

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	15 - 19 January	Dubai	2750	30 Apr - 04 May	Istanbul	3500	01 - 05 October	kuala lumpur	3250
FTE002	The Leadership Journey	05 - 09 February	Riyadh	2750	02 - 06 July	Dubai	2750	29 Oct - 02 Nov	Doha	2750
FTE003	The Power Of Leaders	05 - 09 Mar	kuala lumpur	3250	06 - 10 August	Cairo	2100	03 - 07 December	Dubai	2750
FTE004	Leadership and Communication	02 - 06 April	Jakarta	3500	10 - 14 Sep	Dubai	2750	08 - 12 October	Jordan	2750
FTE005	Leading and Managing Change	22 - 26 January	Dubai	2750	07 - 11 May	Sharm El-Shaikh	2750	05 - 09 November	Casablanca	2750
FTE006	Certified Professional Manager	12 - 16 February	Sharm El-Shaikh	2750	09 - 13 July	Dubai	2750	10 - 14 December	Istanbul	3500
FTE007	Middle Management	12 - 16 March	Casablanca	2750	13 - 17 August	kuala lumpur	3250	15 - 19 October	Dubai	2750
FTE008	Advanced Supervisory Skills	09 - 13 April	Dubai	2750	17 - 21 Sep	London	4850	12 - 16 November	Cairo	2100
FTE009	Supervisory Skills	29 Jan - 02 Feb	London	4850	14 - 18 May	Dubai	2750	17 - 21 December	Sharm El-Shaikh	2750
FTE010	Key Managerial Skills for New Managers and Supervisors	19 - 23 February	Cairo	2100	16 - 20 July	Riyadh	2750	22 - 26 October	Dubai	2750
FTE011	Certified Team Leaders	19 - 23 March	Dubai	2750	20 - 24 August	Madrid	4850	19 - 23 November	Doha	2750
FTE012	Effective Coaching Skills	16 - 20 April	Madrid	4850	17 - 21 Sep	Dubai	2750	24 - 28 December	Riyadh	2750
FTE013	The Balanced Scorecard (Maximizing Performance and Results)	15 - 19 January	Doha	2750	21 - 25 May	kuala lumpur	3250	26 - 30 November	Dubai	2750
FTE014	Modern Management Techniques	26 Feb - 02 Mar	Dubai	2750	23 - 27 July	Istanbul	3500	01 - 05 October	kuala lumpur	3250
FTE015	Leadership & Management Skills for New Manager & Supervisors	26 - 30 March	Cairo	2100	27 - 31 August	Jordan	2750	29 Oct - 02 Nov	Dubai	2750
FTE016	Leadership and Increasing Personal Productivity	23 - 27 April	Istanbul	3500	24 - 28 Sep	Dubai	2750	03 - 07 December	Sharm El-Shaikh	2750
FTE017	Leadership Skills: Building Success Through Teamwork	15 - 19 January	kuala lumpur	3250	30 July - 03 August	Casablanca	2750	08 - 12 October	Dubai	2750
FTE018	Change Management	05 - 09 February	Dubai	2750	30 Apr - 04 May	Jakarta	3500	05 - 09 November	Casablanca	2750
FTE019	Develop your Leadership Skills with Emotional Intelligence	05 - 09 Mar	Sharm El-Shaikh	2750	02 - 06 July	Dubai	2750	10 - 14 December	Dammam	2750
FTE020	Coaching: A Leadership Skill	02 - 06 April	Jordan	2750	06 - 10 August	kuala lumpur	3250	15 - 19 October	Dubai	2750
FTE021	development innovative skills capacity in performance management	22 - 26 January	Dubai	2750	10 - 14 Sep	London	4850	12 - 16 November	Cairo	2100

FTE022	Management Information System (MIS)	12 - 16 February	London	4850	07 - 11 May	Dubai	2750	17 - 21 December	kuala lumpur	3250
FTE023	Managing Multiple Tasks Priorities & Deadlines	12 - 16 March	Cairo	2100	09 - 13 July	Istanbul	3500	22 - 26 October	Dubai	2750
FTE024	Customer Profiling Techniques and Procedures	09 - 13 April	Dubai	2750	13 - 17 August	Madrid	4850	19 - 23 November	Jakarta	3500
FTE025	Motivating, Coaching, Counseling & Mentoring Practical Tools for Effective Leadership	29 Jan - 02 Feb	Dammam	2750	17 - 21 Sep	Jordan	2750	24 - 28 December	Dubai	2750
FTE026	Successful Management for Business Achievement	19 - 23 February	Madrid	4850	14 - 18 May	Dubai	2750	26 - 30 November	Istanbul	3500
FTE027	Data Analysis Techniques	19 - 23 March	Doha	2750	16 - 20 July	Sharm El-Shaikh	2750	01 - 05 October	Dubai	2750
FTE028	Strategy Building and Sustaining Competitive Advantage	16 - 20 April	Dubai	2750	20 - 24 August	Dammam	2750	29 Oct - 02 Nov	Madrid	4850
FTE029	The Strategic Leader: Strategic Planning, Negotiation and Conflict Management	15 - 19 January	Istanbul	3500	17 - 21 Sep	Dubai	2750	03 - 07 December	Sharm El-Shaikh	2750
FTE030	Effective Management Skills	26 Feb - 02 Mar	Dubai	2750	21 - 25 May	Istanbul	3500	08 - 12 October	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	26 - 30 March	Riyadh	2750	23 - 27 July	Dubai	2750	05 - 09 November	Doha	2750
FTE032	Enterprise Risk Management	23 - 27 April	kuala lumpur	3250	27 - 31 August	Cairo	2100	10 - 14 December	Dubai	2750
FTE033	The Balanced Scorecard: Achieving Performance Excellence	15 - 19 January	Jakarta	3500	24 - 28 Sep	Dubai	2750	15 - 19 October	Jordan	2750
FTE034	The Certified Strategist From Planning to Execution	05 - 09 February	Dubai	2750	30 July - 03 August	Sharm El-Shaikh	2750	12 - 16 November	Casablanca	2750
FTE035	Business Strategy for HR Leaders	05 - 09 Mar	Sharm El-Shaikh	2750	30 Apr - 04 May	Dubai	2750	17 - 21 December	Istanbul	3500
FTE036	Feasibility Studies Preparation, Analysis and Evaluation	02 - 06 April	Casablanca	2750	02 - 06 July	kuala lumpur	3250	22 - 26 October	Dubai	2750
FTE037	Strategic Thinking and Planning Evaluation	22 - 26 January	Dubai	2750	06 - 10 August	London	4850	19 - 23 November	Cairo	2100
FTE038	Successful Planning, Organizing, and Control	12 - 16 February	London	4850	10 - 14 Sep	Dubai	2750	24 - 28 December	Sharm El-Shaikh	2750
FTE039	Corporate Planning and Strategy	12 - 16 March	Cairo	2100	07 - 11 May	Riyadh	2750	26 - 30 November	Dubai	2750
FTE040	Business Continuity Planning	09 - 13 April	Dubai	2750	09 - 13 July	Madrid	4850	01 - 05 October	Doha	2750
FTE041	Certified Business Analyst: Business Analysis, Decision Making & Developing a Strategy	29 Jan - 02 Feb	Madrid	4850	13 - 17 August	Dubai	2750	29 Oct - 02 Nov	Riyadh	2750
FTE042	Planning skills and follow-up, innovation and creativity at work	19 - 23 February	Doha	2750	17 - 21 Sep	kuala lumpur	3250	03 - 07 December	Dubai	2750
FTE043	Manpower Planning	19 - 23 March	Dubai	2750	14 - 18 May	Istanbul	3500	08 - 12 October	kuala lumpur	3250
FTE044	Business Risk Management	16 - 20 April	Cairo	2100	16 - 20 July	Jordan	2750	05 - 09 November	Dubai	2750
FTE045	Business Continuity Planning Implementation and Operation	15 - 19 January	Istanbul	3500	20 - 24 August	Dubai	2750	10 - 14 December	Sharm El-Shaikh	2750
FTE046	Business Intelligence Data Analysis and Reporting Techniques	26 Feb - 02 Mar	kuala lumpur	3250	17 - 21 Sep	Casablanca	2750	15 - 19 October	Dubai	2750
FTE047	Risk Management	26 - 30 March	Dubai	2750	21 - 25 May	Jakarta	3500	12 - 16 November	Casablanca	2750
FTE048	The Effective Analyst From Research to Execution	23 - 27 April	Sharm El-Shaikh	2750	23 - 27 July	Dubai	2750	17 - 21 December	Dammam	2750
FTE049	Planning & Organizing Skills	15 - 19 January	Jordan	2750	27 - 31 August	kuala lumpur	3250	22 - 26 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	05 - 09 February	Dubai	2750	24 - 28 Sep	London	4850	19 - 23 November	Cairo	2100
FTE051	Competency and Behavior Based Interviewing	05 - 09 Mar	London	4850	30 July - 03 August	Dubai	2750	24 - 28 December	kuala lumpur	3250
FTE052	Employee Relations Roles and Responsibilities	02 - 06 April	Cairo	2100	30 Apr - 04 May	Istanbul	3500	26 - 30 November	Dubai	2750
FTE053	Certified HR Professional	22 - 26 January	Dubai	2750	02 - 06 July	Madrid	4850	01 - 05 October	Jakarta	3500
FTE054	Certified Compensation and Benefits Professional	12 - 16 February	Dammam	2750	06 - 10 August	Jordan	2750	29 Oct - 02 Nov	Dubai	2750
FTE055	Talent Management: Identifying, Developing and Promoting Your Top People	12 - 16 March	Madrid	4850	10 - 14 Sep	Dubai	2750	03 - 07 December	Istanbul	3500
FTE056	Employee Relations : Roles and Responsibilities	09 - 13 April	Doha	2750	07 - 11 May	Sharm El-Shaikh	2750	08 - 12 October	Dubai	2750
FTE057	Strategic Human Resources Management	29 Jan - 02 Feb	Dubai	2750	09 - 13 July	Dammam	2750	05 - 09 November	Madrid	4850
FTE058	HR for Non-HR Managers	19 - 23 February	Istanbul	3500	13 - 17 August	Dubai	2750	10 - 14 December	Sharm El-Shaikh	2750
FTE059	Human Resources Management	19 - 23 March	Dubai	2750	17 - 21 Sep	Istanbul	3500	15 - 19 October	kuala lumpur	3250
FTE060	Advanced Recruitment and Selection Skills	16 - 20 April	Riyadh	2750	14 - 18 May	Dubai	2750	12 - 16 November	Doha	2750
FTE061	Employee Engagement - Going the Extra Mile	15 - 19 January	kuala lumpur	3250	16 - 20 July	Cairo	2100	17 - 21 December	Dubai	2750
FTE062	Auditing HR Processes	26 Feb - 02 Mar	Jakarta	3500	20 - 24 August	Dubai	2750	22 - 26 October	Jordan	2750
FTE063	How to Write Human Resources Policies and Procedures	26 - 30 March	Dubai	2750	17 - 21 Sep	Sharm El-Shaikh	2750	19 - 23 November	Casablanca	2750
FTE064	Certified Job Evaluation Professional	23 - 27 April	Sharm El-Shaikh	2750	21 - 25 May	Dubai	2750	24 - 28 December	Istanbul	3500
FTE065	Job Analysis and Job Description Techniques	15 - 19 January	Casablanca	2750	23 - 27 July	kuala lumpur	3250	26 - 30 November	Dubai	2750
FTE066	Compensation and Benefits	05 - 09 February	Dubai	2750	27 - 31 August	London	4850	01 - 05 October	Cairo	2100
FTE067	Advanced Compensation and Benefits	05 - 09 Mar	London	4850	24 - 28 Sep	Dubai	2750	29 Oct - 02 Nov	Sharm El-Shaikh	2750
FTE068	Performance Management	02 - 06 April	Cairo	2100	30 July - 03 August	Riyadh	2750	03 - 07 December	Dubai	2750
FTE069	Talent Management: Building Future Leaders	22 - 26 January	Dubai	2750	30 Apr - 04 May	Madrid	4850	08 - 12 October	Doha	2750
FTE070	Organization Structure and Workforce Planning	12 - 16 February	Madrid	4850	02 - 06 July	Dubai	2750	05 - 09 November	Riyadh	2750
FTE071	Strategic Staffing and Effective Workforce Planning	12 - 16 March	Doha	2750	06 - 10 August	kuala lumpur	3250	10 - 14 December	Dubai	2750
FTE072	Certificate in Interviewing Skills	09 - 13 April	Dubai	2750	10 - 14 Sep	Istanbul	3500	15 - 19 October	kuala lumpur	3250
FTE073	Recruitment, Interviewing and Selection	29 Jan - 02 Feb	Cairo	2100	07 - 11 May	Jordan	2750	12 - 16 November	Dubai	2750
FTE074	Advanced Recruitment and Interviewing Skills	19 - 23 February	Istanbul	3500	09 - 13 July	Dubai	2750	17 - 21 December	Sharm El-Shaikh	2750
FTE075	Advanced Employee Relations and Services	19 - 23 March	kuala lumpur	3250	13 - 17 August	Casablanca	2750	22 - 26 October	Dubai	2750

FTE076	HR for Line Managers and Non-HR	16 - 20 April	Dubai	2750	17 - 21 Sep	Jakarta	3500	19 - 23 November	Casablanca	2750
FTE077	Competency-Based Human Resources Management	15 - 19 January	Sharm El-Shaikh	2750	14 - 18 May	Dubai	2750	24 - 28 December	Dammam	2750
FTE078	HR Key Performance Indicators - HR KPIs	26 Feb - 02 Mar	Jordan	2750	16 - 20 July	kuala lumpur	3250	26 - 30 November	Dubai	2750
FTE079	Employee Relations: Motivation, Grievances and Discipline	26 - 30 March	Dubai	2750	20 - 24 August	London	4850	01 - 05 October	Cairo	2100
FTE080	Mini MBA in HR	23 - 27 April	London	4850	17 - 21 Sep	Dubai	2750	29 Oct - 02 Nov	kuala lumpur	3250
FTE081	Total Rewards Management (Compensation)	15 - 19 January	Cairo	2100	21 - 25 May	Istanbul	3500	03 - 07 December	Dubai	2750
FTE082	Principles of human resources to Non- experts"	05 - 09 February	Dubai	2750	23 - 27 July	Madrid	4850	08 - 12 October	Jakarta	3500
FTE083	The strategic role of Human resource management	05 - 09 Mar	Dammam	2750	27 - 31 August	Jordan	2750	05 - 09 November	Dubai	2750
FTE084	HR Development & Personnel Management	02 - 06 April	Madrid	4850	24 - 28 Sep	Dubai	2750	10 - 14 December	Istanbul	3500
FTE085	Essential Skills for Effective Training Administration	22 - 26 January	Doha	2750	30 July - 03 August	Sharm El-Shaikh	2750	15 - 19 October	Dubai	2750
FTE086	Mastering Training Needs Analysis and Training Evaluation - Fast Track	12 - 16 February	Dubai	2750	30 Apr - 04 May	Dammam	2750	12 - 16 November	Madrid	4850
FTE087	Performance Management Systems - Managing, Measuring and Improving Productivity	12 - 16 March	Istanbul	3500	02 - 06 July	Dubai	2750	17 - 21 December	Sharm El-Shaikh	2750
FTE088	Performance Management: Setting Objectives and KPIs	09 - 13 April	Dubai	2750	06 - 10 August	Istanbul	3500	22 - 26 October	kuala lumpur	3250
FTE089	Manpower Organisation, Succession Planning and Trend Analysis	29 Jan - 02 Feb	Riyadh	2750	10 - 14 Sep	Dubai	2750	19 - 23 November	Doha	2750
FTE090	Designing and Implementing a Performance Management System	19 - 23 February	kuala lumpur	3250	07 - 11 May	Cairo	2100	24 - 28 December	Dubai	2750
FTE091	Certified Recruitment Specialist	19 - 23 March	Jakarta	3500	09 - 13 July	Dubai	2750	26 - 30 November	Jordan	2750
FTE092	The Art of Human Resource Management: Creating and Developing an Effective Personnel Function	16 - 20 April	Dubai	2750	13 - 17 August	Sharm El-Shaikh	2750	01 - 05 October	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	15 - 19 January	Sharm El-Shaikh	2750	17 - 21 Sep	Dubai	2750	29 Oct - 02 Nov	Istanbul	3500
FTE094	Career Development and Succession Planning	26 Feb - 02 Mar	Casablanca	2750	14 - 18 May	kuala lumpur	3250	03 - 07 December	Dubai	2750
FTE095	Train the Trainer: From Design to Delivery	26 - 30 March	Dubai	2750	16 - 20 July	London	4850	08 - 12 October	Cairo	2100
FTE096	Training Needs Analysis for Supervisors and Managers	23 - 27 April	London	4850	20 - 24 August	Dubai	2750	05 - 09 November	Sharm El-Shaikh	2750
FTE097	Identifying Training Needs and Evaluating Training	15 - 19 January	Cairo	2100	17 - 21 Sep	Riyadh	2750	10 - 14 December	Dubai	2750
FTE098	Certified Master Trainer	05 - 09 February	Dubai	2750	21 - 25 May	Madrid	4850	15 - 19 October	Doha	2750
FTE099	Train the Trainer: From Design to Delivery	05 - 09 Mar	Madrid	4850	23 - 27 July	Dubai	2750	12 - 16 November	Riyadh	2750
FTE100	Certified Training Professional	02 - 06 April	Doha	2750	27 - 31 August	kuala lumpur	3250	17 - 21 December	Dubai	2750
FTE101	The Training Analyst MBA	22 - 26 January	Dubai	2750	24 - 28 Sep	Istanbul	3500	22 - 26 October	kuala lumpur	3250
FTE102	Training Coordinators Workshop: Improving Training Effectiveness	12 - 16 February	Cairo	2100	30 July - 03 August	Jordan	2750	19 - 23 November	Dubai	2750
FTE103	Measuring the Effect of Training on Performance	12 - 16 March	Istanbul	3500	30 Apr - 04 May	Dubai	2750	24 - 28 December	Sharm El-Shaikh	2750
FTE104	Training Coordinators Workshop	09 - 13 April	kuala lumpur	3250	02 - 06 July	Casablanca	2750	26 - 30 November	Dubai	2750
FTE105	Integrated rehabilitation administrators and coordinators of the departments of Human Resources and Training	29 Jan - 02 Feb	Dubai	2750	06 - 10 August	Jakarta	3500	01 - 05 October	Casablanca	2750

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	19 - 23 February	Sharm El-Shaikh	2750	10 - 14 Sep	Dubai	2750	29 Oct - 02 Nov	Dammam	2750
FTE107	Efficient Finance and Accounting Operations	19 - 23 March	Jordan	2750	07 - 11 May	kuala lumpur	3250	03 - 07 December	Dubai	2750
FTE108	Fast Closing Monthly and Year-End Accounts	16 - 20 April	Dubai	2750	09 - 13 July	London	4850	08 - 12 October	Cairo	2100
FTE109	Effective Budgeting and Cost Control	15 - 19 January	London	4850	13 - 17 August	Dubai	2750	05 - 09 November	kuala lumpur	3250
FTE110	Mastering Business and Financial Reporting	26 Feb - 02 Mar	Cairo	2100	17 - 21 Sep	Istanbul	3500	10 - 14 December	Dubai	2750
FTE111	Certificate in Cost Management	26 - 30 March	Dubai	2750	14 - 18 May	Madrid	4850	15 - 19 October	Jakarta	3500
FTE112	Advanced Finance-for-Non-Finance Professionals	23 - 27 April	Dammam	2750	16 - 20 July	Jordan	2750	12 - 16 November	Dubai	2750
FTE113	Effective Budgeting and Cost Control	15 - 19 January	Madrid	4850	20 - 24 August	Dubai	2750	17 - 21 December	Istanbul	3500
FTE114	Financial Modeling Valuations, Mergers and Acquisitions and Investment Banking	05 - 09 February	Doha	2750	17 - 21 Sep	Sharm El-Shaikh	2750	22 - 26 October	Dubai	2750
FTE115	International Financial Reporting Standards (IFRS)	05 - 09 Mar	Dubai	2750	21 - 25 May	Dammam	2750	19 - 23 November	Madrid	4850
FTE116	Financial Analysis Workshop: A Hands On Approach	02 - 06 April	Istanbul	3500	23 - 27 July	Dubai	2750	24 - 28 December	Sharm El-Shaikh	2750
FTE117	Certified Accountant	22 - 26 January	Dubai	2750	27 - 31 August	Istanbul	3500	26 - 30 November	kuala lumpur	3250
FTE118	Accounts Payable: From Accounting to Management	12 - 16 February	Riyadh	2750	24 - 28 Sep	Dubai	2750	01 - 05 October	Doha	2750
FTE119	Professional Skills for Finance and Accounting	12 - 16 March	kuala lumpur	3250	30 July - 03 August	Cairo	2100	29 Oct - 02 Nov	Dubai	2750
FTE120	Certified Accounts Assistant	09 - 13 April	Jakarta	3500	30 Apr - 04 May	Dubai	2750	03 - 07 December	Jordan	2750
FTE121	Financial Accounting and Reporting	29 Jan - 02 Feb	Dubai	2750	02 - 06 July	Sharm El-Shaikh	2750	08 - 12 October	Casablanca	2750
FTE122	Finance for Non-Finance Professionals	19 - 23 February	Sharm El-Shaikh	2750	06 - 10 August	Dubai	2750	05 - 09 November	Istanbul	3500
FTE123	Fundamentals of Accounting for Administrative and Support Staff	19 - 23 March	Casablanca	2750	10 - 14 Sep	kuala lumpur	3250	10 - 14 December	Dubai	2750
FTE124	Accounting and Comparison of IFRS and GAAP	16 - 20 April	Dubai	2750	07 - 11 May	London	4850	15 - 19 October	Cairo	2100
FTE125	Professional Accounting Certificate	15 - 19 January	London	4850	09 - 13 July	Dubai	2750	12 - 16 November	Sharm El-Shaikh	2750
FTE126	Advanced Budgeting Workshop	26 Feb - 02 Mar	Cairo	2100	13 - 17 August	Riyadh	2750	17 - 21 December	Dubai	2750
FTE127	Accounts Receivable and Credit Policies Management	26 - 30 March	Dubai	2750	17 - 21 Sep	Madrid	4850	22 - 26 October	Doha	2750
FTE128	Cash Flow Statement Workshop: Preparation and Analysis	23 - 27 April	Madrid	4850	14 - 18 May	Dubai	2750	19 - 23 November	Riyadh	2750
FTE129	Consolidation of Financial Statements Workshop	15 - 19 January	Doha	2750	16 - 20 July	kuala lumpur	3250	24 - 28 December	Dubai	2750
FTE130	Accounting for Investments and Financial Instruments Workshop	05 - 09 February	Dubai	2750	20 - 24 August	Istanbul	3500	26 - 30 November	kuala lumpur	3250
FTE131	Financial Management Certificate	05 - 09 Mar	Cairo	2100	17 - 21 Sep	Jordan	2750	01 - 05 October	Dubai	2750

FTE132	Best Practices in Finance & Accounting	02 - 06 April	Istanbul	3500	21 - 25 May	Dubai	2750	29 Oct - 02 Nov	Sharm El-Shaikh	2750
FTE133	Mini MBA IN Finance and Accounting	22 - 26 January	kuala lumpur	3250	23 - 27 July	Casablanca	2750	03 - 07 December	Dubai	2750
FTE134	Comptroller	12 - 16 February	Dubai	2750	27 - 31 August	Jakarta	3500	08 - 12 October	Casablanca	2750
FTE135	Financial Risk Management & Compliance	12 - 16 March	Sharm El-Shaikh	2750	24 - 28 Sep	Dubai	2750	05 - 09 November	Dammam	2750
FTE136	International Accounting Standards	09 - 13 April	Jordan	2750	30 July - 03 August	kuala lumpur	3250	10 - 14 December	Dubai	2750
FTE137	Financial Analysis, Planning & Control	29 Jan - 02 Feb	Dubai	2750	30 Apr - 04 May	London	4850	15 - 19 October	Cairo	2100
FTE138	Financial & Operational Budgeting	19 - 23 February	London	4850	02 - 06 July	Dubai	2750	12 - 16 November	kuala lumpur	3250
FTE139	Analysis of financial statements electronically under international accounting standards	19 - 23 March	Cairo	2100	06 - 10 August	Istanbul	3500	17 - 21 December	Dubai	2750
FTE140	Advanced Cash Flow and Working Capital Management	16 - 20 April	Dubai	2750	10 - 14 Sep	Madrid	4850	22 - 26 October	Jakarta	3500
FTE141	Understanding Finance to Influence Strategic Decisions	15 - 19 January	Dammam	2750	07 - 11 May	Jordan	2750	19 - 23 November	Dubai	2750
FTE142	Financial Strategy: Essential Finance Management Skills	26 Feb - 02 Mar	Madrid	4850	09 - 13 July	Dubai	2750	24 - 28 December	Istanbul	3500
FTE143	Financial Risk, Root Cause Analysis and Problem Solving	26 - 30 March	Doha	2750	13 - 17 August	Sharm El-Shaikh	2750	26 - 30 November	Dubai	2750
FTE144	Portfolio Management and Investment Analysis	23 - 27 April	Dubai	2750	17 - 21 Sep	Dammam	2750	01 - 05 October	Madrid	4850
FTE145	Dynamic Business Reports and Dashboards using Excel	15 - 19 January	Istanbul	3500	14 - 18 May	Dubai	2750	29 Oct - 02 Nov	Sharm El-Shaikh	2750
FTE146	Internal Control Compliance Operational and Financial	05 - 09 February	Dubai	2750	16 - 20 July	Istanbul	3500	03 - 07 December	kuala lumpur	3250
FTE147	Inventory Accounting and Costing	05 - 09 Mar	Riyadh	2750	20 - 24 August	Dubai	2750	08 - 12 October	Doha	2750
FTE148	Next Generation Excel Advanced Business and Financial Reporting	02 - 06 April	kuala lumpur	3250	17 - 21 Sep	Cairo	2100	05 - 09 November	Dubai	2750
FTE149	Payroll Preparation, Analysis and Management	22 - 26 January	Jakarta	3500	21 - 25 May	Dubai	2750	10 - 14 December	Jordan	2750
FTE150	Professional Accounting Certificate	12 - 16 February	Dubai	2750	23 - 27 July	Sharm El-Shaikh	2750	15 - 19 October	Casablanca	2750
FTE151	Finance and Accounting for Office Administrators and Secretaries	12 - 16 March	Sharm El-Shaikh	2750	27 - 31 August	Dubai	2750	12 - 16 November	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	09 - 13 April	Casablanca	2750	24 - 28 Sep	kuala lumpur	3250	17 - 21 December	Dubai	2750
FTE153	The Professional Executive Assistant / PA	29 Jan - 02 Feb	Dubai	2750	30 July - 03 August	London	4850	22 - 26 October	Cairo	2100
FTE154	Computer-Based Office Administration and Organization	19 - 23 February	London	4850	30 Apr - 04 May	Dubai	2750	19 - 23 November	Sharm El-Shaikh	2750
FTE155	The Highly Productive and Effective Administrator	19 - 23 March	Cairo	2100	02 - 06 July	Riyadh	2750	24 - 28 December	Dubai	2750
FTE156	Efficient Administration Skills	16 - 20 April	Dubai	2750	06 - 10 August	Madrid	4850	26 - 30 November	Doha	2750
FTE157	Administration and Office Management:Best Practices and Technologies	15 - 19 January	Madrid	4850	10 - 14 Sep	Dubai	2750	01 - 05 October	Riyadh	2750
FTE158	Electronic Archive& Filing Systems	26 Feb - 02 Mar	Doha	2750	07 - 11 May	kuala lumpur	3250	29 Oct - 02 Nov	Dubai	2750
FTE159	Modern Telephone Techniques	26 - 30 March	Dubai	2750	09 - 13 July	Istanbul	3500	03 - 07 December	kuala lumpur	3250
FTE160	Planning and Organizing Events and Exhibitions	23 - 27 April	Cairo	2100	13 - 17 August	Jordan	2750	08 - 12 October	Dubai	2750
FTE161	Effective Communication Skills for Secretaries and Administrators	15 - 19 January	Istanbul	3500	17 - 21 Sep	Dubai	2750	05 - 09 November	Sharm El-Shaikh	2750
FTE162	Time Management : Priorities and Deadlines	05 - 09 February	kuala lumpur	3250	14 - 18 May	Casablanca	2750	10 - 14 December	Dubai	2750
FTE163	Advanced Office Management and Secretarial Skills	05 - 09 Mar	Dubai	2750	16 - 20 July	Jakarta	3500	15 - 19 October	Casablanca	2750
FTE164	Business Letter and Report Writing Skills	02 - 06 April	Sharm El-Shaikh	2750	20 - 24 August	Dubai	2750	12 - 16 November	Dammam	2750
FTE165	Modern methods Event &Sponsorship	22 - 26 January	Jordan	2750	17 - 21 Sep	kuala lumpur	3250	17 - 21 December	Dubai	2750
FTE166	Electronic Archive	12 - 16 February	Dubai	2750	21 - 25 May	London	4850	22 - 26 October	Cairo	2100
FTE167	Executive Secretary	12 - 16 March	London	4850	23 - 27 July	Dubai	2750	19 - 23 November	kuala lumpur	3250
FTE168	Library electronic information services	09 - 13 April	Cairo	2100	27 - 31 August	Istanbul	3500	24 - 28 December	Dubai	2750
FTE169	Diploma in office management and secretarial modern office directors	29 Jan - 02 Feb	Dubai	2750	24 - 28 Sep	Madrid	4850	26 - 30 November	Jakarta	3500
FTE170	Documents Controlling & office Management	19 - 23 February	Dammam	2750	30 July - 03 August	Jordan	2750	01 - 05 October	Dubai	2750
FTE171	The Senior Secretary Development	19 - 23 March	Madrid	4850	30 Apr - 04 May	Dubai	2750	29 Oct - 02 Nov	Istanbul	3500
FTE172	Information and Documentation Compliance	16 - 20 April	Doha	2750	02 - 06 July	Sharm El-Shaikh	2750	03 - 07 December	Dubai	2750
FTE173	Computer Based Office Administration and Organization	15 - 19 January	Dubai	2750	06 - 10 August	Dammam	2750	08 - 12 October	Madrid	4850
FTE174	The Executive Assistant Personal Assistant Master class	26 Feb - 02 Mar	Istanbul	3500	10 - 14 Sep	Dubai	2750	05 - 09 November	Sharm El-Shaikh	2750
FTE175	Strategies and Skills of Modern Secretarial	26 - 30 March	Dubai	2750	07 - 11 May	Istanbul	3500	10 - 14 December	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	23 - 27 April	Riyadh	2750	09 - 13 July	Dubai	2750	15 - 19 October	Doha	2750
FTE177	The Strategic Marketing Plan	15 - 19 January	kuala lumpur	3250	13 - 17 August	Cairo	2100	12 - 16 November	Dubai	2750
FTE178	Value-Based Selling: Overcoming Price Objections	05 - 09 February	Jakarta	3500	17 - 21 Sep	Dubai	2750	17 - 21 December	Jordan	2750
FTE179	New Product Launch Using Marketing Communication: Proven Strategies and Techniques	05 - 09 Mar	Dubai	2750	14 - 18 May	Sharm El-Shaikh	2750	22 - 26 October	Casablanca	2750
FTE180	Power Selling	02 - 06 April	Sharm El-Shaikh	2750	16 - 20 July	Dubai	2750	19 - 23 November	Istanbul	3500
FTE181	Certified Sales Professional	22 - 26 January	Casablanca	2750	20 - 24 August	kuala lumpur	3250	24 - 28 December	Dubai	2750
FTE182	Key Account Management: Establishing Profitable Customer Relationships	12 - 16 February	Dubai	2750	17 - 21 Sep	London	4850	26 - 30 November	Cairo	2100
FTE183	Strategic Sales Planning and Territory Management	12 - 16 March	London	4850	21 - 25 May	Dubai	2750	01 - 05 October	Sharm El-Shaikh	2750
FTE184	Sales Planning and Territory Management	09 - 13 April	Cairo	2100	23 - 27 July	Riyadh	2750	29 Oct - 02 Nov	Dubai	2750
FTE185	Creative Retail Selling and Visual Merchandising	29 Jan - 02 Feb	Dubai	2750	27 - 31 August	Madrid	4850	03 - 07 December	Doha	2750
FTE186	Certified Sales Manager	19 - 23 February	Madrid	4850	24 - 28 Sep	Dubai	2750	08 - 12 October	Riyadh	2750
FTE187	Advanced Selling Skills	19 - 23 March	Doha	2750	30 July - 03 August	kuala lumpur	3250	05 - 09 November	Dubai	2750
FTE188	Customer Loyalty: Strategies and Measurement	16 - 20 April	Dubai	2750	30 Apr - 04 May	Istanbul	3500	10 - 14 December	kuala lumpur	3250
FTE189	Customer Relationship Management: CRM Strategic Roadmap	15 - 19 January	Cairo	2100	02 - 06 July	Jordan	2750	15 - 19 October	Dubai	2750
FTE190	Internet Marketing and Social Media	26 Feb - 02 Mar	Istanbul	3500	06 - 10 August	Dubai	2750	12 - 16 November	Sharm El-Shaikh	2750
FTE191	Proven Strategies and Techniques	26 - 30 March	kuala lumpur	3250	10 - 14 Sep	Casablanca	2750	17 - 21 December	Dubai	2750
FTE192	Effective Promotion and Advertisement Strategies	23 - 27 April	Dubai	2750	07 - 11 May	Jakarta	3500	22 - 26 October	Casablanca	2750
FTE193	Effective Brand Management	15 - 19 January	Sharm El-Shaikh	2750	09 - 13 July	Dubai	2750	19 - 23 November	Dammam	2750
FTE194	Marketing for Better Results	05 - 09 February	Jordan	2750	13 - 17 August	kuala lumpur	3250	24 - 28 December	Dubai	2750
FTE195	Sales and Marketing in a Competitive Environment	05 - 09 Mar	Dubai	2750	17 - 21 Sep	London	4850	26 - 30 November	Cairo	2100
FTE196	The Sales and Marketing Management MBA	02 - 06 April	London	4850	14 - 18 May	Dubai	2750	01 - 05 October	kuala lumpur	3250
FTE197	Creative Thinking and Innovation Techniques	22 - 26 January	Cairo	2100	16 - 20 July	Istanbul	3500	29 Oct - 02 Nov	Dubai	2750
FTE198	The Customer Complaint System A Tool for Customer Service Improvement	12 - 16 February	Dubai	2750	20 - 24 August	Madrid	4850	03 - 07 December	Jakarta	3500
FTE199	Mastering Sales and Marketing in the Age of New Social Media	12 - 16 March	Dammam	2750	17 - 21 Sep	Jordan	2750	08 - 12 October	Dubai	2750
FTE200	Retail Management	09 - 13 April	Madrid	4850	21 - 25 May	Dubai	2750	05 - 09 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	29 Jan - 02 Feb	Doha	2750	23 - 27 July	Sharm El-Shaikh	2750	10 - 14 December	Dubai	2750
FTE202	Implementing and Managing a Customer Complaints System	19 - 23 February	Dubai	2750	27 - 31 August	Dammam	2750	15 - 19 October	Madrid	4850
FTE203	Customer Service Mindset	19 - 23 March	Istanbul	3500	24 - 28 Sep	Dubai	2750	12 - 16 November	Sharm El-Shaikh	2750
FTE204	Excellence in Customer Service	16 - 20 April	Dubai	2750	30 July - 03 August	Istanbul	3500	17 - 21 December	kuala lumpur	3250
FTE205	Advanced Customer Service	15 - 19 January	Riyadh	2750	30 Apr - 04 May	Dubai	2750	22 - 26 October	Doha	2750
FTE206	Developing Internal Customer Services	26 Feb - 02 Mar	kuala lumpur	3250	02 - 06 July	Cairo	2100	19 - 23 November	Dubai	2750
FTE207	Customer Relationship Management (CRM)	26 - 30 March	Jakarta	3500	06 - 10 August	Dubai	2750	24 - 28 December	Jordan	2750
FTE208	Excellence in Customer Service (Service Beyond Expectation)	23 - 27 April	Dubai	2750	10 - 14 Sep	Sharm El-Shaikh	2750	26 - 30 November	Casablanca	2750
FTE209	Managing Service Quality and Customer Satisfaction	15 - 19 January	Sharm El-Shaikh	2750	07 - 11 May	Dubai	2750	01 - 05 October	Istanbul	3500
FTE210	Achieving Excellence in Customer Service: Providing a Quality Service	05 - 09 February	Casablanca	2750	09 - 13 July	kuala lumpur	3250	29 Oct - 02 Nov	Dubai	2750
FTE211	Customer Profiling Techniques and Procedures	05 - 09 Mar	Dubai	2750	13 - 17 August	London	4850	03 - 07 December	Cairo	2100
FTE212	Service Quality and Excellence: Beyond Customer Service	02 - 06 April	London	4850	17 - 21 Sep	Dubai	2750	08 - 12 October	Sharm El-Shaikh	2750
FTE213	Customer Focused Management	22 - 26 January	Cairo	2100	14 - 18 May	Riyadh	2750	05 - 09 November	Dubai	2750
FTE214	Customer Requirements Analysis	12 - 16 February	Dubai	2750	16 - 20 July	Madrid	4850	10 - 14 December	Doha	2750

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	12 - 16 March	Madrid	4850	20 - 24 August	Dubai	2750	15 - 19 October	Riyadh	2750
FTE216	Interdepartmental Communication	09 - 13 April	Doha	2750	17 - 21 Sep	kuala lumpur	3250	12 - 16 November	Dubai	2750
FTE217	Advanced Presentation Skills	29 Jan - 02 Feb	Dubai	2750	21 - 25 May	Istanbul	3500	17 - 21 December	kuala lumpur	3250
FTE218	Interpersonal Communication Skills	19 - 23 February	Cairo	2100	23 - 27 July	Jordan	2750	22 - 26 October	Dubai	2750
FTE219	Technical Report Writing	19 - 23 March	Istanbul	3500	27 - 31 August	Dubai	2750	19 - 23 November	Sharm El-Shaikh	2750
FTE220	Fundamentals of Business Writing	16 - 20 April	kuala lumpur	3250	24 - 28 Sep	Casablanca	2750	24 - 28 December	Dubai	2750
FTE221	Advanced Communication Skills	15 - 19 January	Dubai	2750	30 July - 03 August	Jakarta	3500	26 - 30 November	Casablanca	2750
FTE222	Mastering Presentation Skills	26 Feb - 02 Mar	Sharm El-Shaikh	2750	30 Apr - 04 May	Dubai	2750	01 - 05 October	Dammam	2750
FTE223	Maximizing Organizational Communication	26 - 30 March	Jordan	2750	02 - 06 July	kuala lumpur	3250	29 Oct - 02 Nov	Dubai	2750
FTE224	Organizing and Managing Effective Meetings	23 - 27 April	Dubai	2750	06 - 10 August	London	4850	03 - 07 December	Cairo	2100
FTE225	Report Writing for the Modern Business	15 - 19 January	London	4850	10 - 14 Sep	Dubai	2750	08 - 12 October	kuala lumpur	3250
FTE226	Certified Public Relations Officer: Public Relations & Corporate Communications	05 - 09 February	Cairo	2100	07 - 11 May	Istanbul	3500	05 - 09 November	Dubai	2750
FTE227	Making Powerful Presentations	05 - 09 Mar	Dubai	2750	09 - 13 July	Madrid	4850	10 - 14 December	Jakarta	3500
FTE228	Integrated Marketing Communication (Imc)	02 - 06 April	Dammam	2750	13 - 17 August	Jordan	2750	15 - 19 October	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	22 - 26 January	Madrid	4850	17 - 21 Sep	Dubai	2750	12 - 16 November	Istanbul	3500
FTE230	Managing Conflict: Power through Influence	12 - 16 February	Doha	2750	14 - 18 May	Sharm El-Shaikh	2750	17 - 21 December	Dubai	2750
FTE231	Time Management and Stress Control	12 - 16 March	Dubai	2750	16 - 20 July	Dammam	2750	22 - 26 October	Madrid	4850
FTE232	Negotiation Skills	09 - 13 April	Istanbul	3500	20 - 24 August	Dubai	2750	19 - 23 November	Sharm El-Shaikh	2750
FTE233	Emotional Intelligence: Strategies for Success	29 Jan - 02 Feb	Dubai	2750	17 - 21 Sep	Istanbul	3500	24 - 28 December	kuala lumpur	3250
FTE234	Creative Problem Solving and Decision Making	19 - 23 February	Riyadh	2750	21 - 25 May	Dubai	2750	26 - 30 November	Doha	2750
FTE235	High Performance Teams	19 - 23 March	kuala lumpur	3250	23 - 27 July	Cairo	2100	01 - 05 October	Dubai	2750
FTE236	Advanced Problem-Solving Techniques	16 - 20 April	Jakarta	3500	27 - 31 August	Dubai	2750	29 Oct - 02 Nov	Jordan	2750
FTE237	Developing Interpersonal Skills	15 - 19 January	Dubai	2750	24 - 28 Sep	Sharm El-Shaikh	2750	03 - 07 December	Casablanca	2750
FTE238	Personal Effectiveness & Influencing Skills:(Communicate, Negotiate, Influence & Persuade)	26 Feb - 02 Mar	Sharm El-Shaikh	2750	30 July - 03 August	Dubai	2750	08 - 12 October	Istanbul	3500
FTE239	Managing conflict Change and handling difficult people	26 - 30 March	Casablanca	2750	30 Apr - 04 May	kuala lumpur	3250	05 - 09 November	Dubai	2750
FTE240	Effective Time & Self Management	23 - 27 April	Dubai	2750	02 - 06 July	London	4850	10 - 14 December	Cairo	2100
FTE241	Effective Coordination & Organizing	15 - 19 January	London	4850	06 - 10 August	Dubai	2750	15 - 19 October	Sharm El-Shaikh	2750
FTE242	Managing Conflict Power through Influence	05 - 09 February	Cairo	2100	10 - 14 Sep	Riyadh	2750	12 - 16 November	Dubai	2750
FTE243	Work Life Balance Maximizing Productivity and Quality of Life	05 - 09 Mar	Dubai	2750	07 - 11 May	Madrid	4850	17 - 21 December	Doha	2750
FTE244	MANAGING STRESS & ACHIEVING WELLNESS	02 - 06 April	Madrid	4850	09 - 13 July	Dubai	2750	22 - 26 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	22 - 26 January	Doha	2750	13 - 17 August	kuala lumpur	3250	19 - 23 November	Dubai	2750
FTE246	Certified Contract Manager	12 - 16 February	Dubai	2750	17 - 21 Sep	Istanbul	3500	24 - 28 December	kuala lumpur	3250
FTE247	Contract Administration: Understanding and Implementing Contractual Obligations	12 - 16 March	Cairo	2100	14 - 18 May	Jordan	2750	26 - 30 November	Dubai	2750
FTE248	Tendering Procedures and Bid Evaluation	09 - 13 April	Istanbul	3500	16 - 20 July	Dubai	2750	01 - 05 October	Sharm El-Shaikh	2750
FTE249	Negotiating Contracts Effectively	29 Jan - 02 Feb	kuala lumpur	3250	20 - 24 August	Casablanca	2750	29 Oct - 02 Nov	Dubai	2750
FTE250	Contract Preparation and Management	19 - 23 February	Dubai	2750	17 - 21 Sep	Jakarta	3500	03 - 07 December	Casablanca	2750
FTE251	Managing Contractual Claims	19 - 23 March	Sharm El-Shaikh	2750	21 - 25 May	Dubai	2750	08 - 12 October	Dammam	2750
FTE252	Preparation for Project Management Professional (PMP Certification	16 - 20 April	Jordan	2750	23 - 27 July	kuala lumpur	3250	05 - 09 November	Dubai	2750
FTE253	Certificate in Advanced Project Management	15 - 19 January	Dubai	2750	27 - 31 August	London	4850	10 - 14 December	Cairo	2100
FTE254	Managing Projects Using MicrosoFTE Project	26 Feb - 02 Mar	London	4850	24 - 28 Sep	Dubai	2750	15 - 19 October	kuala lumpur	3250
FTE255	Project Management Skills	26 - 30 March	Cairo	2100	30 July - 03 August	Istanbul	3500	12 - 16 November	Dubai	2750
FTE256	Project Management Professionals (PMP)	23 - 27 April	Dubai	2750	30 Apr - 04 May	Madrid	4850	17 - 21 December	Jakarta	3500
FTE257	Managing IT Projects Successfully	15 - 19 January	Dammam	2750	02 - 06 July	Jordan	2750	22 - 26 October	Dubai	2750
FTE258	Microsoft Office Project	05 - 09 February	Madrid	4850	06 - 10 August	Dubai	2750	19 - 23 November	Istanbul	3500
FTE259	Technical Project Management	05 - 09 Mar	Doha	2750	10 - 14 Sep	Sharm El-Shaikh	2750	24 - 28 December	Dubai	2750
FTE260	Contract Risk Management and Compliance	02 - 06 April	Dubai	2750	07 - 11 May	Dammam	2750	26 - 30 November	Madrid	4850
FTE261	Contracts and Project Risk Management and Compliance	22 - 26 January	Istanbul	3500	09 - 13 July	Dubai	2750	01 - 05 October	Sharm El-Shaikh	2750
FTE262	Managing and Negotiating with Consultants and Contractors	12 - 16 February	Dubai	2750	13 - 17 August	Istanbul	3500	29 Oct - 02 Nov	kuala lumpur	3250
FTE263	Managing Vendor Qualification, Performance and Contract Compliance	12 - 16 March	Riyadh	2750	17 - 21 Sep	Dubai	2750	03 - 07 December	Doha	2750
FTE264	Commercial and Business Contracts: A Practical Guide	09 - 13 April	kuala lumpur	3250	14 - 18 May	Cairo	2100	08 - 12 October	Dubai	2750
FTE265	Drafting Contracts and Writing Scope of Work	29 Jan - 02 Feb	Jakarta	3500	16 - 20 July	Dubai	2750	05 - 09 November	Jordan	2750
FTE266	Effective Contract Preparation	19 - 23 February	Dubai	2750	20 - 24 August	Sharm El-Shaikh	2750	10 - 14 December	Casablanca	2750
FTE267	Negotiating Contracts Successfully	19 - 23 March	Sharm El-Shaikh	2750	17 - 21 Sep	Dubai	2750	15 - 19 October	Istanbul	3500
FTE268	Project Management for Contract Professionals	16 - 20 April	Casablanca	2750	21 - 25 May	kuala lumpur	3250	12 - 16 November	Dubai	2750
FTE269	International Contracting Global Sourcing, Selecting Contract Clauses and Successful Completion	15 - 19 January	Dubai	2750	23 - 27 July	London	4850	17 - 21 December	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	26 Feb - 02 Mar	London	4850	27 - 31 August	Dubai	2750	22 - 26 October	Sharm El-Shaikh	2750
FTE271	Improving Productivity through Quality and Cost Reduction	26 - 30 March	Cairo	2100	24 - 28 Sep	Riyadh	2750	19 - 23 November	Dubai	2750
FTE272	Understanding and Implementing Six Sigma	23 - 27 April	Dubai	2750	30 July - 03 August	Madrid	4850	24 - 28 December	Doha	2750
FTE273	Re-engineering Your Organization: A Road Map to Business Process Improvement	15 - 19 January	Madrid	4850	30 Apr - 04 May	Dubai	2750	26 - 30 November	Riyadh	2750
FTE274	Simplification of Work Processes and Procedures	05 - 09 February	Doha	2750	02 - 06 July	kuala lumpur	3250	01 - 05 October	Dubai	2750
FTE275	Certified Quality Management Professional	05 - 09 Mar	Dubai	2750	06 - 10 August	Istanbul	3500	29 Oct - 02 Nov	kuala lumpur	3250
FTE276	Process Management: Mapping and Improvement	02 - 06 April	Cairo	2100	10 - 14 Sep	Jordan	2750	03 - 07 December	Dubai	2750
FTE277	Certified Six Sigma Practitioner	22 - 26 January	Istanbul	3500	07 - 11 May	Dubai	2750	08 - 12 October	Sharm El-Shaikh	2750
FTE278	Certified Manager of Quality	12 - 16 February	kuala lumpur	3250	09 - 13 July	Casablanca	2750	05 - 09 November	Dubai	2750
FTE279	Six Sigma Green Belt Training	12 - 16 March	Dubai	2750	13 - 17 August	Jakarta	3500	10 - 14 December	Casablanca	2750
FTE280	Quality Assurance, Control and Auditing	09 - 13 April	Sharm El-Shaikh	2750	17 - 21 Sep	Dubai	2750	15 - 19 October	Dammam	2750
FTE281	Continuous Improvement and Quality Management Tools.	29 Jan - 02 Feb	Jordan	2750	14 - 18 May	kuala lumpur	3250	12 - 16 November	Dubai	2750
FTE282	Internal Quality Audit	19 - 23 February	Dubai	2750	16 - 20 July	London	4850	17 - 21 December	Cairo	2100
FTE283	Production Management & Quality Control	19 - 23 March	London	4850	20 - 24 August	Dubai	2750	22 - 26 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	16 - 20 April	Cairo	2100	17 - 21 Sep	Istanbul	3500	19 - 23 November	Dubai	2750
FTE285	Public Relations and Media Skills	15 - 19 January	Dubai	2750	21 - 25 May	Madrid	4850	24 - 28 December	Jakarta	3500
FTE286	Etiquette and Protocol Procedures	26 Feb - 02 Mar	Dammam	2750	23 - 27 July	Jordan	2750	26 - 30 November	Dubai	2750
FTE287	Hospitality Events and Conferences Management	26 - 30 March	Madrid	4850	27 - 31 August	Dubai	2750	01 - 05 October	Istanbul	3500
FTE288	Public Relations - Building, Developing, Maintaining	23 - 27 April	Doha	2750	24 - 28 Sep	Sharm El-Shaikh	2750	29 Oct - 02 Nov	Dubai	2750
FTE289	Certified Public Relations Officer: Public Relations & Corporate Communications	15 - 19 January	Dubai	2750	30 July - 03 August	Dammam	2750	03 - 07 December	Madrid	4850
FTE290	Events Management	05 - 09 February	Istanbul	3500	30 Apr - 04 May	Dubai	2750	08 - 12 October	Sharm El-Shaikh	2750
FTE291	Protocol and Event Management	05 - 09 Mar	Dubai	2750	02 - 06 July	Istanbul	3500	05 - 09 November	kuala lumpur	3250
FTE292	Planning and Managing PR Campaigns	02 - 06 April	Riyadh	2750	06 - 10 August	Dubai	2750	10 - 14 December	Doha	2750
FTE293	Corporate Social Responsibility (CSR)	22 - 26 January	kuala lumpur	3250	10 - 14 Sep	Cairo	2100	15 - 19 October	Dubai	2750
FTE294	Public Relations Campaigns From Planning to Execution	12 - 16 February	Jakarta	3500	07 - 11 May	Dubai	2750	12 - 16 November	Jordan	2750
FTE295	Planning, Organizing, and Controlling Events	12 - 16 March	Dubai	2750	09 - 13 July	Sharm El-Shaikh	2750	17 - 21 December	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	09 - 13 April	Sharm El-Shaikh	2750	13 - 17 August	Dubai	2750	22 - 26 October	Istanbul	3500
FTE297	SPSS (Data Management, Analysis and Control)	29 Jan - 02 Feb	Casablanca	2750	17 - 21 Sep	kuala lumpur	3250	19 - 23 November	Dubai	2750
FTE298	Writing Reports for Non-Technical Readers Seminar	19 - 23 February	Dubai	2750	14 - 18 May	London	4850	24 - 28 December	Cairo	2100
FTE299	Electronics Principles for non Electronics Engineers	19 - 23 March	London	4850	16 - 20 July	Dubai	2750	26 - 30 November	Sharm El-Shaikh	2750
FTE300	Maintenance Planning, Scheduling and Control	16 - 20 April	Cairo	2100	20 - 24 August	Riyadh	2750	01 - 05 October	Dubai	2750
FTE301	Logistics Planning and Management	15 - 19 January	Dubai	2750	17 - 21 Sep	Madrid	4850	29 Oct - 02 Nov	Doha	2750
FTE302	Warehousing and Material Management	26 Feb - 02 Mar	Madrid	4850	21 - 25 May	Dubai	2750	03 - 07 December	Riyadh	2750
FTE303	Assessment of Risk to Health from Chemical Substances (COSHH Compliance)	26 - 30 March	Doha	2750	23 - 27 July	kuala lumpur	3250	08 - 12 October	Dubai	2750
FTE304	Safety & Loss Prevention	23 - 27 April	Dubai	2750	27 - 31 August	Istanbul	3500	05 - 09 November	kuala lumpur	3250
FTE305	Waste & Environment Management	15 - 19 January	Cairo	2100	24 - 28 Sep	Jordan	2750	10 - 14 December	Dubai	2750
FTE306	Advanced Health & Safety Management	05 - 09 February	Istanbul	3500	30 July - 03 August	Dubai	2750	15 - 19 October	Sharm El-Shaikh	2750
FTE307	Advance logistic & Effective Expediting management	05 - 09 Mar	kuala lumpur	3250	30 Apr - 04 May	Casablanca	2750	12 - 16 November	Dubai	2750
FTE308	certified maintenance planner	02 - 06 April	Dubai	2750	02 - 06 July	Jakarta	3500	17 - 21 December	Casablanca	2750
FTE309	Facility Planning and Management	22 - 26 January	Sharm El-Shaikh	2750	06 - 10 August	Dubai	2750	22 - 26 October	Dammam	2750
FTE310	Sensor Integration and Data Fusion	12 - 16 February	Jordan	2750	10 - 14 Sep	kuala lumpur	3250	19 - 23 November	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	12 - 16 March	Dubai	2750	07 - 11 May	London	4850	24 - 28 December	Cairo	2100
FTE312	Maintenance Planning, Scheduling and Control	09 - 13 April	London	4850	09 - 13 July	Dubai	2750	26 - 30 November	kuala lumpur	3250
FTE313	Facility Management	29 Jan - 02 Feb	Cairo	2100	13 - 17 August	Istanbul	3500	01 - 05 October	Dubai	2750
FTE314	Safety in Fleet Operations: How to Protect Yourself and the Organization	19 - 23 February	Dubai	2750	17 - 21 Sep	Madrid	4850	29 Oct - 02 Nov	Jakarta	3500
FTE315	Leading a Safety Culture	19 - 23 March	Dammam	2750	14 - 18 May	Jordan	2750	03 - 07 December	Dubai	2750
FTE316	First Aid and Emergency Response	16 - 20 April	Madrid	4850	16 - 20 July	Dubai	2750	08 - 12 October	Istanbul	3500
FTE317	Health and Safety in the Workplace	15 - 19 January	Doha	2750	20 - 24 August	Sharm El-Shaikh	2750	05 - 09 November	Dubai	2750
FTE318	Advanced Maintenance Management	26 Feb - 02 Mar	Dubai	2750	17 - 21 Sep	Dammam	2750	10 - 14 December	Madrid	4850
FTE319	Process Safety Management	26 - 30 March	Istanbul	3500	21 - 25 May	Dubai	2750	15 - 19 October	Sharm El-Shaikh	2750
FTE320	Behavioral Based Safety	23 - 27 April	Dubai	2750	23 - 27 July	Istanbul	3500	12 - 16 November	kuala lumpur	3250
FTE321	Integrating Health, Safety, Environment and Quality Management Systems (HSEQMS)	15 - 19 January	Riyadh	2750	27 - 31 August	Dubai	2750	17 - 21 December	Doha	2750
FTE322	Job Safety Analysis	05 - 09 February	kuala lumpur	3250	24 - 28 Sep	Cairo	2100	22 - 26 October	Dubai	2750
FTE323	NEBOSH International Certificate in Occupational Safety & Health	05 - 09 Mar	Jakarta	3500	30 July - 03 August	Dubai	2750	19 - 23 November	Jordan	2750
FTE324	Risk Assessment within Production Operations	02 - 06 April	Dubai	2750	30 Apr - 04 May	Sharm El-Shaikh	2750	24 - 28 December	Casablanca	2750
FTE325	Integrated Security System	22 - 26 January	Sharm El-Shaikh	2750	02 - 06 July	Dubai	2750	26 - 30 November	Istanbul	3500
FTE326	Security Strategies of vital Establishments	12 - 16 February	Casablanca	2750	06 - 10 August	kuala lumpur	3250	01 - 05 October	Dubai	2750
FTE327	Develop the Skills of the Security Official and Industrial Safety	12 - 16 March	Dubai	2750	10 - 14 Sep	London	4850	29 Oct - 02 Nov	Cairo	2100
FTE328	Security & fire fighting	09 - 13 April	London	4850	07 - 11 May	Dubai	2750	03 - 07 December	Sharm El-Shaikh	2750
FTE329	Security Management Planning Asset Protection	29 Jan - 02 Feb	Cairo	2100	09 - 13 July	Riyadh	2750	08 - 12 October	Dubai	2750
FTE330	Security risk assessment	19 - 23 February	Dubai	2750	13 - 17 August	Madrid	4850	05 - 09 November	Doha	2750
FTE331	Fire Prevention, Protection & Safety On Power Plants	19 - 23 March	Madrid	4850	17 - 21 Sep	Dubai	2750	10 - 14 December	Riyadh	2750
FTE332	DEVELOPING, WRITING HEALTH & SAFETY PROCEDURES	16 - 20 April	Doha	2750	14 - 18 May	kuala lumpur	3250	15 - 19 October	Dubai	2750
FTE333	NOISE CONTROL IN INDUSTRY	15 - 19 January	Dubai	2750	16 - 20 July	Istanbul	3500	12 - 16 November	kuala lumpur	3250
FTE334	Radiation Protection & Safety of Radiation	26 Feb - 02 Mar	Cairo	2100	20 - 24 August	Jordan	2750	17 - 21 December	Dubai	2750
FTE335	Storage & Handling of Chemicals & Toxic Materials	26 - 30 March	Istanbul	3500	17 - 21 Sep	Dubai	2750	22 - 26 October	Sharm El-Shaikh	2750

FTE336	Safety in Transportation & Handling, Storage Material	23 - 27 April	kuala lumpur	3250	21 - 25 May	Casablanca	2750	19 - 23 November	Dubai	2750
FTE337	CORPORATE HEALTH AND WELLNESS	15 - 19 January	Dubai	2750	23 - 27 July	Jakarta	3500	24 - 28 December	Casablanca	2750
FTE338	SAFETY WORK PRACTICES FOR CONFINED SPACE ENTRY	05 - 09 February	Sharm El-Shaikh	2750	27 - 31 August	Dubai	2750	26 - 30 November	Dammam	2750
FTE339	Basic of Security Officer to Petroleum Industry & Security Planning and Operations	05 - 09 Mar	Jordan	2750	24 - 28 Sep	kuala lumpur	3250	01 - 05 October	Dubai	2750
FTE340	HSE COMMUNICATION	02 - 06 April	Dubai	2750	30 July - 03 August	London	4850	29 Oct - 02 Nov	Cairo	2100
FTE341	Strategy of Fire Fighting & Protection	22 - 26 January	London	4850	30 Apr - 04 May	Dubai	2750	03 - 07 December	kuala lumpur	3250
FTE342	EVALUATION OF ENVIRONMENTAL PERFORMANCE	12 - 16 February	Cairo	2100	02 - 06 July	Istanbul	3500	08 - 12 October	Dubai	2750
FTE343	Environmental Decision Making: A Systems Approach	12 - 16 March	Dubai	2750	06 - 10 August	Madrid	4850	05 - 09 November	Jakarta	3500
FTE344	Assessment of Risks to Health from Chemical Substances	09 - 13 April	Dammam	2750	10 - 14 Sep	Jordan	2750	10 - 14 December	Dubai	2750
FTE345	Emergency Response Management: Planning, Leadership & Communication	29 Jan - 02 Feb	Madrid	4850	07 - 11 May	Dubai	2750	15 - 19 October	Istanbul	3500
FTE346	Security Management, Planning & Asset Protection	19 - 23 February	Doha	2750	09 - 13 July	Sharm El-Shaikh	2750	12 - 16 November	Dubai	2750
FTE347	HAZARDOUS CHEMICALS: HANDLING, STORAGE, DISPOSAL, MONITORING & RESPONSE	19 - 23 March	Dubai	2750	13 - 17 August	Dammam	2750	17 - 21 December	Madrid	4850
FTE348	Environmental Management Certificate	16 - 20 April	Istanbul	3500	17 - 21 Sep	Dubai	2750	22 - 26 October	Sharm El-Shaikh	2750
FTE349	AIR POLLUTION CONTROL AND MODELING IN PETROCHEMICAL INDUSTRY	15 - 19 January	Dubai	2750	14 - 18 May	Istanbul	3500	19 - 23 November	kuala lumpur	3250
FTE350	Best Understanding & Implementation of Modern HSE Management System	26 Feb - 02 Mar	Riyadh	2750	16 - 20 July	Dubai	2750	24 - 28 December	Doha	2750
FTE351	Crisis Management and Incident Controller	26 - 30 March	kuala lumpur	3250	20 - 24 August	Cairo	2100	26 - 30 November	Dubai	2750
FTE352	Hazardous Waste Management and Pollution Prevention	23 - 27 April	Jakarta	3500	17 - 21 Sep	Dubai	2750	01 - 05 October	Jordan	2750
FTE353	ADVANCED FIRE FIGHTING SYSTEMS AND RESCUE IN PROCESS PLANTS	15 - 19 January	Dubai	2750	21 - 25 May	Sharm El-Shaikh	2750	29 Oct - 02 Nov	Casablanca	2750
FTE354	Environmental Protection: Loss Prevention & Pollution Control	05 - 09 February	Sharm El-Shaikh	2750	23 - 27 July	Dubai	2750	03 - 07 December	Istanbul	3500
FTE355	Safety and Environmental Management Programs (SEMP) for Offshore Oil and Gas Operations and Facilities	05 - 09 Mar	Casablanca	2750	27 - 31 August	kuala lumpur	3250	08 - 12 October	Dubai	2750
FTE356	Safety and Loss Prevention in Petrochemical Plants Techniques for Risk Assessment and Decision Making	02 - 06 April	Dubai	2750	24 - 28 Sep	London	4850	05 - 09 November	Cairo	2100
FTE357	Defensive Driving & First Aid on the Road	22 - 26 January	London	4850	30 July - 03 August	Dubai	2750	10 - 14 December	Sharm El-Shaikh	2750
FTE358	SECURITY FIRE AND LOSS PREVENTION AND EMERGENCY MANAGEMENT	12 - 16 February	Cairo	2100	30 Apr - 04 May	Riyadh	2750	15 - 19 October	Dubai	2750
FTE359	Advanced Safety and Security Systems	12 - 16 March	Dubai	2750	02 - 06 July	Madrid	4850	12 - 16 November	Doha	2750
FTE360	ADVANCED INDUSTRIAL HYGIENE & OCCUPATIONAL HEALTH	09 - 13 April	Madrid	4850	06 - 10 August	Dubai	2750	17 - 21 December	Riyadh	2750
FTE361	Healthcare Management For Service And Manufacturing Companies	29 Jan - 02 Feb	Doha	2750	10 - 14 Sep	kuala lumpur	3250	22 - 26 October	Dubai	2750

FTE362	SAFETY LEADERSHIP AND SAFETY CULTURE	19 - 23 February	Dubai	2750	07 - 11 May	Istanbul	3500	19 - 23 November	kuala lumpur	3250
FTE363	ENVIRONMENTAL MONITORING OF RADIATION	19 - 23 March	Cairo	2100	09 - 13 July	Jordan	2750	24 - 28 December	Dubai	2750
FTE364	Risk Management, Problem Solving and Effective Decision Making	16 - 20 April	Istanbul	3500	13 - 17 August	Dubai	2750	26 - 30 November	Sharm El-Shaikh	2750
FTE365	Integration of HSE & QMS Management Systems	15 - 19 January	kuala lumpur	3250	17 - 21 Sep	Casablanca	2750	01 - 05 October	Dubai	2750
FTE366	Process Safety Management (PSM)	26 Feb - 02 Mar	Dubai	2750	14 - 18 May	Jakarta	3500	29 Oct - 02 Nov	Casablanca	2750
FTE367	Advanced Storage of Hazardous Waste	26 - 30 March	Sharm El-Shaikh	2750	16 - 20 July	Dubai	2750	03 - 07 December	Dammam	2750
FTE368	HAZARDOUS & NON-HAZARDOUS WASTE MANAGEMENT	23 - 27 April	Jordan	2750	20 - 24 August	kuala lumpur	3250	08 - 12 October	Dubai	2750
FTE369	Advanced Construction Safety	15 - 19 January	Dubai	2750	17 - 21 Sep	London	4850	05 - 09 November	Cairo	2100
FTE370	Industrial Hygiene & Occupational Health	05 - 09 February	London	4850	21 - 25 May	Dubai	2750	10 - 14 December	kuala lumpur	3250
FTE371	OIL SPILL MANAGEMENT & RESPONSE	05 - 09 Mar	Cairo	2100	23 - 27 July	Istanbul	3500	15 - 19 October	Dubai	2750
FTE372	Management of Change "MOC"& Prestart up Safety Review "PSSR" Training Course	02 - 06 April	Dubai	2750	27 - 31 August	Madrid	4850	12 - 16 November	Jakarta	3500
FTE373	INCIDENT COMMAND SYSTEM	22 - 26 January	Dammam	2750	24 - 28 Sep	Jordan	2750	17 - 21 December	Dubai	2750
FTE374	PHA for Team Leaders	12 - 16 February	Madrid	4850	30 July - 03 August	Dubai	2750	22 - 26 October	Istanbul	3500
FTE375	MODERN SAFETY MANAGEMENT	12 - 16 March	Doha	2750	30 Apr - 04 May	Sharm El-Shaikh	2750	19 - 23 November	Dubai	2750
FTE376	Aviation Risk Management	09 - 13 April	Dubai	2750	02 - 06 July	Dammam	2750	24 - 28 December	Madrid	4850
FTE377	Environmental Impact Assessment	29 Jan - 02 Feb	Istanbul	3500	06 - 10 August	Dubai	2750	26 - 30 November	Sharm El-Shaikh	2750
FTE378	Energy Management	19 - 23 February	Dubai	2750	10 - 14 Sep	Istanbul	3500	01 - 05 October	kuala lumpur	3250
FTE379	Principles and Practice of Air Pollution Control	19 - 23 March	Riyadh	2750	07 - 11 May	Dubai	2750	29 Oct - 02 Nov	Doha	2750
FTE380	Safety & Risk Management in Onshore Operation & Prediction	16 - 20 April	kuala lumpur	3250	09 - 13 July	Cairo	2100	03 - 07 December	Dubai	2750
FTE381	ENVIRONMENTAL WASTE MANAGEMENT	15 - 19 January	Jakarta	3500	13 - 17 August	Dubai	2750	08 - 12 October	Jordan	2750
FTE382	Food Safety and Quality Management	26 Feb - 02 Mar	Dubai	2750	17 - 21 Sep	Sharm El-Shaikh	2750	05 - 09 November	Casablanca	2750
FTE383	Environmental Management and Waste Treatment for Upstream	26 - 30 March	Sharm El-Shaikh	2750	14 - 18 May	Dubai	2750	10 - 14 December	Istanbul	3500
FTE384	Designing and Implementing an Occupational Health and Safety Management System (OHSMS) for the Workplace	23 - 27 April	Casablanca	2750	16 - 20 July	kuala lumpur	3250	15 - 19 October	Dubai	2750
FTE385	Safety Auditing, Hazard Identification & Site Inspection	15 - 19 January	Dubai	2750	20 - 24 August	London	4850	12 - 16 November	Cairo	2100
FTE386	Developing Intelligence in a Corporate Security Environment	05 - 09 February	London	4850	17 - 21 Sep	Dubai	2750	17 - 21 December	Sharm El-Shaikh	2750
FTE387	Advanced Risk Management	05 - 09 Mar	Cairo	2100	21 - 25 May	Riyadh	2750	22 - 26 October	Dubai	2750
FTE388	Environmental Risk Assessment and Management	02 - 06 April	Dubai	2750	23 - 27 July	Madrid	4850	19 - 23 November	Doha	2750
FTE389	Advanced Process Risk Management	22 - 26 January	Madrid	4850	27 - 31 August	Dubai	2750	24 - 28 December	Riyadh	2750
FTE390	Fire Fighting & Rescue in Process Plants	12 - 16 February	Doha	2750	24 - 28 Sep	kuala lumpur	3250	26 - 30 November	Dubai	2750

FTE391	Safety Audit & Site Inspection	12 - 16 March	Dubai	2750	30 July - 03 August	Istanbul	3500	01 - 05 October	kuala lumpur	3250
FTE392	AUDITOR ROLE IN SECURITY RISK MANAGEMENT	09 - 13 April	Cairo	2100	30 Apr - 04 May	Jordan	2750	29 Oct - 02 Nov	Dubai	2750
FTE393	BASIC OF ENVIRONMENT	29 Jan - 02 Feb	Istanbul	3500	02 - 06 July	Dubai	2750	03 - 07 December	Sharm El-Shaikh	2750
FTE394	CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH(COSHH)	19 - 23 February	kuala lumpur	3250	06 - 10 August	Casablanca	2750	08 - 12 October	Dubai	2750
FTE395	Safe Work Practices for Confined Space Entry	19 - 23 March	Dubai	2750	10 - 14 Sep	Jakarta	3500	05 - 09 November	Casablanca	2750
FTE396	Environmental Protection by Energy Saving for Power Plants	16 - 20 April	Sharm El-Shaikh	2750	07 - 11 May	Dubai	2750	10 - 14 December	Dammam	2750
FTE397	Advanced Health & Safety Management	15 - 19 January	Jordan	2750	09 - 13 July	kuala lumpur	3250	15 - 19 October	Dubai	2750
FTE398	Environmental Benchmarking	26 Feb - 02 Mar	Dubai	2750	13 - 17 August	London	4850	12 - 16 November	Cairo	2100
FTE399	ACCIDENT INVESTIGATION AND REPORTING	26 - 30 March	London	4850	17 - 21 Sep	Dubai	2750	17 - 21 December	kuala lumpur	3250
FTE400	Water Supply System Security, Vulnerability & Terrorism	23 - 27 April	Cairo	2100	14 - 18 May	Istanbul	3500	22 - 26 October	Dubai	2750
FTE401	Security Planning and Operations	15 - 19 January	Dubai	2750	16 - 20 July	Madrid	4850	19 - 23 November	Jakarta	3500
FTE402	Industrial Occupational Health Monitoring & Management	05 - 09 February	Dammam	2750	20 - 24 August	Jordan	2750	24 - 28 December	Dubai	2750
FTE403	Environmental principles and best practice	05 - 09 Mar	Madrid	4850	17 - 21 Sep	Dubai	2750	26 - 30 November	Istanbul	3500
FTE404	How to Be a Leader in Safety and Health	02 - 06 April	Doha	2750	21 - 25 May	Sharm El-Shaikh	2750	01 - 05 October	Dubai	2750
FTE405	Safety Performance Measurements	22 - 26 January	Dubai	2750	23 - 27 July	Dammam	2750	29 Oct - 02 Nov	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	12 - 16 February	Istanbul	3500	27 - 31 August	Dubai	2750	03 - 07 December	Sharm El-Shaikh	2750
FTE407	Improving and Measuring Your Procurement Performance	12 - 16 March	Dubai	2750	24 - 28 Sep	Istanbul	3500	08 - 12 October	kuala lumpur	3250
FTE408	Effective Purchasing and Inventory Management	09 - 13 April	Riyadh	2750	30 July - 03 August	Dubai	2750	05 - 09 November	Doha	2750
FTE409	Containerization Concept and Importance Role in Foreign Trade	29 Jan - 02 Feb	kuala lumpur	3250	30 Apr - 04 May	Cairo	2100	10 - 14 December	Dubai	2750
FTE410	Advanced Forecasting Techniques	19 - 23 February	Jakarta	3500	02 - 06 July	Dubai	2750	15 - 19 October	Jordan	2750
FTE411	Warehouse Costing, Benchmarking and Activity Profiling	19 - 23 March	Dubai	2750	06 - 10 August	Sharm El-Shaikh	2750	12 - 16 November	Casablanca	2750
FTE412	Material Cataloguing, Specifications & Storage Planning	16 - 20 April	Sharm El-Shaikh	2750	10 - 14 Sep	Dubai	2750	17 - 21 December	Istanbul	3500
FTE413	CATERING CONTRACTS SUPERVISION & CONTROL	15 - 19 January	Casablanca	2750	07 - 11 May	kuala lumpur	3250	22 - 26 October	Dubai	2750
FTE414	Logistics & Transportation Techniques	26 Feb - 02 Mar	Dubai	2750	09 - 13 July	London	4850	19 - 23 November	Cairo	2100
FTE415	EFFECTIVE INVENTORY MANAGEMENT TECHNIQUES (Certified Course)	26 - 30 March	London	4850	13 - 17 August	Dubai	2750	24 - 28 December	Sharm El-Shaikh	2750
FTE416	Managing Supplier Qualification, Performance and Contract Compliance	23 - 27 April	Cairo	2100	17 - 21 Sep	Riyadh	2750	26 - 30 November	Dubai	2750
FTE417	THE ART OF MATERIALS & SUPPLY CHAIN MANAGEMENT	15 - 19 January	Dubai	2750	14 - 18 May	Madrid	4850	01 - 05 October	Doha	2750
FTE418	Advanced Procurement Management	05 - 09 February	Madrid	4850	16 - 20 July	Dubai	2750	29 Oct - 02 Nov	Riyadh	2750
FTE419	International Logistics Management	05 - 09 Mar	Doha	2750	20 - 24 August	kuala lumpur	3250	03 - 07 December	Dubai	2750
FTE420	Implementing a Logistics Process in your Organization	02 - 06 April	Dubai	2750	17 - 21 Sep	Istanbul	3500	08 - 12 October	kuala lumpur	3250
FTE421	SUCCESSFUL FLEET AND TRANSPORT MANAGEMENT	22 - 26 January	Cairo	2100	21 - 25 May	Jordan	2750	05 - 09 November	Dubai	2750
FTE422	Procurement Best Practice & Logistics Management	12 - 16 February	Istanbul	3500	23 - 27 July	Dubai	2750	10 - 14 December	Sharm El-Shaikh	2750
FTE423	Total Logistics Management	12 - 16 March	kuala lumpur	3250	27 - 31 August	Casablanca	2750	15 - 19 October	Dubai	2750
FTE424	Developing a Procurement Strategy	09 - 13 April	Dubai	2750	24 - 28 Sep	Jakarta	3500	12 - 16 November	Casablanca	2750
FTE425	Materials and Supply Chain Management	29 Jan - 02 Feb	Sharm El-Shaikh	2750	30 July - 03 August	Dubai	2750	17 - 21 December	Dammam	2750
FTE426	Effective Purchasing and contract Negotiation Strategies	19 - 23 February	Jordan	2750	30 Apr - 04 May	kuala lumpur	3250	22 - 26 October	Dubai	2750
FTE427	Warehouse and Operations Management	19 - 23 March	Dubai	2750	02 - 06 July	London	4850	19 - 23 November	Cairo	2100
FTE428	FUNDAMENTALS OF PURCHASING	16 - 20 April	London	4850	06 - 10 August	Dubai	2750	24 - 28 December	kuala lumpur	3250
FTE429	Material management & Logistic administration	15 - 19 January	Cairo	2100	10 - 14 Sep	Istanbul	3500	26 - 30 November	Dubai	2750
FTE430	Integrated Logistics and Supply-Chain Management	26 Feb - 02 Mar	Dubai	2750	07 - 11 May	Madrid	4850	01 - 05 October	Jakarta	3500

FTE431	ADVANCED LOGISTICS MANAGEMENT	26 - 30 March	Dammam	2750	09 - 13 July	Jordan	2750	29 Oct - 02 Nov	Dubai	2750
FTE432	Managing Freight and International Transport	23 - 27 April	Madrid	4850	13 - 17 August	Dubai	2750	03 - 07 December	Istanbul	3500
FTE433	Logistics, inventory & materials management	15 - 19 January	Doha	2750	17 - 21 Sep	Sharm El-Shaikh	2750	08 - 12 October	Dubai	2750
FTE434	Effective Storekeeping Skills	05 - 09 February	Dubai	2750	14 - 18 May	Dammam	2750	05 - 09 November	Madrid	4850
FTE435	Storage & Handling of Toxic Chemicals and Hazardous Materials	05 - 09 Mar	Istanbul	3500	16 - 20 July	Dubai	2750	10 - 14 December	Sharm El-Shaikh	2750
FTE436	Inventory and Stock Control Management	02 - 06 April	Dubai	2750	20 - 24 August	Istanbul	3500	15 - 19 October	kuala lumpur	3250
FTE437	Effective Purchasing Tendering & Supplier Selection	22 - 26 January	Riyadh	2750	17 - 21 Sep	Dubai	2750	12 - 16 November	Doha	2750
FTE438	Risk Management in the Supply Chain	12 - 16 February	kuala lumpur	3250	21 - 25 May	Cairo	2100	17 - 21 December	Dubai	2750
FTE439	ADVANCED LOGISTICS & TRANSPORTATION TECHNIQUES	12 - 16 March	Jakarta	3500	23 - 27 July	Dubai	2750	22 - 26 October	Jordan	2750
FTE440	Advanced Warehouse Management	09 - 13 April	Dubai	2750	27 - 31 August	Sharm El-Shaikh	2750	19 - 23 November	Casablanca	2750
FTE441	Materials Handling in the Modern Warehouse	29 Jan - 02 Feb	Sharm El-Shaikh	2750	24 - 28 Sep	Dubai	2750	24 - 28 December	Istanbul	3500
FTE442	Supply Chain & Logistics Management	19 - 23 February	Casablanca	2750	30 July - 03 August	kuala lumpur	3250	26 - 30 November	Dubai	2750
FTE443	Advanced Supply-Chain Management	19 - 23 March	Dubai	2750	30 Apr - 04 May	London	4850	01 - 05 October	Cairo	2100
FTE444	Managing Inventory Effectively	16 - 20 April	London	4850	02 - 06 July	Dubai	2750	29 Oct - 02 Nov	Sharm El-Shaikh	2750
FTE445	PURCHASING & INVENTORY MANAGEMENT TECHNIQUES	15 - 19 January	Cairo	2100	06 - 10 August	Riyadh	2750	03 - 07 December	Dubai	2750
FTE446	Project Procurement & Contract Management	26 Feb - 02 Mar	Dubai	2750	10 - 14 Sep	Madrid	4850	08 - 12 October	Doha	2750
FTE447	THE COMPLETE COURSE ON PURCHASING MANAGEMENT	26 - 30 March	Madrid	4850	07 - 11 May	Dubai	2750	05 - 09 November	Riyadh	2750
FTE448	Advanced Stores & Inventory Management	23 - 27 April	Doha	2750	09 - 13 July	kuala lumpur	3250	10 - 14 December	Dubai	2750
FTE449	Management of Storage Facilities	15 - 19 January	Dubai	2750	13 - 17 August	Istanbul	3500	15 - 19 October	kuala lumpur	3250
FTE450	LOGISTICS & WAREHOUSE MANAGEMENT	05 - 09 February	Cairo	2100	17 - 21 Sep	Jordan	2750	12 - 16 November	Dubai	2750
FTE451	MATERIALS EXPEDITING	05 - 09 Mar	Istanbul	3500	14 - 18 May	Dubai	2750	17 - 21 December	Sharm El-Shaikh	2750
FTE452	Principles of Materials Handling & Warehouse Management	02 - 06 April	kuala lumpur	3250	16 - 20 July	Casablanca	2750	22 - 26 October	Dubai	2750
FTE453	Integrating Purchasing, Logistics and Inventory with Suppliers	22 - 26 January	Dubai	2750	20 - 24 August	Jakarta	3500	19 - 23 November	Casablanca	2750
FTE454	BEST TENDERING & PROCUREMENT PRACTICES	12 - 16 February	Sharm El-Shaikh	2750	17 - 21 Sep	Dubai	2750	24 - 28 December	Dammam	2750
FTE455	PROCUREMENT AND SUPPLY CHAIN MANAGEMENT	12 - 16 March	Jordan	2750	21 - 25 May	kuala lumpur	3250	26 - 30 November	Dubai	2750
FTE456	Understanding the Procurement Management Principles	09 - 13 April	Dubai	2750	23 - 27 July	London	4850	01 - 05 October	Cairo	2100
FTE457	SUPPLIER RELATION MANAGEMENT	29 Jan - 02 Feb	London	4850	27 - 31 August	Dubai	2750	29 Oct - 02 Nov	kuala lumpur	3250
FTE458	Planning the Supply Chain Management	19 - 23 February	Cairo	2100	24 - 28 Sep	Istanbul	3500	03 - 07 December	Dubai	2750
FTE459	Warehouse and Distribution Management	19 - 23 March	Dubai	2750	30 July - 03 August	Madrid	4850	08 - 12 October	Jakarta	3500

FTE460	International Transport Management	16 - 20 April	Dammam	2750	30 Apr - 04 May	Jordan	2750	05 - 09 November	Dubai	2750
FTE461	Advanced Purchasing Management	15 - 19 January	Madrid	4850	02 - 06 July	Dubai	2750	10 - 14 December	Istanbul	3500
FTE462	Foreign Trade & Importation & Exportation Concept, elements and Importance	26 Feb - 02 Mar	Doha	2750	06 - 10 August	Sharm El-Shaikh	2750	15 - 19 October	Dubai	2750
FTE463	Warehouse, Stores and Stock Control Management	26 - 30 March	Dubai	2750	10 - 14 Sep	Dammam	2750	12 - 16 November	Madrid	4850
FTE464	Procurement and Supply Chain Management Best Practices	23 - 27 April	Istanbul	3500	07 - 11 May	Dubai	2750	17 - 21 December	Sharm El-Shaikh	2750
FTE465	Warehouse and Stores Management	15 - 19 January	Dubai	2750	09 - 13 July	Istanbul	3500	22 - 26 October	kuala lumpur	3250
FTE466	Excellence in Warehouse and Inventory	05 - 09 February	Riyadh	2750	13 - 17 August	Dubai	2750	19 - 23 November	Doha	2750
FTE467	Inventory and Stock Control Management	05 - 09 Mar	kuala lumpur	3250	17 - 21 Sep	Cairo	2100	24 - 28 December	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	02 - 06 April	Jakarta	3500	14 - 18 May	Dubai	2750	26 - 30 November	Jordan	2750
FTE469	Construction Contracts Management	22 - 26 January	Dubai	2750	16 - 20 July	Sharm El-Shaikh	2750	01 - 05 October	Casablanca	2750
FTE470	The New FIDIC Red Book Contracts 99	12 - 16 February	Sharm El-Shaikh	2750	20 - 24 August	Dubai	2750	29 Oct - 02 Nov	Istanbul	3500
FTE471	Engineering Arbitration	12 - 16 March	Casablanca	2750	17 - 21 Sep	kuala lumpur	3250	03 - 07 December	Dubai	2750
FTE472	Introduction to Value Management and Value Engineering in Construction Projects	09 - 13 April	Dubai	2750	21 - 25 May	London	4850	08 - 12 October	Cairo	2100
FTE473	Quality Project Management	29 Jan - 02 Feb	London	4850	23 - 27 July	Dubai	2750	05 - 09 November	Sharm El-Shaikh	2750
FTE474	Useful Aspect in Project Management	19 - 23 February	Cairo	2100	27 - 31 August	Riyadh	2750	10 - 14 December	Dubai	2750
FTE475	Site Management	19 - 23 March	Dubai	2750	24 - 28 Sep	Madrid	4850	15 - 19 October	Doha	2750
FTE476	Introduction to Environmental Management System	16 - 20 April	Madrid	4850	30 July - 03 August	Dubai	2750	12 - 16 November	Riyadh	2750
FTE477	Introduction To Green Buildings Management	15 - 19 January	Doha	2750	30 Apr - 04 May	kuala lumpur	3250	17 - 21 December	Dubai	2750
FTE478	Introduction to Health and Safety @ Construction Industries	26 Feb - 02 Mar	Dubai	2750	02 - 06 July	Istanbul	3500	22 - 26 October	kuala lumpur	3250
FTE479	HVAC Load Calculations & cooling load profiling / Energy Simulation	26 - 30 March	Cairo	2100	06 - 10 August	Jordan	2750	19 - 23 November	Dubai	2750
FTE480	HVAC : Psychrometry & Systems (Psychrometry, Fans & Central Air Handlers, VAV Systems and VVT Systems)	23 - 27 April	Istanbul	3500	10 - 14 Sep	Dubai	2750	24 - 28 December	Sharm El-Shaikh	2750
FTE481	HVAC : Systems & Lifecycle Costing (Life Cycle Costing, System Selection, Condensers & Cooling Towers and Water Piping & Pumps)	15 - 19 January	kuala lumpur	3250	07 - 11 May	Casablanca	2750	26 - 30 November	Dubai	2750
FTE482	Technical Report Writing for Engineers	05 - 09 February	Dubai	2750	09 - 13 July	Jakarta	3500	01 - 05 October	Casablanca	2750
FTE483	General Rules of Preparing Bill of Quantities and estimating Procedures including the tender analyzing ,contract procedures & basic of measurement	05 - 09 Mar	Sharm El-Shaikh	2750	13 - 17 August	Dubai	2750	29 Oct - 02 Nov	Dammam	2750
FTE484	Introduction to Feasibility Study & Business plan	02 - 06 April	Jordan	2750	17 - 21 Sep	kuala lumpur	3250	03 - 07 December	Dubai	2750
FTE485	Safe & Green Environment in Construction Management	22 - 26 January	Dubai	2750	14 - 18 May	London	4850	08 - 12 October	Cairo	2100
FTE486	Cost Estimation & Value Management	12 - 16 February	London	4850	16 - 20 July	Dubai	2750	05 - 09 November	kuala lumpur	3250
FTE487	FRP Composite For reinforce and strengthening of Concrete Structure	12 - 16 March	Cairo	2100	20 - 24 August	Istanbul	3500	10 - 14 December	Dubai	2750
FTE488	How to analyze & Design , slabs , Beams , and raft using SAFE Software	09 - 13 April	Dubai	2750	17 - 21 Sep	Madrid	4850	15 - 19 October	Jakarta	3500
FTE489	How to model & Design High Rise Building for Earthquake & Wind loads Using ETAB's Software Level 1	29 Jan - 02 Feb	Dammam	2750	21 - 25 May	Jordan	2750	12 - 16 November	Dubai	2750

FTE490	How to model & Design High Rise Building for Earthquake & Wind loads Using ETAB's Software Level 2	19 - 23 February	Madrid	4850	23 - 27 July	Dubai	2750	17 - 21 December	Istanbul	3500
FTE491	Regular & Preventive Maintenance in Construction Industries	19 - 23 March	Doha	2750	27 - 31 August	Sharm El-Shaikh	2750	22 - 26 October	Dubai	2750
FTE492	Principles Of Design Management	16 - 20 April	Dubai	2750	24 - 28 Sep	Dammam	2750	19 - 23 November	Madrid	4850
FTE493	Quantity Surveying and Material Specification Workshop	15 - 19 January	Istanbul	3500	30 July - 03 August	Dubai	2750	24 - 28 December	Sharm El-Shaikh	2750
FTE494	Business Plan and Feasibility Study Workshop	26 Feb - 02 Mar	Dubai	2750	30 Apr - 04 May	Istanbul	3500	26 - 30 November	kuala lumpur	3250
FTE495	Steel Reinforcement Workshop	26 - 30 March	Riyadh	2750	02 - 06 July	Dubai	2750	01 - 05 October	Doha	2750
FTE496	Foundation System (Shoring)	23 - 27 April	kuala lumpur	3250	06 - 10 August	Cairo	2100	29 Oct - 02 Nov	Dubai	2750
FTE497	Reinforce Concrete Content Workshop	15 - 19 January	Jakarta	3500	10 - 14 Sep	Dubai	2750	03 - 07 December	Jordan	2750
FTE498	Post – Tension Slabs Workshop	05 - 09 February	Dubai	2750	07 - 11 May	Sharm El-Shaikh	2750	08 - 12 October	Casablanca	2750
FTE499	Mechanical & Electrical Planning – MEP	05 - 09 Mar	Sharm El-Shaikh	2750	09 - 13 July	Dubai	2750	05 - 09 November	Istanbul	3500
FTE500	Planning & Scheduling Professional Construction Projects	02 - 06 April	Casablanca	2750	13 - 17 August	kuala lumpur	3250	10 - 14 December	Dubai	2750
FTE501	Claims and Contracts Disputes Under Financial Crisis	22 - 26 January	Dubai	2750	17 - 21 Sep	London	4850	15 - 19 October	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	12 - 16 February	London	4850	14 - 18 May	Dubai	2750	12 - 16 November	Sharm El-Shaikh	2750
FTE503	IT Security	12 - 16 March	Cairo	2100	16 - 20 July	Riyadh	2750	17 - 21 December	Dubai	2750
FTE504	Network Management	09 - 13 April	Dubai	2750	20 - 24 August	Madrid	4850	22 - 26 October	Doha	2750
FTE505	SPSS (Data Management, Analysis and Control)	29 Jan - 02 Feb	Madrid	4850	17 - 21 Sep	Dubai	2750	19 - 23 November	Riyadh	2750
FTE506	Transport data analysis and modelling methodologies	19 - 23 February	Doha	2750	21 - 25 May	kuala lumpur	3250	24 - 28 December	Dubai	2750
FTE507	Information Management	19 - 23 March	Dubai	2750	23 - 27 July	Istanbul	3500	26 - 30 November	kuala lumpur	3250
FTE508	Information Science	16 - 20 April	Cairo	2100	27 - 31 August	Jordan	2750	01 - 05 October	Dubai	2750
FTE509	Information Technology	15 - 19 January	Istanbul	3500	24 - 28 Sep	Dubai	2750	29 Oct - 02 Nov	Sharm El-Shaikh	2750
FTE510	Health Information Management	26 Feb - 02 Mar	kuala lumpur	3250	30 July - 03 August	Casablanca	2750	03 - 07 December	Dubai	2750
FTE511	Creative Strategic IT Leadership	26 - 30 March	Dubai	2750	30 Apr - 04 May	Jakarta	3500	08 - 12 October	Casablanca	2750
FTE512	Strategic IT Leadership	23 - 27 April	Sharm El-Shaikh	2750	02 - 06 July	Dubai	2750	05 - 09 November	Dammam	2750
FTE513	E-governance and IT Information Technology	15 - 19 January	Jordan	2750	06 - 10 August	kuala lumpur	3250	10 - 14 December	Dubai	2750
FTE514	Penetration informational project, and unauthorized	05 - 09 February	Dubai	2750	10 - 14 Sep	London	4850	15 - 19 October	Cairo	2100
FTE515	Data center virtualization and cloud infrastructure	05 - 09 Mar	London	4850	07 - 11 May	Dubai	2750	12 - 16 November	kuala lumpur	3250
FTE516	Modern communication networks	02 - 06 April	Cairo	2100	09 - 13 July	Istanbul	3500	17 - 21 December	Dubai	2750
FTE517	Cycle secure wireless networks	22 - 26 January	Dubai	2750	13 - 17 August	Madrid	4850	22 - 26 October	Jakarta	3500
FTE518	Modern technologies in the management of telecommunications networks and	12 - 16 February	Dammam	2750	17 - 21 Sep	Jordan	2750	19 - 23 November	Dubai	2750
FTE519	IT planning for the development of functional electronic operating environment	12 - 16 March	Madrid	4850	14 - 18 May	Dubai	2750	24 - 28 December	Istanbul	3500
FTE520	The development of municipal services and the provinces through e-government	09 - 13 April	Doha	2750	16 - 20 July	Sharm El-Shaikh	2750	26 - 30 November	Dubai	2750
FTE521	E-Business Management: Uses Computer in Business Administration	29 Jan - 02 Feb	Dubai	2750	20 - 24 August	Dammam	2750	01 - 05 October	Madrid	4850
FTE522	Advanced management for maintenance	19 - 23 February	Istanbul	3500	17 - 21 Sep	Dubai	2750	29 Oct - 02 Nov	Sharm El-Shaikh	2750
FTE523	Advanced courses in office software Office 2010	19 - 23 March	Dubai	2750	21 - 25 May	Istanbul	3500	03 - 07 December	kuala lumpur	3250
FTE524	Computer Network Management	16 - 20 April	Riyadh	2750	23 - 27 July	Dubai	2750	08 - 12 October	Doha	2750
FTE525	Database virtualization	15 - 19 January	kuala lumpur	3250	27 - 31 August	Cairo	2100	05 - 09 November	Dubai	2750
FTE526	Development services through e-government	26 Feb - 02 Mar	Jakarta	3500	24 - 28 Sep	Dubai	2750	10 - 14 December	Jordan	2750
FTE527	Management systems and information technology	26 - 30 March	Dubai	2750	30 July - 03 August	Sharm El-Shaikh	2750	15 - 19 October	Casablanca	2750

FTE528	Identify the Oracle software	23 - 27 April	Sharm El-Shaikh	2750	30 Apr - 04 May	Dubai	2750	12 - 16 November	Istanbul	3500
FTE529	Maintenance and security information	15 - 19 January	Casablanca	2750	02 - 06 July	kuala lumpur	3250	17 - 21 December	Dubai	2750
FTE530	Security Information Network	05 - 09 February	Dubai	2750	06 - 10 August	London	4850	22 - 26 October	Cairo	2100
FTE531	Control devices Programmable Logic	05 - 09 Mar	London	4850	10 - 14 Sep	Dubai	2750	19 - 23 November	Sharm El-Shaikh	2750
FTE532	Strategic planning for IT departments	02 - 06 April	Cairo	2100	07 - 11 May	Riyadh	2750	24 - 28 December	Dubai	2750
FTE533	Technology Review and evaluate the performance of employees in the operating environment of electronic	22 - 26 January	Dubai	2750	09 - 13 July	Madrid	4850	26 - 30 November	Doha	2750
FTE534	Archive-mail: locking systems, save and retrieve files and documents electronically	12 - 16 February	Madrid	4850	13 - 17 August	Dubai	2750	01 - 05 October	Riyadh	2750
FTE535	IT planning for the development of functional electronic operating environment	12 - 16 March	Doha	2750	17 - 21 Sep	kuala lumpur	3250	29 Oct - 02 Nov	Dubai	2750
FTE536	Analyzing and organizing information systems	09 - 13 April	Dubai	2750	14 - 18 May	Istanbul	3500	03 - 07 December	kuala lumpur	3250
FTE537	E-business standards and reduce paperwork	29 Jan - 02 Feb	Cairo	2100	16 - 20 July	Jordan	2750	08 - 12 October	Dubai	2750
FTE538	Planning and implementation of projects Computer centers	19 - 23 February	Istanbul	3500	20 - 24 August	Dubai	2750	05 - 09 November	Sharm El-Shaikh	2750
FTE539	Protection systems and networks	19 - 23 March	kuala lumpur	3250	17 - 21 Sep	Casablanca	2750	10 - 14 December	Dubai	2750
FTE540	Design and management of network security and how to secure them against intrusion	16 - 20 April	Dubai	2750	21 - 25 May	Jakarta	3500	15 - 19 October	Casablanca	2750
FTE541	Information systems and their role in supporting management decisions CNC	15 - 19 January	Sharm El-Shaikh	2750	23 - 27 July	Dubai	2750	12 - 16 November	Dammam	2750
FTE542	Management information centers and secure documents and files documentary computerized	26 Feb - 02 Mar	Jordan	2750	27 - 31 August	kuala lumpur	3250	17 - 21 December	Dubai	2750
FTE543	Advanced Course in the design and management of network security and how to secure them against intrusion	26 - 30 March	Dubai	2750	24 - 28 Sep	London	4850	22 - 26 October	Cairo	2100
FTE544	Information technology planning and risk management	23 - 27 April	London	4850	30 July - 03 August	Dubai	2750	19 - 23 November	kuala lumpur	3250
FTE545	Risk and security management software	15 - 19 January	Cairo	2100	30 Apr - 04 May	Istanbul	3500	24 - 28 December	Dubai	2750
FTE546	E-government: the requirements and implementation steps	05 - 09 February	Dubai	2750	02 - 06 July	Madrid	4850	26 - 30 November	Jakarta	3500
FTE547	Electronic Government (Strategic and enforcement mechanisms and management)	05 - 09 Mar	Dammam	2750	06 - 10 August	Jordan	2750	01 - 05 October	Dubai	2750