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



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



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



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



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



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



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



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



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

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



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



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



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



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



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



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



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



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



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



| HT 590 | Human Resource , Training                               | Essential Skills for Effective<br>Training Administration         | Prague |
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| IT 592 | IT, Telecommunication ,<br>Networking Training Courses  | Agile Test Driven Development<br>Training                         | Prague |
| HT 594 | Human Resource , Training                               | Compensation Packages and Salary<br>Structure                     | Prague |
| HT 596 | Human Resource , Training                               | Manpower Organisation,<br>Succession Planning & Trend<br>Analysis | Prague |
| HT 598 | Human Resource , Training                               | Train the Trainer: From Design to<br>Delivery                     | Prague |
| HT 600 | Human Resource , Training                               | Compensation & Benefits<br>Management                             | Prague |
| LC 602 | Leadership Training Courses                             | Leadership and Management Skills<br>for the 21st Century          | Prague |
| AC 604 | Administration and Secretarial<br>Training Courses      | Document Control  | Prague |
| HT 606 | Human Resource , Training                               | The Oxford HRM & Training<br>Programme                            | Prague |
| SM 608 | Customer Service, Sales ,<br>Marketing Training Courses | Customer Focused Management                                       | Prague |
| FA 610 | Finance, Accounting ,<br>Budgeting Training Courses     | Modern international standards of<br>Internal Audit Function      | Prague |
| PC 612 | Purchasing, Inventory ,<br>Contracts Training Courses   | Purchasing Techniques,<br>Negotiating & Cost Reduction            | Prague |
| PC 614 | Purchasing, Inventory ,<br>Contracts Training Courses   | The Complete Course on Contracts<br>& Purchasing Management       | Prague |
| PC 616 | Purchasing, Inventory ,<br>Contracts Training Courses   | The Complete Course on<br>Purchasing Management                   | Prague |
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| PC 618 | Purchasing, Inventory ,<br>Contracts Training Courses                                 | Negotiating, Drafting &<br>Understanding Contracts  | Prague |
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| PC 620 | Purchasing, Inventory ,<br>Contracts Training Courses                                 | Contract Drafting for Procurement,<br>Tendering & Commissioning                           | Prague |
| PC 622 | Purchasing, Inventory ,<br>Contracts Training Courses                                 | Effective Global Procurement  | Prague |
| IT 633 | IT, Telecommunication ,<br>Networking Training Courses                                | Advanced AutoCAD Training   | Prague |
| CV 635 | Construction, Civil<br>Engineering , Asset<br>Management Training Courses             | Pavement Construction and<br>Maintenance Management Based<br>on GIS                       | Prague |
| EE 637 | Energy, Electrical Engineering<br>Training Courses                                    | Introduction to High Voltage<br>Equipment and Power Systems                               | Prague |
| EE 639 | Energy, Electrical Engineering<br>Training Courses                                    | Protection of Electrical Power<br>Systems   | Prague |
| CM 641 | Chemical, Mechanical<br>Engineering Training Courses                                  | Process Equipment & Piping<br>Systems   | Prague |
| 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 | Prague |
| HS 645 | Health, Safety, Security ,<br>Environment Training Courses                            | Safety Instrumentation &<br>Emergency Shutdown Systems                                    | Prague |
| PC 647 | Purchasing, Inventory ,<br>Contracts Training Courses                                 | Effective Purchasing, Tendering &<br>Supplier Selection                                   | Prague |
| PC 649 | Purchasing, Inventory ,<br>Contracts Training Courses                                 | Logistics & Supply Chain<br>Management  | Prague |
| PC 651 | Purchasing, Inventory ,<br>Contracts Training Courses                                 | Managing Vendor Qualification,<br>Performance & Contract<br>Compliance                    | Prague |



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



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



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



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



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