



| <b>Code</b> | <b>Category</b>   | <b>Course</b>  | <b>City</b> |
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| IT 809      | IT, Telecommunication ,<br>Networking Training Courses                                | Professional Data Protection officer   | Beijing     |
| SM 102      | Customer Service, Sales ,<br>Marketing Training Courses                               | Quality Customer Service for<br>Supervisors and Managers                         | Beijing     |
| AC 104      | Administration and Secretarial<br>Training Courses                                    | Effective Administration Skills for<br>Secretaries                               | Beijing     |
| OG 106      | Petroleum, Oil , Gas Training<br>Courses  | Finance & Accounting for the Oil &<br>Gas Industry                               | Beijing     |
| PC 108      | Purchasing, Inventory ,<br>Contracts Training Courses                                 | Strategic Purchasing and Supply<br>Management                                    | Beijing     |
| PR 110      | Public Relations ,<br>communication skills Training<br>Courses                        | Driving Business Performance with<br>Social Media for Motivation of<br>Employees | Beijing     |
| PR 112      | Public Relations ,<br>communication skills Training<br>Courses                        | Communicating to Your Senior<br>Management and Key Stakeholders                  | Beijing     |
| MT 114      | Management Training Courses   | Successful Management for<br>Business Achievement                                | Beijing     |
| LC 116      | Leadership Training Courses   | Creative Strategic Planning and<br>Leadership                                    | Beijing     |
| MA 118      | Maintenance Planning,<br>Process Engineering ,<br>Instrumentation Training<br>Courses | Maintenance Planning, Scheduling<br>and Control                                  | Beijing     |
| IT 120      | IT, Telecommunication ,<br>Networking Training Courses                                | PLC Telemetry and SCADA<br>Technologies  | Beijing     |
| AC 122      | Administration and Secretarial<br>Training Courses                                    | Administrative & Executive<br>Secretarial Skills                                 | Beijing     |



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| FA 124 | Finance, Accounting ,<br>Budgeting Training Courses                                   | Accounts Payable From Accounting<br>to Management (Planning,<br>Organizing and Achieving Best<br>Practices) | Beijing |
| MA 126 | Maintenance Planning,<br>Process Engineering ,<br>Instrumentation Training<br>Courses | Operational Excellence in the<br>Process Industry   | Beijing |
| MA 128 | Maintenance Planning,<br>Process Engineering ,<br>Instrumentation Training<br>Courses | Process Plant Optimisation &<br>Energy Conservation   | Beijing |
| MA 130 | Maintenance Planning,<br>Process Engineering ,<br>Instrumentation Training<br>Courses | Vibration Monitoring, Analysis,<br>Alignment & Balancing  | Beijing |
| OG 132 | Petroleum, Oil , Gas Training<br>Courses  | Flooding: A to Z of Best Practices  | Beijing |
| OG 134 | Petroleum, Oil , Gas Training<br>Courses  | Operation, Diagnostics and<br>Maintenance of Equipment for Oil<br>& Gas Production                          | Beijing |
| CM 136 | Chemical, Mechanical<br>Engineering Training Courses                                  | Heat Transfer: Augmentation<br>Techniques in the Process Industry   | Beijing |
| CM 138 | Chemical, Mechanical<br>Engineering Training Courses                                  | Transport of Solids: Hydraulic &<br>Pneumatic Conveying   | Beijing |
| OG 140 | Petroleum, Oil , Gas Training<br>Courses  | The A to Z of Petroleum Industry  | Beijing |
| CM 142 | Chemical, Mechanical<br>Engineering Training Courses                                  | Welding Technology  | Beijing |
| LC 144 | Leadership Training Courses   | Strategy, Leadership & Innovation:<br>achieving strategy through<br>leadership                              | Beijing |



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| EE 146 | Energy, Electrical Engineering Training Courses                              | Power Generation: Gas Turbines Co Generation Combined Cycle Plants<br>Wind Power Generation and Solar Power | Beijing |
| 148    |  | Oil & Gas Economics & Risk Evaluation   |         |
| FA 150 | Finance, Accounting , Budgeting Training Courses                             | International Financial Reporting Standards   | Beijing |
| FA 152 | Finance, Accounting , Budgeting Training Courses                             | The Financial Excellence Programme  | Beijing |
| MA 154 | Maintenance Planning, Process Engineering , Instrumentation Training Courses | Maintenance Leadership  | Beijing |
| MA 156 | Maintenance Planning, Process Engineering , Instrumentation Training Courses | Effective Reliability & Maintenance Best Practices  | Beijing |
| OG 158 | Petroleum, Oil , Gas Training Courses  | Oil & Gas Accounting & Performance Measurement  | Beijing |
| MA 160 | Maintenance Planning, Process Engineering , Instrumentation Training Courses | Maintenance Shutdown Planning   | Beijing |
| FA 162 | Finance, Accounting , Budgeting Training Courses                             | Fast Closing Month end & Year end Accounts  | Beijing |
| FA 164 | Finance, Accounting , Budgeting Training Courses                             | Setting & Controlling Budgets   | Beijing |
| FA 166 | Finance, Accounting , Budgeting Training Courses                             | Preparing Budgets   | Beijing |
| FA 168 | Finance, Accounting , Budgeting Training Courses                             | Finance, Risk Management & Corporate Governance   | Beijing |



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| HS 169 | Health, Safety, Security ,<br>Environment Training Courses     | Prevention and firefighting systems<br>,Evaluation of advanced risk<br>management              | Beijing |
| HS 171 | Health, Safety, Security ,<br>Environment Training Courses     | Fire risk management strategies,<br>Prevention, Control, Monitor and<br>analyze risk Accidents | Beijing |
| FA 173 | Finance, Accounting ,<br>Budgeting Training Courses            | Financial Management for Non<br>Financial Professionals  | Beijing |
| FA 175 | Finance, Accounting ,<br>Budgeting Training Courses            | Accounting, Decision Making &<br>Financial Communication                                       | Beijing |
| FA 177 | Finance, Accounting ,<br>Budgeting Training Courses            | The Advanced Finance Leaders<br>Programme  | Beijing |
| HS 179 | Health, Safety, Security ,<br>Environment Training Courses     | IOSH Managing Safely   | Beijing |
| HS 181 | Health, Safety, Security ,<br>Environment Training Courses     | Contamination and Hazardous<br>Wastes Management and<br>Prevention                             | Beijing |
| PR 183 | Public Relations ,<br>communication skills Training<br>Courses | Media Management in Crisis<br>Communications   | Beijing |
| HS 185 | Health, Safety, Security ,<br>Environment Training Courses     | Developing an Effective Safety<br>Culture  | Beijing |
| HS 187 | Health, Safety, Security ,<br>Environment Training Courses     | Excellence in Health Care<br>Management  | Beijing |
| HS 189 | Health, Safety, Security ,<br>Environment Training Courses     | Environmental Monitoring and<br>Modelling: Environmental<br>Management Systems                 | Beijing |
| HS 191 | Health, Safety, Security ,<br>Environment Training Courses     | Level 4 Award in Health & Safety in<br>the Workplace   | Beijing |
| HS 193 | Health, Safety, Security ,<br>Environment Training Courses     | Alarm Management   | Beijing |



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| HS 195 | Health, Safety, Security ,<br>Environment Training Courses | HSE Leadership  | Beijing |
| HS 197 | Health, Safety, Security ,<br>Environment Training Courses | Confined Space Awareness and<br>Compliance: Safe Work Practices<br>for Confined Space Entry   | Beijing |
| HS 199 | Health, Safety, Security ,<br>Environment Training Courses | Advanced Safety Audit (ASA)   | Beijing |
| HS 201 | Health, Safety, Security ,<br>Environment Training Courses | Energy, Carbon and the<br>Environment   | Beijing |
| HS 203 | Health, Safety, Security ,<br>Environment Training Courses | Environmental Management<br>Certificate   | Beijing |
| HS 205 | Health, Safety, Security ,<br>Environment Training Courses | Safety Management Best Practices  | Beijing |
| MT 207 | Management Training Courses                                | Strategic Crisis Management:<br>Planning for Unexpected<br>Challenges   | Beijing |
| HT 209 | Human Resource , Training                                  | Workplace Mediation and Conflict<br>Resolution Skills   | Beijing |
| HT 211 | Human Resource , Training                                  | Employee Relations: Motivation,<br>Grievances and Discipline (Certified<br>Employee Relationship<br>Specialist)ent (Certified HR<br>Professional) | Beijing |
| HT 213 | Human Resource , Training                                  | Strategic Change Management for<br>HR Professionals   | Beijing |
| HT 215 | Human Resource , Training                                  | Driving Performance through<br>Talent Management  | Beijing |
| HT 217 | Human Resource , Training                                  | Managing and Coordinating<br>Training Proactively   | Beijing |
| HT 219 | Human Resource , Training                                  | Human Resources Development &<br>Personnel Management   | Beijing |



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| LC 221 | Leadership Training Courses                         | Leading Creatively  | Beijing |
| HT 223 | Human Resource , Training                           | The 5 Day MBA in HR   | Beijing |
| HT 225 | Human Resource , Training                           | Mastering Training Needs Analysis and Training Evaluation & Maximising Training ROI   | Beijing |
| HT 227 | Human Resource , Training                           | Competency Based Management   | Beijing |
| HT 229 | Human Resource , Training                           | The Effective Human Resources Administrator   | Beijing |
| HT 231 | Human Resource , Training                           | Measuring & Maximising Training ROI   | Beijing |
| HT 233 | Human Resource , Training                           | Human Resources Management  | Beijing |
| HT 234 | Human Resource , Training                           | (HRICP) Human Resources International Certificate Professional  | Beijing |
| IT 236 | IT, Telecommunication , Networking Training Courses | Business System Analysis: Discovering, Analysis, Modelling & Specifying User Requirements (Certified Business System Analyst) | Beijing |
| AC 238 | Administration and Secretarial Training Courses     | The Senior Administrator Program  | Beijing |
| LC 240 | Leadership Training Courses                         | Leading with Emotional Intelligence: Psychology of Leadership (Certified Leader)  | Beijing |
| LC 242 | Leadership Training Courses                         | Building Personal Leadership Skills : Creating Stronger Relationships for a Stronger Organisation                             | Beijing |
| MT 244 | Management Training Courses                         | Priority Management: Optimising Time, Workflow & Productivity   | Beijing |
| LC 246 | Leadership Training Courses                         | The Middle Manager Development Programme: Creating Future Leaders   | Beijing |



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| MT 248 | Management Training Courses                              | High Impact Supervisory Skills  | Beijing |
| MT 250 | Management Training Courses                              | Strategic Planning & Goal Setting: Setting Business Goals, Targets & Deliverables (Certified Planner) | Beijing |
| MT 252 | Management Training Courses                              | Business Brain Train: The Whole Brain Approach To Business Effectiveness                              | Beijing |
| MT 254 | Management Training Courses                              | Setting Priorities, Time Management & Stress Reduction: Managing Stress & Pressure at Work            | Beijing |
| AC 256 | Administration and Secretarial Training Courses          | The Senior Secretary Development Programme (Professional Certificate)                                 | Beijing |
| AC 258 | Administration and Secretarial Training Courses          | The Professional Office Manager Programme   | Beijing |
| MT 261 | Management Training Courses                              | Succeeding as a New Manager   | Beijing |
| LC 263 | Leadership Training Courses                              | Leadership Development: Self Awareness, Skills and Strategies   | Beijing |
| AC 265 | Administration and Secretarial Training Courses          | Effective Presentation Skills   | Beijing |
| LC 267 | Leadership Training Courses                              | Leadership - Master Class   | Beijing |
| PR 269 | Public Relations , communication skills Training Courses | Advanced Communication & Problem Solving  | Beijing |
| FA 271 | Finance, Accounting , Budgeting Training Courses         | Effective Budgeting, Planning & Control   | Beijing |
| LC 273 | Leadership Training Courses                              | Commanding Presence: Advanced Communication and Presentation Skills                                   | Beijing |



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| LC 275 | Leadership Training Courses                              | The Virtual Leader: Developing & Leading Teams           | Beijing |
| OG 277 | Petroleum, Oil , Gas Training Courses                    | Petroleum Financial Management                           | Beijing |
| MT 279 | Management Training Courses                              | Task Management Skills                                   | Beijing |
| MT 281 | Management Training Courses                              | Best Practices in Multishift Operations                  | Beijing |
| HS 283 | Health, Safety, Security , Environment Training Courses  | Safety Engineering & Risk Assessment                     | Beijing |
| LC 284 | Leadership Training Courses                              | Task Leadership Skills                                   | Beijing |
| MT 286 | Management Training Courses                              | Negotiating & Dispute Resolutions                        | Beijing |
| HS 288 | Health, Safety, Security , Environment Training Courses  | Healthcare Performance Improvement                       | Beijing |
| MT 290 | Management Training Courses                              | Writing Effective Policies & Procedures                  | Beijing |
| PM 292 | Project Management Training Courses                      | Business Analysis within a Project Environment           | Beijing |
| FA 294 | Finance, Accounting , Budgeting Training Courses         | Advanced Accounting & Finance Management                 | Beijing |
| MT 295 | Management Training Courses                              | Skills For Women at Work                                 | Beijing |
| PR 297 | Public Relations , communication skills Training Courses | Public Relations and Media Skills                        | Beijing |
| PR 299 | Public Relations , communication skills Training Courses | Protocol & Event Management (Certified Event Specialist) | Beijing |
| HT 301 | Human Resource , Training                                | Design, Execute & Evaluate Training Programs             | Beijing |





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| MT 303 | Management Training Courses   | Key Managerial Skills for New Managers and Supervisors                 | Beijing |
| SM 305 | Customer Service, Sales , Marketing Training Courses                | Power Selling  | Beijing |
| SM 307 | Customer Service, Sales , Marketing Training Courses                | Beyond Customer Service: Building a Customer Centric Organisation      | Beijing |
| SM 309 | Customer Service, Sales , Marketing Training Courses                | Key Account Management: Establishing Profitable Customer Relationships | Beijing |
| SM 311 | Customer Service, Sales , Marketing Training Courses                | Implementing and Managing a Customer Complaints System                 | Beijing |
| PR 313 | Public Relations , communication skills Training Courses            | Communication for PR Professional                                      | Beijing |
| SM 315 | Customer Service, Sales , Marketing Training Courses                | Certified Marketing Professional                                       | Beijing |
| PR 317 | Public Relations , communication skills Training Courses            | Advanced Public Relations  | Beijing |
| PC 319 | Purchasing, Inventory , Contracts Training Courses                  | Negotiating Contracts Effectively                                      | Beijing |
| PM 321 | Project Management Training Courses                                 | Project Cost Estimating Skills: Planning for Performance Excellence II | Beijing |
| PM 323 | Project Management Training Courses                                 | The Complete Course on Project Management                              | Beijing |
| PC 325 | Purchasing, Inventory , Contracts Training Courses                  | Category Management in Procurement                                     | Beijing |
| CV 327 | Construction, Civil Engineering , Asset Management Training Courses | Managing & Negotiating with Consultants & Contractors                  | Beijing |



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| EE 329 | Energy, Electrical Engineering Training Courses                     | Solar PV System Design   | Beijing |
| EE 331 | Energy, Electrical Engineering Training Courses                     | Modern Power System Protective Relaying  | Beijing |
| CV 333 | Construction, Civil Engineering , Asset Management Training Courses | Structural Rehabilitation of Bridges   | Beijing |
| CV 335 | Construction, Civil Engineering , Asset Management Training Courses | Building Condition Assessment  | Beijing |
| PM 337 | Project Management Training Courses                                 | Project Management Professionals ( PMP, PMI )  | Beijing |
| HS 339 | Health, Safety, Security , Environment Training Courses             | The Successful Healthcare Supervisor   | Beijing |
| PC 341 | Purchasing, Inventory , Contracts Training Courses                  | Supply Chain: Concept, Solution & Application  | Beijing |
| CV 343 | Construction, Civil Engineering , Asset Management Training Courses | Construction Contracts Master Class  | Beijing |
| CM 345 | Chemical, Mechanical Engineering Training Courses                   | Production Chemistry - OGPC  | Beijing |
| PC 347 | Purchasing, Inventory , Contracts Training Courses                  | Implementing the PreAward Phase of a Project or Major Procurement                      | Beijing |
| PC 349 | Purchasing, Inventory , Contracts Training Courses                  | Resolving Contractual Claims and Disputes  | Beijing |
| SM 351 | Customer Service, Sales , Marketing Training Courses                | Sales & Marketing Strategies   | Beijing |
| PC 353 | Purchasing, Inventory , Contracts Training Courses                  | Mastering Contract Management and Claims Mitigation (Certified Contracts Professional) | Beijing |



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| PC 355 | Purchasing, Inventory ,<br>Contracts Training Courses                                 | Supply Chain Risk Management   | Beijing |
| PM 357 | Project Management Training<br>Courses  | Earned Value Management for<br>Project Performance Measurement                           | Beijing |
| SM 359 | Customer Service, Sales ,<br>Marketing Training Courses                               | Sales and Operations Planning &<br>Integrating the Business                              | Beijing |
| MT 724 | Management Training Courses   | Strategic planning and Strategic<br>Management, Crisis management<br>and problem Solving | Beijing |
| MA 362 | Maintenance Planning,<br>Process Engineering ,<br>Instrumentation Training<br>Courses | Economic & Technical Evaluations<br>in Engineering & Maintenance                         | Beijing |
| CM 364 | Chemical, Mechanical<br>Engineering Training Courses                                  | Flow Measurement and Custody<br>Transfer   | Beijing |
| EE 366 | Energy, Electrical Engineering<br>Training Courses                                    | ISO 50001 Developing and<br>Implementing an Energy<br>Management                         | Beijing |
| HS 368 | Health, Safety, Security ,<br>Environment Training Courses                            | Safety in Process Design   | Beijing |
| PM 370 | Project Management Training<br>Courses  | Construction Site Management &<br>Supervision  | Beijing |
| HS 372 | Health, Safety, Security ,<br>Environment Training Courses                            | Healthcare Information Systems<br>Management   | Beijing |
| FA 374 | Finance, Accounting ,<br>Budgeting Training Courses                                   | Feasibility Studies: Preparation,<br>Analysis & Evaluation                               | Beijing |
| PM 376 | Project Management Training<br>Courses  | FINANCING ENERGY PROJECTS  | Beijing |
| MT 378 | Management Training Courses   | Managing Multiple Tasks, Priorities<br>& Deadlines                                       | Beijing |



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| PM 380 | Project Management Training Courses                 | Project Management Specialist   | Beijing |
| PM 382 | Project Management Training Courses                 | Project Start up Seminar  | Beijing |
| PM 384 | Project Management Training Courses                 | The Project Management Professional Examination Preparatory Course                            | Beijing |
| IT 386 | IT, Telecommunication , Networking Training Courses | Effective Business Decisions Using Data Analysis  | Beijing |
| LC 388 | Leadership Training Courses                         | Advanced Problem Solving & Decision Making Creative Problem Solving for Innovative Leadership | Beijing |
| LC 390 | Leadership Training Courses                         | Communication, Coordination & Leadership  | Beijing |
| LC 392 | Leadership Training Courses                         | Leadership Excellence in Handling Pressure & Stress   | Beijing |
| LC 394 | Leadership Training Courses                         | Advanced High Performance Leadership  | Beijing |
| MT 396 | Management Training Courses                         | Strategic Planning, Development & Implementation  | Beijing |
| FA 398 | Finance, Accounting , Budgeting Training Courses    | Financial Analysis, Planning & Controlling Budgets  | Beijing |
| FA 400 | Finance, Accounting , Budgeting Training Courses    | Developing, Improving & Monitoring the Internal Audit Function                                | Beijing |
| AC 402 | Administration and Secretarial Training Courses     | Effective Office Management   | Beijing |
| LC 404 | Leadership Training Courses                         | Decisions, Dynamics & Leadership Styles   | Beijing |
| LC 406 | Leadership Training Courses                         | Inspirational Leadership Strategy Culture and Change  | Beijing |



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| AC 408 | Administration and Secretarial Training Courses                              | Office Management & Effective Administration Skills                                     | Beijing |
| IT 410 | IT, Telecommunication , Networking Training Courses                          | Strategic IT Leadership   | Beijing |
| LC 412 | Leadership Training Courses  | The Leadership Journey<br>Communication Innovation & Vision                             | Beijing |
| LC 414 | Leadership Training Courses  | The Virtual Leader Developing & Leading Teams   | Beijing |
| MT 416 | Management Training Courses  | Strategic Thinking & Business Planning  | Beijing |
| AC 418 | Administration and Secretarial Training Courses                              | Archiving & Filing  | Beijing |
| LC 420 | Leadership Training Courses  | Leadership Communication & Interpersonal Skills Leadership through Self Mastery         | Beijing |
| LC 422 | Leadership Training Courses  | Smart Leadership Achieving Strategy through Leadership and Innovation                   | Beijing |
| MA 424 | Maintenance Planning, Process Engineering , Instrumentation Training Courses | Medium Voltage & High Voltage Switchgear Operations & Maintenance                       | Beijing |
| EE 426 | Energy, Electrical Engineering Training Courses                              | System Earthing and Protective Earthing in Utilities and Industrial Electrical Networks | Beijing |
| IT 428 | IT, Telecommunication , Networking Training Courses                          | GPRS Technical Overview   | Beijing |
| IT 431 | IT, Telecommunication , Networking Training Courses                          | ATM Frame Relay and IP Integregation  | Beijing |
| IT 434 | IT, Telecommunication , Networking Training Courses                          | ATM: Advanced Concepts and Developments   | Beijing |



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| LC 440 | Leadership Training Courses   | Supervisory Skills And Development of leadership               | Beijing |
| FA 442 | Finance, Accounting , Budgeting Training Courses                    | Integrating Budgeting, Forecasting and Business Planning       | Beijing |
| FA 444 | Finance, Accounting , Budgeting Training Courses                    | Understanding Finance to Influence Strategic Decisions         | Beijing |
| FA 446 | Finance, Accounting , Budgeting Training Courses                    | Finance and Accounting for Office Administrators & Secretaries | Beijing |
| FA 448 | Finance, Accounting , Budgeting Training Courses                    | The 5_Day MBA in Finance                                       | Beijing |
| FA 450 | Finance, Accounting , Budgeting Training Courses                    | Corporate & Financial Restructuring                            | Beijing |
| FA 452 | Finance, Accounting , Budgeting Training Courses                    | Financial Strategy: Essential Finance Management Skills        | Beijing |
| LC 454 | Leadership Training Courses   | Certificate in Leadership & Management Excellence              | Beijing |
| AC 456 | Administration and Secretarial Training Courses                     | Critical Competencies for Administrators & Secretaries         | Beijing |
| SM 458 | Customer Service, Sales , Marketing Training Courses                | Customer Service Mindset                                       | Beijing |
| SM 460 | Customer Service, Sales , Marketing Training Courses                | Marketing Channels Distribution Channel Management             | Beijing |
| SM 462 | Customer Service, Sales , Marketing Training Courses                | Market Analysis Competitive Intelligence & Benchmarking        | Beijing |
| CV 464 | Construction, Civil Engineering , Asset Management Training Courses | Building Finishes and Rehabilitation Works                     | Beijing |
| PR 466 | Public Relations , communication skills Training Courses            | Public Relations Campaigns _ From Planning to Execution        | Beijing |



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| SM 468 | Customer Service, Sales ,<br>Marketing Training Courses                               | Developing & Implementing<br>Strategic Marketing Plans  | Beijing |
| SM 470 | Customer Service, Sales ,<br>Marketing Training Courses                               | Achieving Excellence in Customer<br>Service _ Providing a Quality<br>Service                        | Beijing |
| HT 472 | Human Resource , Training   | Compensation & Benefits<br>Administrator  | Beijing |
| HT 474 | Human Resource , Training   | Linking Training to Organisational<br>Goals   | Beijing |
| HT 476 | Human Resource , Training   | HR Skills for HR Administrators   | Beijing |
| SM 478 | Customer Service, Sales ,<br>Marketing Training Courses                               | Managing Service Quality and<br>Customer Satisfaction (Certified<br>Customer Management Specialist) | Beijing |
| SM 480 | Customer Service, Sales ,<br>Marketing Training Courses                               | Advanced Customer Service<br>Management   | Beijing |
| SM 482 | Customer Service, Sales ,<br>Marketing Training Courses                               | Certified Sales Professional  | Beijing |
| MA 484 | Maintenance Planning,<br>Process Engineering ,<br>Instrumentation Training<br>Courses | AC Electrical Motors & Drives<br>Troubleshooting, Maintenance &<br>Protection                       | Beijing |
| CM 486 | Chemical, Mechanical<br>Engineering Training Courses                                  | Process Plant Start_up and<br>Commissioning   | Beijing |
| CM 488 | Chemical, Mechanical<br>Engineering Training Courses                                  | Shutdowns, Turnarounds and<br>Outages   | Beijing |
| OG 490 | Petroleum, Oil , Gas Training<br>Courses  | Crisis Management & Emergency<br>Response for the Oil and Gas<br>Industry                           | Beijing |
| LC 492 | Leadership Training Courses   | Leading Under Pressure  | Beijing |
| HS 494 | Health, Safety, Security ,<br>Environment Training Courses                            | Marine Pollution and Management   | Beijing |





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| PR 496 | Public Relations ,<br>communication skills Training<br>Courses                        | Corporate Social Responsibility  | Beijing |
| HS 498 | Health, Safety, Security ,<br>Environment Training Courses                            | Advanced occupational Safety and<br>Health Administration  | Beijing |
| HS 500 | Health, Safety, Security ,<br>Environment Training Courses                            | Security Management, Planning &<br>Asset Protection  | Beijing |
| HS 502 | Health, Safety, Security ,<br>Environment Training Courses                            | The Security Officer Development<br>Programme Developing Practical<br>Skills & Techniques                        | Beijing |
| AC 504 | Administration and Secretarial<br>Training Courses                                    | Organising and Behavioural Skills<br>for Administrative<br>Professionals_ Executive<br>Secretaries_ PAs          | Beijing |
| AC 506 | Administration and Secretarial<br>Training Courses                                    | Strategies for the security of<br>documents and electronic<br>information  | Beijing |
| OG 508 | Petroleum, Oil , Gas Training<br>Courses  | Materials of Construction for<br>Process Equipment & Piping<br>Systems “ Selection and In_Service<br>Performance | Beijing |
| CV 510 | Construction, Civil<br>Engineering , Asset<br>Management Training Courses             | Construction Quality Control and<br>Site Inspection  | Beijing |
| AC 512 | Administration and Secretarial<br>Training Courses                                    | Professional Secretarial &<br>Administration Skills  | Beijing |
| AC 514 | Administration and Secretarial<br>Training Courses                                    | E Library Management Techniques  | Beijing |
| MA 516 | Maintenance Planning,<br>Process Engineering ,<br>Instrumentation Training<br>Courses | Pumps, compressor and turbine:<br>Selection, Operation &<br>Maintenance  | Beijing |





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| OG 518 | Petroleum, Oil , Gas Training Courses                               | Surface Production Operations                                       | Beijing |
| OG 520 | Petroleum, Oil , Gas Training Courses                               | Flow Measurement and Custody Transfer                               | Beijing |
| PC 522 | Purchasing, Inventory , Contracts Training Courses                  | Contracts Management Specialist                                     | Beijing |
| PC 524 | Purchasing, Inventory , Contracts Training Courses                  | Service Level Agreements  | Beijing |
| CV 526 | Construction, Civil Engineering , Asset Management Training Courses | Asset Management & ISO 55000 Series                                 | Beijing |
| CV 528 | Construction, Civil Engineering , Asset Management Training Courses | Facilities Management Specialist                                    | Beijing |
| MT 530 | Management Training Courses   | Business Strategy Essentials : Introduction to Strategic Management | Beijing |
| FA 532 | Finance, Accounting , Budgeting Training Courses                    | Masterclass Advanced Strategies in Oil & Gas Finance & Accounting   | Beijing |
| FA 534 | Finance, Accounting , Budgeting Training Courses                    | Strategic Planning, Management Control & Effective Budgeting        | Beijing |
| LC 536 | Leadership Training Courses   | Strategy, Risks, Negotiation & Leadership                           | Beijing |
| OG 538 | Petroleum, Oil , Gas Training Courses                               | Metallurgy for Non Metallurgists                                    | Beijing |
| CM 540 | Chemical, Mechanical Engineering Training Courses                   | Risk Based Strategies for Inspection & Maintenance (RBI & RBM)      | Beijing |
| LC 542 | Leadership Training Courses   | PLC & SCADA Systems and Leadership Skills                           | Beijing |



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| OG 544 | Petroleum, Oil , Gas Training Courses  | Building Operational Excellence in the Process Industry  | Beijing |
| MA 546 | Maintenance Planning, Process Engineering , Instrumentation Training Courses | Maintenance Management: Developing & Enhancing Maintenance Strategies                          | Beijing |
| HS 548 | Health, Safety, Security , Environment Training Courses                      | Working & Safety in Chemical Laboratory, Preparation & Take Sample Workshop                    | Beijing |
| MA 550 | Maintenance Planning, Process Engineering , Instrumentation Training Courses | UPS Systems & Battery Chargers: Maintenance & Troubleshooting                                  | Beijing |
| EE 552 | Energy, Electrical Engineering Training Courses                              | Electrical Installations & Maintenance: Design, Inspection_Testing, Maintenance and Resilience | Beijing |
| MA 554 | Maintenance Planning, Process Engineering , Instrumentation Training Courses | Modern Maintenance Technologies: Challenging Traditional Approaches in Maintenance             | Beijing |
| AC 556 | Administration and Secretarial Training Courses                              | Efficient Administration Skills  | Beijing |
| AC 558 | Administration and Secretarial Training Courses                              | The Office Professional and Records Management Masterclass                                     | Beijing |
| CM 560 | Chemical, Mechanical Engineering Training Courses                            | Instrumentation Engineering Practices for Facilities Personnel                                 | Beijing |
| MA 562 | Maintenance Planning, Process Engineering , Instrumentation Training Courses | Predictive Maintenance   | Beijing |
| MT 564 | Management Training Courses  | Time Management and Personal Effectiveness   | Beijing |



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| LC 566 | Leadership Training Courses  | The Three _ Dimensions of Leadership                             | Beijing |
| HS 568 | Health, Safety, Security , Environment Training Courses                      | Legal Aspects of Health Care                                     | Beijing |
| OG 570 | Petroleum, Oil , Gas Training Courses  | Gas Production Engineering GPO                                   | Beijing |
| MA 572 | Maintenance Planning, Process Engineering , Instrumentation Training Courses | Strategic Maintenance Planning                                   | Beijing |
| MT 725 | Management Training Courses  | Coordinating and supervising the executive departments           | Beijing |
| OG 575 | Petroleum, Oil , Gas Training Courses  | Production Planning & Scheduling Petroleum Refineries            | Beijing |
| EE 577 | Energy, Electrical Engineering Training Courses                              | Electric Power Distribution System For Industrial Plants         | Beijing |
| MA 579 | Maintenance Planning, Process Engineering , Instrumentation Training Courses | Maintenance Planning Schedule & Work Control                     | Beijing |
| EE 581 | Energy, Electrical Engineering Training Courses                              | Safe Operation & Maintenance of Circuit Breakers and Switchgears | Beijing |
| MA 583 | Maintenance Planning, Process Engineering , Instrumentation Training Courses | Advanced Maintenance Management                                  | Beijing |
| HS 585 | Health, Safety, Security , Environment Training Courses                      | Developing and Effective Safety Culture                          | Beijing |
| HS 587 | Health, Safety, Security , Environment Training Courses                      | Advanced Health & Safety Management                              | Beijing |
| HT 589 | Human Resource , Training  | Basics of Human Resource Management                              | Beijing |



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| HT 590 | Human Resource , Training                            | Essential Skills for Effective Training Administration      | Beijing |
| IT 592 | IT, Telecommunication , Networking Training Courses  | Agile Test Driven Development Training                      | Beijing |
| HT 594 | Human Resource , Training                            | Compensation Packages and Salary Structure                  | Beijing |
| 596    |  | Manpower Organisation, Succession Planning & Trend Analysis |         |
| HT 598 | Human Resource , Training                            | Train the Trainer: From Design to Delivery                  | Beijing |
| HT 600 | Human Resource , Training                            | Compensation & Benefits Management                          | Beijing |
| LC 602 | Leadership Training Courses                          | Leadership and Management Skills for the 21st Century       | Beijing |
| AC 604 | Administration and Secretarial Training Courses      | Document Control  | Beijing |
| HT 606 | Human Resource , Training                            | The Oxford HRM & Training Programme                         | Beijing |
| SM 608 | Customer Service, Sales , Marketing Training Courses | Customer Focused Management                                 | Beijing |
| FA 610 | Finance, Accounting , Budgeting Training Courses     | Modern international standards of Internal Audit Function   | Beijing |
| PC 612 | Purchasing, Inventory , Contracts Training Courses   | Purchasing Techniques, Negotiating & Cost Reduction         | Beijing |
| PC 614 | Purchasing, Inventory , Contracts Training Courses   | The Complete Course on Contracts & Purchasing Management    | Beijing |
| PC 616 | Purchasing, Inventory , Contracts Training Courses   | The Complete Course on Purchasing Management                | Beijing |



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| PC 618 | Purchasing, Inventory ,<br>Contracts Training Courses                                 | Negotiating, Drafting &<br>Understanding Contracts  | Beijing |
| PC 620 | Purchasing, Inventory ,<br>Contracts Training Courses                                 | Contract Drafting for Procurement,<br>Tendering & Commissioning                           | Beijing |
| PC 622 | Purchasing, Inventory ,<br>Contracts Training Courses                                 | Effective Global Procurement  | Beijing |
| IT 633 | IT, Telecommunication ,<br>Networking Training Courses                                | Advanced AutoCAD Training   | Beijing |
| CV 635 | Construction, Civil<br>Engineering , Asset<br>Management Training Courses             | Pavement Construction and<br>Maintenance Management Based<br>on GIS                       | Beijing |
| EE 637 | Energy, Electrical Engineering<br>Training Courses                                    | Introduction to High Voltage<br>Equipment and Power Systems                               | Beijing |
| EE 639 | Energy, Electrical Engineering<br>Training Courses                                    | Protection of Electrical Power<br>Systems   | Beijing |
| CM 641 | Chemical, Mechanical<br>Engineering Training Courses                                  | Process Equipment & Piping<br>Systems   | Beijing |
| MA 643 | Maintenance Planning,<br>Process Engineering ,<br>Instrumentation Training<br>Courses | Safe Handling, Operation and<br>Maintenance of Electrical<br>Equipment in Hazardous Areas | Beijing |
| HS 645 | Health, Safety, Security ,<br>Environment Training Courses                            | Safety Instrumentation &<br>Emergency Shutdown Systems                                    | Beijing |
| PC 647 | Purchasing, Inventory ,<br>Contracts Training Courses                                 | Effective Purchasing, Tendering &<br>Supplier Selection                                   | Beijing |
| PC 649 | Purchasing, Inventory ,<br>Contracts Training Courses                                 | Logistics & Supply Chain<br>Management  | Beijing |
| PC 651 | Purchasing, Inventory ,<br>Contracts Training Courses                                 | Managing Vendor Qualification,<br>Performance & Contract<br>Compliance                    | Beijing |



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| PM 653 | Project Management Training Courses                                 | Project Risk Management & Compliance  | Beijing |
| PC 655 | Purchasing, Inventory , Contracts Training Courses                  | Effective Purchasing and Contract Negotiation Strategies                    | Beijing |
| PM 657 | Project Management Training Courses                                 | The Contracts & Project Management MBA                                      | Beijing |
| PM 659 | Project Management Training Courses                                 | Project Management, Scheduling & Compliance: Planning, Scheduling & Control | Beijing |
| PM 661 | Project Management Training Courses                                 | Project Leadership in Action: Power, Influence, Politics and Negotiations   | Beijing |
| IT 663 | IT, Telecommunication , Networking Training Courses                 | Data Management, Manipulation and Analysis using Excel                      | Beijing |
| IT 665 | IT, Telecommunication , Networking Training Courses                 | Information Security Management   | Beijing |
| OG 667 | Petroleum, Oil , Gas Training Courses                               | Amine Gas Sweetening& Sulphur Recovery                                      | Beijing |
| IT 669 | IT, Telecommunication , Networking Training Courses                 | CAD Quality Assurance, Productivity Improvement & New CAD Methodologies     | Beijing |
| IT 671 | IT, Telecommunication , Networking Training Courses                 | Information Management Compliance   | Beijing |
| MT 673 | Management Training Courses   | International Joint Ventures and Strategic Alliances                        | Beijing |
| IT 675 | IT, Telecommunication , Networking Training Courses                 | Agile Business Analyst Training   | Beijing |
| CV 677 | Construction, Civil Engineering , Asset Management Training Courses | Road Project Management   | Beijing |



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| IT 679 | IT, Telecommunication ,<br>Networking Training Courses         | Information Technology Project<br>Management                                   | Beijing |
| OG 681 | Petroleum, Oil , Gas Training<br>Courses                       | Managing Project Risks in the Oil &<br>Gas Industry                            | Beijing |
| IT 683 | IT, Telecommunication ,<br>Networking Training Courses         | Introduction to TCP_IP and Internet<br>Security                                | Beijing |
| HT 685 | Human Resource , Training                                      | Legal Aspects of HR and Personnel<br>Management                                | Beijing |
| AC 686 | Administration and Secretarial<br>Training Courses             | Advanced Office Management &<br>Secretarial Effective Administration<br>Skills | Beijing |
| AC 687 | Administration and Secretarial<br>Training Courses             | Documents and Records<br>Management Compliance: (ISO:<br>15489 Standard)       | Beijing |
| AC 688 | Administration and Secretarial<br>Training Courses             | Effective Report Writing Skills  | Beijing |
| AC 689 | Administration and Secretarial<br>Training Courses             | Executive Secretariat and Office<br>Management for Top Management              | Beijing |
| MT 691 | Management Training Courses                                    | Masterclass for Administrative<br>Professionals, Secretaries & PAs             | Beijing |
| AC 693 | Administration and Secretarial<br>Training Courses             | Secretariat _ Future Office<br>Management                                      | Beijing |
| IT 695 | IT, Telecommunication ,<br>Networking Training Courses         | Managing IT Projects Effectively   | Beijing |
| PC 697 | Purchasing, Inventory ,<br>Contracts Training Courses          | Inventory and Stock Control<br>Management                                      | Beijing |
| PR 699 | Public Relations ,<br>communication skills Training<br>Courses | Mastering Public Relations &<br>Communications Practice                        | Beijing |
| LC 701 | Leadership Training Courses                                    | The Oxford Advanced Management<br>& Leadership Programme                       | Beijing |



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| MA 703 | Maintenance Planning, Process Engineering, Instrumentation Training Courses | Planning and Scheduling<br>Maintenance Work Comprehensive                       | Beijing |
| HS 705 | Health, Safety, Security, Environment Training Courses                      | OSHA in Professional Safety and Health  | Beijing |
| IT 706 | IT, Telecommunication, Networking Training Courses                          | Kaspersky Endpoint Security and Management                                      | Beijing |
| EE 727 | Energy, Electrical Engineering Training Courses                             | Alternative energy  | Beijing |
| CV 726 | Construction, Civil Engineering, Asset Management Training Courses          | Workshop sustainable cities   | Beijing |
| PR 710 | Public Relations, communication skills Training Courses                     | Public Relations Responsibility   | Beijing |
| PM 712 | Project Management Training Courses   | Project Monitoring & Control  | Beijing |
| PM 714 | Project Management Training Courses   | Project Management From Idea to Implementation & Beyond                         | Beijing |
| PM 716 | Project Management Training Courses   | Project Managers Guide  | Beijing |
| PM 718 | Project Management Training Courses   | ADVANCED CAPITAL PROJECT EVALUATION & DECISION MAKING                           | Beijing |
| PM 720 | Project Management Training Courses   | Advanced Project Management   | Beijing |
| CM 722 | Chemical, Mechanical Engineering Training Courses                           | Chemical Laboratory Instrumentation: Operation, Quality and Safety of Equipment | Beijing |
| MT 735 | Management Training Courses   | Quality Management (QMS) for Airlines   | Beijing |





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| CM 737 | Chemical, Mechanical Engineering Training Courses                            | ISO 17025 Laboratory Quality Management                       | Beijing |
| IT 739 | IT, Telecommunication , Networking Training Courses                          | Cyber security Foundations                                    | Beijing |
| IT 741 | IT, Telecommunication , Networking Training Courses                          | Cyber Security Specialist                                     | Beijing |
| MA 743 | Maintenance Planning, Process Engineering , Instrumentation Training Courses | Facility Planning and Management                              | Beijing |
| MA 745 | Maintenance Planning, Process Engineering , Instrumentation Training Courses | Advanced Maintenance Management and Control                   | Beijing |
| MA 747 | Maintenance Planning, Process Engineering , Instrumentation Training Courses | Electrical & Instrumentation Design, Installation & Operation | Beijing |
| AC 751 | Administration and Secretarial Training Courses                              | Strategic Planning for Records and Archives Services          | Beijing |
| PC 750 | Purchasing, Inventory , Contracts Training Courses                           | Supply Chain Management: Inventory Management and Control     | Beijing |
| CV 753 | Construction, Civil Engineering , Asset Management Training Courses          | Asset integrity management                                    | Beijing |
| IT 755 | IT, Telecommunication , Networking Training Courses                          | Spring Framework Master Class                                 | Beijing |
| IT 757 | IT, Telecommunication , Networking Training Courses                          | Spring: Core Training   | Beijing |
| IT 758 | IT, Telecommunication , Networking Training Courses                          | Vue.js 2 Essential Training                                   | Beijing |



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| HS 807 | Health, Safety, Security ,<br>Environment Training Courses | HAZOP Leader Advanced Process<br>Hazard Analysis (PHA) Methods &<br>Leadership | Beijing |
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