resources International Certificate Professional			
236		Business System Analysis: Discovering, Analysis, Modelling & Specifying User Requirements (Certified Business System Analyst)			
238		The Senior Administrator Program			
240		Leading with Emotional Intelligence: Psychology of Leadership (Certified Leader)			

242		Building Personal Leadership Skills : Creating Stronger Relationships for a Stronger Organisation			
244		Priority Management: Optimising Time, Workflow & Productivity			
246		The Middle Manager Development Programme: Creating Future Leaders			
248		High Impact Supervisory Skills			
820		Digital Marketing and Branding			
251		Leadership, Influence & Trust Creating Professional Strategies			
253		Cost Accounting Techniques & Skills For Businesses & Industries			
255		Business Analysis			
257		The Strategy Challenge			
260		Lean Six-Sigma Green Belt Certification Programme			
262		Process Troubleshooting and Problem Analyze and Solving			
264		Project Accounting & Its Relation to Budget			
266		Petroleum Legal Negotiation			

268		Advanced Communication & Interpersonal Skills			
270		Supporting and Troubleshooting Windows 10			
272		The Complete Course on Facilities Management			
274		Performance Measurements, Continuous Improvement & Benchmarking			
276		The Leadership Journey: Communication, Innovation & Vision			
278		Successful Planning, Organising & Delegating			
280		Effective People Skills			
282		Building Skills for Working in Teams: Igniting Passion & Activating Potential in Teams			
723		Arts and Skills of Writing Legal Memorandum and Correspondence			
285		TQM Continuous Improvement Internal Auditing Reporting Skills			
287		Computer Application Skills for Engineers and Managers			

289		Advanced Problem Solving & Decision Making			
291		Foster Teamwork & Cooperation Skills			
293		10 Tools for Highly Effective Managers			
810		Marine Environmental Disaster Management			
296		Security & Health and professional safety			
298		Public Relations Skills			
300		Process Equipment & Piping Systems: Application, Design & Operation			
302		Governance Risk Management and Compliance (GRC)			
304		Certified Customer Service Professional			
306		New Product Launch Using Marketing Communication: Proven Strategies and Techniques			
308		Public Relations & Corporate Communications (Certified Public Relations Officer)			
310		The Strategic Marketing Plan			
312		Hospitality Events and Conferences Management			

314		Value Based Selling: Overcoming Price Objection			
316		Planning and Managing PR Campaigns MBA			
318		The Sales & Marketing Management MBA			
320		Project Planning, Scheduling and Cost Estimating Skills			
322		Warehouse Management: Strategy, Implementation & Control			
324		The Essentials of Contracting & Contract Negotiation			
326		The Strategic Buyer			
328		Power Cable Engineering			
330		Electrical Engineering for Non Electrical Engineers			
332		Grounding and Bonding of Electrical Systems			
334		Pavement Design & Construction of Municipal Roadways			
336		The Contracts & Project MBA			
338		Agile Project Management			
340		Mastering Contracts Management . The 5 day MBA			

342		International Trade Law Practice Under WTO			
344		Business Etiquette and Protocol			
346		Production, Planning, Scheduling and Control			
348		Contracts Administration			
350		Green Supply Chains			
352		Purchasing Management Masterclass			
821		Certified Ethical Emerging Technologist (CEET)			
355		Supply Chain Risk Management			
357		Earned Value Management for Project Performance Measurement			
359		Sales and Operations Planning & Integrating the Business			
724		Strategic planning and Strategic Management, Crisis management and problem Solving			
362		Economic & Technical Evaluations in Engineering & Maintenance			
364		Flow Measurement and Custody Transfer			

366		ISO 50001 Developing and Implementing an Energy Management			
368		Safety in Process Design			
370		Construction Site Management & Supervision			
372		Healthcare Information Systems Management			
374		Feasibility Studies: Preparation, Analysis & Evaluation			
376		FINANCING ENERGY PROJECTS			
378		Managing Multiple Tasks, Priorities & Deadlines			
380		Project Management Specialist			
382		Project Start up Seminar			
384		The Project Management Professional Examination Preparatory Course			
386		Effective Business Decisions Using Data Analysis			
388		Advanced Problem Solving & Decision Making Creative Problem Solving for Innovative Leadership			

390		Communication, Coordination & Leadership			
392		Leadership Excellence in Handling Pressure & Stress			
394		Advanced High Performance Leadership			
396		Strategic Planning, Development & Implementation			
398		Financial Analysis, Planning & Controlling Budgets			
400		Developing, Improving & Monitoring the Internal Audit Function			
402		Effective Office Management			
404		Decisions, Dynamics & Leadership Styles			
406		Inspirational Leadership Strategy Culture and Change			
408		Office Management & Effective Administration Skills			
410		Strategic IT Leadership			
412		The Leadership Journey Communication Innovation & Vision			
414		The Virtual Leader Developing & Leading Teams			

416		Strategic Thinking & Business Planning			
418		Archiving & Filing			
420		Leadership Communication & Interpersonal Skills Leadership through Self Mastery			
422		Smart Leadership Achieving Strategy through Leadership and Innovation			
424		Medium Voltage & High Voltage Switchgear Operations & Maintenance			
426		System Earthing and Protective Earthing in Utilities and Industrial Electrical Networks			
428		GPRS Technical Overview			
431		ATM Frame Relay and IP Integregation			
434		ATM: Advanced Concepts and Developments			
440		Supervisory Skills And Development of leadership			
442		Integrating Budgeting, Forecasting and Business Planning			
444		Understanding Finance to Influence Strategic Decisions			

446		Finance and Accounting for Office Administrators & Secretaries			
448		The 5 Day MBA in Finance			
450		Corporate & Financial Restructuring			
452		Financial Strategy: Essential Finance Management Skills			
454		Certificate in Leadership & Management Excellence			
456		Critical Competencies for Administrators & Secretaries			
458		Customer Service Mindset			
460		Marketing Channels Distribution Channel Management			
462		Market Analysis Competitive Intelligence & Benchmarking			
464		Building Finishes and Rehabilitation Works			
466		Public Relations Campaigns _ From Planning to Execution			
468		Developing & Implementing Strategic Marketing Plans			

470		Achieving Excellence in Customer Service – Providing a Quality Service			
472		Compensation & Benefits Administrator			
474		Linking Training to Organisational Goals			
476		HR Skills for HR Administrators			
478		Managing Service Quality and Customer Satisfaction (Certified Customer Management Specialist)			
480		Advanced Customer Service Management			
482		Certified Sales Professional			
484		AC Electrical Motors & Drives Troubleshooting, Maintenance & Protection			
486		Process Plant Start up and Commissioning			
488		Shutdowns, Turnarounds and Outages			
490		Crisis Management & Emergency Response for the Oil and Gas Industry			
492		Leading Under Pressure			
494		Marine Pollution and Management			

496		Corporate Social Responsibility			
498		Advanced occupational Safety and Health Administration			
500		Security Management, Planning & Asset Protection			
502		The Security Officer Development Programme Developing Practical Skills & Techniques			
504		Organising and Behavioural Skills for Administrative Professionals_ Executive Secretaries_PAs			
506		Strategies for the security of documents and electronic information			
508		Materials of Construction for Process Equipment & Piping Systems “ Selection and In_Service Performance			
510		Construction Quality Control and Site Inspection			
512		Professional Secretarial & Administration Skills			
514		E Library Management Techniques			
516		Pumps, compressor and turbine: Selection, Operation & Maintenance			

518		Surface Production Operations			
520		Flow Measurement and Custody Transfer			
522		Contracts Management Specialist			
524		Service Level Agreements			
526		Asset Management & ISO 55000 Series			
528		Facilities Management Specialist			
530		Business Strategy Essentials : Introduction to Strategic Management			
532		Masterclass Advanced Strategies in Oil & Gas Finance & Accounting			
534		Strategic Planning, Management Control & Effective Budgeting			
536		Strategy, Risks, Negotiation & Leadership			
538		Metallurgy for Non Metallurgists			
540		Risk Based Strategies for Inspection & Maintenance (RBI & RBM)			
542		PLC & SCADA Systems and Leadership Skills			
544		Building Operational Excellence in the Process Industry			

546		Maintenance Management: Developing & Enhancing Maintenance Strategies			
548		Working & Safety in Chemical Laboratory, Preparation & Take Sample Workshop			
550		UPS Systems & Battery Chargers: Maintenance & Troubleshooting			
552		Electrical Installations & Maintenance: Design, Inspection Testing, Maintenance and Resilience			
554		Modern Maintenance Technologies: Challenging Traditional Approaches in Maintenance			
556		Efficient Administration Skills			
558		The Office Professional and Records Management Masterclass			
560		Instrumentation Engineering Practices for Facilities Personnel			
562		Predictive Maintenance			
564		Time Management and Personal Effectiveness			
566		The Three Dimensions of Leadership			

568		Legal Aspects of Health Care			
570		Gas Production Engineering GPO			
572		Strategic Maintenance Planning			
725		Coordinating and supervising the executive departments			
575		Production Planning & Scheduling Petroleum Refineries			
577		Electric Power Distribution System For Industrial Plants			
579		Maintenance Planning Schedule & Work Control			
581		Safe Operation & Maintenance of Circuit Breakers and Switchgears			
583		Advanced Maintenance Management			
585		Developing and Effective Safety Culture			
587		Advanced Health & Safety Management			
589		Basics of Human Resource Management			
590		Essential Skills for Effective Training Administration			
592		Agile Test Driven Development Training			

594		Compensation Packages and Salary Structure			
596		Manpower Organisation, Succession Planning & Trend Analysis			
598		Train the Trainer: From Design to Delivery			
600		Compensation & Benefits Management			
602		Leadership and Management Skills for the 21st Century			
604		Document Control			
606		The Oxford HRM & Training Programme			
608		Customer Focused Management			
610		Modern international standards of Internal Audit Function			
612		Purchasing Techniques, Negotiating & Cost Reduction			
614		The Complete Course on Contracts & Purchasing Management			
616		The Complete Course on Purchasing Management			
618		Negotiating, Drafting & Understanding Contracts			

620		Contract Drafting for Procurement, Tendering & Commissioning			
622		Effective Global Procurement			
633		Advanced AutoCAD Training			
635		Pavement Construction and Maintenance Management Based on GIS			
637		Introduction to High Voltage Equipment and Power Systems			
639		Protection of Electrical Power Systems			
641		Process Equipment & Piping Systems			
643		Safe Handling, Operation and Maintenance of Electrical Equipment in Hazardous Areas			
645		Safety Instrumentation & Emergency Shutdown Systems			
647		Effective Purchasing, Tendering & Supplier Selection			
649		Logistics & Supply Chain Management			
651		Managing Vendor Qualification, Performance & Contract Compliance			

653		Project Risk Management & Compliance			
655		Effective Purchasing and Contract Negotiation Strategies			
657		The Contracts & Project Management MBA			
659		Project Management, Scheduling & Compliance: Planning, Scheduling & Control			
661		Project Leadership in Action: Power, Influence, Politics and Negotiations			
663		Data Management, Manipulation and Analysis using Excel			
665		Information Security Management			
667		Amine Gas Sweetening& Sulphur Recovery			
669		CAD Quality Assurance, Productivity Improvement & New CAD Methodologies			
671		Information Management Compliance			
673		International Joint Ventures and Strategic Alliances			
675		Agile Business Analyst Training			

677		Road Project Management			
679		Information Technology Project Management			
681		Managing Project Risks in the Oil & Gas Industry			
683		Introduction to TCP_IP and Internet Security			
685		Legal Aspects of HR and Personnel Management			
686		Advanced Office Management & Secretarial Effective Administration Skills			
687		Documents and Records Management Compliance: (ISO: 15489 Standard)			
688		Effective Report Writing Skills			
689		Executive Secretariat and Office Management for Top Management			
691		Masterclass for Administrative Professionals, Secretaries & PAs			
693		Secretariat _ Future Office Management			
695		Managing IT Projects Effectively			
697		Inventory and Stock Control Management			

699		Mastering Public Relations & Communications Practice			
701		The Oxford Advanced Management & Leadership Programme			
703		Planning and Scheduling Maintenance Work Comprehensive			
705		OSHA in Professional Safety and Health			
706		Kaspersky Endpoint Security and Management			
727		Alternative energy			
726		Workshop sustainable cities			
710		Public Relations Responsibility			
712		Project Monitoring & Control			
714		Project Management From Idea to Implementation & Beyond			
716		Project Managers Guide			
718		ADVANCED CAPITAL PROJECT EVALUATION & DECISION MAKING			
720		Advanced Project Management			

722		Chemical Laboratory Instrumentation: Operation, Quality and Safety of Equipment			
735		Quality Management (QMS) for Airlines			
737		ISO 17025 Laboratory Quality Management			
739		Cyber security Foundations			
741		Cyber Security Specialist			
743		Facility Planning and Management			
745		Advanced Maintenance Management and Control			
747		Electrical & Instrumentation Design, Installation & Operation			
751		Strategic Planning for Records and Archives Services			
750		Supply Chain Management: Inventory Management and Control			
753		Asset integrity management			
755		Spring Framework Master Class			
757		Spring: Core Training			
758		Vue.js 2 Essential Training			

