



Mazecs

TRAINING PLAN 2024

**EMPOWERING
GROWTH.**

Non-technical Courses

January				
No.	Program Name	Schedule		Location
		Start	End	
1.	Fundamentals of Finance and Accounting	07-Jan	11-Jan	Doha
2.	Leadership and Management Skills	07-Jan	11-Jan	Doha
3.	Advanced Contracts and Purchasing Management	07-Jan	11-Jan	Doha
4.	Human Resources (HR) Management	07-Jan	11-Jan	Doha
5.	Fraud Prevention and Financial Integrity	07-Jan	11-Jan	Doha
6.	Medical Terminology	07-Jan	11-Jan	Doha
7.	Financial Decision Making for Bankers	07-Jan	11-Jan	Doha
8.	Mastering Management Skills	07-Jan	11-Jan	Doha
9.	Emotional Intelligence	07-Jan	11-Jan	Doha
10.	Organising & Behavioural Skills for Administrative Professionals/Executive Secretaries	07-Jan	11-Jan	Doha
11.	Business Etiquette	14-Jan	18-Jan	Doha
12.	Excellence in Quality Service & Customer Satisfaction	14-Jan	18-Jan	Doha
13.	Accounts Receivable: Planning, Organising & Achieving Best Practice	14-Jan	18-Jan	Doha
14.	Strategic Business Development Skills	14-Jan	18-Jan	Doha
15.	Women as Leaders	14-Jan	18-Jan	Doha
16.	Achieving Professional Excellence – Communication, Planning, Negotiation & Presentation Skills	14-Jan	18-Jan	Doha
17.	Contractual Risk, Insurance and Indemnities	14-Jan	18-Jan	Doha
18.	Modern Hospital Management	14-Jan	18-Jan	Doha
19.	Cost Analysis to Support Strategic Decisions	14-Jan	18-Jan	Doha
20.	Stress Management	14-Jan	18-Jan	Doha
21.	Talent Management Strategy	21-Jan	25-Jan	Doha
22.	Management in Crises and Difficult Situations	21-Jan	25-Jan	Doha
23.	Office Management Skills for Oil & Gas Operations	21-Jan	25-Jan	Doha
24.	Six Sigma – Green Belt	21-Jan	25-Jan	Doha
25.	Mastering Finance & Accounting	21-Jan	25-Jan	Doha
26.	The Power of Leaders	21-Jan	25-Jan	Doha
27.	Compensation and Benefits Management	21-Jan	25-Jan	Doha
28.	Contracts Management: Procurement, Partnering & Tendering	21-Jan	25-Jan	Doha
29.	Job Analysis and Job Description Techniques	21-Jan	25-Jan	Doha
30.	Strategic Marketing Management	21-Jan	25-Jan	Doha
31.	Managing the Cash Cycle: Accounts Receivable & Payable Best Practices	28-Jan	01-Feb	Doha
32.	New Leaders Action Plan	28-Jan	01-Feb	Doha
33.	Fundamentals of Finance and Accounting	28-Jan	01-Feb	Doha
34.	Leadership and Management Skills	28-Jan	01-Feb	Doha
35.	Advanced Contracts and Purchasing Management	28-Jan	01-Feb	Doha
36.	Human Resources (HR) Management	28-Jan	01-Feb	Doha
37.	Fraud Prevention and Financial Integrity	28-Jan	01-Feb	Doha
38.	Medical Terminology	28-Jan	01-Feb	Doha
39.	Emotional Intelligence	28-Jan	01-Feb	Doha
40.	Management of Contracts & Contract Claims	28-Jan	01-Feb	Doha

February

No.	Program Name	Schedule		Location
		Start	End	
1.	Training of Trainers (TOT)	04-Feb	08-Feb	Doha
2.	Effective Storekeeping Skills	04-Feb	08-Feb	Doha
3.	Budgeting, Planning & Management Reporting	04-Feb	08-Feb	Doha
4.	Financial Decision Making for Bankers	04-Feb	08-Feb	Doha
5.	Mastering Management Skills	04-Feb	08-Feb	Doha
6.	Emotional Intelligence	04-Feb	08-Feb	Doha
7.	Organising & Behavioural Skills for Administrative Professionals/Executive Secretaries	04-Feb	08-Feb	Doha
8.	Business Etiquette	04-Feb	08-Feb	Doha
9.	Excellence in Quality Service & Customer Satisfaction	04-Feb	08-Feb	Doha
10.	The Leadership Challenge	04-Feb	08-Feb	Doha
11.	Advanced HR Techniques and Effective Training Planning Strategies	04-Feb	08-Feb	Doha
12.	Public Relations & Corporate Communications	04-Feb	08-Feb	Doha
13.	Logistic & Supply Chain Management	04-Feb	08-Feb	Doha
14.	Financial Management for Projects & Contracts	04-Feb	08-Feb	Doha
15.	Leadership and Management Skills for New Manager & Supervisor	04-Feb	08-Feb	Doha
16.	Cost Analysis to Support Strategic Decisions	18-Feb	22-Feb	Doha
17.	Stress Management	18-Feb	22-Feb	Doha
18.	Talent Management Strategy	18-Feb	22-Feb	Doha
19.	Management in Crises and Difficult Situations	18-Feb	22-Feb	Doha
20.	Office Management Skills for Oil & Gas Operations	18-Feb	22-Feb	Doha
21.	Six Sigma – Green Belt	18-Feb	22-Feb	Doha
22.	Office Management and Effective Administration Skills	18-Feb	22-Feb	Doha
23.	Service Excellence	18-Feb	22-Feb	Doha
24.	Emotional Intelligence	18-Feb	22-Feb	Doha
25.	Fundamentals of Purchasing	18-Feb	22-Feb	Doha
26.	Finance & Accounting for the Oil & Gas Industry	18-Feb	22-Feb	Doha
27.	Mastering Emotional Intelligence: Skills for Excellent Leadership	18-Feb	22-Feb	Doha
28.	Mastering Finance & Accounting	18-Feb	22-Feb	Doha
29.	The Power of Leaders	18-Feb	22-Feb	Doha
30.	Compensation and Benefits Management	18-Feb	22-Feb	Doha
31.	Contracts Management: Procurement, Partnering & Tendering	18-Feb	22-Feb	Doha
32.	Job Analysis and Job Description Techniques	18-Feb	22-Feb	Doha
33.	Strategic Marketing Management	18-Feb	22-Feb	Doha
34.	How to Write HR Policies and Procedures	25-Feb	29-Feb	Doha
35.	The Effective Human Resources Administrator	25-Feb	29-Feb	Doha
36.	English Business Communication	25-Feb	29-Feb	Doha
37.	Safe Materials Handling	25-Feb	29-Feb	Doha
38.	Accounts Payable: Planning, Organising & Achieving Best Practice	25-Feb	29-Feb	Doha
39.	The Art of Strategic Management & Leadership	25-Feb	29-Feb	Doha
40.	Business Writing for Administrative Professionals	25-Feb	29-Feb	Doha
41.	Stress Management	25-Feb	29-Feb	Doha
42.	Project Management, Scheduling & Compliance: Planning, Scheduling & Control	25-Feb	29-Feb	Doha
43.	Health Planning, Monitoring & Evaluation	25-Feb	29-Feb	Doha
44.	Project Management Introduction	25-Feb	29-Feb	Doha

April

No.	Program Name	Schedule		Location
1.	International Financial Reporting Standards IFRS	21-Apr	25-Apr	Doha
2.	Leading with Emotional Excellence	21-Apr	25-Apr	Doha
3.	The 3 Phases of Contract Management: Tendering, Execution & Evaluation	21-Apr	25-Apr	Doha
4.	Managing a High-Performing Sales Teams	21-Apr	25-Apr	Doha
5.	Training Needs Analysis and Evaluation	21-Apr	25-Apr	Doha
6.	Key Account Sales Management	21-Apr	25-Apr	Doha
7.	Financial Data Analysis	28-Apr	02-May	Doha
8.	Innovative Leadership Competencies	28-Apr	02-May	Doha
9.	Managing and Organizing Accounts Payable	28-Apr	02-May	Doha
10.	The Art of Oil & Gas Procurement	28-Apr	02-May	Doha
11.	The Senior Secretary Development Program	28-Apr	02-May	Doha
12.	Advanced Risk & Crises Management	28-Apr	02-May	Doha

May

No.	Program Name	Schedule		Location
1.	International Financial Reporting Standards IFRS	05-May	09-May	Doha
2.	Leading with Emotional Excellence	05-May	09-May	Doha
3.	The 3 Phases of Contract Management: Tendering, Execution & Evaluation	05-May	09-May	Doha
4.	Managing a High-Performing Sales Teams	05-May	09-May	Doha
5.	Training Needs Analysis and Evaluation	05-May	09-May	Doha
6.	Key Account Sales Management	05-May	09-May	Doha
7.	Financial Data Analysis	05-May	09-May	Doha
8.	Innovative Leadership Competencies	12-May	16-May	Doha
9.	Managing and Organizing Accounts Payable	12-May	16-May	Doha
10.	The Art of Oil & Gas Procurement	12-May	16-May	Doha
11.	The Senior Secretary Development Program	12-May	16-May	Doha
12.	Advanced Risk & Crises Management	12-May	16-May	Doha
13.	Auditing in the Oil & Gas Industry	12-May	16-May	Doha
14.	Mastering Supervisory Skills	12-May	16-May	Doha
15.	Contract Planning, Strategy & Claims Management	19-May	23-May	Doha
16.	Recruitment Skills and Interviewing Techniques	19-May	23-May	Doha
17.	Stress Management	19-May	23-May	Doha
18.	Time Management and Personal Effectiveness	19-May	23-May	Doha
19.	Continual Improvement Tools and Techniques	19-May	23-May	Doha
20.	Customer Profiling Techniques	19-May	23-May	Doha
21.	The Effective Accountant	19-May	23-May	Doha
22.	Leadership, Vision and Organisational Reality	26-May	30-May	Doha
23.	Project Management - Introduction	26-May	30-May	Doha
24.	Anti Money Laundering	26-May	30-May	Doha
25.	Budgeting, Planning & Management Reporting	26-May	30-May	Doha
26.	Office Professional and Records Management	26-May	30-May	Doha
27.	Effective Training Techniques	26-May	30-May	Doha
28.	Advanced Public Relations Management	26-May	30-May	Doha
29.	Budgeting & Cost Control	26-May	30-May	Doha



June

No.	Program Name	Schedule		Location
		Start	End	
1.	Advanced Management: Achieving Superior Performance & Strategic Success	02-Jun	06-Jun	Doha
2.	Effective Supply Chain, Warehouse and Inventory Management	02-Jun	06-Jun	Doha
3.	Organisational Structure and Work Ethics Behaviour	02-Jun	06-Jun	Doha
4.	Healthcare Supply Chain Management	02-Jun	06-Jun	Doha
5.	Effective Time, Task and Work Planning	02-Jun	06-Jun	Doha
6.	Organizing and Managing International Conferences	02-Jun	06-Jun	Doha
7.	Advanced Budgeting & Forecasting	09-Jun	13-Jun	Doha
8.	Treasury and Cash Management	09-Jun	13-Jun	Doha
9.	Project Management - Introduction	09-Jun	13-Jun	Doha
10.	Mastering Team Leadership Skills	09-Jun	13-Jun	Doha
11.	Corporate Finance Workshop	09-Jun	13-Jun	Doha
12.	Professional Purchasing Skills: Purchasing Management Masterclass	09-Jun	13-Jun	Doha
13.	Customer Relations and Business Development Skills	30-Jun	04-Jul	Doha
14.	Warehouse, Stores & Stock Control Management	30-Jun	04-Jul	Doha
15.	The Effective Financial Controller: Managing Financial Functions & Improvement Opportunities	30-Jun	04-Jul	Doha
16.	Mastering Management Skills	30-Jun	04-Jul	Doha
17.	Systems Thinking in Analysing Problems	30-Jun	04-Jul	Doha
18.	e-Procurement: Developing, Implementing & Managing the Complete Process	30-Jun	04-Jul	Doha

July

No.	Program Name	Schedule		Location
		Start	End	
1.	PMP Exam Certification Preparation	07-Jul	11-Jul	Doha
2.	Emotional Intelligence	07-Jul	11-Jul	Doha
3.	Effective Budgeting and Cost Control	07-Jul	11-Jul	Doha
4.	Innovation and Creativity in Education	07-Jul	11-Jul	Doha
5.	Certified Professional Manager	07-Jul	11-Jul	Doha
6.	The Effective Accounts Assistant	14-Jul	18-Jul	Doha
7.	Developing Emotionally Intelligent Management & Leadership Skills	14-Jul	18-Jul	Doha
8.	Stress Management	14-Jul	18-Jul	Doha
9.	Documents and Records Management Compliance	14-Jul	18-Jul	Doha
10.	Financial Management for Projects & Contracts	14-Jul	18-Jul	Doha
11.	Certified Administration and Office Management Professional	21-Jul	25-Jul	Doha
12.	Speech Coaching for High Impact Presentations	21-Jul	25-Jul	Doha
13.	Skills For Women At Work	21-Jul	25-Jul	Doha
14.	Business and Financial Modelling	21-Jul	25-Jul	Doha
15.	Organizational Change and Development	21-Jul	25-Jul	Doha
16.	Enterprise Risk Management	28-Jul	01-Aug	Doha
17.	Emotional Intelligence	28-Jul	01-Aug	Doha
18.	Contract Management for Non-Contract Professionals	28-Jul	01-Aug	Doha
19.	Contracts Administration: From Award to Completion	28-Jul	01-Aug	Doha
20.	Employee Testing and Evaluation Techniques	28-Jul	01-Aug	Doha



August

No.	Program Name	Schedule		Location
1.	Project Management for Oil & Gas	04-Aug	08-Aug	Doha
2.	Strategic Financial Planning & Implementation	04-Aug	08-Aug	Doha
3.	Employee Engagement and Motivation	04-Aug	08-Aug	Doha
4.	PMP Exam Certification Preparation	04-Aug	08-Aug	Doha
5.	Stress Management	04-Aug	08-Aug	Doha
6.	Fraud, Theft and Corruption in the Workplace	04-Aug	08-Aug	Doha
7.	Interpersonal Communication Skills	04-Aug	08-Aug	Doha
8.	Communication Skills for Telephone Operators	04-Aug	08-Aug	Doha
9.	Effective Healthcare Marketing	04-Aug	08-Aug	Doha
10.	Inventory and Stock Control Management	04-Aug	08-Aug	Doha
11.	Review of Financial Accounting & Detecting Fraud	04-Aug	08-Aug	Doha
12.	Mastering Communication, Negotiation and Presentation Skills	11-Aug	15-Aug	Doha
13.	Advanced Documents & Records Management Compliance	11-Aug	15-Aug	Doha
14.	Strategic Recruitment, Interviewing and Selection	11-Aug	15-Aug	Doha
15.	Developing Personal Influence & Impact	11-Aug	15-Aug	Doha
16.	Risk Management for Agreement & Purchasing	11-Aug	15-Aug	Doha
17.	Accounting & Financial Analysis for Decision Makers	11-Aug	15-Aug	Doha
18.	Mastering Strategic Decision Making	11-Aug	15-Aug	Doha
19.	Oil & Gas Commercial Contracts & Negotiation Skills	11-Aug	15-Aug	Doha
20.	Workforce Planning and Budgeting	11-Aug	15-Aug	Doha
21.	Human Resources Performance Improvements	11-Aug	15-Aug	Doha
22.	Middle Management Skills	11-Aug	15-Aug	Doha
23.	Analyzing Balance Sheets	18-Aug	22-Aug	Doha
24.	Advanced Conflict Resolution & Change Management Strategies	18-Aug	22-Aug	Doha
25.	Top Management Skills	18-Aug	22-Aug	Doha
26.	The Strategic Buyer	18-Aug	22-Aug	Doha
27.	High Performance Team	18-Aug	22-Aug	Doha
28.	Project Management PMP Preparation	18-Aug	22-Aug	Doha
29.	Succession Planning	18-Aug	22-Aug	Doha
30.	International Relations and Dispute Resolution Mechanisms	18-Aug	22-Aug	Doha
31.	Finance for Non-Financial Officers	18-Aug	22-Aug	Doha
32.	Project Leadership	18-Aug	22-Aug	Doha
33.	Advanced Contracts Management	18-Aug	22-Aug	Doha
34.	Managing Multiple Tasks, Priorities and Deadlines	18-Aug	22-Aug	Doha
35.	Leadership Program for Academic Executives	25-Aug	29-Aug	Doha
36.	Documentation, Recording and Information Management	25-Aug	29-Aug	Doha
37.	Financial Planning, Analysis and Reporting	25-Aug	29-Aug	Doha
38.	Management Excellence Masterclass	25-Aug	29-Aug	Doha
39.	Time Management and Stress Control	25-Aug	29-Aug	Doha
40.	Professional Secretarial & Administration Skills	25-Aug	29-Aug	Doha
41.	Safe Material Handling	25-Aug	29-Aug	Doha
42.	Cost Accounting and Analysis	25-Aug	29-Aug	Doha
43.	The Power of Positive Thinking & Attitude	25-Aug	29-Aug	Doha
44.	SharePoint Implementation Best Practices: From Design to Integration	25-Aug	29-Aug	Doha
45.	Empowering the Workplace for Greater Impact	25-Aug	29-Aug	Doha

September

No.	Program Name	Schedule		Location
		Start	End	
1.	Personal and Retail Banking	01-Sept	05-Sep	Doha
2.	Logistic & Transportation	01-Sep	05-Sep	Doha
3.	Visual Retail Merchandising	01-Sep	05-Sep	Doha
4.	Financial System Monitoring and Performance Evaluation	01-Sep	05-Sep	Doha
5.	Creativity, Critical Thinking and Problem Solving	01-Sep	05-Sep	Doha
6.	Oil & Gas Project Management	01-Sep	05-Sep	Doha
7.	Organisational Leadership	01-Sep	05-Sep	Doha
8.	Financial Skills for HR Professionals	01-Sep	05-Sep	Doha
9.	Customer Relationship Management	01-Sep	05-Sep	Doha
10.	Financial Statement Preparation & Analysis	08-Sep	12-Sep	Doha
11.	Success under Pressure: Emotional Intelligence, Conflict Management & Negotiations	08-Sep	12-Sep	Doha
12.	Project Management - Introduction	08-Sep	12-Sep	Doha
13.	Stress Management	08-Sep	12-Sep	Doha
14.	Priorities Management	08-Sep	12-Sep	Doha
15.	Competitive Strategies and Value Innovation	08-Sep	12-Sep	Doha
16.	Risk Management in the Supply Chain	08-Sep	12-Sep	Doha
17.	Mastering Project Management	08-Sep	12-Sep	Doha
18.	Cost Engineering	08-Sep	12-Sep	Doha
19.	The Practical Leader: Developing & Leading High Performing Teams	08-Sep	12-Sep	Doha
20.	PMP Exam Certification Preparation	08-Sep	12-Sep	Doha
21.	Customer Service Skills	15-Sep	19-Sep	Doha
22.	Emotional Intelligence	15-Sep	19-Sep	Doha
23.	Arabic Business Writing Skills	15-Sep	19-Sep	Doha
24.	Developing and Implementing the Business Plan	15-Sep	19-Sep	Doha
25.	Maximizing Organizational Communication	15-Sep	19-Sep	Doha
26.	The Senior Secretary Development	15-Sep	19-Sep	Doha
27.	Islamic Banking Principles and Applications	15-Sep	19-Sep	Doha
28.	Strategic Enterprise Analysis	15-Sep	19-Sep	Doha
29.	Project Management - Introduction	15-Sep	19-Sep	Doha
30.	Stress Management	15-Sep	19-Sep	Doha
31.	Logistics Management	22-Sep	26-Sep	Doha
32.	Best Practice in Finance & Accounting	22-Sep	26-Sep	Doha
33.	Business Intelligence and Decision Making	22-Sep	26-Sep	Doha
34.	Personal Productivity Skills workshop	22-Sep	26-Sep	Doha
35.	Creative Thinking & Innovation Techniques	22-Sep	26-Sep	Doha
36.	Cost Management & Budgeting Techniques	22-Sep	26-Sep	Doha
37.	Management Reporting and Decision Making	22-Sep	26-Sep	Doha
38.	PMP Exam Certification Preparation	22-Sep	26-Sep	Doha
39.	Customer Service Skills	22-Sep	26-Sep	Doha
40.	Emotional Intelligence	22-Sep	26-Sep	Doha
41.	Materials and Supply Chain Management	29-Sep	03-Oct	Doha
42.	Logistics & Transport Management	29-Sep	03-Oct	Doha
43.	Organization and Workforce Planning	29-Sep	03-Oct	Doha
44.	Self Leadership Skills	29-Sep	03-Oct	Doha
45.	Insurance Principles	29-Sep	03-Oct	Doha
46.	Business Analysis within a Project Environment	29-Sep	03-Oct	Doha
47.	Tender Preparation & Evaluation	29-Sep	03-Oct	Doha
48.	Emotional Intelligence	29-Sep	03-Oct	Doha

October

No.	Program Name	Schedule		Location
1.	Project Management - Introduction	06-Oct	10-Oct	Doha
2.	Procurement Planning and Bid Management	06-Oct	10-Oct	Doha
3.	Warehouse Management	06-Oct	10-Oct	Doha
4.	The Customer Complaint System	06-Oct	10-Oct	Doha
5.	Managing Financial Risks	06-Oct	10-Oct	Doha
6.	Managerial Leadership	06-Oct	10-Oct	Doha
7.	Facilitation Skills and Group Dynamics	06-Oct	10-Oct	Doha
8.	Simplification of Work Processes and Procedures	06-Oct	10-Oct	Doha
9.	PMP Exam Certification Preparation	06-Oct	10-Oct	Doha
10.	Advanced Warehousing, Inventory Control & Stock Checking Techniques	06-Oct	10-Oct	Doha
11.	Project Risk Management	06-Oct	10-Oct	Doha
12.	Efficient Finance & Accounting Operations	06-Oct	10-Oct	Doha
13.	Letters of Guarantees/Credits	13-Oct	17-Oct	Doha
14.	Transformational Leadership and Change Management	13-Oct	17-Oct	Doha
15.	Advanced Contracts and Project Management	13-Oct	17-Oct	Doha
16.	Stress Management	13-Oct	17-Oct	Doha
17.	Strategic Management Workshop	13-Oct	17-Oct	Doha
18.	Coaching and Mentoring Skills for Leadership Success	13-Oct	17-Oct	Doha
19.	Certified Professional Manager	13-Oct	17-Oct	Doha
20.	International Accounting Standards (IAS)	13-Oct	17-Oct	Doha
21.	The Six Hats and Lateral Thinking	13-Oct	17-Oct	Doha
22.	Workshop on Management Stress and Pressure at Work	13-Oct	17-Oct	Doha
23.	Emotional Intelligence	13-Oct	17-Oct	Doha
24.	Project Management - Introduction	13-Oct	17-Oct	Doha
25.	Facilitation Skills and Group Dynamics	20-Oct	24-Oct	Doha
26.	Competency Based Frameworks	20-Oct	24-Oct	Doha
27.	Employee Relations: Roles and Responsibilities	20-Oct	24-Oct	Doha
28.	Project Management Skills for Non-Project Managers	20-Oct	24-Oct	Doha
29.	Advanced Etiquette Skills	20-Oct	24-Oct	Doha
30.	Finance for Non-Financial Officers Advanced	20-Oct	24-Oct	Doha
31.	Knowledge Management	20-Oct	24-Oct	Doha
32.	PMP Exam Certification Preparation	20-Oct	24-Oct	Doha
33.	Developing Excellence in People Leadership	20-Oct	24-Oct	Doha
34.	Personal Effectiveness and Influencing Skills	20-Oct	24-Oct	Doha
35.	Talent Management Strategies	20-Oct	24-Oct	Doha
36.	Leadership & Management Skills for Supervisor	20-Oct	24-Oct	Doha
37.	Professional Skills for Finance and Accounting	27-Oct	31-Oct	Doha
38.	Best Practice in Procurement	27-Oct	31-Oct	Doha
39.	Managing Priorities, Performance & Pressure	27-Oct	31-Oct	Doha
40.	Managing and Motivating Toward Excellence	27-Oct	31-Oct	Doha
41.	Contract Cost and Price Analysis	27-Oct	31-Oct	Doha
42.	The Power of Leaders	27-Oct	31-Oct	Doha
43.	Customer Relationship Management CRM	27-Oct	31-Oct	Doha
44.	Efficient Finance and Accounting Operations: Best Practices and Updates	27-Oct	31-Oct	Doha
45.	Goal Setting, Planning and Decision Making	27-Oct	31-Oct	Doha
46.	Business Fundamentals	27-Oct	31-Oct	Doha
47.	Leading and Managing Change	27-Oct	31-Oct	Doha
48.	Building Effective Organizational Culture	27-Oct	31-Oct	Doha

November

No.	Program Name	Schedule		Location
		Start	End	
1.	Budgeting, Accounting & Cost Control	03-Nov	07-Nov	Doha
2.	Excellence in Customer Care	03-Nov	07-Nov	Doha
3.	Advanced Budgeting and Cost Management Estimating, Budgeting and Cost Control	03-Nov	07-Nov	Doha
4.	Effective Strategies for Management and Communication Skills	03-Nov	07-Nov	Doha
5.	Operational Performance Management	03-Nov	07-Nov	Doha
6.	Administrative Excellence for Secretaries and Administrators	03-Nov	07-Nov	Doha
7.	Advanced Purchasing Management: Mastering Purchasing Process from Specification to Contract Completion	03-Nov	07-Nov	Doha
8.	HR Management for Non HR Professional	03-Nov	07-Nov	Doha
9.	Coaching As A Strategic Tool For Effective Leadership	03-Nov	07-Nov	Doha
10.	Cash Flow Management	03-Nov	07-Nov	Doha
11.	Time & Stress Management	03-Nov	07-Nov	Doha
12.	Leadership Development-360	10-Nov	14-Nov	Doha
13.	Project Scope and Requirements Management	10-Nov	14-Nov	Doha
14.	Communication & Planning Skills for Administrative Professionals	10-Nov	14-Nov	Doha
15.	Contract Administration	10-Nov	14-Nov	Doha
16.	Information and Documentation Compliance	10-Nov	14-Nov	Doha
17.	Advance Public Speaking and Presentation Skills	10-Nov	14-Nov	Doha
18.	Mergers and Acquisition	10-Nov	14-Nov	Doha
19.	Financial Strategy and Accounting Skills	10-Nov	14-Nov	Doha
20.	Building Mental Toughness	10-Nov	14-Nov	Doha
21.	Building Core Team Competencies	10-Nov	14-Nov	Doha
22.	Job Evaluation and Analysis	10-Nov	14-Nov	Doha
23.	Communication and Planning Skills for Administrative Professionals	17-Nov	21-Nov	Doha
24.	Leadership and Management Skills for Supervisors	17-Nov	21-Nov	Doha
25.	Documentation, Recording and Information Management	17-Nov	21-Nov	Doha
26.	Working Effectively in Project Teams	17-Nov	21-Nov	Doha
27.	Advanced Presentation Skills	17-Nov	21-Nov	Doha
28.	Finance for Non-Financial Officers	17-Nov	21-Nov	Doha
29.	Project Leadership	17-Nov	21-Nov	Doha
30.	Advanced Contracts Management	17-Nov	21-Nov	Doha
31.	Managing Multiple Tasks, Priorities and Deadlines	17-Nov	21-Nov	Doha
32.	Leadership Program for Academic Executives	17-Nov	21-Nov	Doha
33.	Business and Financial Modelling	17-Nov	21-Nov	Doha
34.	Organizational Change and Development	24-Nov	28-Nov	Doha
35.	Enterprise Risk Management	24-Nov	28-Nov	Doha
36.	Contract Management for Non-Contract Professionals	24-Nov	28-Nov	Doha
37.	Employee Testing and Evaluation Techniques	24-Nov	28-Nov	Doha
38.	Project Management for Oil & Gas	24-Nov	28-Nov	Doha
39.	Fundamentals of Finance and Accounting	24-Nov	28-Nov	Doha
40.	Leadership and Management Skills	24-Nov	28-Nov	Doha
41.	Advanced Contracts and Purchasing Management	24-Nov	28-Nov	Doha
42.	Human Resources (HR) Management	24-Nov	28-Nov	Doha
43.	Fraud Prevention and Financial Integrity	24-Nov	28-Nov	Doha

December

No.	Program Name	Schedule		Location
1.	Advanced Management: Achieving Superior Performance & Strategic Success	01-Dec	05-Dec	Doha
2.	Effective Supply Chain, Warehouse and Inventory Management	01-Dec	05-Dec	Doha
3.	Organisational Structure and Work Ethics Behaviour	01-Dec	05-Dec	Doha
4.	Healthcare Supply Chain Management	01-Dec	05-Dec	Doha
5.	Effective Time, Task and Work Planning	01-Dec	05-Dec	Doha
6.	Organizing and Managing International Conferences	01-Dec	05-Dec	Doha
7.	Advanced Budgeting & Forecasting	01-Dec	05-Dec	Doha
8.	Treasury and Cash Management	01-Dec	05-Dec	Doha
9.	Project Management - Introduction	01-Dec	05-Dec	Doha
10.	Mastering Team Leadership Skills	01-Dec	05-Dec	Doha
11.	Corporate Finance Workshop	01-Dec	05-Dec	Doha
12.	Professional Purchasing Skills: Purchasing Management Masterclass	08-Dec	12-Dec	Doha
13.	Customer Relations and Business Development Skills	08-Dec	12-Dec	Doha
14.	Warehouse, Stores & Stock Control Management	08-Dec	12-Dec	Doha
15.	The Effective Financial Controller: Managing Financial Functions & Improvement Opportunities	08-Dec	12-Dec	Doha
16.	Mastering Management Skills	08-Dec	12-Dec	Doha
17.	Systems Thinking in Analysing Problems	08-Dec	12-Dec	Doha
18.	e-Procurement: Developing, Implementing & Managing the Complete Process	08-Dec	12-Dec	Doha
19.	PMP Exam Certification Preparation	08-Dec	12-Dec	Doha
20.	Emotional Intelligence	08-Dec	12-Dec	Doha
21.	Effective Budgeting and Cost Control	08-Dec	12-Dec	Doha
22.	Innovation and Creativity in Education	08-Dec	12-Dec	Doha
23.	Certified Professional Manager	22-Dec	26-Dec	Doha
24.	The Effective Accounts Assistant	22-Dec	26-Dec	Doha
25.	Developing Emotionally Intelligent Management & Leadership Skills	22-Dec	26-Dec	Doha
26.	Stress Management	22-Dec	26-Dec	Doha
27.	Documents and Records Management Compliance	22-Dec	26-Dec	Doha
28.	Financial Management for Projects & Contracts	22-Dec	26-Dec	Doha
29.	Certified Administration and Office Management Professional	22-Dec	26-Dec	Doha
30.	Speech Coaching for High Impact Presentations	22-Dec	26-Dec	Doha
31.	Skills For Women At Work	22-Dec	26-Dec	Doha
32.	Business and Financial Modelling	22-Dec	26-Dec	Doha
33.	Organizational Change and Development	22-Dec	26-Dec	Doha
34.	Enterprise Risk Management	29-Dec	02-Jan	Doha
35.	Emotional Intelligence	29-Dec	02-Jan	Doha
36.	Contract Management for Non-Contract Professionals	29-Dec	02-Jan	Doha
37.	Contracts Administration: From Award to Completion	29-Dec	02-Jan	Doha
38.	Employee Testing and Evaluation Techniques	29-Dec	02-Jan	Doha
39.	Project Management for Oil & Gas	29-Dec	02-Jan	Doha
40.	Strategic Financial Planning & Implementation	29-Dec	02-Jan	Doha
41.	Employee Engagement and Motivation	29-Dec	02-Jan	Doha
42.	PMP Exam Certification Preparation	29-Dec	02-Jan	Doha
43.	Stress Management	29-Dec	02-Jan	Doha
44.	Fraud, Theft and Corruption in the Workplace	29-Dec	02-Jan	Doha

Technical Courses

January				
No.	Program Name	Schedule		Location
		Start	End	
1.	Mechanical Maintenance of Rotating Equipment	07-Jan	11-Jan	Doha
2.	Combined Cycle Gas Turbine Performance	07-Jan	11-Jan	Doha
3.	Industrial Process Instrumentation	07-Jan	11-Jan	Doha
4.	Start-up , Commissioning & Testing of Electrical Systems	07-Jan	11-Jan	Doha
5.	Process Plant Optimization Technology and Continual Improvement	07-Jan	11-Jan	Doha
6.	Protection Relay & Electrical Installation	07-Jan	11-Jan	Doha
7.	Heat Exchanger: Operation & Maintenance	07-Jan	11-Jan	Doha
8.	Advanced Hydraulic Fracturing	07-Jan	11-Jan	Doha
9.	LOLER Lift Planner	07-Jan	11-Jan	Doha
10.	Advanced Electrical Safety	07-Jan	11-Jan	Doha
11.	Maintenance Planning & Scheduling	14-Jan	18-Jan	Doha
12.	Troubleshooting of Motor Controls System	14-Jan	18-Jan	Doha
13.	Commissioning & Start-Up with API RP 1FSC Foundation	14-Jan	18-Jan	Doha
14.	Fundamentals of Asset Management	14-Jan	18-Jan	Doha
15.	Instrumentation for Operators	14-Jan	18-Jan	Doha
16.	Cooling Towers: Operation & Maintenance	14-Jan	18-Jan	Doha
17.	Advanced Applications in Gas Processing	14-Jan	18-Jan	Doha
18.	LOLER Supervisor/Focal Point	14-Jan	18-Jan	Doha
19.	Hazardous Area Classification & Intrinsic Safety	14-Jan	18-Jan	Doha
20.	Vibration Measurement and Analysis	14-Jan	18-Jan	Doha
21.	LNG Short Course: Technology and the LNG Chain	21-Jan	25-Jan	Doha
22.	Directional, Horizontal, and Multilateral Drilling	21-Jan	25-Jan	Doha
23.	Equipment Inspection	21-Jan	25-Jan	Doha
24.	Diesel Engine	21-Jan	25-Jan	Doha
25.	Confined Space Entry	21-Jan	25-Jan	Doha
26.	Practical Pump Technology	21-Jan	25-Jan	Doha
27.	Diesel Generator	21-Jan	25-Jan	Doha
28.	Sewage Treatment	21-Jan	25-Jan	Doha
29.	Statistical approach to laboratory analysis	21-Jan	25-Jan	Doha
30.	Types of Control	21-Jan	25-Jan	Doha
31.	Gas Production Engineering	28-Jan	01-Feb	Doha
32.	Personal Fall Protection Equipment Inspection	28-Jan	01-Feb	Doha
33.	Control Valves and Actuators	28-Jan	01-Feb	Doha
34.	Maintenance Technology	28-Jan	01-Feb	Doha
35.	The art of Oil and Gas Procurement	28-Jan	01-Feb	Doha
36.	Process Plant Startup, Commissioning, and Troubleshooting	28-Jan	01-Feb	Doha
37.	Centrifugal Compressor & Steam Turbine	28-Jan	01-Feb	Doha
38.	ASME BPV Code, Section VIII, Division 2 Design & Fabrication of Pressure Vessels	28-Jan	01-Feb	Doha
39.	Gas Treating and Sulfur Recovery	28-Jan	01-Feb	Doha
40.	Smart Transmitters and Single Loop Controllers	28-Jan	01-Feb	Doha

February

No.	Program Name	Schedule		Location
		Start	End	
1.	Personal Fall Protection Equipment Inspection	04-Feb	08-Feb	Doha
2.	Dropped Object	04-Feb	08-Feb	Doha
3.	NEBOSH General Certificate	04-Feb	08-Feb	Doha
4.	Bearings & Bearing Failure Analysis	04-Feb	08-Feb	Doha
5.	Switchgear Operation & Maintenance	04-Feb	08-Feb	Doha
6.	Valves Selection, Installation & Maintenance	04-Feb	08-Feb	Doha
7.	Industrial Instrumentation Control (PLC)	04-Feb	08-Feb	Doha
8.	Hazardous Area Classification and Intrinsic Safety	04-Feb	08-Feb	Doha
9.	Well Test Design and Analysis	04-Feb	08-Feb	Doha
10.	Commissioning and Testing of HV and LV Power Plants	04-Feb	08-Feb	Doha
11.	NFPA 101, 10, 12, 16, 70E, 72, & 2001	04-Feb	08-Feb	Doha
12.	Introduction to Gas Turbines	04-Feb	08-Feb	Doha
13.	Gas Turbine Operations with MK V Speedtronic Control System	04-Feb	08-Feb	Doha
14.	Reciprocating Air Compressors	04-Feb	08-Feb	Doha
15.	Advanced Electrical Safety	04-Feb	08-Feb	Doha
16.	Facilities Management	18-Feb	22-Feb	Doha
17.	Refinery Critical Equipment Operation for Compressors, Turbines and Pumps	18-Feb	22-Feb	Doha
18.	Advanced Data Analysis Techniques	18-Feb	22-Feb	Doha
19.	Troubleshooting Process Operation	18-Feb	22-Feb	Doha
20.	Gas Turbine Operation and Maintenance	18-Feb	22-Feb	Doha
21.	Basic Instrumentation Skills	18-Feb	22-Feb	Doha
22.	HVAC Maintenance & Troubleshooting	18-Feb	22-Feb	Doha
23.	Distributed Control Systems (DCS)	18-Feb	22-Feb	Doha
24.	Drilling Fluids Technology	18-Feb	22-Feb	Doha
25.	Combined WAH and Confined Space	18-Feb	22-Feb	Doha
26.	Gas Turbine Operation with Sentinel or LA-RR 1 Control system	18-Feb	22-Feb	Doha
27.	Electrical For Non-Electrical Engineers	18-Feb	22-Feb	Doha
28.	Compressors Operation and Maintenance	18-Feb	22-Feb	Doha
29.	Root Cause Failure Analysis	18-Feb	22-Feb	Doha
30.	Reducing Costs through Spares Optimisation and Rationalisation	18-Feb	22-Feb	Doha
31.	Gas Compression and Injection	18-Feb	22-Feb	Doha
32.	Electric Power Systems	18-Feb	22-Feb	Doha
33.	Vibration Analysis and Predictive Maintenance	18-Feb	22-Feb	Doha
34.	Troubleshooting in Oil Refineries	18-Feb	22-Feb	Doha
35.	Understanding Success Factors in the Oil and Gas Industry	25-Feb	29-Feb	Doha
36.	Drilling Practices	25-Feb	29-Feb	Doha
37.	Banksman and Slinger Training Stage 1	25-Feb	29-Feb	Doha
38.	NEBOSH General Certificate	25-Feb	29-Feb	Doha
39.	Combined Cycle Gas Turbine Performance	25-Feb	29-Feb	Doha
40.	Dry Gas Seal	25-Feb	29-Feb	Doha
41.	Oil and Gas Project Management	25-Feb	29-Feb	Doha
42.	Pumps Operation & Maintenance	25-Feb	29-Feb	Doha
43.	Commissioning & Start-Up with API RP 1FSC Foundation	25-Feb	29-Feb	Doha
44.	Flow Measurement and Custody Transfer	25-Feb	29-Feb	Doha
45.	Safety in Process Equipment Design & Operation	25-Feb	29-Feb	Doha



<h1>April</h1>				
No.	Program Name	Schedule		Location
1.	Electrical Motors Operation & Maintenance	21-Apr	25-Apr	Doha
2.	Basic Reservoir Engineering	21-Apr	25-Apr	Doha
3.	OPITO Introduction to Rigging and Lifting Operations	21-Apr	25-Apr	Doha
4.	Electrical Substations, Transformers & Motor - Design and Safety Requirements	21-Apr	25-Apr	Doha
5.	OPITO Approved Rigger Assessment	21-Apr	25-Apr	Doha
6.	Practical Valves Technology	21-Apr	25-Apr	Doha
7.	Gas Turbine Operations with MK VI Speedtronic Control System	28-Apr	02-May	Doha
8.	Maintenance Planning & Scheduling	28-Apr	02-May	Doha
9.	Root Cause Failure Analysis	28-Apr	02-May	Doha
10.	Machinery Failure, Vibration & Predictive Maintenance	28-Apr	02-May	Doha
11.	Pumps, Compressors & Turbines	28-Apr	02-May	Doha
12.	Machinery Failure, Vibration & Predictive Maintenance	28-Apr	02-May	Doha

<h1>May</h1>				
No.	Program Name	Schedule		Location
1.	Safety Instrumentation and Emergency Shut-down Systems	05-May	09-May	Doha
2.	Process Control & Instrumentation	05-May	09-May	Doha
3.	Fundamentals of Pump and Compressor Systems	05-May	09-May	Doha
4.	IOSH Managing Safely	05-May	09-May	Doha
5.	Advanced Process Risk Assessment	05-May	09-May	Doha
6.	Authorised Gas Tester	05-May	09-May	Doha
7.	Gas Turbine Technology	05-May	09-May	Doha
8.	Diesel Engine Operation, Maintenance, and Troubleshooting	12-May	16-May	Doha
9.	Switchgear Operation & Maintenance	12-May	16-May	Doha
10.	Alarm Management	12-May	16-May	Doha
11.	Mechanical Seals and Dry Gas Seals	12-May	16-May	Doha
12.	Understanding and Preventing Process Equipment Failures	12-May	16-May	Doha
13.	Couplings & Shaft Alignment	12-May	16-May	Doha
14.	Operation, Diagnostics and Maintenance of Equipment for Oil & Gas Production	12-May	16-May	Doha
15.	Fundamentals of Asset Management	19-May	23-May	Doha
16.	Process Plant Optimization Technology and Continual Improvement	19-May	23-May	Doha
17.	Heavy Duty Diesel Engine (HDD) Operation and Maintenance	19-May	23-May	Doha
18.	Process Plant Startup, Commissioning, and Troubleshooting	19-May	23-May	Doha
19.	Machinery Failure Analysis	19-May	23-May	Doha
20.	Well Design and Engineering	19-May	23-May	Doha
21.	HSE Rigging Loft	19-May	23-May	Doha
22.	Work at Height for Managers and Supervisors	26-May	30-May	Doha
23.	Gas Turbine Operations Management	26-May	30-May	Doha
24.	Advanced Accident Investigation and Reporting	26-May	30-May	Doha



June

No.	Program Name	Schedule		Location
		Start	End	
1.	Interpretation of Electrical Drawings & Diagrams	02-Jun	06-Jun	Doha
2.	Compressors Operation and Maintenance	02-Jun	06-Jun	Doha
3.	Managing Efficient Shutdowns & Turnarounds	02-Jun	06-Jun	Doha
4.	Practical Pump & Valve Technology	02-Jun	06-Jun	Doha
5.	Implementing Effective Preventive & Predictive Maintenance Programmes	02-Jun	06-Jun	Doha
6.	Hydraulic Systems	02-Jun	06-Jun	Doha
7.	LNG Facilities	09-Jun	13-Jun	Doha
8.	Mechanical Seals Maintenance	09-Jun	13-Jun	Doha
9.	Piping Systems - Mechanical Design and Specification	09-Jun	13-Jun	Doha
10.	Overhead Crane Operator	09-Jun	13-Jun	Doha
11.	Water Treatment/Boiler Water Analysis	09-Jun	13-Jun	Doha
12.	Electrical Safety (For Non-Electrical Personnel & Electrical Personnel in Development)	09-Jun	13-Jun	Doha
13.	Maintenance Management	30-Jun	04-Jul	Doha
14.	Maintenance Audit and Site Inspection	30-Jun	04-Jul	Doha
15.	Advanced Health and Safety Management	30-Jun	04-Jul	Doha
16.	Integrated Reservoir Modeling	30-Jun	04-Jul	Doha
17.	Control of Substances Hazardous to Health Awareness	30-Jun	04-Jul	Doha
18.	Mast and Tower Climber	30-Jun	04-Jul	Doha

July

No.	Program Name	Schedule		Location
		Start	End	
1.	Breathing Apparatus	07-Jul	11-Jul	Doha
2.	Instrument Calibration techniques	07-Jul	11-Jul	Doha
3.	Earthing of Electrical Equipment Plant & Systems	07-Jul	11-Jul	Doha
4.	Rotating Machinery Best Practices	07-Jul	11-Jul	Doha
5.	Contractor Safety Management	07-Jul	11-Jul	Doha
6.	Manual Handling Risk Assessment	14-Jul	18-Jul	Doha
7.	Combined Cycle Power Plant	14-Jul	18-Jul	Doha
8.	Introduction to Combined Cycle Power Plant	14-Jul	18-Jul	Doha
9.	SEC545: Cloud Security Architecture and Operations	14-Jul	18-Jul	Doha
10.	MK II Speedtronic Control System Maintenance	14-Jul	18-Jul	Doha
11.	Pump Maintenance & Troubleshooting	21-Jul	25-Jul	Doha
12.	Start-up, Commissioning & Testing of Electrical Systems	21-Jul	25-Jul	Doha
13.	Oil refinery and Petrochemical Industry Wastewater Treatment	21-Jul	25-Jul	Doha
14.	Low Voltage Electrical Circuit Protective Devices & Equipment	21-Jul	25-Jul	Doha
15.	ISO 27001:2013 Lead Auditor	21-Jul	25-Jul	Doha
16.	Onshore Gas Gathering Systems: Design & Operations	28-Jul	01-Aug	Doha
17.	Managing Efficient Shutdowns & Turnarounds	28-Jul	01-Aug	Doha
18.	Advanced Electrical Safety (for experienced electrical personnel)	28-Jul	01-Aug	Doha
19.	Rotating Machinery Best Practices	28-Jul	01-Aug	Doha
20.	Turbomachinery Monitoring And Problem Analysis	28-Jul	01-Aug	Doha

August

No.	Program Name	Schedule		Location
1.	Advanced Data Analysis Techniques	04-Aug	08-Aug	Doha
2.	Fundamentals of Reservoir Engineering	04-Aug	08-Aug	Doha
3.	Materials of Construction for Process Equipment & Piping Systems	04-Aug	08-Aug	Doha
4.	Modern Maintenance Technologies	04-Aug	08-Aug	Doha
5.	Safety Instrumentation and Emergency Shutdown Systems	04-Aug	08-Aug	Doha
6.	Maintenance & Reliability Best Practices	04-Aug	08-Aug	Doha
7.	Safety in Process Equipment Design and Operation	04-Aug	08-Aug	Doha
8.	Piping Systems - Mechanical Design and Specification	04-Aug	08-Aug	Doha
9.	First Aid for Access Incidents	04-Aug	08-Aug	Doha
10.	Basic Fire Fighting Training	04-Aug	08-Aug	Doha
11.	MK V Speedtronic Control System Maintenance	04-Aug	08-Aug	Doha
12.	Screw Compressor – Operation & Maintenance	11-Aug	15-Aug	Doha
13.	Gas Turbine Operation and Maintenance	11-Aug	15-Aug	Doha
14.	Basic Instrumentation Skills	11-Aug	15-Aug	Doha
15.	The Safe Operation of High Voltage switchgear.	11-Aug	15-Aug	Doha
16.	Workplace Equipment Assessment	11-Aug	15-Aug	Doha
17.	NGL Fractionation & Cryogenic NGL Recovery	11-Aug	15-Aug	Doha
18.	Instrumentation, Controls and Electrical Systems for Facilities Engineers	11-Aug	15-Aug	Doha
19.	OHSAS 18001 Occupational Health and Safety Management	11-Aug	15-Aug	Doha
20.	Wind Turbine Technicians	11-Aug	15-Aug	Doha
21.	Condition Monitoring and Vibration Control of Machines and Plant	11-Aug	15-Aug	Doha
22.	Maintenance Planning & Scheduling	11-Aug	15-Aug	Doha
23.	Valves Selection, Installation & Maintenance	18-Aug	22-Aug	Doha
24.	Process Control & Instrumentation	18-Aug	22-Aug	Doha
25.	Managing Security Risks in the Oil and Gas Industry	18-Aug	22-Aug	Doha
26.	Electrical Motors Operation & Maintenance	18-Aug	22-Aug	Doha
27.	Mechanical Seals and Dry Gas Seals	18-Aug	22-Aug	Doha
28.	Sustainability, Energy and Change Fundamentals of Transition Engineering	18-Aug	22-Aug	Doha
29.	Troubleshooting Oil and Gas Processing Facilities	18-Aug	22-Aug	Doha
30.	Process Safety Engineering	18-Aug	22-Aug	Doha
31.	Rotating Equipment: Pump Operation & Maintenance	18-Aug	22-Aug	Doha
32.	LM 6000 DLE PD Sprint	18-Aug	22-Aug	Doha
33.	Advanced Design, Operation and Mechanical Aspect of Centrifugal Gas Compressors	18-Aug	22-Aug	Doha
34.	Process Control and Safeguarding	18-Aug	22-Aug	Doha
35.	Electric Power Systems	25-Aug	29-Aug	Doha
36.	Pumps Operation & Maintenance	25-Aug	29-Aug	Doha
37.	High and Low voltage safety awareness course	25-Aug	29-Aug	Doha
38.	Practical Pump Technology	25-Aug	29-Aug	Doha
39.	Electrical Motors, Controls & Fault-finding	25-Aug	29-Aug	Doha
40.	Fundamentals of Offshore Systems Design and Construction	25-Aug	29-Aug	Doha
41.	ISO 9001 Quality Management Systems	25-Aug	29-Aug	Doha
42.	MK IV Speedtronic Control System Maintenance	25-Aug	29-Aug	Doha
43.	Turbo Expander Operation and Maintenance	25-Aug	29-Aug	Doha
44.	Electricity at Work Regulations	25-Aug	29-Aug	Doha

September

No.	Program Name	Schedule		Location
		Start	End	
1.	Diesel Engine Operation, Maintenance, and Troubleshooting	01-Sept	05-Sep	Doha
2.	Hazardous Area Classification and Intrinsic Safety	01-Sep	05-Sep	Doha
3.	Arc Flash Prevention & Protection	01-Sep	05-Sep	Doha
4.	Understanding and Preventing Process Equipment Failures	01-Sep	05-Sep	Doha
5.	Control of Substances and Hazardous to Health Assessor	01-Sep	05-Sep	Doha
6.	Transformer: Testing & Troubleshooting	01-Sep	05-Sep	Doha
7.	Scaffolding Inspection	01-Sep	05-Sep	Doha
8.	Power Generation Operations and Engineering	01-Sep	05-Sep	Doha
9.	Reverse and Laser Alignment	01-Sep	05-Sep	Doha
10.	Basic Drilling, Completion and Workover Operations	08-Sep	12-Sep	Doha
11.	General Mechanical Codes, Standards & Specification	08-Sep	12-Sep	Doha
12.	Electric Submersible Pumps	08-Sep	12-Sep	Doha
13.	Electrical Installations Technology	08-Sep	12-Sep	Doha
14.	Safe Isolation / Restoration of Electrical Equipment	08-Sep	12-Sep	Doha
15.	ISO 14001 Environmental Management System	08-Sep	12-Sep	Doha
16.	Gas Dehydration and Amine Sweetening	08-Sep	12-Sep	Doha
17.	Process Control & Instrumentation	08-Sep	12-Sep	Doha
18.	MK VI Speedtronic Control System Maintenance	08-Sep	12-Sep	Doha
19.	Inside Procurement in Oil and Gas	08-Sep	12-Sep	Doha
20.	Practical Pump Technology	08-Sep	12-Sep	Doha
21.	Electrical Risk Assessments & Safety Documentation	15-Sep	19-Sep	Doha
22.	Fundamentals of Subsea Systems	15-Sep	19-Sep	Doha
23.	ATEX Directives (regulations)	15-Sep	19-Sep	Doha
24.	Design, Construction, Control & Operation of Reciprocating Compressors	15-Sep	19-Sep	Doha
25.	Safe Handling & Operation of Electrical Equipment	15-Sep	19-Sep	Doha
26.	Relief and Flare Systems	15-Sep	19-Sep	Doha
27.	Petroleum Risk and Decision Analysis	15-Sep	19-Sep	Doha
28.	Advanced Corrosion Technology	15-Sep	19-Sep	Doha
29.	Basic Petroleum Economics	15-Sep	19-Sep	Doha
30.	Risk Assessment	15-Sep	19-Sep	Doha
31.	Advanced Reliability Centered Maintenance	22-Sep	26-Sep	Doha
32.	Dangerous Goods Safety Advisor	22-Sep	26-Sep	Doha
33.	Installation of Equipment and Systems and Maintaining Electrical Systems	22-Sep	26-Sep	Doha
34.	Electrical Motors, Controls & Fault-finding	22-Sep	26-Sep	Doha
35.	Oil & Gas Processing Facilities	22-Sep	26-Sep	Doha
36.	ISO 50001 Energy Management Systems	22-Sep	26-Sep	Doha
37.	Strategic Procurement and Supply Management in the Oil and Gas Industry	22-Sep	26-Sep	Doha
38.	Risk Based Inspection Techniques	22-Sep	26-Sep	Doha
39.	Investigation & Prevention of Electrical incidents	22-Sep	26-Sep	Doha
40.	Fundamentals of Process Safety	22-Sep	26-Sep	Doha
41.	Switchgear Operation & Maintenance	29-Sep	03-Oct	Doha
42.	Oil and Petrochemical Equipments (Operation, Maintenance and Health & Safety)	29-Sep	03-Oct	Doha
43.	Refinery Gas Treating, Sour Water, Sulfur and Tail Gas	29-Sep	03-Oct	Doha
44.	Technical Project Management	29-Sep	03-Oct	Doha
45.	ISO/ANSI 18436-2 Level 1 and 2 Training and certification	29-Sep	03-Oct	Doha

October

No.	Program Name	Schedule		Location
1.	IOSH Managing Safely	06-Oct	10-Oct	Doha
2.	Battery & Battery Charger Maintenance	06-Oct	10-Oct	Doha
3.	Applied Maintenance Management	06-Oct	10-Oct	Doha
4.	Fundamentals of Refining Technology	06-Oct	10-Oct	Doha
5.	Quality Control in Petrochemicals	06-Oct	10-Oct	Doha
6.	Quality Assurance and Control	06-Oct	10-Oct	Doha
7.	Maintenance Planning & Scheduling	06-Oct	10-Oct	Doha
8.	Gas Turbine Operation with Sentinel or LA-RR 1 Control system	06-Oct	10-Oct	Doha
9.	Gas Compression and Injection	06-Oct	10-Oct	Doha
10.	Vibration Analysis and Predictive Maintenance	06-Oct	10-Oct	Doha
11.	Troubleshooting in Oil Refineries	06-Oct	10-Oct	Doha
12.	Electrical For Non-Electrical Engineers	06-Oct	10-Oct	Doha
13.	IOSH Working Safely	13-Oct	17-Oct	Doha
14.	Safe Operation, Selection, Installation, & Maintenance of Electrical & Instrumentation Equipment	13-Oct	17-Oct	Doha
15.	Generator Control and Protection	13-Oct	17-Oct	Doha
16.	Electrical Power Systems	13-Oct	17-Oct	Doha
17.	Understanding Success Factors in the Oil and Gas Industry	13-Oct	17-Oct	Doha
18.	Drilling Practices	13-Oct	17-Oct	Doha
19.	Banksman and Slinger Training Stage 1	13-Oct	17-Oct	Doha
20.	Cloud Security Fundamentals	13-Oct	17-Oct	Doha
21.	Condition Monitoring Techniques	13-Oct	17-Oct	Doha
22.	Enhanced Oil Recovery fundamentals	13-Oct	17-Oct	Doha
23.	Industrial Safety in Petrochemical establishment	13-Oct	17-Oct	Doha
24.	Process Plant Reliability and Maintenance Strategies	13-Oct	17-Oct	Doha
25.	Industrial Wastewater Treatment	20-Oct	24-Oct	Doha
26.	Testing Electrical Installations & Equipment	20-Oct	24-Oct	Doha
27.	City & Guilds Lubrication Technology	20-Oct	24-Oct	Doha
28.	Valves Selection, Installation & Maintenance	20-Oct	24-Oct	Doha
29.	Expanded Basic Petroleum Economics	20-Oct	24-Oct	Doha
30.	Mechanical Seals and Dry Gas Seals	20-Oct	24-Oct	Doha
31.	Practical Valves Technology	20-Oct	24-Oct	Doha
32.	Electrical Motors Operation & Maintenance	20-Oct	24-Oct	Doha
33.	Welding Technology	20-Oct	24-Oct	Doha
34.	Maintenance Planning & Scheduling	20-Oct	24-Oct	Doha
35.	Forklift Operating Safety	20-Oct	24-Oct	Doha
36.	Root Cause Analysis (RCA)	20-Oct	24-Oct	Doha
37.	Electrical Drawing	27-Oct	31-Oct	Doha
38.	Process Control & Instrumentation	27-Oct	31-Oct	Doha
39.	Equipment Inspection	27-Oct	31-Oct	Doha
40.	Hazardous Area Classification and Intrinsic Safety	27-Oct	31-Oct	Doha
41.	Gas Turbine Operation and Maintenance	27-Oct	31-Oct	Doha
42.	Basic Instrumentation Skills	27-Oct	31-Oct	Doha
43.	ISO 22000:2005	27-Oct	31-Oct	Doha
44.	Diesel Engine	27-Oct	31-Oct	Doha
45.	Cable Installation, Maintenance & Testing	27-Oct	31-Oct	Doha
46.	Steam and Gas Turbines	27-Oct	31-Oct	Doha
47.	Diesel Engine Operation, Maintenance, and Troubleshooting	27-Oct	31-Oct	Doha

November

No.	Program Name	Schedule		Location
		Start	End	
1.	Diesel Engine Operation, Maintenance, and Troubleshooting	03-Nov	07-Nov	Doha
2.	Maintenance Planning & Scheduling	03-Nov	07-Nov	Doha
3.	Pumps Operation & Maintenance	03-Nov	07-Nov	Doha
4.	ISO 17025:2005	03-Nov	07-Nov	Doha
5.	Electrical Faults, Causes, Analysis, Detection & Remedies	03-Nov	07-Nov	Doha
6.	Personal Fall Protection Equipment Inspection	03-Nov	07-Nov	Doha
7.	Crane Operating Safety	03-Nov	07-Nov	Doha
8.	Safe Entry Into High Voltage Switch Rooms & Substations	03-Nov	07-Nov	Doha
9.	Mechanical Seals and Dry Gas Seals	03-Nov	07-Nov	Doha
10.	Reciprocating Air Compressors	03-Nov	07-Nov	Doha
11.	Electric Power Systems	03-Nov	07-Nov	Doha
12.	HVAC Maintenance & Troubleshooting	03-Nov	07-Nov	Doha
13.	Boilers Operation, Maintenance and Repairing	10-Nov	14-Nov	Doha
14.	Authorised Gas Tester	10-Nov	14-Nov	Doha
15.	OPITO Introduction to Rigging and Lifting Operations	10-Nov	14-Nov	Doha
16.	Industrial Substation Maintenance	10-Nov	14-Nov	Doha
17.	Gas Turbine Operation and Maintenance	10-Nov	14-Nov	Doha
18.	Basic Instrumentation Skills	10-Nov	14-Nov	Doha
19.	Diesel Engine Operation and Maintenance	10-Nov	14-Nov	Doha
20.	Dry Gas Seal	10-Nov	14-Nov	Doha
21.	Cased Hole Logging Interpretation	10-Nov	14-Nov	Doha
22.	OPITO Approved Rigger Assessment	10-Nov	14-Nov	Doha
23.	Transformers Types, Principles, Construction & Maintenance	17-Nov	21-Nov	Doha
24.	Screw Compressor - Operation & Maintenance	17-Nov	21-Nov	Doha
25.	Mechanical Seals and Dry Gas Seals	17-Nov	21-Nov	Doha
26.	Valves Selection, Installation & Maintenance	17-Nov	21-Nov	Doha
27.	Maintenance Planning & Scheduling	17-Nov	21-Nov	Doha
28.	Pest Control in Factories	17-Nov	21-Nov	Doha
29.	Hazardous Area Classification and Intrinsic Safety	17-Nov	21-Nov	Doha
30.	Electrical Power Systems	17-Nov	21-Nov	Doha
31.	Gas Turbine Technology	17-Nov	21-Nov	Doha
32.	Scaffolding Inspection	17-Nov	21-Nov	Doha
33.	Power Generation Fundamentals	17-Nov	21-Nov	Doha
34.	Maintenance & Reliability Best Practices	17-Nov	21-Nov	Doha
35.	Pumps Operation & Maintenance	24-Nov	28-Nov	Doha
36.	Process Control & Instrumentation	24-Nov	28-Nov	Doha
37.	Diesel Engine Operation, Maintenance, and Troubleshooting	24-Nov	28-Nov	Doha
38.	Electric Power Systems	24-Nov	28-Nov	Doha
39.	Reservoir Management	24-Nov	28-Nov	Doha
40.	Lean Manufacturing	24-Nov	28-Nov	Doha
41.	Bearings & Bearing Failure Analysis	24-Nov	28-Nov	Doha
42.	IOSH Working Safely	24-Nov	28-Nov	Doha
43.	Practical Pump & Valve Technology	24-Nov	28-Nov	Doha
44.	Root Cause Analysis & Reliability Improvement	24-Nov	28-Nov	Doha
45.	Pollution Control in Oil Fields	24-Nov	28-Nov	Doha
46.	Mechanical Seals and Dry Gas Seals	24-Nov	28-Nov	Doha

December

No.	Program Name	Schedule		Location
1.	Electrical Motors Operation & Maintenance	01-Dec	05-Dec	Doha
2.	Cementing and Logging	01-Dec	05-Dec	Doha
3.	Formation Damage: Causes, Prevention, and Remediation	01-Dec	05-Dec	Doha
4.	Shutdown Turnaround Operation	01-Dec	05-Dec	Doha
5.	Safety Intervention	01-Dec	05-Dec	Doha
6.	Electrical Faults, Causes, Analysis, Detection & Remedies	01-Dec	05-Dec	Doha
7.	Diesel Engine Operation and Maintenance	01-Dec	05-Dec	Doha
8.	Project Management for the Oil and Gas Industry	01-Dec	05-Dec	Doha
9.	Liquid & Gas Sealing Prevention	01-Dec	05-Dec	Doha
10.	Pump Maintenance & Troubleshooting	01-Dec	05-Dec	Doha
11.	Practical Process Measurement, Instrumentation & Control	01-Dec	05-Dec	Doha
12.	Incident Investigation	08-Dec	12-Dec	Doha
13.	Drill String Design and Optimization - DSD	08-Dec	12-Dec	Doha
14.	Corrosion ... Causes, Types and Protection	08-Dec	12-Dec	Doha
15.	Dry Gas Seal	08-Dec	12-Dec	Doha
16.	SCADA System, Architecture, Communication and Applications	08-Dec	12-Dec	Doha
17.	Integrated Environmental Assessment	08-Dec	12-Dec	Doha
18.	Maintenance of Electrical Plant & Equipment	08-Dec	12-Dec	Doha
19.	Practical Drilling Skills	08-Dec	12-Dec	Doha
20.	Applied Water Technology in Oil and Gas Production	08-Dec	12-Dec	Doha
21.	Construction Maintenance	08-Dec	12-Dec	Doha
22.	Natural Gas Processing	08-Dec	12-Dec	Doha
23.	Bearings & Bearing Failure Analysis	22-Dec	26-Dec	Doha
24.	Valves ... Selection, Installation and Maintenance	22-Dec	26-Dec	Doha
25.	Compressor Systems - Mechanical Design and Specification	22-Dec	26-Dec	Doha
26.	Electrical Accident Investigation and System Safety	22-Dec	26-Dec	Doha
27.	Heat Exchangers Design and Performance	22-Dec	26-Dec	Doha
28.	Oil Treatment	22-Dec	26-Dec	Doha
29.	Principles, Applications and Performance of Pumps, Compressors and Turbines	22-Dec	26-Dec	Doha
30.	Strategic Thinking and Leadership Engineers	22-Dec	26-Dec	Doha
31.	Engineering Electronic Document Management Systems (EDMS)	22-Dec	26-Dec	Doha
32.	Modern Valve Technology	22-Dec	26-Dec	Doha
33.	Construction and Civil Engineering Fundamentals for Non-Civil Engineers	22-Dec	26-Dec	Doha
34.	Oil and Gas Commercial Contracts and Negotiation Skills	29-Dec	02-Jan	Doha
35.	Oil and Gas Technical Competence for Non-Technical Professionals	29-Dec	02-Jan	Doha
36.	Introduction to the Oil and Gas Industry	29-Dec	02-Jan	Doha
37.	Design, Construction, Control & Operation of Reciprocating Compressors	29-Dec	02-Jan	Doha
38.	Safe Handling & Operation of Electrical Equipment	29-Dec	02-Jan	Doha
39.	Relief and Flare Systems	29-Dec	02-Jan	Doha
40.	Petroleum Risk and Decision Analysis	29-Dec	02-Jan	Doha






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