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|  | **2022** |
|  | **Quality Services Group** |

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| **[Quality Services Group]** |

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| **2022** | HUMAN RESOURCE MANAGEMENT |

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| **CODE** | **TITLE** | **DATE** | **VENUE** |
| HR-1 | ⦁ Effective Performance Management Systems | 2 Days |  |
| HR-2 | ⦁ Aligning Learning with Business Strategy Seminar & Workshops | 2 Days |  |
| HR-3 | ⦁ Certificate in HR Administration | 2 Days |  |
| HR-4 | ⦁ Leading Strategic HR Transformation | 2 Days |  |
| HR-5 | ⦁ Measuring & Maximizing Training ROI | 2 Days |  |
| HR-6 | ⦁ Compensation, Benefit Administration & Reward Management | 2 Days |  |
| HR-7 | ⦁ Behavioral Management and Emotional Intelligence | 2 Days |  |
| HR-8 | ⦁ Coaching, Mentoring & Career Development for Success | 2 Days |  |
| HR-9 | ⦁ Best Practices & HR Skills in Career Development | 2 Days |  |
| HR-10 | ⦁ HR Skills for HR Administrators | 2 Days |  |
| HR-11 | ⦁ Teamwork & People Development | 2 Days |  |
| HR-12 | ⦁ The HR Essential Skills | 2 Days |  |
| HR-13 | ⦁ Developing Leadership Talent | 2 Days |  |
| HR-14 | ⦁ Improving Productivity & Employee Engagement through Effective Frontline Leadership | 2 Days |  |
| HR-15 | ⦁ Managing Employee Performance, Behavior & Attitudes | 2 Days |  |

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| **2022** | FINANCE & ACCOUNTING |

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| **CODE** | **TITLE** | **DATE** | **VENUE** |
| **FA-1** | ⦁ Integrating Budgeting, Forecasting & Business Planning | 5 Days |  |
| **FA-2** | دوره التكاليف المحاسبيه⦁ | 5 Days |  |
| **FA-3** | ⦁ Accounting, Decision Making, & Financial Communication | 5 Days |  |
| **FA-4** | دوره المحاسبه الماليه الشامله ⦁ | 5 Days |  |
| **FA-5** | ⦁ Finance, Risk Management & Corporate Governance | 5 Days |  |
| **FA-6** | دوره التحليل المالى⦁ | 5 Days |  |
| **FA-7** | ⦁ Contracting Accounting Diploma | 5 Days |  |
| **FA-8** | ⦁ Tax Accounting Diploma | 5 Days |  |
| **FA-9** | ⦁ Planning Budgets | 5 Days |  |
| **FA-10** | ⦁ Developing, Improving & Monitoring the Internal Audit Function | 5 Days |  |
| **FA-11** | ⦁ Feasibility study & project evaluation | 5 Days |  |
| **FA-12** | دوره المراجعه الماليه ⦁ | 5 Days |  |

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| **2022** | **Sales & Marketing** |

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| **CODE** | **TITLE** | **DATE** | **VENUE** |
| **SM-1** | ⦁ Business-Case Writing for New Products | 2 Days |  |
| **SM-2** | ⦁ Effective Business to Business (B2B) Marketing | 2 Days |  |
| **SM-3** | ⦁ Creating a Marketing Plan for Business-to-Business | 2 Days |  |
| **SM-4** | ⦁ Managing Marketing Communications for Business-to-Business | 2 Days |  |
| **SM-5** | ⦁ Strategic Selling and Value Propositions for Business to Business (B2B) Companies | 2 Days |  |
| **SM-6** | ⦁ Sales and Operation Planning (S&OP) | 2 Days |  |
| **SM-7** | ⦁ Measuring Marketing Effectiveness & ROI | 2 Days |  |
| **SM-8-** | ⦁ Developing & Implementing Strategic Marketing Plans | 2 Days |  |
| **SM-9** | ⦁ International Marketing | 2 Days |  |
| **SM-10** | ⦁ Search Engines Optimization SEO | 2 Days |  |
| **SM-11** | ⦁ Social Media Marketing & Ads | 2 Days |  |
| **SM-12** | ⦁ Sales Certificate | 2 Days |  |
| **SM-13** | ⦁ التسويق والمبيعات | 2 Days |  |
| **SM-14** | ⦁ International Marketing | 2 Days |  |
| **SM-15** | ⦁ Marketing Management | 2 Days |  |
| **SM-16** | ⦁ Social Media Data Analysis Course Outlines | 2 Days |  |
| **SM-17** | ⦁ مهارات التعامل مع الرؤساء والمرؤوسين | 2 Days |  |
| **SM-18** | ⦁ مهارات رفع أداء مواقع الإنترنت | 2 Days |  |
| **SM-19** | ⦁ صناعه البراند – العلامه التجاريه والتسويق لها | 2 Days |  |
| **SM-20** | ⦁ دورة أرشفه المواقع في محركات البحث وجوجل | 2 Days |  |
| **SM-21** | ⦁ دورة فن البيع بإحتراف واعداد وتاهيل رجل المبيعات | 2 Days |  |
| **SM-22** | ⦁ ورشة عمل خدمة العملاء | 2 Days |  |

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| **2022** | **HEALTH, SAFETY & SECURITY** |

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| **CODE** | **TITLE** | **DATE** | **VENUE** |
| **HS-1** | ⦁ IOSH Managing Safely | 2 Days |  | |
| **HS-2** | ⦁ Food Safety Management | 2 Days |  | |
| **HS-3** | ⦁ Chemical Spills, Safety Precautions & Response Action | 2 Days |  | |
| **HS-4** | ⦁ HSE Standards Definitions | 2 Days |  | |
| **HS-5** | ⦁ Driver Coaching | 2 Days |  | |
| **HS-6** | ⦁ Safety –Safe Driving | 2 Days |  | |
| **HS-7** | ⦁ Risk Assessment & Risk Management | 2 Days |  | |
| **HS- 8** | ⦁ First Aid | 2 Days |  | |
| **HS- 9** | ⦁ Five KEYS To Safer Food | 2 Days |  | |
| **HS-10** | ⦁ Nutrition facts | 2 Days |  | |
| **HS-11** | ⦁ Ergonomics | 2 Days |  | |
| **HS-12** | ⦁ Chemicals Handling | 2 Days |  | |
| **HS-13** | ⦁ IT Security | 2 Days |  | |
| **HS-14** | ⦁ Safety in the Workplace | 2 Days |  | |

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| **2022** | **MANAGEMENT & LEADERSHIP** |

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| **CODE** | **TITLE** | **DATE** | **VENUE** | |
| **ML-1** | ⦁ Leadership for Administrative Professionals | 2 Days |  |
| **ML-2** | ⦁ New Leaders Development Program | 2 Days |  |
| **ML-3** | ⦁ Leadership Excellence in Handling Pressure & Stress | 2 Days |  |
| **ML-4** | ⦁ Leadership, Creativity & Peak Performance | 2 Days |  |
| **ML-5** | ⦁ Communication, Coordination & Leadership | 2 Days |  |
| **ML-6** | ⦁ Effective People Skills | 2 Days |  |
| **ML-7** | ⦁ Performance Measurements, Continuous Improvement & Benchmarking | 2 Days |  |
| **ML-8** | ⦁ Managing Multiple Tasks, Priorities & Deadlines | 2 Days |  |
| **ML-9** | ⦁ The Leadership Journey | 2 Days |  |
| **ML-10** | ⦁ High Impact Business Communication | 2 Days |  |
| **ML-11** | ⦁ Goal Setting, Planning & Decision Makin | 2 Days |  |
| **ML-12** | ⦁ Managing & Measuring Training | 2 Days |  |
| **ML-13** | ⦁ Strategy, Risks, Negotiation & Leadership | 2 Days |  |
| **ML-14** | ⦁ Designing & Implementing Competency Frameworks and Assessment Tools | 2 Days |  |
| **ML-15** | ⦁ The Complete Course on Leadership | 2 Days |  |
| **ML-16** | ⦁ Key Performance Indicators & Optimization | 2 Days |  |
| **ML-17** | ⦁ Building Task Leadership Skills | 2 Days |  |
| **ML-18** | ⦁ The Essentials of Leadership & Management | 2 Days |  |
| **ML-19** | ⦁ Strategic Planning, Development & Implementation: Strategic Planning Professional | 2 Days |  |
| **ML-20** | ⦁ Smart Leadership: Achieving Strategy through Leadership & Innovation | 2 Days |  |
| **ML-21** | ⦁ Improving Productivity through Quality Enhancement & Cost Reduction | 2 Days |  |
| **ML-22** | ⦁ Professional Skills for High Performance | 2 Days |  |
| **ML-23** | ⦁ Competency-Based Management | 2 Days |  |
| **ML-24** | ⦁ Effective Negotiation, Persuasion & Critical Thinking: The Professional Negotiator | 2 Days |  |
| **ML-25** | ⦁ Successful Planning, Organizing & Delegating | 2 Days |  |
| **ML-26** | ⦁ Best Practices in Multisite Operations | 2 Days |  |
| **ML-27** | ⦁ Leadership Best Practices | 2 Days |  |
| **ML-28** | ⦁ Persuasion and Presentation Skills | 2 Days |  |

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| **2022** | **MANAGEMENT & LEADERSHIP** |

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| **CODE** | **TITLE** | **DATE** | **VENUE** | |
| **ML-29** | ⦁ Public Relations & Corporate Communications | 2 Days |  |
| **ML-30** | ⦁ Preparing Winning Business Plans | 2 Days |  |
| **ML-31** | ⦁ Competency Assessment & Profiling | 2 Days |  |
| **ML-32** | ⦁ Effective Management & Leadership Styles | 2 Days |  |
| **ML-33** | ⦁ Technical Report Writing | 2 Days |  |
| **ML-34** | ⦁ Team Building & Motivation | 2 Days |  |
| **ML-35** | ⦁ The Effective Supervisor | 2 Days |  |
| **ML-36** | ⦁ Strategic Leadership | 2 Days |  |
| **ML-37** | ⦁ Effective Organizational Leadership | 2 Days |  |
| **ML-38** | ⦁ The Complete Course in Risk Management | 2 Days |  |
| **ML-39** | ⦁ Understanding Business Processes | 2 Days |  |
| **ML-40** | ⦁ 1Effective Self-Management: Enhancing Your Communication, Coordination and Leadership Skills | 2 Days |  |
| **ML-41** | ⦁ Practical Business Planning | 2 Days |  |
| **ML-42** | ⦁ Marine Pollution Management Fundamentals | 2 Days |  |
| **ML-43** | ⦁ Decisions, Dynamics & Leadership Styles | 2 Days |  |
| **ML-44** | ⦁ Improving Productivity & Employee Engagement through Effective Frontline Leadership | 2 Days |  |
| **ML-45** | ⦁ Writing Effective Policies & Procedures | 2 Days |  |
| **ML-46** | ⦁ Strategy Excellence: from Strategic Vision to Tactical Execution | 2 Days |  |
| **ML-47** | ⦁ The Complete Course on Management | 2 Days |  |
| **ML-48** | ⦁Managing & Leading in a Multi-Cultural Workplace | 2 Days |  |
| **ML-49** | ⦁ The 5-day Mini-MBA Excelling in your Leadership & Business Skills | 2 Days |  |
| **ML-50** | ⦁ Leading Under Pressure | 2 Days |  |
| **ML-51** | ⦁ Strategic Key Account Management | 2 Days |  |
| **ML-52** | ⦁ Leadership & Strategic Impact | 2 Days |  |
| **ML-53** | ⦁ Certificate in World Class Business Sustainability | 2 Days |  |
| **ML-54** | ⦁ Strategic Crisis Management | 2 Days |  |
| **ML-55** | ⦁ The 360° Leader - Emotional Intelligence in Leadership Pinnacle | 2 Days |  |
| **ML-56** | ⦁ Time & Self-Management | 2 Days |  |

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| **2022** | **MANAGEMENT & LEADERSHIP** |

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| **CODE** | **TITLE** | **DATE** | **VENUE** | |
| **ML-57** | ⦁ Continuous Innovation & Process Improvement | 2 Days |  |
| **ML-58** | ⦁ Leading with Ethics and Compliance | 2 Days |  |
| **ML-59** | ⦁ Reputation Management & Strategic Communications | 2 Days |  |
| **ML-60** | ⦁ Product Management for B2B Companies | 2 Days |  |
| **ML-61** | ⦁ Effective Office Management | 2 Days |  |
| **ML-62** | ⦁ Event Management Essentials | 2 Days |  |
| **ML-63** | ⦁ Management Skills & Techniques | 2 Days |  |
| **ML-64** | ⦁ Interpersonal Skills | 2 Days |  |
| **ML-65** | ⦁ Problem Solving | 2 Days |  |
| **ML-66** | ⦁ Emotional Intelligence | 2 Days |  |
| **ML-67** | ⦁ Decision Making | 2 Days |  |
| **ML-68** | ⦁ Talent Management | 2 Days |  |
| **ML-69** | ⦁ How To Give Exceptional Customer Service | 2 Days |  |
| **ML-70** | ⦁ Problem Solving and Decision Making | 2 Days |  |
| **ML-71** | ⦁ Advanced Communication for Leaders | 2 Days |  |
| **ML-72** | ⦁ Preparing Winning Business Plans | 2 Days |  |
| **ML-73** | ⦁ Competency Assessment & Profiling | 2 Days |  |
| **ML-74** | ⦁ Effective Management & Leadership Styles | 2 Days |  |
| **ML-75** | ⦁ Technical Report Writing | 2 Days |  |
| **ML-76** | ⦁ Team Building & Motivation | 2 Days |  |
| **ML-77** | ⦁ Public Relations & Corporate Communications | 2 Days |  |
| **ML-78** | ⦁ Managing Customers for Competitive Advantage | 2 Days |  |
| **ML-79** | ⦁Communication and presentation skills | 2 Days |  |
| **ML- 80** | ⦁ Time and change management | 2 Days |  |
| **ML- 81** | ⦁ Strategic Management | 2 Days |  |
| **ML- 82** | ⦁ Recruitment & Selection | 2 Days |  |
| **ML- 83** | ⦁ Motivational Speeches | 2 Days |  |
| **ML- 84** | **دورة تدريب المدربين - TOT ⦁** | 2 Days |  |
| **ML- 85** | ⦁ Advanced Communication for Leaders | 2 Days |  |

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| **2022** | **OIL AND GAS** |

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| **CODE** | **TITLE** | **DATE** | | **VENUE** |
| **OG-1** | ⦁ A - Z of the Petroleum Industry | 2 Days |  | |
| **OG-2** | ⦁ Crisis Management & Emergency Response for the Oil and Gas Industry | 2 Days |  | |
| **OG-3** | ⦁ Process Equipment & Piping Systems | 2 Days |  | |
| **OG-4** | ⦁ Applied Water Technology in Oil and Gas Production | 2 Days |  | |
| **OG-5** | ⦁ Amine Gas Sweetening & Sculpture Recovery | 2 Days |  | |
| **OG-6** | ⦁ Air compressor & Dryers | 2 Days |  | |
| **OG-7** | ⦁ controller control theory | 2 Days |  | |
| **OG-8** | ⦁ control valve | 2 Days |  | |
| **OG-9** | ⦁ DCS short course | 2 Days |  | |
| **OG-10** | ⦁ Fire smoke and gas detection system | 2 Days |  | |
| **OG-11** | ⦁ Fiscal metering system | 2 Days |  | |
| **OG-12** | ⦁ Flow measurement & Control | 2 Days |  | |
| **OG-13** | ⦁ Gas compressors control | 2 Days |  | |
| **OG-14** | ⦁ Gas turbines control system | 2 Days |  | |
| **OG-15** | ⦁ Level measurement and control | 2 Days |  | |
| **OG-16** | ⦁ PLC short course | 2 Days |  | |
| **OG-17** | ⦁ Pressure measurement and control | 2 Days |  | |
| **OG-18** | ⦁ Power generators control system | 2 Days |  | |
| **OG-19** | ⦁ Process Analyzers | 2 Days |  | |
| **OG-20** | ⦁ Pump controls | 2 Days |  | |
| **OG-21** | ⦁ Shutdown Test course (ESD/PSD/USD) | 2 Days |  | |
| **OG-22** | ⦁ Temperature measurement and control | 2 Days |  | |
| **OG-23** | ⦁ Vibration course Manual | 2 Days |  | |
| **OG-24** | ⦁ Metallurgy for Non-Metallurgists | 2 Days |  | |
| **OG-25** | ⦁ Metallurgy and Material Selection | 2 Days |  | |
| **OG-26** | ⦁ Basics of Corrosion | 2 Days |  | |
| **OG-27** | ⦁ Heat transfer Equipment | 2 Days |  | |
| **OG-28** | ⦁ Oil processing Operations | 2 Days |  | |
| **OG-29** | ⦁ Produced water treatment | 2 Days |  | |
| **OG-30** | ⦁ Storage Tanks Operations and Maintenance | 2 Days |  | |
| **OG-31** | ⦁ Introduction to piping design | 5 Days |  | |
| **OG-32** | ⦁ Pipe line Design, Construction, Inspection and maintenance | 5 Days |  | |
| **OG-33** | ⦁ Welding destructive and non-destructive tests | 5 Days |  | |
| **OG-34** | ⦁ Nondestructive test fundamentals | 5 Days |  | |

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| **2022** | **Instrument & Control** |

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| **CODE** | **TITLE** | | **DATE** | **VENUE** | |
| **IC-1** | **PLC** | S7 PRO\_1 | 2 Days | |  | |
| **IC-2** | S7 PRO\_2 | 2 Days | |  | |
| **IC-3** | S7 PRO\_3 | 2 Days | |  | |
| **IC-4** | S7 SERV\_1 | 2 Days | |  | |
| **IC-5** | S7 SERV\_2 | 2 Days | |  | |
| **IC-6** | S7 SERV\_3 | 2 Days | |  | |
| **IC-7** | Control Fundamentals | 2 Days | |  | |
| **IC-8** | **SCADA** | WINCC | 2 Days | |  | |
| **IC-9** | WINCC FLEX | 2 Days | |  | |
| **IC-10** | **DRIVE** | MM4 | 2 Days | |  | |
| **IC-11** | **DRIVE** | SINAMICS S120/S150 | 2 Days | |  | |
| **IC-12** | **INDUSTRIAL COMMUNICATION** | PROFIBUS | 2 Days | |  | |
| **IC-13** | INDUSTRIAL ETHERNET | 2 Days | |  | |
| **IC-14** | AS-i | 2 Days | |  | |
| **IC-15** | **INSTRUMENTATION** | STATIC MEASUREMENTS | 2 Days | |  | |
| **IC-16** | DYNAMIC MEASUREMENTS | 2 Days | |  | |
| **IC-17** | **SOLAR ENERGY** | ENGINEERING | 2 Days | |  | |
| **IC-18** | SERVICE | 2 Days | |  | |

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| **2022** | **MECHANICAL ENGINEERING** |

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| **CODE** | **TITLE** | **DATE** | | **VENUE** | |
| **ME-1** | ⦁ Process Plant Troubleshooting & Engineering Problem Solving | 2 Days |  | |
| **ME-2** | ⦁ Process Control Valves and Actuators | 2 Days |  | |
| **ME-3** | ⦁ Mechanical Equipment: Compressors, Pumps, Seals, Motors, and Variable - Speed Drives | 2 Days |  | |
| **ME-4** | ⦁ Process Plant Optimization & Energy Conservation | 2 Days |  | |
| **ME-5** | ⦁ Rotating Equipment: Start-up, Operation, Maintenance, & Troubleshooting | 2 Days |  | |
| **ME-6** | ⦁ Heat Exchangers: Types & Application, Design, Operation & Maintenance | 2 Days |  | |
| **ME-7** | ⦁ Applied Coring and Well Logging for Enhanced Reservoir Characterization | 2 Days |  | |
| **ME-8** | ⦁ Process Engineering Essentials | 2 Days |  | |
| **ME-9** | ⦁ Pipeline Operations and Maintenance | 2 Days |  | |
| **ME-10** | ⦁ Process & Mechanical Engineering Essentials | 2 Days |  | |
| **ME-11** | ⦁ Mechanical Engineering Essentials | 2 Days |  | |
| **ME-12** | ⦁ Process Utility Systems | 2 Days |  | |
| **ME-13** | ⦁ TEMA & HTRI Heat Exchanger Design & Cost Saving Management | 2 Days |  | |
| **ME-14** | ⦁ Alignment | 2 Days |  | |
| **ME-15** | ⦁ Centrifugal Gas Compressor | 2 Days |  | |
| **ME-16** | ⦁ Centrifugal pump | 2 Days |  | |
| **ME-17** | ⦁ Diesel Engine (A) | 2 Days |  | |
| **ME-18** | ⦁ Diesel Engine (B) | 2 Days |  | |
| **ME-19** | ⦁ Gearboxes | 2 Days |  | |
| **ME-20** | ⦁ Lubrication & Bearings | 2 Days |  | |
| **ME-21** | ⦁ Mechanical Seal | 2 Days |  | |
| **ME-22** | ⦁ Reciprocating Air Compressor | 2 Days |  | |
| **ME-23** | ⦁ Reciprocating Gas Compressor | 2 Days |  | |
| **ME-24** | ⦁ Reciprocating Pumps | 2 Days |  | |
| **ME-25** | ⦁ Rotary Pump | 2 Days |  | |
| **ME-26** | ⦁ Submersible Pump | 2 Days |  | |

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| **2022** | **ELECTRICAL ENGINEERING** |

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| **CODE** | **TITLE** | **DATE** | | **VENUE** |
| **EE-1** | ⦁ Reliability and Operational Performance of Electric Power Systems | 2 Days |  | |
| **EE-2** | ⦁ Safe Operations & Maintenance of Circuit Breakers & Switchgears | 2 Days |  | |
| **EE-3** | ⦁ Electrical Faults: Causes, Analysis, Detection & Remedies | 2 Days |  | |
| **EE-4** | ⦁ Impact of Renewable Energy Sources | 2 Days |  | |
| **EE-5** | ⦁ LV Motors | 2 Days |  | |
| **EE-6** | ⦁ AC Electrical Motors & Drives | 2 Days |  | |
| **EE-7** | ⦁ Medium Voltage & High Voltage Switchgear Operations & Maintenance | 2 Days |  | |
| **EE-8** | ⦁ AC Generator | 2 Days |  | |
| **EE-9** | ⦁ Batteries & associated Equipment | 2 Days |  | |
| **EE-10** | ⦁ Cables & Joints | 2 Days |  | |
| **EE-11** | ⦁ Diesel Generator | 2 Days |  | |
| **EE-12** | ⦁ Earthling | 2 Days |  | |
| **EE-13** | ⦁ Electrical Protection system | 2 Days |  | |
| **EE-14** | ⦁ Electrical Contactors | 2 Days |  | |
| **EE-15** | ⦁ High Voltage Switchgear | 2 Days |  | |
| **EE-16** | ⦁ Introduction to gas turbine | 2 Days |  | |
| **EE-17** | ⦁ Low Voltage switchgear | 2 Days |  | |
| **EE-18** | ⦁ Motor starters | 2 Days |  | |
| **EE-19** | ⦁ Reading Electrical Drawings | 2 Days |  | |
| **EE-20** | ⦁ Solar Energy Electrical system | 2 Days |  | |
| **EE-21** | ⦁ Squirrel cage Induction Motor | 2 Days |  | |
| **EE-22** | ⦁ Test Measuring Devices | 2 Days |  | |
| **EE-23** | ⦁ Transformer | 2 Days |  | |