





Code	Category	Course	Start Date	End Date	City
817		Leadership Excellence, Administrative Creativity, Change Skills, and Strategic Planning			
14		Finance & Accounting for the Oil & Gas Industry			
662		Treasury and Cash Management			
861		Treasury and Risk Management			
7		Effective Performance Management			
8		Managing Business Risk			
10		Strategy Building and Sustaining Competitive Advantage			
12		Motivating, Coaching, Counselling & Mentoring: Practical Tools for Effective Leadership & Develop Talent			
18		Fundamentals of Mechanical Technology			
595		Communication Skills			
597		Advanced Documents & Records Management Compliance			



761	Accounts Payable: Accounting and Management Best Practices	
20	Oil and Gas Processing Flow Measurement	
22	Refinery Process Yields Optimisation	
24	Hydrocarbon Production Operations MBA	
26	Operation, Diagnostics and Maintenance of Equipment for Oil & Gas Production	
28	Heat Transfer: Augmentation Techniques in the Process Industry	
30	Transport of Solids: Hydraulic & Pneumatic Conveying	
32	Pipes and Piping Systems Optimisation	
33	Welding Technology	
665	Recruitment Specialist	
35	Strategy, Leadership & Innovation: achieving strategy through leadership	



38	Power Generation: Gas Turbines, Co Generation, Combined Cycle Plants, Wind Power Generation and Solar Power	
41	Finance for Managers	
43	Budgeting, Forecasting and the Planning Process	
44	The Financial Excellence Programme	
851	Criteria for Internal HR Policy Regulations	
47	Mini MBA: Accounting & Finance	
50	Fast Closing Month end & Year end Accounts	
53	Setting & Controlling Budgets	
54	Spreadsheet Skills for Planning, Forecasting & Budgeting	
55	Preparing Budgets	
547	Prevention and firefighting systems ,Evaluation of advanced risk management	
546	Fire risk management strategies, Prevention, Control, Monitor and analyze risk Accidents	



59	Financial Management for Non Financial Professionals	
60	Advanced Financial Statements Analysis	
62	Budgeting: Planning, Forecasting, What if Analysis & Reporting	
710	Mastering Materials Management	
65	Investment Management	
68	Energy Management System (BS EN 16001/ISO 50001 Development and Implementation)	
70	Human Error Analysis & Prevention	
637	Excellence and Innovation Leader for Managers Security and Safety	
73	Developing an Effective Safety Culture	
649	SOLAR ENERGY PROJECTS MANAGEMENT	
726	Modern Security Management and Effective Security Planning Practices	



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76	Pressure Organis	g Under Managing ational & al Crises		
78		Operational fety		
80	Industria	al Hygiene		
82	Manage Control a	Security ment and s per ISPS ode		
770	Perfo Manager an Ex	ntegic rmance nent Using ecutive lboard		
84		d Process ZOP		
85		ED SAFETY Γ (ASA)		
732	Informati and Ma	on Storage nagement		
88	Emission	Change & as Trading vices		
90	Site In (Profession	mpliance & spection onal Health hfety)		
92	Mana	s Safety gement oliance		
93	Mana Planr Unex	pic Crisis gement: ing for pected lenges		



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702	Supplier Performance Professional	
95	Workplace Mediation and Conflict Resolution Skills	
765	Accounting for Non Accountants	
839	Developing Revenue and Debt Collection Skills	
843	Implementing and Administering Cisco Solutions v2.0 (CCNA)	
99	Strategic Change Management for HR Professionals	
100	The Manpower Planning Masterclass (Professional Manpower Planner)	
102	Recruitment and Selection: Methodologies & Techniques	
103	Managing and Coordinating Training Proactively	
104	The HR Administrator	
106	The Training Analyst	
846	Laboratory Quality Risk Management- Tools & Techniques	
107	Talent & Succession Management Masterclass	



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108	The 5 Day MBA in HR	
109	Mastering Training Needs Analysis and Training Evaluation	
110	Mastering Training Needs Analysis and Training Evaluation & Maximising Training ROI	
112	Competency Based Management	
896	ISO 31000 Lead Risk Manager	
114	The Effective Human Resources Administrator	
823	Hydrostatic Pressure Test According to ISO 9080 and ASTM D2837	
855	Governance and Risk Management for State Institutions and the Public Sector	
116	Measuring & Maximising Training ROI	
836	API 510 Pressure Vessel Inspector	
118	Human Resources Management (Professional HR)	
548	International Human Resources Professional	



442	The Advanced Finance Programme	
799	The international Law of the Sea	
619	The Senior Administrator Program	
126	Leadership, Communication & Interpersonal Skills: Leadership through Self Mastery	
128	Handling Information Overload	
824	Advanced Safety Leadership	
131	Priority Management: Optimising Time, Workflow & Productivity	
717	Maintenance Strategy Development and Cost Effective Implementation	
134	Leadership Mastery: Realising your Leadership Potential through Self Discovery	
136	The Professional Competent Manager	
137	Strategic Planning & Goal Setting: Setting Business Goals, Targets & Deliverables	



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139	Business Brain Train: The Whole Brain Approach To Business Effectiveness	
141	Setting Priorities, Time Management & Stress Reduction: Managing Stress & Pressure at Work	
142	Business Analysis	
144	The Strategy Challenge	
852	Digital Transformation in the Financial Industry	
147	Lean Six Sigma Green Belt Programme	
848	Internal Auditor Professional (CIA)	
149	Process Troubleshooting and Problem Analyze and Solving	
730	Security Supervision and the Preparation of Security Plans and Strategies	
297	Advanced Communication & Interpersonal Skills	
688	Strategic Planning, Communication, Measurement and Implementation	
156	Effective Budgeting, Planning & Control	



158	The Complete Course on Facilities Management	
161	Performance Measurements, Continuous Improvement & Benchmarking	
164	The Leadership Journey: Communication, Innovation & Vision	
165	Successful Planning, Organising & Delegating	
167	Effective People Skills	
687	Corporate Governance and Institutional Development	
644	Safety Engineering & Risk Assessment	
170	TQM Continuous Improvement Internal Auditing Reporting Skills	
171	Negotiating & Dispute Resolutions	
781	Advanced Contract Management	
173	Advanced Problem Solving & Decision Making	
178	Foster Teamwork & Cooperation Skills	



179	10 Tools for Highly Effective Managers	
181	Skills For Women at Work	
183	Public Relations and Media Skills	
763	Building Customer Service Organization	
538	Design, Execute & Evaluate Training Programs	
540	Key Managerial Skills for New Managers and Supervisors	
857	Supply Chain Professional	
188	New Product Launch Using Marketing Communication: Proven Strategies and Techniques	
190	Public Relations & Corporate Communications (Professional Public Relations Officer)	
192	The Strategic Marketing Plan	
193	Implementing and Managing a Customer Complaints System	
616	Communication for PR Professional	
195	Value Based Selling: Overcoming Price Objections	



801	Physical Security for Facilities and Assets	
744	Corporate Risk & Crisis Management	
659	Strategic planning and implementation of logistics operations through the logistics network	
200	Negotiating Contracts Effectively	
878	Transformation of Public Affairs and Government Relations in the Digital Era	
202	Project Cost Estimating Skills: Planning for Performance Excellence II	
205	The Complete Course on Project Management	
207	Category Management in Procurement	
724	Fundamentals of Renewable Energy	
209	Managing & Negotiating with Consultants & Contractors: Selecting, Developing & Working with Suppliers	
739	Formulation of Smart Goals and Building KPI through Data	



210	The Contracts & Project Management	
759	Project Scheduling & Contingency Planning Skills	
718	Professional Maintenance Planner	
213	Mastering Contracts Management (The 5 day MBA)	
215	International Trade Law Practice Under WTO	
746	Cloud Computing	
219	Production, Planning, Scheduling and Control	
223	Contracts Administration	
225	Green Supply Chains	
227	Purchasing Management Masterclass	
229	Tendering Procedures and Bid Evaluation	
230	Supply Chain Risk Management	
835	Corrosion & Materials and Corrosion Control	
866	Accounts Payable - Planning, Organising and Achieving Best Practice	



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791	Advanced Effective Performance and indicators Management	
235	Data Analysis Techniques for Engineers & Technologists	
236	Advanced Vibration Analysis	
614	The Support Staff and Administrative Assistant	
239	Fundamentals of Asset	
241	Machinery Failure, Vibration & Predictive Maintenance	
244	Building Task Leadership Skills	
246	Event Management Essentials Effective Events Management	
681	Cyber Security Specialist	
249	Managing Multiple Tasks, Priorities & Deadlines	
741	HR Business Partner	
251	Project Management Specialist	
252	Project Scheduling & Cost Planning Skills	
253	Project Start up Seminar	



254	Risk Assessment & Risk Management for Oil & Gas Projects	
810	Lead Auditor (ISO 45001)	
812	Occupational Safety and Health Act (OSHA)	
256	Value Engineering Skills	
764	VMware vSphere	
260	Advanced Problem Solving & Decision Making Creative Problem Solving for Innovative Leadership	
265	Communication, Coordination & Leadership	
270	Strategic Crisis Management	
272	Professional Strategic Planning Skills	
805	Managing Successful Programmes	
678	Strategic HR Business Partner	
293	Oil and Gas Accounting and Performance Measurement	
867	Advanced Financial Analysis and Evaluation	



322	Developing, Improving & Monitoring the Internal Audit Function	
601	Effective Office Management	
300	Decisions, Dynamics & Leadership Styles	
302	Inspirational Leadership Strategy Culture and Change	
820	Advanced Payroll, Compensation & Benefits Management	
636	Oil and Gas Project Management	
307	Strategic IT Leadership	
727	Integrated Security System for Gas Facilities and Control Management	
729	Security Inspection and Control	
600	Quality Management Essentials	
311	The Virtual Leader Developing & Leading Teams	
628	Strategic Thinking & Business Planning	
551	Archiving & Filing	
316	Mergers and Acquisitions	



819	Security Management	
577	Substation Safety	
579	System Earthing and Protective Earthing in Utilities and Industrial Electrical Networks	
581	GPRS Technical Overview	
583	SQL Server Performance Tuning and Optimization	
585	Business Analytics Capstone	
587	Implementing and Configuring Cisco Identity Services Engine v3.0 (SISE)	
589	Managing Enterprise Networks with Prime Infrastructure	
591	Maintenance Planning and Scheduling	
321	Supervisory Skills And Development of leadership	
841	MCSA Windows Server 2019	
324	Integrating Budgeting, Forecasting and Business Planning	
325	Project Cost Estimating, Budgeting and Value Engineering Skills	



737	Specification for Preparation of Piping and Instrumentation	
754	Contract Negotiation Skills	
327	The Essentials of Budgeting & Business Finance	
329	Budget Preparation Skills	
331	Corporate Financial Planning, Budgeting & Control	
668	Skills of preparing, drafting and writing technical and engineering reports	
333	Financial Strategy & Accounting Skills	
735	ASQ Approved Lean Six Sigma Green Belt	
493	Communication & Planning Skills for Administrative Professionals	
335	Financial Accounting & Reporting	
775	Smart Grid for Non Engineers	
666	Leadership and Corporate Communication	
336	Customer Service Mindset	



338	Marketing Channels Distribution Channel Management	
340	Key Accounts Management & Client Development	
879	API 653: Tank Inspection, Repair, Alteration and Reconstruction	
352	The Customer Service & Public Relations Masterclass	
345	Coaching for Success in the Oil & Gas Industry	
862	Network Engineering for Information Systems Protection	
864	Project Management Professional (PMP) Certification Preparation Course	
348	Linking Training to Organisational Goals	
790	Key Performance Indicators	
350	HR Skills for HR Administrators	
784	Security Management, Planning and Asset Protection with Integrated Security Solutions	
354	Customer Service Excellence	



355	Advanced Customer Service Management	
676	Contractual Risk, Insurance and Indemnities	
357	Sales Professional	
358	Executive Office Administration and Secretarial Skills	
362	Process Equipment & Piping Systems Failures, Failure Prevention and Repairs	
772	Power Distribution Equipment	
364	Shutdowns, Turnarounds and Outages	
748	Security Crisis Management	
366	Crisis Management & Emergency Response for the Oil and Gas Industry	
368	Leading Under Pressure	
370	Marine Pollution and Management	
607	Corporate Social Responsibility	
374	Advanced Occupational Safety and Health Administration	



375	Security Management,Planning & Asset Protection		
850	Finance for Non- Finance Professionals		
930	Financial Management for Oil and Gas Companies & Petrochemical Industries		
778	The Security Officer Development		
818	Effective Planning and Excellence in Management and Team Building		
792	HR KPI and Metrics		
541	Strategies for the security of documents and electronic information		
832	Bolting and Flange Joint Integrity Specialist		
654	Materials and Supply Chain Management		
660	The art of preparing tenders and negotiation tactics with suppliers in project management		
382	Pumps, Valves: selection and Maintenance		
384	Construction Quality Control and Site Inspection		



593	Quality Assurance and Accreditation for higher Educational Institutes
385	Power Stability Control and Interpersonal Skills
777	Effective Financial Modelling in the Power Industry
387	Pumps, compressor and turbine: Selection, Operation & Maintenance
389	Surface Production Operations
505	Contract Administration Understanding and Implementing Contractual Obligations
507	Contracts Reading, Writing & Negotiating
509	Principles & Practices for the Upstream Sector of the Oil & Gas Industry (Asset Management)
511	Decision Analysis for Operation & Maintenance Professionals
513	Advanced Strategic Management : Business Strategy Management



515	Effective Organisational Leadership	
517	Strategic Leadership	
519	Strategy Excellence	
521	Data Analysis Techniques	
523	Oil and Gas Marine Terminals	
525	Root Cause Failure Analysis	
552	Control and electronic archiving for Office Managers	
680	Information Security Management System	
394	Maintenance Management: Developing & Enhancing Maintenance Strategies	
396	Working & Safety in Chemical Laboratory, Preparation & Take Sample Workshop	
398	UPS Systems & Battery Chargers: Maintenance & Troubleshooting	
621	Process Instrumentation: Process Control & Loop Tuning	



400	Modern Maintenance Technologies: Challenging Traditional Approaches in Maintenance	
610	Efficient Administration Skills	
613	The Office Professional and Records Management Masterclass	
403	LV/MV/HV Circuit Breakers (Switchgear): Inspection, Maintenance, Design, Repair & Troubleshooting	
405	Implementing Effective Preventive & Predictive Maintenance Programmes	
651	Qlik Sense Training	
406	Electrical distribution network, operation and control	
608	Social Media Marketing and Networking	
407	Well Design and Engineering	
409	Maintenance & Reliability Best Practices: Lowering Life Cycle Cost of Equipment	



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858	Certificate in Supply Chain Management	
716	Achieving CMMS Data Integrity	
689	Treasury Professional	
414	Electrical Faults: Causes, Analysis, Detection & Remedies	
417	Maintenance Planning Schedule & Work Control	
657	Coordinating and supervising the executive departments	
794	Safety Supervisor Role	
420	Advanced Maintenance Management	
612	International Financial Reporting Standards IFRS and Updates	
683	IT Systems: Identity and Access Management	
422	Safety Technology & Risk Management	
673	Preparation for Risk Management Professional	
425	International Fire Incident Investigation	



703	Leading and Managing Vendor Relations
719	Facility Planning and Management
427	Essential Skills for Effective Training Administration
825	Implementing and Operating Cisco Data Center Core Technologies (DCCOR)
429	Managing the Training Function (Professional Training Manager)
860	Financial Risk Management (CFRM)
826	Strategic Education and Training for Academic and Institutional Partnerships
431	Mastering Human Resource Management
793	International Joint Ventures
434	Train the Trainer: From Design to Delivery
882	Recruitment, Selection, Benefits, and Compensation in HR Management.



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