



Code	Category	Course	City
809		Professional Data Protection officer	
102		Quality Customer Service for Supervisors and Managers	
104		Effective Administration Skills for Secretaries	
106		Finance & Accounting for the Oil & Gas Industry	
108		Strategic Purchasing and Supply Management	
110		Driving Business Performance with Social Media for Motivation of Employees	
112		Communicating to Your Senior Management and Key Stakeholders	
114		Successful Management for Business Achievement	
116		Creative Strategic Planning and Leadership	
118		Maintenance Planning, Scheduling and Control	
120		PLC Telemetry and SCADA Technologies	
122		Administrative & Executive Secretarial Skills	
124		Accounts Payable From Accounting to Management (Planning, Organizing and Achieving Best Practices)	
126		Operational Excellence in the Process Industry	
128		Process Plant Optimisation & Energy Conservation	
130		Vibration Monitoring, Analysis, Alignment & Balancing	



132		Flooding: A to Z of Best Practices	
134		Operation, Diagnostics and Maintenance of Equipment for Oil & Gas Production	
136		Heat Transfer: Augmentation Techniques in the Process Industry	
138		Transport of Solids: Hydraulic & Pneumatic Conveying	
140		The A to Z of Petroleum Industry	
142		Welding Technology	
144		Strategy, Leadership & Innovation: achieving strategy through leadership	
146		Power Generation: Gas Turbines Co Generation Combined Cycle Plants Wind Power Generation and Solar Power	
148		Oil & Gas Economics & Risk Evaluation	
150		International Financial Reporting Standards	
152		The Financial Excellence Programme	
154		Maintenance Leadership	
156		Effective Reliability & Maintenance Best Practices	
158		Oil & Gas Accounting & Performance Measurement	
160		Maintenance Shutdown Planning	
162		Fast Closing Month end & Year end Accounts	
164		Setting & Controlling Budgets	
166		Preparing Budgets	



168		Finance, Risk Management & Corporate Governance	
169		Prevention and firefighting systems ,Evaluation of advanced risk management	
171		Fire risk management strategies, Prevention, Control, Monitor and analyze risk Accidents	
173		Financial Management for Non Financial Professionals	
175		Accounting, Decision Making & Financial Communication	
177		The Advanced Finance Leaders Programme	
179		IOSH Managing Safely	
181		Contamination and Hazardous Wastes Management and Prevention	
183		Media Management in Crisis Communications	
185		Developing an Effective Safety Culture	
187		Excellence in Health Care Management	
189		Environmental Monitoring and Modelling: Environmental Management Systems	
191		Level 4 Award in Health & Safety in the Workplace	
193		Alarm Management	
195		HSE Leadership	
197		Confined Space Awareness and Compliance: Safe Work Practices for Confined Space Entry	
199		Advanced Safety Audit (ASA)	
201		Energy, Carbon and the Environment	



203		Environmental Management Certificate	
205		Safety Management Best Practices	
207		Strategic Crisis Management: Planning for Unexpected Challenges	
209		Workplace Mediation and Conflict Resolution Skills	
211		Employee Relations: Motivation, Grievances and Discipline (Certified Employee Relationship Specialist)ent (Certified HR Professional)	
213		Strategic Change Management for HR Professionals	
215		Driving Performance through Talent Management	
217		Managing and Coordinating Training Proactively	
219		Human Resources Development & Personnel Management	
221		Leading Creatively	
223		The 5 Day MBA in HR	
225		Mastering Training Needs Analysis and Training Evaluation & Maximising Training ROI	
227		Competency Based Management	
229		The Effective Human Resources Administrator	
231		Measuring & Maximising Training ROI	
233		Human Resources Management	
234		(HRICP) Human Resources International Certificate Professional	



236		Business System Analysis: Discovering, Analysis, Modelling & Specifying User Requirements (Certified Business System Analyst)	
238		The Senior Administrator Program	
240		Leading with Emotional Intelligence: Psychology of Leadership (Certified Leader)	
242		Building Personal Leadership Skills : Creating Stronger Relationships for a Stronger Organisation	
244		Priority Management: Optimising Time, Workflow & Productivity	
246		The Middle Manager Development Programme: Creating Future Leaders	
248		High Impact Supervisory Skills	
250		Strategic Planning & Goal Setting: Setting Business Goals, Targets & Deliverables (Certified Planner)	
252		Business Brain Train: The Whole Brain Approach To Business Effectiveness	
254		Setting Priorities, Time Management & Stress Reduction: Managing Stress & Pressure at Work	
256		The Senior Secretary Development Programme (Professional Certificate)	
258		The Professional Office Manager Programme	
261		Succeeding as a New Manager	
263		Leadership Development: Self Awareness, Skills and Strategies	
265		Effective Presentation Skills	



267		Leadership - Master Class	
269		Advanced Communication & Problem Solving	
271		Effective Budgeting, Planning & Control	
273		Commanding Presence: Advanced Communication and Presentation Skills	
275		The Virtual Leader: Developing & Leading Teams	
277		Petroleum Financial Management	
279		Task Management Skills	
281		Best Practices in Multishift Operations	
283		Safety Engineering & Risk Assessment	
284		Task Leadership Skills	
286		Negotiating & Dispute Resolutions	
288		Healthcare Performance Improvement	
290		Writing Effective Policies & Procedures	
292		Business Analysis within a Project Environment	
294		Advanced Accounting & Finance Management	
295		Skills For Women at Work	
297		Public Relations and Media Skills	
299		Protocol & Event Management (Certified Event Specialist)	
301		Design, Execute & Evaluate Training Programs	
303		Key Managerial Skills for New Managers and Supervisors	



305		Power Selling	
307		Beyond Customer Service: Building a Customer Centric Organisation	
309		Key Account Management: Establishing Profitable Customer Relationships	
311		Implementing and Managing a Customer Complaints System	
313		Communication for PR Professional	
315		Certified Marketing Professional	
317		Advanced Public Relations	
319		Negotiating Contracts Effectively	
321		Project Cost Estimating Skills: Planning for Performance Excellence II	
323		The Complete Course on Project Management	
325		Category Management in Procurement	
327		Managing & Negotiating with Consultants & Contractors	
329		Solar PV System Design	
331		Modern Power System Protective Relaying	
333		Structural Rehabilitation of Bridges	
335		Building Condition Assessment	
337		Project Management Professionals (PMP, PMI)	
339		The Successful Healthcare Supervisor	
341		Supply Chain: Concept, Solution & Application	
343		Construction Contracts Master Class	



345		Production Chemistry - OGPC	
347		Implementing the PreAward Phase of a Project or Major Procurement	
349		Resolving Contractual Claims and Disputes	
351		Sales & Marketing Strategies	
353		Mastering Contract Management and Claims Mitigation (Certified Contracts Professional)	
355		Supply Chain Risk Management	
357		Earned Value Management for Project Performance Measurement	
359		Sales and Operations Planning & Integrating the Business	
724		Strategic planning and Strategic Management, Crisis management and problem Solving	
362		Economic & Technical Evaluations in Engineering & Maintenance	
364		Flow Measurement and Custody Transfer	
366		ISO 50001 Developing and Implementing an Energy Management	
368		Safety in Process Design	
370		Construction Site Management & Supervision	
372		Healthcare Information Systems Management	
374		Feasibility Studies: Preparation, Analysis & Evaluation	
376		FINANCING ENERGY PROJECTS	
378		Managing Multiple Tasks, Priorities & Deadlines	



380		Project Management Specialist	
382		Project Start up Seminar	
384		The Project Management Professional Examination Preparatory Course	
386		Effective Business Decisions Using Data Analysis	
388		Advanced Problem Solving & Decision Making Creative Problem Solving for Innovative Leadership	
390		Communication, Coordination & Leadership	
392		Leadership Excellence in Handling Pressure & Stress	
394		Advanced High Performance Leadership	
396		Strategic Planning, Development & Implementation	
398		Financial Analysis, Planning & Controlling Budgets	
400		Developing, Improving & Monitoring the Internal Audit Function	
402		Effective Office Management	
404		Decisions, Dynamics & Leadership Styles	
406		Inspirational Leadership Strategy Culture and Change	
408		Office Management & Effective Administration Skills	
410		Strategic IT Leadership	
412		The Leadership Journey Communication Innovation & Vision	



414		The Virtual Leader Developing & Leading Teams	
416		Strategic Thinking & Business Planning	
418		Archiving & Filing	
420		Leadership Communication & Interpersonal Skills Leadership through Self Mastery	
422		Smart Leadership Achieving Strategy through Leadership and Innovation	
424		Medium Voltage & High Voltage Switchgear Operations & Maintenance	
426		System Earthing and Protective Earthing in Utilities and Industrial Electrical Networks	
428		GPRS Technical Overview	
431		ATM Frame Relay and IP Integregation	
434		ATM: Advanced Concepts and Developments	
440		Supervisory Skills And Development of leadership	
442		Integrating Budgeting, Forecasting and Business Planning	
444		Understanding Finance to Influence Strategic Decisions	
446		Finance and Accounting for Office Administrators & Secretaries	
448		The 5_Day MBA in Finance	
450		Corporate & Financial Restructuring	
452		Financial Strategy: Essential Finance Management Skills	



454		Certificate in Leadership & Management Excellence	
456		Critical Competencies for Administrators & Secretaries	
458		Customer Service Mindset	
460		Marketing Channels Distribution Channel Management	
462		Market Analysis Competitive Intelligence & Benchmarking	
464		Building Finishes and Rehabilitation Works	
466		Public Relations Campaigns _ From Planning to Execution	
468		Developing & Implementing Strategic Marketing Plans	
470		Achieving Excellence in Customer Service _ Providing a Quality Service	
472		Compensation & Benefits Administrator	
474		Linking Training to Organisational Goals	
476		HR Skills for HR Administrators	
478		Managing Service Quality and Customer Satisfaction (Certified Customer Management Specialist)	
480		Advanced Customer Service Management	
482		Certified Sales Professional	
484		AC Electrical Motors & Drives Troubleshooting, Maintenance & Protection	
486		Process Plant Start_up and Commissioning	



488		Shutdowns, Turnarounds and Outages	
490		Crisis Management & Emergency Response for the Oil and Gas Industry	
492		Leading Under Pressure	
494		Marine Pollution and Management	
496		Corporate Social Responsibility	
498		Advanced occupational Safety and Health Administration	
500		Security Management, Planning & Asset Protection	
502		The Security Officer Development Programme Developing Practical Skills & Techniques	
504		Organising and Behavioural Skills for Administrative Professionals_Executive Secretaries_PAs	
506		Strategies for the security of documents and electronic information	
508		Materials of Construction for Process Equipment & Piping Systems “ Selection and In_Service Performance	
510		Construction Quality Control and Site Inspection	
512		Professional Secretarial & Administration Skills	
514		E Library Management Techniques	
516		Pumps, compressor and turbine: Selection, Operation & Maintenance	
518		Surface Production Operations	
520		Flow Measurement and Custody Transfer	



522		Contracts Management Specialist	
524		Service Level Agreements	
526		Asset Management & ISO 55000 Series	
528		Facilities Management Specialist	
530		Business Strategy Essentials : Introduction to Strategic Management	
532		Masterclass Advanced Strategies in Oil & Gas Finance & Accounting	
534		Strategic Planning, Management Control & Effective Budgeting	
536		Strategy, Risks, Negotiation & Leadership	
538		Metallurgy for Non Metallurgists	
540		Risk Based Strategies for Inspection & Maintenance (RBI & RBM)	
542		PLC & SCADA Systems and Leadership Skills	
544		Building Operational Excellence in the Process Industry	
546		Maintenance Management: Developing & Enhancing Maintenance Strategies	
548		Working & Safety in Chemical Laboratory, Preparation & Take Sample Workshop	
550		UPS Systems & Battery Chargers: Maintenance & Troubleshooting	
552		Electrical Installations & Maintenance: Design, Inspection_Testing, Maintenance and Resilience	
554		Modern Maintenance Technologies: Challenging Traditional Approaches in Maintenance	



556		Efficient Administration Skills	
558		The Office Professional and Records Management Masterclass	
560		Instrumentation Engineering Practices for Facilities Personnel	
562		Predictive Maintenance	
564		Time Management and Personal Effectiveness	
566		The Three _ Dimensions of Leadership	
568		Legal Aspects of Health Care	
570		Gas Production Engineering GPO	
572		Strategic Maintenance Planning	
725		Coordinating and supervising the executive departments	
575		Production Planning & Scheduling Petroleum Refineries	
577		Electric Power Distribution System For Industrial Plants	
579		Maintenance Planning Schedule & Work Control	
581		Safe Operation & Maintenance of Circuit Breakers and Switchgears	
583		Advanced Maintenance Management	
585		Developing and Effective Safety Culture	
587		Advanced Health & Safety Management	
589		Basics of Human Resource Management	



590		Essential Skills for Effective Training Administration	
592		Agile Test Driven Development Training	
594		Compensation Packages and Salary Structure	
596		Manpower Organisation, Succession Planning & Trend Analysis	
598		Train the Trainer: From Design to Delivery	
600		Compensation & Benefits Management	
602		Leadership and Management Skills for the 21st Century	
604		Document Control	
606		The Oxford HRM & Training Programme	
608		Customer Focused Management	
610		Modern international standards of Internal Audit Function	
612		Purchasing Techniques, Negotiating & Cost Reduction	
614		The Complete Course on Contracts & Purchasing Management	
616		The Complete Course on Purchasing Management	
618		Negotiating, Drafting & Understanding Contracts	
620		Contract Drafting for Procurement, Tendering & Commissioning	
622		Effective Global Procurement	
633		Advanced AutoCAD Training	



635		Pavement Construction and Maintenance Management Based on GIS	
637		Introduction to High Voltage Equipment and Power Systems	
639		Protection of Electrical Power Systems	
641		Process Equipment & Piping Systems	
643		Safe Handling, Operation and Maintenance of Electrical Equipment in Hazardous Areas	
645		Safety Instrumentation & Emergency Shutdown Systems	
647		Effective Purchasing, Tendering & Supplier Selection	
649		Logistics & Supply Chain Management	
651		Managing Vendor Qualification, Performance & Contract Compliance	
653		Project Risk Management & Compliance	
655		Effective Purchasing and Contract Negotiation Strategies	
657		The Contracts & Project Management MBA	
659		Project Management, Scheduling & Compliance: Planning, Scheduling & Control	
661		Project Leadership in Action: Power, Influence, Politics and Negotiations	
663		Data Management, Manipulation and Analysis using Excel	
665		Information Security Management	
667		Amine Gas Sweetening& Sulphur Recovery	



669		CAD Quality Assurance, Productivity Improvement & New CAD Methodologies	
671		Information Management Compliance	
673		International Joint Ventures and Strategic Alliances	
675		Agile Business Analyst Training	
677		Road Project Management	
679		Information Technology Project Management	
681		Managing Project Risks in the Oil & Gas Industry	
683		Introduction to TCP_IP and Internet Security	
685		Legal Aspects of HR and Personnel Management	
686		Advanced Office Management & Secretarial Effective Administration Skills	
687		Documents and Records Management Compliance: (ISO: 15489 Standard)	
688		Effective Report Writing Skills	
689		Executive Secretariat and Office Management for Top Management	
691		Masterclass for Administrative Professionals, Secretaries & PAs	
693		Secretariat _ Future Office Management	
695		Managing IT Projects Effectively	
697		Inventory and Stock Control Management	
699		Mastering Public Relations & Communications Practice	



701		The Oxford Advanced Management & Leadership Programme	
703		Planning and Scheduling Maintenance Work Comprehensive	
705		OSHA in Professional Safety and Health	
706		Kaspersky Endpoint Security and Management	
727		Alternative energy	
726		Workshop sustainable cities	
710		Public Relations Responsibility	
712		Project Monitoring & Control	
714		Project Management From Idea to Implementation & Beyond	
716		Project Managers Guide	
718		ADVANCED CAPITAL PROJECT EVALUATION & DECISION MAKING	
720		Advanced Project Management	
722		Chemical Laboratory Instrumentation: Operation, Quality and Safety of Equipment	
735		Quality Management (QMS) for Airlines	
737		ISO 17025 Laboratory Quality Management	
739		Cyber security Foundations	
741		Cyber Security Specialist	
743		Facility Planning and Management	
745		Advanced Maintenance Management and Control	



747		Electrical & Instrumentation Design, Installation & Operation	
751		Strategic Planning for Records and Archives Services	
750		Supply Chain Management: Inventory Management and Control	
753		Asset integrity management	
755		Spring Framework Master Class	
757		Spring: Core Training	
758		Vue.js 2 Essential Training	
807		HAZOP Leader Advanced Process Hazard Analysis (PHA) Methods & Leadership	

