

Leadership and Management										
CODE	Program Title	THE FIRST SESSION			THE SECOND SESSION			THE THIRD SESSION		
		Date	Venue	Fees \$	Date	Venue	Fees \$	Date	Venue	Fees \$
FTE001	Senior Management Program: A Mini MBA	14 - 18 January	Dubai	2750	29 Apr - 03 May	Istanbul	3500	07 - 11 October	kuala lumpur	3250
FTE002	The Leadership Journey	04 - 08 February	Riyadh	2750	17 - 21 June	Dubai	2750	04 - 08 November	Sharm El-Shaikh	2750
FTE003	The Power Of Leaders	04 - 08 Mar	kuala lumpur	3250	01 - 05 July	Cairo	2100	02 - 06 December	Dubai	2750
FTE004	Leadership and Communication	01 - 05 April	Jakarta	3500	05 - 09 August	Dubai	2750	14 - 18 October	Jordan	2750
FTE005	Leading and Managing Change	21 - 25 January	Dubai	2750	02 - 06 Sep	Sharm El-Shaikh	2750	11 - 15 November	Casablanca	2750
FTE006	Certified Professional Manager	11 - 15 February	Sharm El-Shaikh	2750	06 - 10 May	Dubai	2750	09 - 13 December	Istanbul	3500
FTE007	Middle Management	11 - 15 March	Istanbul	3500	24 - 28 June	kuala lumpur	3250	21 - 25 October	Dubai	2750
FTE008	Advanced Supervisory Skills	08 - 12 April	Dubai	2750	08 - 12 July	London	4850	18 - 22 November	Cairo	2100
FTE009	Supervisory Skills	28 Jan - 01 Feb	London	4850	12 - 16 August	Dubai	2750	16 - 20 December	Sharm El-Shaikh	2750
FTE010	Key Managerial Skills for New Managers and Supervisors	18 - 22 February	Cairo	2100	16 - 20 Sep	Riyadh	2750	28 Oct - 01 Nov	Dubai	2750
FTE011	Certified Team Leaders	18 - 22 March	Dubai	2750	29 Apr - 03 May	Madrid	4850	25 - 29 November	Istanbul	3500
FTE012	Effective Coaching Skills	15 - 19 April	Madrid	4850	15 - 19 July	Dubai	2750	23 - 27 December	Riyadh	2750
FTE013	The Balanced Scorecard (Maximizing Performance and Results)	14 - 18 January	Riyadh	2750	26 - 30 August	kuala lumpur	3250	07 - 11 October	Dubai	2750
FTE014	Modern Management Techniques	25 Feb - 01 Mar	Dubai	2750	23 - 27 Sep	Istanbul	3500	04 - 08 November	kuala lumpur	3250
FTE015	Leadership & Management Skills for New Manager & Supervisors	25 - 29 March	Cairo	2100	06 - 10 May	Jordan	2750	02 - 06 December	Dubai	2750
FTE016	Leadership and Increasing Personal Productivity	22 - 26 April	Istanbul	3500	22 - 26 July	Dubai	2750	14 - 18 October	Sharm El-Shaikh	2750
FTE017	Leadership Skills: Building Success Through Teamwork	14 - 18 January	kuala lumpur	3250	29 July - 02 August	Casablanca	2750	11 - 15 November	Dubai	2750
FTE018	Change Management	04 - 08 February	Dubai	2750	30 Sep - 04 Oct	Jakarta	3500	09 - 13 December	Istanbul	3500
FTE019	Develop your Leadership Skills with Emotional Intelligence	04 - 08 Mar	Sharm El-Shaikh	2750	29 Apr - 03 May	Dubai	2750	21 - 25 October	Dammam	2750
FTE020	Coaching: A Leadership Skill	01 - 05 April	Jordan	2750	17 - 21 June	kuala lumpur	3250	18 - 22 November	Dubai	2750
FTE021	development innovative skills capacity in performance management	21 - 25 January	Dubai	2750	01 - 05 July	London	4850	16 - 20 December	Cairo	2100

FTE022	Management Information System (MIS)	11 - 15 February	Istanbul	3500	05 - 09 August	Dubai	2750	28 Oct - 01 Nov	kuala lumpur	3250
FTE023	Managing Multiple Tasks Priorities & Deadlines	11 - 15 March	Cairo	2100	02 - 06 Sep	Istanbul	3500	25 - 29 November	Dubai	2750
FTE024	Customer Profiling Techniques and Procedures	08 - 12 April	Dubai	2750	06 - 10 May	Madrid	4850	23 - 27 December	Jakarta	3500
FTE025	Motivating, Coaching, Counseling & Mentoring Practical Tools for Effective Leadership	28 Jan - 01 Feb	Dammam	2750	24 - 28 June	Jordan	2750	07 - 11 October	Dubai	2750
FTE026	Successful Management for Business Achievement	18 - 22 February	Madrid	4850	08 - 12 July	Dubai	2750	04 - 08 November	Istanbul	3500
FTE027	Data Analysis Techniques	18 - 22 March	Riyadh	2750	12 - 16 August	Sharm El-Shaikh	2750	02 - 06 December	Dubai	2750
FTE028	Strategy Building and Sustaining Competitive Advantage	15 - 19 April	Dubai	2750	16 - 20 Sep	Dammam	2750	14 - 18 October	Madrid	4850
FTE029	The Strategic Leader: Strategic Planning, Negotiation and Conflict Management	14 - 18 January	Istanbul	3500	29 Apr - 03 May	Dubai	2750	11 - 15 November	Riyadh	2750
FTE030	Effective Management Skills	25 Feb - 01 Mar	Dubai	2750	15 - 19 July	Istanbul	3500	09 - 13 December	kuala lumpur	3250

Strategy and Planning

CODE	Program Title	THE FIRST SESSION			THE SECOND SESSION			THE THIRD SESSION		
		Date	Venue	Fees \$	Date	Venue	Fees \$	Date	Venue	Fees \$
FTE031	Developing and Implementing the Business Plan	25 - 29 March	Riyadh	2750	26 - 30 August	Dubai	2750	21 - 25 October	Sharm El-Shaikh	2750
FTE032	Enterprise Risk Management	22 - 26 April	kuala lumpur	3250	23 - 27 Sep	Cairo	2100	18 - 22 November	Dubai	2750
FTE033	The Balanced Scorecard: Achieving Performance Excellence	14 - 18 January	Jakarta	3500	06 - 10 May	Dubai	2750	16 - 20 December	Jordan	2750
FTE034	The Certified Strategist From Planning to Execution	04 - 08 February	Dubai	2750	22 - 26 July	Sharm El-Shaikh	2750	28 Oct - 01 Nov	Casablanca	2750
FTE035	Business Strategy for HR Leaders	04 - 08 Mar	Sharm El-Shaikh	2750	29 July - 02 August	Dubai	2750	25 - 29 November	Istanbul	3500
FTE036	Feasibility Studies Preparation, Analysis and Evaluation	01 - 05 April	Istanbul	3500	30 Sep - 04 Oct	kuala lumpur	3250	23 - 27 December	Dubai	2750
FTE037	Strategic Thinking and Planning Evaluation	21 - 25 January	Dubai	2750	29 Apr - 03 May	London	4850	07 - 11 October	Cairo	2100
FTE038	Successful Planning, Organizing, and Control	11 - 15 February	London	4850	17 - 21 June	Dubai	2750	04 - 08 November	Sharm El-Shaikh	2750
FTE039	Corporate Planning and Strategy	11 - 15 March	Cairo	2100	01 - 05 July	Riyadh	2750	02 - 06 December	Dubai	2750
FTE040	Business Continuity Planning	08 - 12 April	Dubai	2750	05 - 09 August	Madrid	4850	14 - 18 October	Istanbul	3500
FTE041	Certified Business Analyst: Business Analysis, Decision Making & Developing a Strategy	28 Jan - 01 Feb	Madrid	4850	02 - 06 Sep	Dubai	2750	11 - 15 November	Riyadh	2750
FTE042	Planning skills and follow-up, innovation and creativity at work	18 - 22 February	Riyadh	2750	06 - 10 May	kuala lumpur	3250	09 - 13 December	Dubai	2750
FTE043	Manpower Planning	18 - 22 March	Dubai	2750	24 - 28 June	Istanbul	3500	21 - 25 October	kuala lumpur	3250
FTE044	Business Risk Management	15 - 19 April	Cairo	2100	08 - 12 July	Jordan	2750	18 - 22 November	Dubai	2750
FTE045	Business Continuity Planning Implementation and Operation	14 - 18 January	Istanbul	3500	12 - 16 August	Dubai	2750	16 - 20 December	Sharm El-Shaikh	2750
FTE046	Business Intelligence Data Analysis and Reporting Techniques	25 Feb - 01 Mar	kuala lumpur	3250	16 - 20 Sep	Casablanca	2750	28 Oct - 01 Nov	Dubai	2750
FTE047	Risk Management	25 - 29 March	Dubai	2750	29 Apr - 03 May	Jakarta	3500	25 - 29 November	Istanbul	3500
FTE048	The Effective Analyst From Research to Execution	22 - 26 April	Sharm El-Shaikh	2750	15 - 19 July	Dubai	2750	23 - 27 December	Dammam	2750
FTE049	Planning & Organizing Skills	14 - 18 January	Jordan	2750	26 - 30 August	kuala lumpur	3250	07 - 11 October	Dubai	2750

Human Resources Management

CODE	Program Title	THE FIRST SESSION			THE SECOND SESSION			THE THIRD SESSION		
		Date	Venue	Fees \$	Date	Venue	Fees \$	Date	Venue	Fees \$
FTE050	How to Write Human Resources Policies and Procedures	04 - 08 February	Dubai	2750	23 - 27 Sep	London	4850	04 - 08 November	Cairo	2100
FTE051	Competency and Behavior Based Interviewing	04 - 08 Mar	Istanbul	3500	06 - 10 May	Dubai	2750	02 - 06 December	kuala lumpur	3250
FTE052	Employee Relations Roles and Responsibilities	01 - 05 April	Cairo	2100	22 - 26 July	Istanbul	3500	14 - 18 October	Dubai	2750
FTE053	Certified HR Professional	21 - 25 January	Dubai	2750	29 July - 02 August	Madrid	4850	11 - 15 November	Jakarta	3500
FTE054	Certified Compensation and Benefits Professional	11 - 15 February	Dammam	2750	30 Sep - 04 Oct	Jordan	2750	09 - 13 December	Dubai	2750
FTE055	Talent Management: Identifying, Developing and Promoting Your Top People	11 - 15 March	Madrid	4850	29 Apr - 03 May	Dubai	2750	21 - 25 October	Istanbul	3500
FTE056	Employee Relations : Roles and Responsibilities	08 - 12 April	Riyadh	2750	17 - 21 June	Sharm El-Shaikh	2750	18 - 22 November	Dubai	2750
FTE057	Strategic Human Resources Management	28 Jan - 01 Feb	Dubai	2750	01 - 05 July	Dammam	2750	16 - 20 December	Madrid	4850
FTE058	HR for Non-HR Managers	18 - 22 February	Istanbul	3500	05 - 09 August	Dubai	2750	28 Oct - 01 Nov	Riyadh	2750
FTE059	Human Resources Management	18 - 22 March	Dubai	2750	02 - 06 Sep	Istanbul	3500	25 - 29 November	kuala lumpur	3250
FTE060	Advanced Recruitment and Selection Skills	15 - 19 April	Riyadh	2750	06 - 10 May	Dubai	2750	23 - 27 December	Sharm El-Shaikh	2750
FTE061	Employee Engagement - Going the Extra Mile	14 - 18 January	kuala lumpur	3250	24 - 28 June	Cairo	2100	07 - 11 October	Dubai	2750
FTE062	Auditing HR Processes	25 Feb - 01 Mar	Jakarta	3500	08 - 12 July	Dubai	2750	04 - 08 November	Jordan	2750
FTE063	How to Write Human Resources Policies and Procedures	25 - 29 March	Dubai	2750	12 - 16 August	Sharm El-Shaikh	2750	02 - 06 December	Casablanca	2750
FTE064	Certified Job Evaluation Professional	22 - 26 April	Sharm El-Shaikh	2750	16 - 20 Sep	Dubai	2750	14 - 18 October	Istanbul	3500
FTE065	Job Analysis and Job Description Techniques	14 - 18 January	Istanbul	3500	29 Apr - 03 May	kuala lumpur	3250	11 - 15 November	Dubai	2750
FTE066	Compensation and Benefits	04 - 08 February	Dubai	2750	15 - 19 July	London	4850	09 - 13 December	Cairo	2100
FTE067	Advanced Compensation and Benefits	04 - 08 Mar	London	4850	26 - 30 August	Dubai	2750	21 - 25 October	Sharm El-Shaikh	2750
FTE068	Performance Management	01 - 05 April	Cairo	2100	23 - 27 Sep	Riyadh	2750	18 - 22 November	Dubai	2750
FTE069	Talent Management: Building Future Leaders	21 - 25 January	Dubai	2750	06 - 10 May	Madrid	4850	16 - 20 December	Istanbul	3500
FTE070	Organization Structure and Workforce Planning	11 - 15 February	Madrid	4850	22 - 26 July	Dubai	2750	28 Oct - 01 Nov	Riyadh	2750
FTE071	Strategic Staffing and Effective Workforce Planning	11 - 15 March	Riyadh	2750	29 July - 02 August	kuala lumpur	3250	25 - 29 November	Dubai	2750
FTE072	Certificate in Interviewing Skills	08 - 12 April	Dubai	2750	30 Sep - 04 Oct	Istanbul	3500	23 - 27 December	kuala lumpur	3250
FTE073	Recruitment, Interviewing and Selection	28 Jan - 01 Feb	Cairo	2100	29 Apr - 03 May	Jordan	2750	07 - 11 October	Dubai	2750
FTE074	Advanced Recruitment and Interviewing Skills	18 - 22 February	Istanbul	3500	17 - 21 June	Dubai	2750	04 - 08 November	Sharm El-Shaikh	2750
FTE075	Advanced Employee Relations and Services	18 - 22 March	kuala lumpur	3250	01 - 05 July	Casablanca	2750	02 - 06 December	Dubai	2750

FTE076	HR for Line Managers and Non-HR	15 - 19 April	Dubai	2750	05 - 09 August	Jakarta	3500	14 - 18 October	Istanbul	3500
FTE077	Competency-Based Human Resources Management	14 - 18 January	Sharm El-Shaikh	2750	02 - 06 Sep	Dubai	2750	11 - 15 November	Dammam	2750
FTE078	HR Key Performance Indicators - HR KPIs	25 Feb - 01 Mar	Jordan	2750	06 - 10 May	kuala lumpur	3250	09 - 13 December	Dubai	2750
FTE079	Employee Relations: Motivation, Grievances and Discipline	25 - 29 March	Dubai	2750	24 - 28 June	London	4850	21 - 25 October	Cairo	2100
FTE080	Mini MBA in HR	22 - 26 April	Istanbul	3500	08 - 12 July	Dubai	2750	18 - 22 November	kuala lumpur	3250
FTE081	Total Rewards Management (Compensation)	14 - 18 January	Cairo	2100	12 - 16 August	Istanbul	3500	16 - 20 December	Dubai	2750
FTE082	Principles of human resources to Non- experts"	04 - 08 February	Dubai	2750	16 - 20 Sep	Madrid	4850	28 Oct - 01 Nov	Jakarta	3500
FTE083	The strategic role of Human resource management	04 - 08 Mar	Dammam	2750	29 Apr - 03 May	Jordan	2750	25 - 29 November	Dubai	2750
FTE084	HR Development & Personnel Management	01 - 05 April	Madrid	4850	15 - 19 July	Dubai	2750	23 - 27 December	Istanbul	3500
FTE085	Essential Skills for Effective Training Administration	21 - 25 January	Riyadh	2750	26 - 30 August	Sharm El-Shaikh	2750	07 - 11 October	Dubai	2750
FTE086	Mastering Training Needs Analysis and Training Evaluation - Fast Track	11 - 15 February	Dubai	2750	23 - 27 Sep	Dammam	2750	04 - 08 November	Madrid	4850
FTE087	Performance Management Systems - Managing, Measuring and Improving Productivity	11 - 15 March	Istanbul	3500	06 - 10 May	Dubai	2750	02 - 06 December	Riyadh	2750
FTE088	Performance Management: Setting Objectives and KPIs	08 - 12 April	Dubai	2750	22 - 26 July	Istanbul	3500	14 - 18 October	kuala lumpur	3250
FTE089	Manpower Organisation, Succession Planning and Trend Analysis	28 Jan - 01 Feb	Riyadh	2750	29 July - 02 August	Dubai	2750	11 - 15 November	Sharm El-Shaikh	2750
FTE090	Designing and Implementing a Performance Management System	18 - 22 February	kuala lumpur	3250	30 Sep - 04 Oct	Cairo	2100	09 - 13 December	Dubai	2750
FTE091	Certified Recruitment Specialist	18 - 22 March	Jakarta	3500	29 Apr - 03 May	Dubai	2750	21 - 25 October	Jordan	2750
FTE092	The Art of Human Resource Management: Creating and Developing an Effective Personnel Function	15 - 19 April	Dubai	2750	17 - 21 June	Sharm El-Shaikh	2750	18 - 22 November	Casablanca	2750

Training and Development

CODE	Program Title	THE FIRST SESSION			THE SECOND SESSION			THE THIRD SESSION		
		Date	Venue	Fees \$	Date	Venue	Fees \$	Date	Venue	Fees \$
FTE093	Managing and Coordinating Training Proactively	14 - 18 January	Sharm El-Shaikh	2750	01 - 05 July	Dubai	2750	16 - 20 December	Istanbul	3500
FTE094	Career Development and Succession Planning	25 Feb - 01 Mar	Istanbul	3500	05 - 09 August	kuala lumpur	3250	28 Oct - 01 Nov	Dubai	2750
FTE095	Train the Trainer: From Design to Delivery	25 - 29 March	Dubai	2750	02 - 06 Sep	London	4850	25 - 29 November	Cairo	2100
FTE096	Training Needs Analysis for Supervisors and Managers	22 - 26 April	London	4850	06 - 10 May	Dubai	2750	23 - 27 December	Sharm El-Shaikh	2750
FTE097	Identifying Training Needs and Evaluating Training	14 - 18 January	Cairo	2100	24 - 28 June	Riyadh	2750	07 - 11 October	Dubai	2750
FTE098	Certified Master Trainer	04 - 08 February	Dubai	2750	08 - 12 July	Madrid	4850	04 - 08 November	Istanbul	3500
FTE099	Train the Trainer: From Design to Delivery	04 - 08 Mar	Madrid	4850	12 - 16 August	Dubai	2750	02 - 06 December	Riyadh	2750
FTE100	Certified Training Professional	01 - 05 April	Riyadh	2750	16 - 20 Sep	kuala lumpur	3250	14 - 18 October	Dubai	2750
FTE101	The Training Analyst MBA	21 - 25 January	Dubai	2750	29 Apr - 03 May	Istanbul	3500	11 - 15 November	kuala lumpur	3250
FTE102	Training Coordinators Workshop: Improving Training Effectiveness	11 - 15 February	Cairo	2100	15 - 19 July	Jordan	2750	09 - 13 December	Dubai	2750
FTE103	Measuring the Effect of Training on Performance	11 - 15 March	Istanbul	3500	26 - 30 August	Dubai	2750	21 - 25 October	Sharm El-Shaikh	2750
FTE104	Training Coordinators Workshop	08 - 12 April	kuala lumpur	3250	23 - 27 Sep	Casablanca	2750	18 - 22 November	Dubai	2750
FTE105	Integrated rehabilitation administrators and coordinators of the departments of Human Resources and Training	28 Jan - 01 Feb	Dubai	2750	06 - 10 May	Jakarta	3500	16 - 20 December	Istanbul	3500

Finance and Accounting

CODE	Program Title	THE FIRST SESSION			THE SECOND SESSION			THE THIRD SESSION		
		Date	Venue	Fees \$	Date	Venue	Fees \$	Date	Venue	Fees \$
FTE106	Certified Fixed Assets Professional	18 - 22 February	Sharm El-Shaikh	2750	22 - 26 July	Dubai	2750	28 Oct - 01 Nov	Dammam	2750
FTE107	Efficient Finance and Accounting Operations	18 - 22 March	Jordan	2750	29 July - 02 August	kuala lumpur	3250	25 - 29 November	Dubai	2750
FTE108	Fast Closing Monthly and Year-End Accounts	15 - 19 April	Dubai	2750	30 Sep - 04 Oct	London	4850	23 - 27 December	Cairo	2100
FTE109	Effective Budgeting and Cost Control	14 - 18 January	Istanbul	3500	29 Apr - 03 May	Dubai	2750	07 - 11 October	kuala lumpur	3250
FTE110	Mastering Business and Financial Reporting	25 Feb - 01 Mar	Cairo	2100	17 - 21 June	Istanbul	3500	04 - 08 November	Dubai	2750
FTE111	Certificate in Cost Management	25 - 29 March	Dubai	2750	01 - 05 July	Madrid	4850	02 - 06 December	Jakarta	3500
FTE112	Advanced Finance-for-Non-Finance Professionals	22 - 26 April	Dammam	2750	05 - 09 August	Jordan	2750	14 - 18 October	Dubai	2750
FTE113	Effective Budgeting and Cost Control	14 - 18 January	Madrid	4850	02 - 06 Sep	Dubai	2750	11 - 15 November	Istanbul	3500
FTE114	Financial Modeling Valuations, Mergers and Acquisitions and Investment Banking	04 - 08 February	Riyadh	2750	06 - 10 May	Sharm El-Shaikh	2750	09 - 13 December	Dubai	2750
FTE115	International Financial Reporting Standards (IFRS)	04 - 08 Mar	Dubai	2750	24 - 28 June	Dammam	2750	21 - 25 October	Madrid	4850
FTE116	Financial Analysis Workshop: A Hands On Approach	01 - 05 April	Istanbul	3500	08 - 12 July	Dubai	2750	18 - 22 November	Riyadh	2750
FTE117	Certified Accountant	21 - 25 January	Dubai	2750	12 - 16 August	Istanbul	3500	16 - 20 December	kuala lumpur	3250
FTE118	Accounts Payable: From Accounting to Management	11 - 15 February	Riyadh	2750	16 - 20 Sep	Dubai	2750	28 Oct - 01 Nov	Sharm El-Shaikh	2750
FTE119	Professional Skills for Finance and Accounting	11 - 15 March	kuala lumpur	3250	29 Apr - 03 May	Cairo	2100	25 - 29 November	Dubai	2750
FTE120	Certified Accounts Assistant	08 - 12 April	Jakarta	3500	15 - 19 July	Dubai	2750	23 - 27 December	Jordan	2750
FTE121	Financial Accounting and Reporting	28 Jan - 01 Feb	Dubai	2750	26 - 30 August	Sharm El-Shaikh	2750	07 - 11 October	Casablanca	2750
FTE122	Finance for Non-Finance Professionals	18 - 22 February	Sharm El-Shaikh	2750	23 - 27 Sep	Dubai	2750	04 - 08 November	Istanbul	3500
FTE123	Fundamentals of Accounting for Administrative and Support Staff	18 - 22 March	Istanbul	3500	06 - 10 May	kuala lumpur	3250	02 - 06 December	Dubai	2750
FTE124	Accounting and Comparison of IFRS and GAAP	15 - 19 April	Dubai	2750	22 - 26 July	London	4850	14 - 18 October	Cairo	2100
FTE125	Professional Accounting Certificate	14 - 18 January	London	4850	29 July - 02 August	Dubai	2750	11 - 15 November	Sharm El-Shaikh	2750
FTE126	Advanced Budgeting Workshop	25 Feb - 01 Mar	Cairo	2100	30 Sep - 04 Oct	Riyadh	2750	09 - 13 December	Dubai	2750
FTE127	Accounts Receivable and Credit Policies Management	25 - 29 March	Dubai	2750	29 Apr - 03 May	Madrid	4850	21 - 25 October	Istanbul	3500
FTE128	Cash Flow Statement Workshop: Preparation and Analysis	22 - 26 April	Madrid	4850	17 - 21 June	Dubai	2750	18 - 22 November	Riyadh	2750
FTE129	Consolidation of Financial Statements Workshop	14 - 18 January	Riyadh	2750	01 - 05 July	kuala lumpur	3250	16 - 20 December	Dubai	2750
FTE130	Accounting for Investments and Financial Instruments Workshop	04 - 08 February	Dubai	2750	05 - 09 August	Istanbul	3500	28 Oct - 01 Nov	kuala lumpur	3250
FTE131	Financial Management Certificate	04 - 08 Mar	Cairo	2100	02 - 06 Sep	Jordan	2750	25 - 29 November	Dubai	2750

FTE132	Best Practices in Finance & Accounting	01 - 05 April	Istanbul	3500	06 - 10 May	Dubai	2750	23 - 27 December	Sharm El-Shaikh	2750
FTE133	Mini MBA IN Finance and Accounting	21 - 25 January	kuala lumpur	3250	24 - 28 June	Casablanca	2750	07 - 11 October	Dubai	2750
FTE134	Comptroller	11 - 15 February	Dubai	2750	08 - 12 July	Jakarta	3500	04 - 08 November	Istanbul	3500
FTE135	Financial Risk Management & Compliance	11 - 15 March	Sharm El-Shaikh	2750	12 - 16 August	Dubai	2750	02 - 06 December	Dammam	2750
FTE136	International Accounting Standards	08 - 12 April	Jordan	2750	16 - 20 Sep	kuala lumpur	3250	14 - 18 October	Dubai	2750
FTE137	Financial Analysis, Planning & Control	28 Jan - 01 Feb	Dubai	2750	29 Apr - 03 May	London	4850	11 - 15 November	Cairo	2100
FTE138	Financial & Operational Budgeting	18 - 22 February	Istanbul	3500	15 - 19 July	Dubai	2750	09 - 13 December	kuala lumpur	3250
FTE139	Analysis of financial statements electronically under international accounting standards	18 - 22 March	Cairo	2100	26 - 30 August	Istanbul	3500	21 - 25 October	Dubai	2750
FTE140	Advanced Cash Flow and Working Capital Management	15 - 19 April	Dubai	2750	23 - 27 Sep	Madrid	4850	18 - 22 November	Jakarta	3500
FTE141	Understanding Finance to Influence Strategic Decisions	14 - 18 January	Dammam	2750	06 - 10 May	Jordan	2750	16 - 20 December	Dubai	2750
FTE142	Financial Strategy: Essential Finance Management Skills	25 Feb - 01 Mar	Madrid	4850	22 - 26 July	Dubai	2750	28 Oct - 01 Nov	Istanbul	3500
FTE143	Financial Risk, Root Cause Analysis and Problem Solving	25 - 29 March	Riyadh	2750	29 July - 02 August	Sharm El-Shaikh	2750	25 - 29 November	Dubai	2750
FTE144	Portfolio Management and Investment Analysis	22 - 26 April	Dubai	2750	30 Sep - 04 Oct	Dammam	2750	23 - 27 December	Madrid	4850
FTE145	Dynamic Business Reports and Dashboards using Excel	14 - 18 January	Istanbul	3500	29 Apr - 03 May	Dubai	2750	07 - 11 October	Riyadh	2750
FTE146	Internal Control Compliance Operational and Financial	04 - 08 February	Dubai	2750	17 - 21 June	Istanbul	3500	04 - 08 November	kuala lumpur	3250
FTE147	Inventory Accounting and Costing	04 - 08 Mar	Riyadh	2750	01 - 05 July	Dubai	2750	02 - 06 December	Sharm El-Shaikh	2750
FTE148	Next Generation Excel Advanced Business and Financial Reporting	01 - 05 April	kuala lumpur	3250	05 - 09 August	Cairo	2100	14 - 18 October	Dubai	2750
FTE149	Payroll Preparation, Analysis and Management	21 - 25 January	Jakarta	3500	02 - 06 Sep	Dubai	2750	11 - 15 November	Jordan	2750
FTE150	Professional Accounting Certificate	11 - 15 February	Dubai	2750	06 - 10 May	Sharm El-Shaikh	2750	09 - 13 December	Casablanca	2750
FTE151	Finance and Accounting for Office Administrators and Secretaries	11 - 15 March	Sharm El-Shaikh	2750	24 - 28 June	Dubai	2750	21 - 25 October	Istanbul	3500

Administration and Secretarial

CODE	Program Title	THE FIRST SESSION			THE SECOND SESSION			THE THIRD SESSION		
		Date	Venue	Fees \$	Date	Venue	Fees \$	Date	Venue	Fees \$
FTE152	Certified Administration and Office Management Professional	08 - 12 April	Istanbul	3500	08 - 12 July	kuala lumpur	3250	18 - 22 November	Dubai	2750
FTE153	The Professional Executive Assistant / PA	28 Jan - 01 Feb	Dubai	2750	12 - 16 August	London	4850	16 - 20 December	Cairo	2100
FTE154	Computer-Based Office Administration and Organization	18 - 22 February	London	4850	16 - 20 Sep	Dubai	2750	28 Oct - 01 Nov	Sharm El-Shaikh	2750
FTE155	The Highly Productive and Effective Administrator	18 - 22 March	Cairo	2100	29 Apr - 03 May	Riyadh	2750	25 - 29 November	Dubai	2750
FTE156	Efficient Administration Skills	15 - 19 April	Dubai	2750	15 - 19 July	Madrid	4850	23 - 27 December	Istanbul	3500
FTE157	Administration and Office Management:Best Practices and Technologies	14 - 18 January	Madrid	4850	26 - 30 August	Dubai	2750	07 - 11 October	Riyadh	2750
FTE158	Electronic Archive& Filing Systems	25 Feb - 01 Mar	Riyadh	2750	23 - 27 Sep	kuala lumpur	3250	04 - 08 November	Dubai	2750
FTE159	Modern Telephone Techniques	25 - 29 March	Dubai	2750	06 - 10 May	Istanbul	3500	02 - 06 December	kuala lumpur	3250
FTE160	Planning and Organizing Events and Exhibitions	22 - 26 April	Cairo	2100	22 - 26 July	Jordan	2750	14 - 18 October	Dubai	2750
FTE161	Effective Communication Skills for Secretaries and Administrators	14 - 18 January	Istanbul	3500	29 July - 02 August	Dubai	2750	11 - 15 November	Sharm El-Shaikh	2750
FTE162	Time Management : Priorities and Deadlines	04 - 08 February	kuala lumpur	3250	30 Sep - 04 Oct	Casablanca	2750	09 - 13 December	Dubai	2750
FTE163	Advanced Office Management and Secretarial Skills	04 - 08 Mar	Dubai	2750	29 Apr - 03 May	Jakarta	3500	21 - 25 October	Istanbul	3500
FTE164	Business Letter and Report Writing Skills	01 - 05 April	Sharm El-Shaikh	2750	17 - 21 June	Dubai	2750	18 - 22 November	Dammam	2750
FTE165	Modern methods Event &Sponsorship	21 - 25 January	Jordan	2750	01 - 05 July	kuala lumpur	3250	16 - 20 December	Dubai	2750
FTE166	Electronic Archive	11 - 15 February	Dubai	2750	05 - 09 August	London	4850	28 Oct - 01 Nov	Cairo	2100
FTE167	Executive Secretary	11 - 15 March	Istanbul	3500	02 - 06 Sep	Dubai	2750	25 - 29 November	kuala lumpur	3250
FTE168	Library electronic information services	08 - 12 April	Cairo	2100	06 - 10 May	Istanbul	3500	23 - 27 December	Dubai	2750
FTE169	Diploma in office management and secretarial modern office directors	28 Jan - 01 Feb	Dubai	2750	24 - 28 June	Madrid	4850	07 - 11 October	Jakarta	3500
FTE170	Documents Controlling & office Management	18 - 22 February	Dammam	2750	08 - 12 July	Jordan	2750	04 - 08 November	Dubai	2750
FTE171	The Senior Secretary Development	18 - 22 March	Madrid	4850	12 - 16 August	Dubai	2750	02 - 06 December	Istanbul	3500
FTE172	Information and Documentation Compliance	15 - 19 April	Riyadh	2750	16 - 20 Sep	Sharm El-Shaikh	2750	14 - 18 October	Dubai	2750
FTE173	Computer Based Office Administration and Organization	14 - 18 January	Dubai	2750	29 Apr - 03 May	Dammam	2750	11 - 15 November	Madrid	4850
FTE174	The Executive Assistant Personal Assistant Master class	25 Feb - 01 Mar	Istanbul	3500	15 - 19 July	Dubai	2750	09 - 13 December	Riyadh	2750
FTE175	Strategies and Skills of Modern Secretarial	25 - 29 March	Dubai	2750	26 - 30 August	Istanbul	3500	21 - 25 October	kuala lumpur	3250

Sales and Marketing

CODE	Program Title	THE FIRST SESSION			THE SECOND SESSION			THE THIRD SESSION		
		Date	Venue	Fees \$	Date	Venue	Fees \$	Date	Venue	Fees \$
FTE176	Certified Marketing Professional	22 - 26 April	Riyadh	2750	23 - 27 Sep	Dubai	2750	18 - 22 November	Sharm El-Shaikh	2750
FTE177	The Strategic Marketing Plan	14 - 18 January	kuala lumpur	3250	06 - 10 May	Cairo	2100	16 - 20 December	Dubai	2750
FTE178	Value-Based Selling: Overcoming Price Objections	04 - 08 February	Jakarta	3500	22 - 26 July	Dubai	2750	28 Oct - 01 Nov	Jordan	2750
FTE179	New Product Launch Using Marketing Communication: Proven Strategies and Techniques	04 - 08 Mar	Dubai	2750	29 July - 02 August	Sharm El-Shaikh	2750	25 - 29 November	Casablanca	2750
FTE180	Power Selling	01 - 05 April	Sharm El-Shaikh	2750	30 Sep - 04 Oct	Dubai	2750	23 - 27 December	Istanbul	3500
FTE181	Certified Sales Professional	21 - 25 January	Istanbul	3500	29 Apr - 03 May	kuala lumpur	3250	07 - 11 October	Dubai	2750
FTE182	Key Account Management: Establishing Profitable Customer Relationships	11 - 15 February	Dubai	2750	17 - 21 June	London	4850	04 - 08 November	Cairo	2100
FTE183	Strategic Sales Planning and Territory Management	11 - 15 March	London	4850	01 - 05 July	Dubai	2750	02 - 06 December	Sharm El-Shaikh	2750
FTE184	Sales Planning and Territory Management	08 - 12 April	Cairo	2100	05 - 09 August	Riyadh	2750	14 - 18 October	Dubai	2750
FTE185	Creative Retail Selling and Visual Merchandising	28 Jan - 01 Feb	Dubai	2750	02 - 06 Sep	Madrid	4850	11 - 15 November	Istanbul	3500
FTE186	Certified Sales Manager	18 - 22 February	Madrid	4850	06 - 10 May	Dubai	2750	09 - 13 December	Riyadh	2750
FTE187	Advanced Selling Skills	18 - 22 March	Riyadh	2750	24 - 28 June	kuala lumpur	3250	21 - 25 October	Dubai	2750
FTE188	Customer Loyalty: Strategies and Measurement	15 - 19 April	Dubai	2750	08 - 12 July	Istanbul	3500	18 - 22 November	kuala lumpur	3250
FTE189	Customer Relationship Management: CRM Strategic Roadmap	14 - 18 January	Cairo	2100	12 - 16 August	Jordan	2750	16 - 20 December	Dubai	2750
FTE190	Internet Marketing and Social Media	25 Feb - 01 Mar	Istanbul	3500	16 - 20 Sep	Dubai	2750	28 Oct - 01 Nov	Sharm El-Shaikh	2750
FTE191	Proven Strategies and Techniques	25 - 29 March	kuala lumpur	3250	29 Apr - 03 May	Casablanca	2750	25 - 29 November	Dubai	2750
FTE192	Effective Promotion and Advertisement Strategies	22 - 26 April	Dubai	2750	15 - 19 July	Jakarta	3500	23 - 27 December	Istanbul	3500
FTE193	Effective Brand Management	14 - 18 January	Sharm El-Shaikh	2750	26 - 30 August	Dubai	2750	07 - 11 October	Dammam	2750
FTE194	Marketing for Better Results	04 - 08 February	Jordan	2750	23 - 27 Sep	kuala lumpur	3250	04 - 08 November	Dubai	2750
FTE195	Sales and Marketing in a Competitive Environment	04 - 08 Mar	Dubai	2750	06 - 10 May	London	4850	02 - 06 December	Cairo	2100
FTE196	The Sales and Marketing Management MBA	01 - 05 April	Istanbul	3500	22 - 26 July	Dubai	2750	14 - 18 October	kuala lumpur	3250
FTE197	Creative Thinking and Innovation Techniques	21 - 25 January	Cairo	2100	29 July - 02 August	Istanbul	3500	11 - 15 November	Dubai	2750
FTE198	The Customer Complaint System A Tool for Customer Service Improvement	11 - 15 February	Dubai	2750	30 Sep - 04 Oct	Madrid	4850	09 - 13 December	Jakarta	3500
FTE199	Mastering Sales and Marketing in the Age of New Social Media	11 - 15 March	Dammam	2750	29 Apr - 03 May	Jordan	2750	21 - 25 October	Dubai	2750
FTE200	Retail Management	08 - 12 April	Madrid	4850	17 - 21 June	Dubai	2750	18 - 22 November	Istanbul	3500

Customer Service

CODE	Program Title	THE FIRST SESSION			THE SECOND SESSION			THE THIRD SESSION		
		Date	Venue	Fees \$	Date	Venue	Fees \$	Date	Venue	Fees \$
FTE201	Certified Customer Service Professional	28 Jan - 01 Feb	Riyadh	2750	01 - 05 July	Sharm El-Shaikh	2750	16 - 20 December	Dubai	2750
FTE202	Implementing and Managing a Customer Complaints System	18 - 22 February	Dubai	2750	05 - 09 August	Dammam	2750	28 Oct - 01 Nov	Madrid	4850
FTE203	Customer Service Mindset	18 - 22 March	Istanbul	3500	02 - 06 Sep	Dubai	2750	25 - 29 November	Riyadh	2750
FTE204	Excellence in Customer Service	15 - 19 April	Dubai	2750	06 - 10 May	Istanbul	3500	23 - 27 December	kuala lumpur	3250
FTE205	Advanced Customer Service	14 - 18 January	Riyadh	2750	24 - 28 June	Dubai	2750	07 - 11 October	Sharm El-Shaikh	2750
FTE206	Developing Internal Customer Services	25 Feb - 01 Mar	kuala lumpur	3250	08 - 12 July	Cairo	2100	04 - 08 November	Dubai	2750
FTE207	Customer Relationship Management (CRM)	25 - 29 March	Jakarta	3500	12 - 16 August	Dubai	2750	02 - 06 December	Jordan	2750
FTE208	Excellence in Customer Service (Service Beyond Expectation)	22 - 26 April	Dubai	2750	16 - 20 Sep	Sharm El-Shaikh	2750	14 - 18 October	Casablanca	2750
FTE209	Managing Service Quality and Customer Satisfaction	14 - 18 January	Sharm El-Shaikh	2750	29 Apr - 03 May	Dubai	2750	11 - 15 November	Istanbul	3500
FTE210	Achieving Excellence in Customer Service: Providing a Quality Service	04 - 08 February	Istanbul	3500	15 - 19 July	kuala lumpur	3250	09 - 13 December	Dubai	2750
FTE211	Customer Profiling Techniques and Procedures	04 - 08 Mar	Dubai	2750	26 - 30 August	London	4850	21 - 25 October	Cairo	2100
FTE212	Service Quality and Excellence: Beyond Customer Service	01 - 05 April	London	4850	23 - 27 Sep	Dubai	2750	18 - 22 November	Sharm El-Shaikh	2750
FTE213	Customer Focused Management	21 - 25 January	Cairo	2100	06 - 10 May	Riyadh	2750	16 - 20 December	Dubai	2750
FTE214	Customer Requirements Analysis	11 - 15 February	Dubai	2750	22 - 26 July	Madrid	4850	28 Oct - 01 Nov	Istanbul	3500

Communication Skills

CODE	Program Title	THE FIRST SESSION			THE SECOND SESSION			THE THIRD SESSION		
		Date	Venue	Fees \$	Date	Venue	Fees \$	Date	Venue	Fees \$
FTE215	Advanced Business Writing	11 - 15 March	Madrid	4850	29 July - 02 August	Dubai	2750	25 - 29 November	Riyadh	2750
FTE216	Interdepartmental Communication	08 - 12 April	Riyadh	2750	30 Sep - 04 Oct	kuala lumpur	3250	23 - 27 December	Dubai	2750
FTE217	Advanced Presentation Skills	28 Jan - 01 Feb	Dubai	2750	29 Apr - 03 May	Istanbul	3500	07 - 11 October	kuala lumpur	3250
FTE218	Interpersonal Communication Skills	18 - 22 February	Cairo	2100	17 - 21 June	Jordan	2750	04 - 08 November	Dubai	2750
FTE219	Technical Report Writing	18 - 22 March	Istanbul	3500	01 - 05 July	Dubai	2750	02 - 06 December	Sharm El-Shaikh	2750
FTE220	Fundamentals of Business Writing	15 - 19 April	kuala lumpur	3250	05 - 09 August	Casablanca	2750	14 - 18 October	Dubai	2750
FTE221	Advanced Communication Skills	14 - 18 January	Dubai	2750	02 - 06 Sep	Jakarta	3500	11 - 15 November	Istanbul	3500
FTE222	Mastering Presentation Skills	25 Feb - 01 Mar	Sharm El-Shaikh	2750	06 - 10 May	Dubai	2750	09 - 13 December	Dammam	2750
FTE223	Maximizing Organizational Communication	25 - 29 March	Jordan	2750	24 - 28 June	kuala lumpur	3250	21 - 25 October	Dubai	2750
FTE224	Organizing and Managing Effective Meetings	22 - 26 April	Dubai	2750	08 - 12 July	London	4850	18 - 22 November	Cairo	2100
FTE225	Report Writing for the Modern Business	14 - 18 January	Istanbul	3500	12 - 16 August	Dubai	2750	16 - 20 December	kuala lumpur	3250
FTE226	Certified Public Relations Officer: Public Relations & Corporate Communications	04 - 08 February	Cairo	2100	16 - 20 Sep	Istanbul	3500	28 Oct - 01 Nov	Dubai	2750
FTE227	Making Powerful Presentations	04 - 08 Mar	Dubai	2750	29 Apr - 03 May	Madrid	4850	25 - 29 November	Jakarta	3500
FTE228	Integrated Marketing Communication (Imc)	01 - 05 April	Dammam	2750	15 - 19 July	Jordan	2750	23 - 27 December	Dubai	2750

Interpersonal Skills and Self Development

CODE	Program Title	THE FIRST SESSION			THE SECOND SESSION			THE THIRD SESSION		
		Date	Venue	Fees \$	Date	Venue	Fees \$	Date	Venue	Fees \$
FTE229	Creative Thinking, Innovation Techniques & Problems Solving	21 - 25 January	Madrid	4850	26 - 30 August	Dubai	2750	07 - 11 October	Istanbul	3500
FTE230	Managing Conflict: Power through Influence	11 - 15 February	Riyadh	2750	23 - 27 Sep	Sharm El-Shaikh	2750	04 - 08 November	Dubai	2750
FTE231	Time Management and Stress Control	11 - 15 March	Dubai	2750	06 - 10 May	Dammam	2750	02 - 06 December	Madrid	4850
FTE232	Negotiation Skills	08 - 12 April	Istanbul	3500	22 - 26 July	Dubai	2750	14 - 18 October	Riyadh	2750
FTE233	Emotional Intelligence: Strategies for Success	28 Jan - 01 Feb	Dubai	2750	29 July - 02 August	Istanbul	3500	11 - 15 November	kuala lumpur	3250
FTE234	Creative Problem Solving and Decision Making	18 - 22 February	Riyadh	2750	30 Sep - 04 Oct	Dubai	2750	09 - 13 December	Sharm El-Shaikh	2750
FTE235	High Performance Teams	18 - 22 March	kuala lumpur	3250	29 Apr - 03 May	Cairo	2100	21 - 25 October	Dubai	2750
FTE236	Advanced Problem-Solving Techniques	15 - 19 April	Jakarta	3500	17 - 21 June	Dubai	2750	18 - 22 November	Jordan	2750
FTE237	Developing Interpersonal Skills	14 - 18 January	Dubai	2750	01 - 05 July	Sharm El-Shaikh	2750	16 - 20 December	Casablanca	2750
FTE238	Personal Effectiveness & Influencing Skills:(Communicate, Negotiate, Influence & Persuade)	25 Feb - 01 Mar	Sharm El-Shaikh	2750	05 - 09 August	Dubai	2750	28 Oct - 01 Nov	Istanbul	3500
FTE239	Managing conflict Change and handling difficult people	25 - 29 March	Istanbul	3500	02 - 06 Sep	kuala lumpur	3250	25 - 29 November	Dubai	2750
FTE240	Effective Time & Self Management	22 - 26 April	Dubai	2750	06 - 10 May	London	4850	23 - 27 December	Cairo	2100
FTE241	Effective Coordination & Organizing	14 - 18 January	London	4850	24 - 28 June	Dubai	2750	07 - 11 October	Sharm El-Shaikh	2750
FTE242	Managing Conflict Power through Influence	04 - 08 February	Cairo	2100	08 - 12 July	Riyadh	2750	04 - 08 November	Dubai	2750
FTE243	Work Life Balance Maximizing Productivity and Quality of Life	04 - 08 Mar	Dubai	2750	12 - 16 August	Madrid	4850	02 - 06 December	Istanbul	3500
FTE244	MANAGING STRESS & ACHIEVING WELLNESS	01 - 05 April	Madrid	4850	16 - 20 Sep	Dubai	2750	14 - 18 October	Riyadh	2750

Contracts and Projects Management

CODE	Program Title	THE FIRST SESSION			THE SECOND SESSION			THE THIRD SESSION		
		Date	Venue	Fees \$	Date	Venue	Fees \$	Date	Venue	Fees \$
FTE245	Resolving Contractual Claims and Disputes	21 - 25 January	Riyadh	2750	29 Apr - 03 May	kuala lumpur	3250	11 - 15 November	Dubai	2750
FTE246	Certified Contract Manager	11 - 15 February	Dubai	2750	15 - 19 July	Istanbul	3500	09 - 13 December	kuala lumpur	3250
FTE247	Contract Administration: Understanding and Implementing Contractual Obligations	11 - 15 March	Cairo	2100	26 - 30 August	Jordan	2750	21 - 25 October	Dubai	2750
FTE248	Tendering Procedures and Bid Evaluation	08 - 12 April	Istanbul	3500	23 - 27 Sep	Dubai	2750	18 - 22 November	Sharm El-Shaikh	2750
FTE249	Negotiating Contracts Effectively	28 Jan - 01 Feb	kuala lumpur	3250	06 - 10 May	Casablanca	2750	16 - 20 December	Dubai	2750
FTE250	Contract Preparation and Management	18 - 22 February	Dubai	2750	22 - 26 July	Jakarta	3500	28 Oct - 01 Nov	Istanbul	3500
FTE251	Managing Contractual Claims	18 - 22 March	Sharm El-Shaikh	2750	29 July - 02 August	Dubai	2750	25 - 29 November	Dammam	2750
FTE252	Preparation for Project Management Professional (PMP Certification)	15 - 19 April	Jordan	2750	30 Sep - 04 Oct	kuala lumpur	3250	23 - 27 December	Dubai	2750
FTE253	Certificate in Advanced Project Management	14 - 18 January	Dubai	2750	29 Apr - 03 May	London	4850	07 - 11 October	Cairo	2100
FTE254	Managing Projects Using Microsoft Project	25 Feb - 01 Mar	Istanbul	3500	17 - 21 June	Dubai	2750	04 - 08 November	kuala lumpur	3250
FTE255	Project Management Skills	25 - 29 March	Cairo	2100	01 - 05 July	Istanbul	3500	02 - 06 December	Dubai	2750
FTE256	Project Management Professionals (PMP)	22 - 26 April	Dubai	2750	05 - 09 August	Madrid	4850	14 - 18 October	Jakarta	3500
FTE257	Managing IT Projects Successfully	14 - 18 January	Dammam	2750	02 - 06 Sep	Jordan	2750	11 - 15 November	Dubai	2750
FTE258	Microsoft Office Project	04 - 08 February	Madrid	4850	06 - 10 May	Dubai	2750	09 - 13 December	Istanbul	3500
FTE259	Technical Project Management	04 - 08 Mar	Riyadh	2750	24 - 28 June	Sharm El-Shaikh	2750	21 - 25 October	Dubai	2750
FTE260	Contract Risk Management and Compliance	01 - 05 April	Dubai	2750	08 - 12 July	Dammam	2750	18 - 22 November	Madrid	4850
FTE261	Contracts and Project Risk Management and Compliance	21 - 25 January	Istanbul	3500	12 - 16 August	Dubai	2750	16 - 20 December	Riyadh	2750
FTE262	Managing and Negotiating with Consultants and Contractors	11 - 15 February	Dubai	2750	16 - 20 Sep	Istanbul	3500	28 Oct - 01 Nov	kuala lumpur	3250
FTE263	Managing Vendor Qualification, Performance and Contract Compliance	11 - 15 March	Riyadh	2750	29 Apr - 03 May	Dubai	2750	25 - 29 November	Sharm El-Shaikh	2750
FTE264	Commercial and Business Contracts: A Practical Guide	08 - 12 April	kuala lumpur	3250	15 - 19 July	Cairo	2100	23 - 27 December	Dubai	2750
FTE265	Drafting Contracts and Writing Scope of Work	28 Jan - 01 Feb	Jakarta	3500	26 - 30 August	Dubai	2750	07 - 11 October	Jordan	2750
FTE266	Effective Contract Preparation	18 - 22 February	Dubai	2750	23 - 27 Sep	Sharm El-Shaikh	2750	04 - 08 November	Casablanca	2750
FTE267	Negotiating Contracts Successfully	18 - 22 March	Sharm El-Shaikh	2750	06 - 10 May	Dubai	2750	02 - 06 December	Istanbul	3500
FTE268	Project Management for Contract Professionals	15 - 19 April	Istanbul	3500	22 - 26 July	kuala lumpur	3250	14 - 18 October	Dubai	2750
FTE269	International Contracting Global Sourcing, Selecting Contract Clauses and Successful Completion	14 - 18 January	Dubai	2750	29 July - 02 August	London	4850	11 - 15 November	Cairo	2100

Quality and Productivity

CODE	Program Title	THE FIRST SESSION			THE SECOND SESSION			THE THIRD SESSION		
		Date	Venue	Fees \$	Date	Venue	Fees \$	Date	Venue	Fees \$
FTE270	Total Quality Management (TQM) Tool Box for Continual Improvement	25 Feb - 01 Mar	London	4850	30 Sep - 04 Oct	Dubai	2750	09 - 13 December	Sharm El-Shaikh	2750
FTE271	Improving Productivity through Quality and Cost Reduction	25 - 29 March	Cairo	2100	29 Apr - 03 May	Riyadh	2750	21 - 25 October	Dubai	2750
FTE272	Understanding and Implementing Six Sigma	22 - 26 April	Dubai	2750	17 - 21 June	Madrid	4850	18 - 22 November	Istanbul	3500
FTE273	Re-engineering Your Organization: A Road Map to Business Process Improvement	14 - 18 January	Madrid	4850	01 - 05 July	Dubai	2750	16 - 20 December	Riyadh	2750
FTE274	Simplification of Work Processes and Procedures	04 - 08 February	Riyadh	2750	05 - 09 August	kuala lumpur	3250	28 Oct - 01 Nov	Dubai	2750
FTE275	Certified Quality Management Professional	04 - 08 Mar	Dubai	2750	02 - 06 Sep	Istanbul	3500	25 - 29 November	kuala lumpur	3250
FTE276	Process Management: Mapping and Improvement	01 - 05 April	Cairo	2100	06 - 10 May	Jordan	2750	23 - 27 December	Dubai	2750
FTE277	Certified Six Sigma Practitioner	21 - 25 January	Istanbul	3500	24 - 28 June	Dubai	2750	07 - 11 October	Sharm El-Shaikh	2750
FTE278	Certified Manager of Quality	11 - 15 February	kuala lumpur	3250	08 - 12 July	Casablanca	2750	04 - 08 November	Dubai	2750
FTE279	Six Sigma Green Belt Training	11 - 15 March	Dubai	2750	12 - 16 August	Jakarta	3500	02 - 06 December	Istanbul	3500
FTE280	Quality Assurance, Control and Auditing	08 - 12 April	Sharm El-Shaikh	2750	16 - 20 Sep	Dubai	2750	14 - 18 October	Dammam	2750
FTE281	Continuous Improvement and Quality Management Tools.	28 Jan - 01 Feb	Jordan	2750	29 Apr - 03 May	kuala lumpur	3250	11 - 15 November	Dubai	2750
FTE282	Internal Quality Audit	18 - 22 February	Dubai	2750	15 - 19 July	London	4850	09 - 13 December	Cairo	2100
FTE283	Production Management & Quality Control	18 - 22 March	Istanbul	3500	26 - 30 August	Dubai	2750	21 - 25 October	kuala lumpur	3250

Public Relations

CODE	Program Title	THE FIRST SESSION			THE SECOND SESSION			THE THIRD SESSION		
		Date	Venue	Fees \$	Date	Venue	Fees \$	Date	Venue	Fees \$
FTE284	Advanced Public Relations Strategies	15 - 19 April	Cairo	2100	23 - 27 Sep	Istanbul	3500	18 - 22 November	Dubai	2750
FTE285	Public Relations and Media Skills	14 - 18 January	Dubai	2750	06 - 10 May	Madrid	4850	16 - 20 December	Jakarta	3500
FTE286	Etiquette and Protocol Procedures	25 Feb - 01 Mar	Dammam	2750	22 - 26 July	Jordan	2750	28 Oct - 01 Nov	Dubai	2750
FTE287	Hospitality Events and Conferences Management	25 - 29 March	Madrid	4850	29 July - 02 August	Dubai	2750	25 - 29 November	Istanbul	3500
FTE288	Public Relations - Building, Developing, Maintaining	22 - 26 April	Riyadh	2750	30 Sep - 04 Oct	Sharm El-Shaikh	2750	23 - 27 December	Dubai	2750
FTE289	Certified Public Relations Officer: Public Relations & Corporate Communications	14 - 18 January	Dubai	2750	29 Apr - 03 May	Dammam	2750	07 - 11 October	Madrid	4850
FTE290	Events Management	04 - 08 February	Istanbul	3500	17 - 21 June	Dubai	2750	04 - 08 November	Riyadh	2750
FTE291	Protocol and Event Management	04 - 08 Mar	Dubai	2750	01 - 05 July	Istanbul	3500	02 - 06 December	kuala lumpur	3250
FTE292	Planning and Managing PR Campaigns	01 - 05 April	Riyadh	2750	05 - 09 August	Dubai	2750	14 - 18 October	Sharm El-Shaikh	2750
FTE293	Corporate Social Responsibility (CSR)	21 - 25 January	kuala lumpur	3250	02 - 06 Sep	Cairo	2100	11 - 15 November	Dubai	2750
FTE294	Public Relations Campaigns From Planning to Execution	11 - 15 February	Jakarta	3500	06 - 10 May	Dubai	2750	09 - 13 December	Jordan	2750
FTE295	Planning, Organizing, and Controlling Events	11 - 15 March	Dubai	2750	24 - 28 June	Sharm El-Shaikh	2750	21 - 25 October	Casablanca	2750

Technical

CODE	Program Title	THE FIRST SESSION			THE SECOND SESSION			THE THIRD SESSION		
		Date	Venue	Fees \$	Date	Venue	Fees \$	Date	Venue	Fees \$
FTE296	Advanced Maintenance Management and Control	08 - 12 April	Sharm El-Shaikh	2750	08 - 12 July	Dubai	2750	18 - 22 November	Istanbul	3500
FTE297	SPSS (Data Management, Analysis and Control)	28 Jan - 01 Feb	Istanbul	3500	12 - 16 August	kuala lumpur	3250	16 - 20 December	Dubai	2750
FTE298	Writing Reports for Non-Technical Readers Seminar	18 - 22 February	Dubai	2750	16 - 20 Sep	London	4850	28 Oct - 01 Nov	Cairo	2100
FTE299	Electronics Principles for non Electronics Engineers	18 - 22 March	London	4850	29 Apr - 03 May	Dubai	2750	25 - 29 November	Sharm El-Shaikh	2750
FTE300	Maintenance Planning, Scheduling and Control	15 - 19 April	Cairo	2100	15 - 19 July	Riyadh	2750	23 - 27 December	Dubai	2750
FTE301	Logistics Planning and Management	14 - 18 January	Dubai	2750	26 - 30 August	Madrid	4850	07 - 11 October	Istanbul	3500
FTE302	Warehousing and Material Management	25 Feb - 01 Mar	Madrid	4850	23 - 27 Sep	Dubai	2750	04 - 08 November	Riyadh	2750
FTE303	Assessment of Risk to Health from Chemical Substances (COSHH Compliance)	25 - 29 March	Riyadh	2750	06 - 10 May	kuala lumpur	3250	02 - 06 December	Dubai	2750
FTE304	Safety & Loss Prevention	22 - 26 April	Dubai	2750	22 - 26 July	Istanbul	3500	14 - 18 October	kuala lumpur	3250
FTE305	Waste & Environment Management	14 - 18 January	Cairo	2100	29 July - 02 August	Jordan	2750	11 - 15 November	Dubai	2750
FTE306	Advanced Health & Safety Management	04 - 08 February	Istanbul	3500	30 Sep - 04 Oct	Dubai	2750	09 - 13 December	Sharm El-Shaikh	2750
FTE307	Advance logistic & Effective Expediting management	04 - 08 Mar	kuala lumpur	3250	29 Apr - 03 May	Casablanca	2750	21 - 25 October	Dubai	2750
FTE308	certified maintenance planner	01 - 05 April	Dubai	2750	17 - 21 June	Jakarta	3500	18 - 22 November	Istanbul	3500
FTE309	Facility Planning and Management	21 - 25 January	Sharm El-Shaikh	2750	01 - 05 July	Dubai	2750	16 - 20 December	Dammam	2750
FTE310	Sensor Integration and Data Fusion	11 - 15 February	Jordan	2750	05 - 09 August	kuala lumpur	3250	28 Oct - 01 Nov	Dubai	2750

Health, Safety, Security & Environment

CODE	Program Title	THE FIRST SESSION			THE SECOND SESSION			THE THIRD SESSION		
		Date	Venue	Fees \$	Date	Venue	Fees \$	Date	Venue	Fees \$
FTE311	Managing Health and Safety in the Workplace	11 - 15 March	Dubai	2750	02 - 06 Sep	London	4850	25 - 29 November	Cairo	2100
FTE312	Maintenance Planning, Scheduling and Control	08 - 12 April	Istanbul	3500	06 - 10 May	Dubai	2750	23 - 27 December	kuala lumpur	3250
FTE313	Facility Management	28 Jan - 01 Feb	Cairo	2100	24 - 28 June	Istanbul	3500	07 - 11 October	Dubai	2750
FTE314	Safety in Fleet Operations: How to Protect Yourself and the Organization	18 - 22 February	Dubai	2750	08 - 12 July	Madrid	4850	04 - 08 November	Jakarta	3500
FTE315	Leading a Safety Culture	18 - 22 March	Dammam	2750	12 - 16 August	Jordan	2750	02 - 06 December	Dubai	2750
FTE316	First Aid and Emergency Response	15 - 19 April	Madrid	4850	16 - 20 Sep	Dubai	2750	14 - 18 October	Istanbul	3500
FTE317	Health and Safety in the Workplace	14 - 18 January	Riyadh	2750	29 Apr - 03 May	Sharm El-Shaikh	2750	11 - 15 November	Dubai	2750
FTE318	Advanced Maintenance Management	25 Feb - 01 Mar	Dubai	2750	15 - 19 July	Dammam	2750	09 - 13 December	Madrid	4850
FTE319	Process Safety Management	25 - 29 March	Istanbul	3500	26 - 30 August	Dubai	2750	21 - 25 October	Riyadh	2750
FTE320	Behavioral Based Safety	22 - 26 April	Dubai	2750	23 - 27 Sep	Istanbul	3500	18 - 22 November	kuala lumpur	3250
FTE321	Integrating Health, Safety, Environment and Quality Management Systems (HSEQMS)	14 - 18 January	Riyadh	2750	06 - 10 May	Dubai	2750	16 - 20 December	Sharm El-Shaikh	2750
FTE322	Job Safety Analysis	04 - 08 February	kuala lumpur	3250	22 - 26 July	Cairo	2100	28 Oct - 01 Nov	Dubai	2750
FTE323	NEBOSH International Certificate in Occupational Safety & Health	04 - 08 Mar	Jakarta	3500	29 July - 02 August	Dubai	2750	25 - 29 November	Jordan	2750
FTE324	Risk Assessment within Production Operations	01 - 05 April	Dubai	2750	30 Sep - 04 Oct	Sharm El-Shaikh	2750	23 - 27 December	Casablanca	2750
FTE325	Integrated Security System	21 - 25 January	Sharm El-Shaikh	2750	29 Apr - 03 May	Dubai	2750	07 - 11 October	Istanbul	3500
FTE326	Security Strategies of vital Establishments	11 - 15 February	Istanbul	3500	17 - 21 June	kuala lumpur	3250	04 - 08 November	Dubai	2750
FTE327	Develop the Skills of the Security Official and Industrial Safety	11 - 15 March	Dubai	2750	01 - 05 July	London	4850	02 - 06 December	Cairo	2100
FTE328	Security & fire fighting	08 - 12 April	London	4850	05 - 09 August	Dubai	2750	14 - 18 October	Sharm El-Shaikh	2750
FTE329	Security Management Planning Asset Protection	28 Jan - 01 Feb	Cairo	2100	02 - 06 Sep	Riyadh	2750	11 - 15 November	Dubai	2750
FTE330	Security risk assessment	18 - 22 February	Dubai	2750	06 - 10 May	Madrid	4850	09 - 13 December	Istanbul	3500
FTE331	Fire Prevention, Protection & Safety On Power Plants	18 - 22 March	Madrid	4850	24 - 28 June	Dubai	2750	21 - 25 October	Riyadh	2750
FTE332	DEVELOPING, WRITING HEALTH & SAFETY PROCEDURES	15 - 19 April	Riyadh	2750	08 - 12 July	kuala lumpur	3250	18 - 22 November	Dubai	2750
FTE333	NOISE CONTROL IN INDUSTRY	14 - 18 January	Dubai	2750	12 - 16 August	Istanbul	3500	16 - 20 December	kuala lumpur	3250
FTE334	Radiation Protection & Safety of Radiation	25 Feb - 01 Mar	Cairo	2100	16 - 20 Sep	Jordan	2750	28 Oct - 01 Nov	Dubai	2750
FTE335	Storage & Handling of Chemicals & Toxic Materials	25 - 29 March	Istanbul	3500	29 Apr - 03 May	Dubai	2750	25 - 29 November	Sharm El-Shaikh	2750

FTE336	Safety in Transportation & Handling, Storage Material	22 - 26 April	kuala lumpur	3250	15 - 19 July	Casablanca	2750	23 - 27 December	Dubai	2750
FTE337	CORPORATE HEALTH AND WELLNESS	14 - 18 January	Dubai	2750	26 - 30 August	Jakarta	3500	07 - 11 October	Istanbul	3500
FTE338	SAFETY WORK PRACTICES FOR CONFINED SPACE ENTRY	04 - 08 February	Sharm El-Shaikh	2750	23 - 27 Sep	Dubai	2750	04 - 08 November	Dammam	2750
FTE339	Basic of Security Officer to Petroleum Industry & Security Planning and Operations	04 - 08 Mar	Jordan	2750	06 - 10 May	kuala lumpur	3250	02 - 06 December	Dubai	2750
FTE340	HSE COMMUNICATION	01 - 05 April	Dubai	2750	22 - 26 July	London	4850	14 - 18 October	Cairo	2100
FTE341	Strategy of Fire Fighting & Protection	21 - 25 January	Istanbul	3500	29 July - 02 August	Dubai	2750	11 - 15 November	kuala lumpur	3250
FTE342	EVALUATION OF ENVIRONMENTAL PERFORMANCE	11 - 15 February	Cairo	2100	30 Sep - 04 Oct	Istanbul	3500	09 - 13 December	Dubai	2750
FTE343	Environmental Decision Making: A Systems Approach	11 - 15 March	Dubai	2750	29 Apr - 03 May	Madrid	4850	21 - 25 October	Jakarta	3500
FTE344	Assessment of Risks to Health from Chemical Substances	08 - 12 April	Dammam	2750	17 - 21 June	Jordan	2750	18 - 22 November	Dubai	2750
FTE345	Emergency Response Management: Planning, Leadership & Communication	28 Jan - 01 Feb	Madrid	4850	01 - 05 July	Dubai	2750	16 - 20 December	Istanbul	3500
FTE346	Security Management, Planning & Asset Protection	18 - 22 February	Riyadh	2750	05 - 09 August	Sharm El-Shaikh	2750	28 Oct - 01 Nov	Dubai	2750
FTE347	HAZARDOUS CHEMICALS: HANDLING, STORAGE, DISPOSAL, MONITORING & RESPONSE	18 - 22 March	Dubai	2750	02 - 06 Sep	Dammam	2750	25 - 29 November	Madrid	4850
FTE348	Environmental Management Certificate	15 - 19 April	Istanbul	3500	06 - 10 May	Dubai	2750	23 - 27 December	Riyadh	2750
FTE349	AIR POLLUTION CONTROL AND MODELING IN PETROCHEMICAL INDUSTRY	14 - 18 January	Dubai	2750	24 - 28 June	Istanbul	3500	07 - 11 October	kuala lumpur	3250
FTE350	Best Understanding & Implementation of Modern HSE Management System	25 Feb - 01 Mar	Riyadh	2750	08 - 12 July	Dubai	2750	04 - 08 November	Sharm El-Shaikh	2750
FTE351	Crisis Management and Incident Controller	25 - 29 March	kuala lumpur	3250	12 - 16 August	Cairo	2100	02 - 06 December	Dubai	2750
FTE352	Hazardous Waste Management and Pollution Prevention	22 - 26 April	Jakarta	3500	16 - 20 Sep	Dubai	2750	14 - 18 October	Jordan	2750
FTE353	ADVANCED FIRE FIGHTING SYSTEMS AND RESCUE IN PROCESS PLANTS	14 - 18 January	Dubai	2750	29 Apr - 03 May	Sharm El-Shaikh	2750	11 - 15 November	Casablanca	2750
FTE354	Environmental Protection: Loss Prevention & Pollution Control	04 - 08 February	Sharm El-Shaikh	2750	15 - 19 July	Dubai	2750	09 - 13 December	Istanbul	3500
FTE355	Safety and Environmental Management Programs (SEMP) for Offshore Oil and Gas Operations and Facilities	04 - 08 Mar	Istanbul	3500	26 - 30 August	kuala lumpur	3250	21 - 25 October	Dubai	2750
FTE356	Safety and Loss Prevention in Petrochemical Plants Techniques for Risk Assessment and Decision Making	01 - 05 April	Dubai	2750	23 - 27 Sep	London	4850	18 - 22 November	Cairo	2100
FTE357	Defensive Driving & First Aid on the Road	21 - 25 January	London	4850	06 - 10 May	Dubai	2750	16 - 20 December	Sharm El-Shaikh	2750
FTE358	SECURITY FIRE AND LOSS PREVENTION AND EMERGENCY MANAGEMENT	11 - 15 February	Cairo	2100	22 - 26 July	Riyadh	2750	28 Oct - 01 Nov	Dubai	2750
FTE359	Advanced Safety and Security Systems	11 - 15 March	Dubai	2750	29 July - 02 August	Madrid	4850	25 - 29 November	Istanbul	3500
FTE360	ADVANCED INDUSTRIAL HYGIENE & OCCUPATIONAL HEALTH	08 - 12 April	Madrid	4850	30 Sep - 04 Oct	Dubai	2750	23 - 27 December	Riyadh	2750
FTE361	Healthcare Management For Service And Manufacturing Companies	28 Jan - 01 Feb	Riyadh	2750	29 Apr - 03 May	kuala lumpur	3250	07 - 11 October	Dubai	2750
FTE362	SAFETY LEADERSHIP AND SAFETY CULTURE	18 - 22 February	Dubai	2750	17 - 21 June	Istanbul	3500	04 - 08 November	kuala lumpur	3250

FTE363	ENVIRONMENTAL MONITORING OF RADIATION	18 - 22 March	Cairo	2100	01 - 05 July	Jordan	2750	02 - 06 December	Dubai	2750
FTE364	Risk Management, Problem Solving and Effective Decision Making	15 - 19 April	Istanbul	3500	05 - 09 August	Dubai	2750	14 - 18 October	Sharm El-Shaikh	2750
FTE365	Integration of HSE & QMS Management Systems	14 - 18 January	kuala lumpur	3250	02 - 06 Sep	Casablanca	2750	11 - 15 November	Dubai	2750
FTE366	Process Safety Management (PSM)	25 Feb - 01 Mar	Dubai	2750	06 - 10 May	Jakarta	3500	09 - 13 December	Istanbul	3500
FTE367	Advanced Storage of Hazardous Waste	25 - 29 March	Sharm El-Shaikh	2750	24 - 28 June	Dubai	2750	21 - 25 October	Dammam	2750
FTE368	HAZARDOUS & NON-HAZARDOUS WASTE MANAGEMENT	22 - 26 April	Jordan	2750	08 - 12 July	kuala lumpur	3250	18 - 22 November	Dubai	2750
FTE369	Advanced Construction Safety	14 - 18 January	Dubai	2750	12 - 16 August	London	4850	16 - 20 December	Cairo	2100
FTE370	Industrial Hygiene & Occupational Health	04 - 08 February	Istanbul	3500	16 - 20 Sep	Dubai	2750	28 Oct - 01 Nov	kuala lumpur	3250
FTE371	OIL SPILL MANAGEMENT & RESPONSE	04 - 08 Mar	Cairo	2100	29 Apr - 03 May	Istanbul	3500	25 - 29 November	Dubai	2750
FTE372	Management of Change "MOC"& Prestart up Safety Review "PSSR" Training Course	01 - 05 April	Dubai	2750	15 - 19 July	Madrid	4850	23 - 27 December	Jakarta	3500
FTE373	INCIDENT COMMAND SYSTEM	21 - 25 January	Dammam	2750	26 - 30 August	Jordan	2750	07 - 11 October	Dubai	2750
FTE374	PHA for Team Leaders	11 - 15 February	Madrid	4850	23 - 27 Sep	Dubai	2750	04 - 08 November	Istanbul	3500
FTE375	MODERN SAFETY MANAGEMENT	11 - 15 March	Riyadh	2750	06 - 10 May	Sharm El-Shaikh	2750	02 - 06 December	Dubai	2750
FTE376	Aviation Risk Management	08 - 12 April	Dubai	2750	22 - 26 July	Dammam	2750	14 - 18 October	Madrid	4850
FTE377	Environmental Impact Assessment	28 Jan - 01 Feb	Istanbul	3500	29 July - 02 August	Dubai	2750	11 - 15 November	Riyadh	2750
FTE378	Energy Management	18 - 22 February	Dubai	2750	30 Sep - 04 Oct	Istanbul	3500	09 - 13 December	kuala lumpur	3250
FTE379	Principles and Practice of Air Pollution Control	18 - 22 March	Riyadh	2750	29 Apr - 03 May	Dubai	2750	21 - 25 October	Sharm El-Shaikh	2750
FTE380	Safety & Risk Management in Onshore Operation & Prediction	15 - 19 April	kuala lumpur	3250	17 - 21 June	Cairo	2100	18 - 22 November	Dubai	2750
FTE381	ENVIRONMENTAL WASTE MANAGEMENT	14 - 18 January	Jakarta	3500	01 - 05 July	Dubai	2750	16 - 20 December	Jordan	2750
FTE382	Food Safety and Quality Management	25 Feb - 01 Mar	Dubai	2750	05 - 09 August	Sharm El-Shaikh	2750	28 Oct - 01 Nov	Casablanca	2750
FTE383	Environmental Management and Waste Treatment for Upstream	25 - 29 March	Sharm El-Shaikh	2750	02 - 06 Sep	Dubai	2750	25 - 29 November	Istanbul	3500
FTE384	Designing and Implementing an Occupational Health and Safety Management System (OHSMS) for the Workplace	22 - 26 April	Istanbul	3500	06 - 10 May	kuala lumpur	3250	23 - 27 December	Dubai	2750
FTE385	Safety Auditing, Hazard Identification & Site Inspection	14 - 18 January	Dubai	2750	24 - 28 June	London	4850	07 - 11 October	Cairo	2100
FTE386	Developing Intelligence in a Corporate Security Environment	04 - 08 February	London	4850	08 - 12 July	Dubai	2750	04 - 08 November	Sharm El-Shaikh	2750
FTE387	Advanced Risk Management	04 - 08 Mar	Cairo	2100	12 - 16 August	Riyadh	2750	02 - 06 December	Dubai	2750
FTE388	Environmental Risk Assessment and Management	01 - 05 April	Dubai	2750	16 - 20 Sep	Madrid	4850	14 - 18 October	Istanbul	3500
FTE389	Advanced Process Risk Management	21 - 25 January	Madrid	4850	29 Apr - 03 May	Dubai	2750	11 - 15 November	Riyadh	2750
FTE390	Fire Fighting & Rescue in Process Plants	11 - 15 February	Riyadh	2750	15 - 19 July	kuala lumpur	3250	09 - 13 December	Dubai	2750
FTE391	Safety Audit & Site Inspection	11 - 15 March	Dubai	2750	26 - 30 August	Istanbul	3500	21 - 25 October	kuala lumpur	3250

FTE392	AUDITOR ROLE IN SECURITY RISK MANAGEMENT	08 - 12 April	Cairo	2100	23 - 27 Sep	Jordan	2750	18 - 22 November	Dubai	2750
FTE393	BASIC OF ENVIRONMENT	28 Jan - 01 Feb	Istanbul	3500	06 - 10 May	Dubai	2750	16 - 20 December	Sharm El-Shaikh	2750
FTE394	CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH(COSHH)	18 - 22 February	kuala lumpur	3250	22 - 26 July	Casablanca	2750	28 Oct - 01 Nov	Dubai	2750
FTE395	Safe Work Practices for Confined Space Entry	18 - 22 March	Dubai	2750	29 July - 02 August	Jakarta	3500	25 - 29 November	Istanbul	3500
FTE396	Environmental Protection by Energy Saving for Power Plants	15 - 19 April	Sharm El-Shaikh	2750	30 Sep - 04 Oct	Dubai	2750	23 - 27 December	Dammam	2750
FTE397	Advanced Health & Safety Management	14 - 18 January	Jordan	2750	29 Apr - 03 May	kuala lumpur	3250	07 - 11 October	Dubai	2750
FTE398	Environmental Benchmarking	25 Feb - 01 Mar	Dubai	2750	17 - 21 June	London	4850	04 - 08 November	Cairo	2100
FTE399	ACCIDENT INVESTIGATION AND REPORTING	25 - 29 March	Istanbul	3500	01 - 05 July	Dubai	2750	02 - 06 December	kuala lumpur	3250
FTE400	Water Supply System Security, Vulnerability & Terrorism	22 - 26 April	Cairo	2100	05 - 09 August	Istanbul	3500	14 - 18 October	Dubai	2750
FTE401	Security Planning and Operations	14 - 18 January	Dubai	2750	02 - 06 Sep	Madrid	4850	11 - 15 November	Jakarta	3500
FTE402	Industrial Occupational Health Monitoring & Management	04 - 08 February	Dammam	2750	06 - 10 May	Jordan	2750	09 - 13 December	Dubai	2750
FTE403	Environmental principles and best practice	04 - 08 Mar	Madrid	4850	24 - 28 June	Dubai	2750	21 - 25 October	Istanbul	3500
FTE404	How to Be a Leader in Safety and Health	01 - 05 April	Riyadh	2750	08 - 12 July	Sharm El-Shaikh	2750	18 - 22 November	Dubai	2750
FTE405	Safety Performance Measurements	21 - 25 January	Dubai	2750	12 - 16 August	Dammam	2750	16 - 20 December	Madrid	4850

Purchasing, Inventory & Supply Chain Management

CODE	Program Title	THE FIRST SESSION			THE SECOND SESSION			THE THIRD SESSION		
		Date	Venue	Fees \$	Date	Venue	Fees \$	Date	Venue	Fees \$
FTE406	E-Procurement: Developing, Implementing & Managing the Complete Process	11 - 15 February	Istanbul	3500	16 - 20 Sep	Dubai	2750	28 Oct - 01 Nov	Riyadh	2750
FTE407	Improving and Measuring Your Procurement Performance	11 - 15 March	Dubai	2750	29 Apr - 03 May	Istanbul	3500	25 - 29 November	kuala lumpur	3250
FTE408	Effective Purchasing and Inventory Management	08 - 12 April	Riyadh	2750	15 - 19 July	Dubai	2750	23 - 27 December	Sharm El-Shaikh	2750
FTE409	Containerization Concept and Importance Role in Foreign Trade	28 Jan - 01 Feb	kuala lumpur	3250	26 - 30 August	Cairo	2100	07 - 11 October	Dubai	2750
FTE410	Advanced Forecasting Techniques	18 - 22 February	Jakarta	3500	23 - 27 Sep	Dubai	2750	04 - 08 November	Jordan	2750
FTE411	Warehouse Costing, Benchmarking and Activity Profiling	18 - 22 March	Dubai	2750	06 - 10 May	Sharm El-Shaikh	2750	02 - 06 December	Casablanca	2750
FTE412	Material Cataloguing, Specifications & Storage Planning	15 - 19 April	Sharm El-Shaikh	2750	22 - 26 July	Dubai	2750	14 - 18 October	Istanbul	3500
FTE413	CATERING CONTRACTS SUPERVISION & CONTROL	14 - 18 January	Istanbul	3500	29 July - 02 August	kuala lumpur	3250	11 - 15 November	Dubai	2750
FTE414	Logistics & Transportation Techniques	25 Feb - 01 Mar	Dubai	2750	30 Sep - 04 Oct	London	4850	09 - 13 December	Cairo	2100
FTE415	EFFECTIVE INVENTORY MANAGEMENT TECHNIQUES (Certified Course)	25 - 29 March	London	4850	29 Apr - 03 May	Dubai	2750	21 - 25 October	Sharm El-Shaikh	2750
FTE416	Managing Supplier Qualification, Performance and Contract Compliance	22 - 26 April	Cairo	2100	17 - 21 June	Riyadh	2750	18 - 22 November	Dubai	2750
FTE417	THE ART OF MATERIALS & SUPPLY CHAIN MANAGEMENT	14 - 18 January	Dubai	2750	01 - 05 July	Madrid	4850	16 - 20 December	Istanbul	3500
FTE418	Advanced Procurement Management	04 - 08 February	Madrid	4850	05 - 09 August	Dubai	2750	28 Oct - 01 Nov	Riyadh	2750
FTE419	International Logistics Management	04 - 08 Mar	Riyadh	2750	02 - 06 Sep	kuala lumpur	3250	25 - 29 November	Dubai	2750
FTE420	Implementing a Logistics Process in your Organization	01 - 05 April	Dubai	2750	06 - 10 May	Istanbul	3500	23 - 27 December	kuala lumpur	3250
FTE421	SUCCESSFUL FLEET AND TRANSPORT MANAGEMENT	21 - 25 January	Cairo	2100	24 - 28 June	Jordan	2750	07 - 11 October	Dubai	2750
FTE422	Procurement Best Practice & Logistics Management	11 - 15 February	Istanbul	3500	08 - 12 July	Dubai	2750	04 - 08 November	Sharm El-Shaikh	2750
FTE423	Total Logistics Management	11 - 15 March	kuala lumpur	3250	12 - 16 August	Casablanca	2750	02 - 06 December	Dubai	2750
FTE424	Developing a Procurement Strategy	08 - 12 April	Dubai	2750	16 - 20 Sep	Jakarta	3500	14 - 18 October	Istanbul	3500
FTE425	Materials and Supply Chain Management	28 Jan - 01 Feb	Sharm El-Shaikh	2750	29 Apr - 03 May	Dubai	2750	11 - 15 November	Dammam	2750
FTE426	Effective Purchasing and contract Negotiation Strategies	18 - 22 February	Jordan	2750	15 - 19 July	kuala lumpur	3250	09 - 13 December	Dubai	2750
FTE427	Warehouse and Operations Management	18 - 22 March	Dubai	2750	26 - 30 August	London	4850	21 - 25 October	Cairo	2100
FTE428	FUNDAMENTALS OF PURCHASING	15 - 19 April	Istanbul	3500	23 - 27 Sep	Dubai	2750	18 - 22 November	kuala lumpur	3250
FTE429	Material management & Logistic administration	14 - 18 January	Cairo	2100	06 - 10 May	Istanbul	3500	16 - 20 December	Dubai	2750
FTE430	Integrated Logistics and Supply-Chain Management	25 Feb - 01 Mar	Dubai	2750	22 - 26 July	Madrid	4850	28 Oct - 01 Nov	Jakarta	3500

FTE431	ADVANCED LOGISTICS MANAGEMENT	25 - 29 March	Dammam	2750	29 July - 02 August	Jordan	2750	25 - 29 November	Dubai	2750
FTE432	Managing Freight and International Transport	22 - 26 April	Madrid	4850	30 Sep - 04 Oct	Dubai	2750	23 - 27 December	Istanbul	3500
FTE433	Logistics, inventory & materials management	14 - 18 January	Riyadh	2750	29 Apr - 03 May	Sharm El-Shaikh	2750	07 - 11 October	Dubai	2750
FTE434	Effective Storekeeping Skills	04 - 08 February	Dubai	2750	17 - 21 June	Dammam	2750	04 - 08 November	Madrid	4850
FTE435	Storage & Handling of Toxic Chemicals and Hazardous Materials	04 - 08 Mar	Istanbul	3500	01 - 05 July	Dubai	2750	02 - 06 December	Riyadh	2750
FTE436	Inventory and Stock Control Management	01 - 05 April	Dubai	2750	05 - 09 August	Istanbul	3500	14 - 18 October	kuala lumpur	3250
FTE437	Effective Purchasing Tendering & Supplier Selection	21 - 25 January	Riyadh	2750	02 - 06 Sep	Dubai	2750	11 - 15 November	Sharm El-Shaikh	2750
FTE438	Risk Management in the Supply Chain	11 - 15 February	kuala lumpur	3250	06 - 10 May	Cairo	2100	09 - 13 December	Dubai	2750
FTE439	ADVANCED LOGISTICS & TRANSPORTATION TECHNIQUES	11 - 15 March	Jakarta	3500	24 - 28 June	Dubai	2750	21 - 25 October	Jordan	2750
FTE440	Advanced Warehouse Management	08 - 12 April	Dubai	2750	08 - 12 July	Sharm El-Shaikh	2750	18 - 22 November	Casablanca	2750
FTE441	Materials Handling in the Modern Warehouse	28 Jan - 01 Feb	Sharm El-Shaikh	2750	12 - 16 August	Dubai	2750	16 - 20 December	Istanbul	3500
FTE442	Supply Chain & Logistics Management	18 - 22 February	Istanbul	3500	16 - 20 Sep	kuala lumpur	3250	28 Oct - 01 Nov	Dubai	2750
FTE443	Advanced Supply-Chain Management	18 - 22 March	Dubai	2750	29 Apr - 03 May	London	4850	25 - 29 November	Cairo	2100
FTE444	Managing Inventory Effectively	15 - 19 April	London	4850	15 - 19 July	Dubai	2750	23 - 27 December	Sharm El-Shaikh	2750
FTE445	PURCHASING & INVENTORY MANAGEMENT TECHNIQUES	14 - 18 January	Cairo	2100	26 - 30 August	Riyadh	2750	07 - 11 October	Dubai	2750
FTE446	Project Procurement & Contract Management	25 Feb - 01 Mar	Dubai	2750	23 - 27 Sep	Madrid	4850	04 - 08 November	Istanbul	3500
FTE447	THE COMPLETE COURSE ON PURCHASING MANAGEMENT	25 - 29 March	Madrid	4850	06 - 10 May	Dubai	2750	02 - 06 December	Riyadh	2750
FTE448	Advanced Stores & Inventory Management	22 - 26 April	Riyadh	2750	22 - 26 July	kuala lumpur	3250	14 - 18 October	Dubai	2750
FTE449	Management of Storage Facilities	14 - 18 January	Dubai	2750	29 July - 02 August	Istanbul	3500	11 - 15 November	kuala lumpur	3250
FTE450	LOGISTICS & WAREHOUSE MANAGEMENT	04 - 08 February	Cairo	2100	30 Sep - 04 Oct	Jordan	2750	09 - 13 December	Dubai	2750
FTE451	MATERIALS EXPEDITING	04 - 08 Mar	Istanbul	3500	29 Apr - 03 May	Dubai	2750	21 - 25 October	Sharm El-Shaikh	2750
FTE452	Principles of Materials Handling & Warehouse Management	01 - 05 April	kuala lumpur	3250	17 - 21 June	Casablanca	2750	18 - 22 November	Dubai	2750
FTE453	Integrating Purchasing, Logistics and Inventory with Suppliers	21 - 25 January	Dubai	2750	01 - 05 July	Jakarta	3500	16 - 20 December	Istanbul	3500
FTE454	BEST TENDERING & PROCUREMENT PRACTICES	11 - 15 February	Sharm El-Shaikh	2750	05 - 09 August	Dubai	2750	28 Oct - 01 Nov	Dammam	2750
FTE455	PROCUREMENT AND SUPPLY CHAIN MANAGEMENT	11 - 15 March	Jordan	2750	02 - 06 Sep	kuala lumpur	3250	25 - 29 November	Dubai	2750
FTE456	Understanding the Procurement Management Principles	08 - 12 April	Dubai	2750	06 - 10 May	London	4850	23 - 27 December	Cairo	2100
FTE457	SUPPLIER RELATION MANAGEMENT	28 Jan - 01 Feb	Istanbul	3500	24 - 28 June	Dubai	2750	07 - 11 October	kuala lumpur	3250
FTE458	Planning the Supply Chain Management	18 - 22 February	Cairo	2100	08 - 12 July	Istanbul	3500	04 - 08 November	Dubai	2750
FTE459	Warehouse and Distribution Management	18 - 22 March	Dubai	2750	12 - 16 August	Madrid	4850	02 - 06 December	Jakarta	3500
FTE460	International Transport Management	15 - 19 April	Dammam	2750	16 - 20 Sep	Jordan	2750	14 - 18 October	Dubai	2750

FTE461	Advanced Purchasing Management	14 - 18 January	Madrid	4850	29 Apr - 03 May	Dubai	2750	11 - 15 November	Istanbul	3500
FTE462	Foreign Trade & Importation & Exportation Concept, elements and Importance	25 Feb - 01 Mar	Riyadh	2750	15 - 19 July	Sharm El-Shaikh	2750	09 - 13 December	Dubai	2750
FTE463	Warehouse, Stores and Stock Control Management	25 - 29 March	Dubai	2750	26 - 30 August	Dammam	2750	21 - 25 October	Madrid	4850
FTE464	Procurement and Supply Chain Management Best Practices	22 - 26 April	Istanbul	3500	23 - 27 Sep	Dubai	2750	18 - 22 November	Riyadh	2750
FTE465	Warehouse and Stores Management	14 - 18 January	Dubai	2750	06 - 10 May	Istanbul	3500	16 - 20 December	kuala lumpur	3250
FTE466	Excellence in Warehouse and Inventory	04 - 08 February	Riyadh	2750	22 - 26 July	Dubai	2750	28 Oct - 01 Nov	Sharm El-Shaikh	2750
FTE467	Inventory and Stock Control Management	04 - 08 Mar	kuala lumpur	3250	29 July - 02 August	Cairo	2100	25 - 29 November	Dubai	2750

Engineering courses

CODE	Program Title	THE FIRST SESSION			THE SECOND SESSION			THE THIRD SESSION		
		Date	Venue	Fees \$	Date	Venue	Fees \$	Date	Venue	Fees \$
FTE468	Project Progress & Delay Calculation Using Primavera Version 6 Level 3	01 - 05 April	Jakarta	3500	30 Sep - 04 Oct	Dubai	2750	23 - 27 December	Jordan	2750
FTE469	Construction Contracts Management	21 - 25 January	Dubai	2750	29 Apr - 03 May	Sharm El-Shaikh	2750	07 - 11 October	Casablanca	2750
FTE470	The New FIDIC Red Book Contracts 99	11 - 15 February	Sharm El-Shaikh	2750	17 - 21 June	Dubai	2750	04 - 08 November	Istanbul	3500
FTE471	Engineering Arbitration	11 - 15 March	Istanbul	3500	01 - 05 July	kuala lumpur	3250	02 - 06 December	Dubai	2750
FTE472	Introduction to Value Management and Value Engineering in Construction Projects	08 - 12 April	Dubai	2750	05 - 09 August	London	4850	14 - 18 October	Cairo	2100
FTE473	Quality Project Management	28 Jan - 01 Feb	London	4850	02 - 06 Sep	Dubai	2750	11 - 15 November	Sharm El-Shaikh	2750
FTE474	Useful Aspect in Project Management	18 - 22 February	Cairo	2100	06 - 10 May	Riyadh	2750	09 - 13 December	Dubai	2750
FTE475	Site Management	18 - 22 March	Dubai	2750	24 - 28 June	Madrid	4850	21 - 25 October	Istanbul	3500
FTE476	Introduction to Environmental Management System	15 - 19 April	Madrid	4850	08 - 12 July	Dubai	2750	18 - 22 November	Riyadh	2750
FTE477	Introduction To Green Buildings Management	14 - 18 January	Riyadh	2750	12 - 16 August	kuala lumpur	3250	16 - 20 December	Dubai	2750
FTE478	Introduction to Health and Safety @ Construction Industries	25 Feb - 01 Mar	Dubai	2750	16 - 20 Sep	Istanbul	3500	28 Oct - 01 Nov	kuala lumpur	3250
FTE479	HVAC Load Calculations & cooling load profiling / Energy Simulation	25 - 29 March	Cairo	2100	29 Apr - 03 May	Jordan	2750	25 - 29 November	Dubai	2750
FTE480	HVAC : Psychrometry & Systems (Psychrometry, Fans & Central Air Handlers, VAV Systems and VVT Systems)	22 - 26 April	Istanbul	3500	15 - 19 July	Dubai	2750	23 - 27 December	Sharm El-Shaikh	2750
FTE481	HVAC : Systems & Lifecycle Costing (Life Cycle Costing, System Selection, Condensers & Cooling Towers and Water Piping & Pumps)	14 - 18 January	kuala lumpur	3250	26 - 30 August	Casablanca	2750	07 - 11 October	Dubai	2750
FTE482	Technical Report Writing for Engineers	04 - 08 February	Dubai	2750	23 - 27 Sep	Jakarta	3500	04 - 08 November	Istanbul	3500
FTE483	General Rules of Preparing Bill of Quantities and estimating Procedures including the tender analyzing ,contract procedures & basic of measurement	04 - 08 Mar	Sharm El-Shaikh	2750	06 - 10 May	Dubai	2750	02 - 06 December	Dammam	2750
FTE484	Introduction to Feasibility Study & Business plan	01 - 05 April	Jordan	2750	22 - 26 July	kuala lumpur	3250	14 - 18 October	Dubai	2750
FTE485	Safe & Green Environment in Construction Management	21 - 25 January	Dubai	2750	29 July - 02 August	London	4850	11 - 15 November	Cairo	2100
FTE486	Cost Estimation & Value Management	11 - 15 February	Istanbul	3500	30 Sep - 04 Oct	Dubai	2750	09 - 13 December	kuala lumpur	3250
FTE487	FRP Composite For reinforce and strengthening of Concrete Structure	11 - 15 March	Cairo	2100	29 Apr - 03 May	Istanbul	3500	21 - 25 October	Dubai	2750
FTE488	How to analyze & Design , slabs , Beams , and raft using SAFE Software	08 - 12 April	Dubai	2750	17 - 21 June	Madrid	4850	18 - 22 November	Jakarta	3500
FTE489	How to model & Design High Rise Building for Earthquake & Wind loads Using ETAB's Software Level 1	28 Jan - 01 Feb	Dammam	2750	01 - 05 July	Jordan	2750	16 - 20 December	Dubai	2750
FTE490	How to model & Design High Rise Building for Earthquake & Wind loads Using ETAB's Software Level 2	18 - 22 February	Madrid	4850	05 - 09 August	Dubai	2750	28 Oct - 01 Nov	Istanbul	3500

FTE491	Regular & Preventive Maintenance in Construction Industries	18 - 22 March	Riyadh	2750	02 - 06 Sep	Sharm El-Shaikh	2750	25 - 29 November	Dubai	2750
FTE492	Principles Of Design Management	15 - 19 April	Dubai	2750	06 - 10 May	Dammam	2750	23 - 27 December	Madrid	4850
FTE493	Quantity Surveying and Material Specification Workshop	14 - 18 January	Istanbul	3500	24 - 28 June	Dubai	2750	07 - 11 October	Riyadh	2750
FTE494	Business Plan and Feasibility Study Workshop	25 Feb - 01 Mar	Dubai	2750	08 - 12 July	Istanbul	3500	04 - 08 November	kuala lumpur	3250
FTE495	Steel Reinforcement Workshop	25 - 29 March	Riyadh	2750	12 - 16 August	Dubai	2750	02 - 06 December	Sharm El-Shaikh	2750
FTE496	Foundation System (Shoring)	22 - 26 April	kuala lumpur	3250	16 - 20 Sep	Cairo	2100	14 - 18 October	Dubai	2750
FTE497	Reinforce Concrete Content Workshop	14 - 18 January	Jakarta	3500	29 Apr - 03 May	Dubai	2750	11 - 15 November	Jordan	2750
FTE498	Post – Tension Slabs Workshop	04 - 08 February	Dubai	2750	15 - 19 July	Sharm El-Shaikh	2750	09 - 13 December	Casablanca	2750
FTE499	Mechanical & Electrical Planning – MEP	04 - 08 Mar	Sharm El-Shaikh	2750	26 - 30 August	Dubai	2750	21 - 25 October	Istanbul	3500
FTE500	Planning & Scheduling Professional Construction Projects	01 - 05 April	Istanbul	3500	23 - 27 Sep	kuala lumpur	3250	18 - 22 November	Dubai	2750
FTE501	Claims and Contracts Disputes Under Financial Crisis	21 - 25 January	Dubai	2750	06 - 10 May	London	4850	16 - 20 December	Cairo	2100

IT Courses

CODE	Program Title	THE FIRST SESSION			THE SECOND SESSION			THE THIRD SESSION		
		Date	Venue	Fees \$	Date	Venue	Fees \$	Date	Venue	Fees \$
FTE502	Information Systems	11 - 15 February	London	4850	22 - 26 July	Dubai	2750	28 Oct - 01 Nov	Sharm El-Shaikh	2750
FTE503	IT Security	11 - 15 March	Cairo	2100	29 July - 02 August	Riyadh	2750	25 - 29 November	Dubai	2750
FTE504	Network Management	08 - 12 April	Dubai	2750	30 Sep - 04 Oct	Madrid	4850	23 - 27 December	Istanbul	3500
FTE505	SPSS (Data Management, Analysis and Control)	28 Jan - 01 Feb	Madrid	4850	29 Apr - 03 May	Dubai	2750	07 - 11 October	Riyadh	2750
FTE506	Transport data analysis and modelling methodologies	18 - 22 February	Riyadh	2750	17 - 21 June	kuala lumpur	3250	04 - 08 November	Dubai	2750
FTE507	Information Management	18 - 22 March	Dubai	2750	01 - 05 July	Istanbul	3500	02 - 06 December	kuala lumpur	3250
FTE508	Information Science	15 - 19 April	Cairo	2100	05 - 09 August	Jordan	2750	14 - 18 October	Dubai	2750
FTE509	Information Technology	14 - 18 January	Istanbul	3500	02 - 06 Sep	Dubai	2750	11 - 15 November	Sharm El-Shaikh	2750
FTE510	Health Information Management	25 Feb - 01 Mar	kuala lumpur	3250	06 - 10 May	Casablanca	2750	09 - 13 December	Dubai	2750
FTE511	Creative Strategic IT Leadership	25 - 29 March	Dubai	2750	24 - 28 June	Jakarta	3500	21 - 25 October	Istanbul	3500
FTE512	Strategic IT Leadership	22 - 26 April	Sharm El-Shaikh	2750	08 - 12 July	Dubai	2750	18 - 22 November	Dammam	2750
FTE513	E-governance and IT Information Technology	14 - 18 January	Jordan	2750	12 - 16 August	kuala lumpur	3250	16 - 20 December	Dubai	2750
FTE514	Penetration informational project, and unauthorized	04 - 08 February	Dubai	2750	16 - 20 Sep	London	4850	28 Oct - 01 Nov	Cairo	2100
FTE515	Data center virtualization and cloud infrastructure	04 - 08 Mar	Istanbul	3500	29 Apr - 03 May	Dubai	2750	25 - 29 November	kuala lumpur	3250
FTE516	Modern communication networks	01 - 05 April	Cairo	2100	15 - 19 July	Istanbul	3500	23 - 27 December	Dubai	2750
FTE517	Cycle secure wireless networks	21 - 25 January	Dubai	2750	26 - 30 August	Madrid	4850	07 - 11 October	Jakarta	3500
FTE518	Modern technologies in the management of telecommunications networks and	11 - 15 February	Dammam	2750	23 - 27 Sep	Jordan	2750	04 - 08 November	Dubai	2750
FTE519	IT planning for the development of functional electronic operating environment	11 - 15 March	Madrid	4850	06 - 10 May	Dubai	2750	02 - 06 December	Istanbul	3500
FTE520	The development of municipal services and the provinces through e-government	08 - 12 April	Riyadh	2750	22 - 26 July	Sharm El-Shaikh	2750	14 - 18 October	Dubai	2750
FTE521	E-Business Management: Uses Computer in Business Administration	28 Jan - 01 Feb	Dubai	2750	29 July - 02 August	Dammam	2750	11 - 15 November	Madrid	4850
FTE522	Advanced management for maintenance	18 - 22 February	Istanbul	3500	30 Sep - 04 Oct	Dubai	2750	09 - 13 December	Riyadh	2750
FTE523	Advanced courses in office software Office 2010	18 - 22 March	Dubai	2750	29 Apr - 03 May	Istanbul	3500	21 - 25 October	kuala lumpur	3250
FTE524	Computer Network Management	15 - 19 April	Riyadh	2750	17 - 21 June	Dubai	2750	18 - 22 November	Sharm El-Shaikh	2750
FTE525	Database virtualization	14 - 18 January	kuala lumpur	3250	01 - 05 July	Cairo	2100	16 - 20 December	Dubai	2750
FTE526	Development services through e-government	25 Feb - 01 Mar	Jakarta	3500	05 - 09 August	Dubai	2750	28 Oct - 01 Nov	Jordan	2750
FTE527	Management systems and information technology	25 - 29 March	Dubai	2750	02 - 06 Sep	Sharm El-Shaikh	2750	25 - 29 November	Casablanca	2750

FTE528	Identify the Oracle software	22 - 26 April	Sharm El-Shaikh	2750	06 - 10 May	Dubai	2750	23 - 27 December	Istanbul	3500
FTE529	Maintenance and security information	14 - 18 January	Istanbul	3500	24 - 28 June	kuala lumpur	3250	07 - 11 October	Dubai	2750
FTE530	Security Information Network	04 - 08 February	Dubai	2750	08 - 12 July	London	4850	04 - 08 November	Cairo	2100
FTE531	Control devices Programmable Logic	04 - 08 Mar	London	4850	12 - 16 August	Dubai	2750	02 - 06 December	Sharm El-Shaikh	2750
FTE532	Strategic planning for IT departments	01 - 05 April	Cairo	2100	16 - 20 Sep	Riyadh	2750	14 - 18 October	Dubai	2750
FTE533	Technology Review and evaluate the performance of employees in the operating environment of electronic	21 - 25 January	Dubai	2750	29 Apr - 03 May	Madrid	4850	11 - 15 November	Istanbul	3500
FTE534	Archive-mail: locking systems, save and retrieve files and documents electronically	11 - 15 February	Madrid	4850	15 - 19 July	Dubai	2750	09 - 13 December	Riyadh	2750
FTE535	IT planning for the development of functional electronic operating environment	11 - 15 March	Riyadh	2750	26 - 30 August	kuala lumpur	3250	21 - 25 October	Dubai	2750
FTE536	Analyzing and organizing information systems	08 - 12 April	Dubai	2750	23 - 27 Sep	Istanbul	3500	18 - 22 November	kuala lumpur	3250
FTE537	E-business standards and reduce paperwork	28 Jan - 01 Feb	Cairo	2100	06 - 10 May	Jordan	2750	16 - 20 December	Dubai	2750
FTE538	Planning and implementation of projects Computer centers	18 - 22 February	Istanbul	3500	22 - 26 July	Dubai	2750	28 Oct - 01 Nov	Sharm El-Shaikh	2750
FTE539	Protection systems and networks	18 - 22 March	kuala lumpur	3250	29 July - 02 August	Casablanca	2750	25 - 29 November	Dubai	2750
FTE540	Design and management of network security and how to secure them against intrusion	15 - 19 April	Dubai	2750	30 Sep - 04 Oct	Jakarta	3500	23 - 27 December	Istanbul	3500
FTE541	Information systems and their role in supporting management decisions CNC	14 - 18 January	Sharm El-Shaikh	2750	29 Apr - 03 May	Dubai	2750	07 - 11 October	Dammam	2750
FTE542	Management information centers and secure documents and files documentary computerized	25 Feb - 01 Mar	Jordan	2750	17 - 21 June	kuala lumpur	3250	04 - 08 November	Dubai	2750
FTE543	Advanced Course in the design and management of network security and how to secure them against intrusion	25 - 29 March	Dubai	2750	01 - 05 July	London	4850	02 - 06 December	Cairo	2100
FTE544	Information technology planning and risk management	22 - 26 April	Istanbul	3500	05 - 09 August	Dubai	2750	14 - 18 October	kuala lumpur	3250
FTE545	Risk and security management software	14 - 18 January	Cairo	2100	02 - 06 Sep	Istanbul	3500	11 - 15 November	Dubai	2750
FTE546	E-government: the requirements and implementation steps	04 - 08 February	Dubai	2750	06 - 10 May	Madrid	4850	09 - 13 December	Jakarta	3500
FTE547	Electronic Government (Strategic and enforcement mechanisms and management)	04 - 08 Mar	Dammam	2750	24 - 28 June	Jordan	2750	21 - 25 October	Dubai	2750