

۲۰۲۲

Quality Services Group



[QUALITY SERVICES GROUP]

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	

CODE	TITLE	DATE	VENUE
FA-1	• Integrating Budgeting, Forecasting & Business Planning	5 Days	
FA-2	• دوره التكاليف المحاسبية	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 المالي	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 المراجعة الماليه	5 Days	

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 والمؤوسين	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 باحتراف واعداد وتاهيل رجل المبيعات	2 Days	
SM-22	• ورشة عمل خدمة العملاء	2 Days	

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	

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 Making	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	

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	

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	TOT • - دورة تدريب المدربين	2 Days	
ML- 85	• Advanced Communication for Leaders	2 Days	

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	

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

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	

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	

