

2016  
TRAINING CATALOG

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**arctic**  
SOLUTIONS DMCC

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## WHO ARE WE?

As an independent firm with experience in the fields of human resources and based on its founders and experts, **Arctic Solutions** is successfully providing its clients with business and professional solutions, as well as expertise in the development of human resources.

Today, **Arctic Solutions** has resources available for its training projects include a solid network of Subject Matter Experts (SME's) who combine academic vigor and rigorous operational backgrounds, in addition to instructional teams having the ability to adapt to different types of cultural environments and can effectively transfer know-how across borders with ease.

Instructors in **Arctic Solutions** can also present customized, client directed courses in the areas of interest for clients' choice. All custom – designed courses, or events (hands-on and OJT Plans) can be expanded or condensed to fit the time available for implementing desired training. So that **Arctic Solutions** offers a comprehensive range of training bilingual programs to a large number of private and public organizations.

Our experienced professionals have successfully trained thousands and completed consulting assignments and research studies in these fields for most of the major organizations in the region, covering the following different areas:



Lean Thinking  
Courses



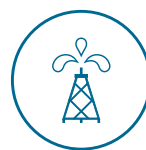
Accounting &  
Finance Courses



Management  
Courses



Technical  
Courses



Oil & Gas  
Courses



Entrepreneurship  
Courses

### ARCTIC SOLUTIONS' VISION

To be the leading HRD firm that sets the highest standards of quality and service in the region, aiming at cultivating professional competence and providing state-of-the-art effective business and human capital solutions.

### ARCTIC SOLUTIONS' MISSION

To consistently provide innovative high quality training services, and significantly raise the standard of HRD in the Arab World in order to be the best training company in the region. Building on the experience of our founders and experienced professionals, we continue to be the best choice for HRD services by:

- Compliance with the highest professional standards of quality, operational excellence and integrity.
- Relying on multi-lingual professionals who have international practical experience coupled with in-depth cross-cultural and industry-specific knowledge of the region.
- Building fruitful partnerships with our clients.
- Utilizing the state of the art and most effective technology in HRD.

## OUR STRATEGIC PARTNERS

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In its activities **Arctic Solutions** is benefiting from its own and founders' fully active professional association relationships with prominent international organizations and bodies, like:



### ASSOCIATION FOR TALENT DEVELOPMENT (ATD)

The Association for Talent Development (ATD), formerly ASTD, is the world's largest association dedicated to those who develop talent in organizations. These professionals help others achieve their full potential by improving their knowledge, skills, and abilities.

ATD's members come from more than 120 countries and work in public and private organizations in every industry sector. ATD supports the work of professionals locally in more than 125 chapters, international strategic partners, and global member networks.



### LEAN ENTERPRISE INSTITUTE, INC.

The Lean Enterprise Institute, Inc. (LEI), founded by James P. Womack in 1997, is a non-profit education, publishing, research, and conference organization with an action plan. Compared with traditional "think" tanks, they are a "do" tank. They carefully develop hypotheses about lean thinking and experiment to see which approaches work best in the real world. They then write up and teach what they discover, providing new methods for organizational transformation. They strive to answer the simple question of every manager, "What can I do on Monday morning to make a difference in my organization?" And, by creating a strong Lean Community through their website and public events they try to give managers the courage to become lean change agents.



### PINNACLE PERFORMANCE COMPANY

Founded by Professional Actors and Fortune 500 Executives. Pinnacle Performance Company delivers its groundbreaking Performance-Based Training® to business professionals all over the world.

Arctic Solutions has been newly appointed as an exclusive partner authorized to promote, sell and provide the full administrative support to clients in relations to Pinnacle Performance Company Products – The Pinnacle Intention-Based Communication Skills™ training and the "PINNACLE METHOD™" in Kuwait, Oman, and Egypt and not exclusively in all other Middle East Countries.

Pinnacle Performance Company won Eight World Human Resources Development Congress Awards in the last Five Years. Pinnacle won four World Human Resources Development (HRD) Congress Awards for 2015, including Training Provider of the Year, Best Service Provider in HR, Innovation in Learning Services for Training and Best Use of Technology for Training for its Virtual Coach. This year's awards join the 2013 Award for Innovation and Learning, the 2012 awards for Best Training Provider and Innovation in Learning and the award for Vendor Innovation in Learning and Training Management in 2011.



### INFINITY CONSULTING AND TRAINING SOLUTIONS (ICTS)

Infinity Consulting and Training Solutions (ICTS) is a trusted global management-consulting firm that partners with clients to provide solutions designed to improve their productivity, operating revenue, cost management, and profitability.

## TRAINING METHODOLOGY

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### OUR TRAINING COURSES

In our training courses, the material is taught in a very purposeful sequence, such that participants often find that the next question or concept they are wondering about - is the very next topic covered. We work very hard to sequence our courses so that they mirror this natural training sequence.

We strive very hard to ensure that each of the topics and concepts covered in our courses are relevant, and necessary. We avoid unnecessary theory, and instead explain the hows and whys of each concept in as direct and simple a way as possible.

Our training focuses on challenging and improving your knowledge, skills, attitude and judgment through our extensive use of problem-based training as an interactive training approach. The participants usually encounter these problems and ask about them, the Instructor helps steer the participants to discovering the reasons, and/or understanding the concepts of the unexpected problem, we call this the "open-the-box" style of teaching, the participants form a question in a natural way in their mind (opening the box), and they fill it with the right answer. This approach is much more conducive to how our brains actually function, (dendrite linking, etc.), and results in a much more long-term understanding and better applicability of the concepts. One benefit of this style of training is that when the participant runs into that same 'question' years down the road, the linking is already built in to their brain for the right box/answer.

### OUR INSTRUCTORS

Our Instructors are true 'Teachers'. They are friendly and easy-going. You will find your Instructor to be very knowledgeable and extremely experienced, but also honest about things they might not know. You will also find them to be extremely patient and truly concerned about each individual in a classroom.

Questions are a key part of the training process, and as such, we highly encourage questions from all participants. In addition, we continue to support all participants through ongoing thought leadership messages.



# TRAINING METHODOLOGY



Are you looking to improve your managerial and/or technical skills? Here are two ways!

## 1. You come to us

Attend one of our management and/or technical open courses that we run at various locations throughout the world.

## 2. We come to you

If there are a number of you with the same training requirements, then we can come to you or at a location of your choice and design and deliver an in-house, bespoke long/short-term training course.

We can help your administrative and technical staff to:

- Make the transition from being «managers» into «leaders»
- Tackle performance issues more effectively
- Motivate and build their teams into high performing units
- Coach and develop their staff regularly and consistently
- Lead and implement your aggressive change agenda
- Plan out and manage their time and their workloads more effectively
- Delegate work in an empowering way
- Improve their communication and soft skills - working with others to achieve results
- Handle conflict in an appropriate manner
- Improve bottom line performance measures like sales, service and satisfaction
- Chair team meetings so that they finish on time with actionable output

All you need to do is provide us with what you want to achieve or tell us about the training requirements of the group and we will produce a course proposal for you along with the costs.

What makes us unique is that every manager who attends the course will receive unlimited amounts of email and telephone support from their course leader. This means that they can ask for some personal advice and tips whilst implementing what they have covered on the course.

## IN-HOUSE TRAINING

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All **Arctic Solutions'** courses can be offered as an In-House training program, either as is, or tailored to meet specific needs. The major benefit of In-House training is flexibility; content can be modified from existing material to ensure relevance to your industry.

**Arctic Solutions** will develop courses on demand to meet your organizational challenges and your need. Dates and training locations are flexible, with most organizations opting to train at their premises.

Benefits of In-House Training Programs:

### **COST EFFECTIVENESS**

Minimize travel and associated costs by opting to train at your premises. Fees for In-House training are charged at a daily rate, resulting in staff training at a very low cost per person, particularly for eight or more participants.

### **FLEXIBILITY**

Content and training materials can be tailored to suit your industry group or business sector. Course durations, dates and locations (your premises or off-site at a hotel or training center - the choice is yours!) are decided by you and can fit in with your work demands or internal professional development programs.

### **IMMEDIATE APPLICATION**

Using real-life examples from your own organization and by learning together in familiar surroundings, participants find common understandings are quickly formed. Learning outcomes from In-House training are more readily implemented with immediate benefit to your organization.

Here are some In-House Training options to suit you:

#### **REGULAR COURSE**

A public program offered In-House with little or no modification to format and content.

#### **TAILORED COURSE**

A public program with tailored content, focus, length, examples and/or activities to meet your particular business needs.

#### **CUSTOM-MADE COURSE**

A course specifically developed to meet the exact requirements of your organization.

Tens of companies, both large and small, have benefited from the training expertise of our staff in providing them with a tailor made training solution to meet their specific requirements.

In-House courses are usually run for 1-10 days, if you are looking for a longer development programme (one month+) please contact us.

2016

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TRAINING PLANNER

arctic



All non-technical courses can be conducted in Arabic

■ 10 days courses conducted in 2 successive weeks

■ Ramadan

■ Eid Vacation

Week 1	3 - 7 January 2016	
Code	Title	Venue
AUD001	Financial Auditing and Control	Dubai
AUD002	Fundamentals of Internal Auditing	Dubai
AUD003	Effective Internal Auditor	Dubai
MCE001	Mechanical Maintenance of Electrical Equipment	Cairo
MCE002	General Maintenance for Gas Turbines and Gas Compressors	Cairo
MCE003	Operation and Maintenance of Rotating Equipment	Cairo
MCE004	Pumps Technology	Cairo
MCE005	Pump Maintenance and Troubleshooting	Cairo

Week 2	10 - 14 January 2016	
Code	Title	Venue
AUD004	Operational and Analytical Auditing	Dubai
AUD005	Auditing Projects, Project Management, Outsourced Contracts and Project Risk	Dubai
AUD003	Effective Internal Auditor	Dubai
AUD006	Fraud Risk and Control	Dubai
AUD007	Auditing in the Oil and Gas Industry	Dubai
SEC005	Security Management, Planning & Asset Detection	Dubai
HSE026	Hazardous Threat Risk Management	Dubai
HSE027	Threat Risk Management	Dubai

Week 3	17 - 21 January 2016	
Code	Title	Venue
DRL001	Basic Drilling Technology	Dubai
DRL002	Drilling Principles and Practices	Dubai
IPC001	Basics of Automatic Process Control	Dubai
IPC002	Programmable Logic Controllers – Basics (PLC I)	Dubai
IPC003	Digital and Micro Telecommunication Systems	Dubai
IPC004	Basics of Electrical and Electronic Measuring Instruments	Dubai
SEC007	Investigation Techniques	Dubai
SEC004	Security Investigation Reporting Procedures	Dubai

Week 4	24 - 28 January 2016	
Code	Title	Venue
ELC001	Basics of Electrical Equipment	Cairo
ELC002	Electrical Maintenance Principles and Applications	Cairo
ELC003	Electrical Installations in the Oil Industry	Cairo
ELC004	Electrical Installations in Petroleum Industry (NEC) Regulations	Cairo
ELC005	Maintenance and Protection of Transformer Stations	Cairo
IPC005	Programmable Logic Controllers - Advanced (PLC II)	Cairo
MAC005	Cash Flows Management	Dubai
FIN002	Financial Management in Oil companies	Dubai

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■ Eid Vacation

Week 5	31 January - 4 February 2016	
Code	Title	Venue
MAC004	Cost Management Workshop	Cairo
MAC010	Cost Analysis and Performance Measurement	Cairo
MAC011	Oil and Gas Accounting and Performance Measurement	Cairo
MCE006	Pressure Vessels Design	Dubai
MCE007	Boiler Operations and Maintenance	Dubai
MCE008	Control Valve Technology	Dubai
MCE009	Valve Selection and Maintenance	Dubai
MCE010	Welding Technology	Dubai

Week 6	7 - 11 February 2016	
Code	Title	Venue
DRL003	Drilling Optimization and Well Planning	Dubai
MAL021	Knowledge Management	Cairo
MAL007	Change Management	Cairo
MAL008	Crisis Management	Cairo
MAL013	Motivation: Skills Needed to Success	Cairo
MAL016	Conflict Resolution and Change Management Strategies	Cairo
MAL020	Managing Stress and Pressure at Work	Cairo
MAL019	Time Management	Cairo

Week 7	14 - 18 February 2016	
Code	Title	Venue
HRM002	Essential Skills for Effective Training Administration	Cairo
HRM005	Linking Training to Organisational Goals	Cairo
HRM008	Return On Investment in Training	Cairo
HRM009	Training Needs Analysis	Cairo
HRM003	Selection, Interviewing and Recruitment Skills	Cairo
HSE026	Hazardous Threat Risk Management	Dubai
HSE027	Threat Risk Management	Dubai

Week 8	21 - 25 February 2016	
Code	Title	Venue
ELC006	Underground Cables Design, Installation and Protection	Dubai
ELC007	Electrical Power System and Power Generator Control	Dubai
ELC008	Safety Grounding	Dubai
ELC009	Reactive Power Management and Power Factor Correction	Dubai
ELC010	Protection of Electrical Systems	Dubai
SEC007	Investigation Techniques	Dubai
SEC004	Security Investigation Reporting Procedures	Dubai

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Ramadan

Eid Vacation

Week 9	28 February - 3 March 2016	
Code	Title	Venue
HRM001	Fundamentals of Human Resource Management	Cairo
DRL004	Directional Horizontal Drilling and Multilateral Techniques	Dubai
DRL007	Advanced Drilling Fluids Technology	Dubai
DRL008	Stuck Pipe and Fishing Operation	Dubai
MCE011	Radiographic Tests	Dubai
MCE013	Operation and Maintenance of Gas Turbines	Dubai
MCE014	Steam Turbines Operation and Troubleshooting	Dubai

Week 10	6 - 10 March 2016	
Code	Title	Venue
GEO007	Reservoir Engineering for Geologists	Dubai
DRL009	Well Completion Design and Productivity: Advanced	Dubai
DRL010	Advanced Well Control	Dubai
DRL011	Drill Bit Technology	Dubai
PRE005	Gas Processing Operations: Advanced	Dubai
PRE006	Process Operations Troubleshooting	Dubai
PRE007	Process Plant Start -up Commissioning and Troubleshooting	Dubai
PRE008	Process Operation Plant and Troubleshooting	Dubai

Week 11	13 - 17 March 2016	
Code	Title	Venue
FAC001	Effective Financial Accountant:	Dubai
MAC006	Effective Management Accountant	Dubai
FAC003	Financial Accounting for Non Accountants	Dubai
IPC006	Calibration of Electrical and Electronic Measuring Instruments	Dubai
IPC007	Electronic Instrumentation for Industrial Processes	Dubai
IPC008	Process Control Instrumentation Technology	Dubai
IPC009	Laboratory Operations Management	Dubai
SEC005	Security Management, Planning & Asset Detection	Dubai

Week 12	20 - 24 March 2016	
Code	Title	Venue
FAC001	Effective Financial Accountant:	Cairo
MAC006	Effective Management Accountant	Cairo
ELC011	Power System Operation (LDC)	Dubai
ELC012	Voltage Control in Power Plants	Dubai
ELC013	Transient Performance of Electric Power Systems	Dubai
ELC014	Electrical Preventive Maintenance	Dubai
ELC015	Electric Distribution Systems (Operation, Testing and Maintenance)	Dubai
PIN010	Fraud In Purchasing and Contracts	Dubai

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Eid Vacation

Week 13	27 - 31 March 2016	
Code	Title	Venue
DRL012	Casing and Well Design	Dubai
DRL013	Basic Drilling Fluids	Dubai
DRL014	Cementing Technology	Dubai
DRL015	Advanced Drill String Design	Dubai
DRL030	Rigging and Sliding	Dubai
MCE016	Pipe Work Design and Fabrication	Dubai
MCE017	Storage Tanks	Dubai
MCE019	Operation and Maintenance of Heat Exchangers	Dubai
MCE020	Maintenance of Hydraulic Systems	Dubai

Week 14	3 - 7 April 2016	
Code	Title	Venue
IPC010	Maintenance of Electrical and Electronic Measuring Instruments	Dubai
IPC011	Distribution Control System (DCS)	Dubai
IPC013	Control System in Station (DCS / PLC)	Dubai
RSE014	Mechanism of Work and Operate Modern (LOG) station and its Calibration	Dubai
RSE015	Reservoir Characterization: A Multi-Disciplinary Team Approach	Dubai
RSE018	Reservoir Fluid Properties:(Preparation for Reservoir Engineering and Simulation Studies)	Dubai
RSE017	Methods of Oil Production from Water Flooded Reservoirs	Dubai

Week 15	10 - 14 April 2016	
Code	Title	Venue
DRL028	Drilling Operation Management	Dubai
IPC012	Advanced Control Systems	Dubai
RSE019	Reservoir Simulation Strategies	Dubai
RSE014	Mechanism of Work and Operate Modern (LOG) station and its Calibration	Dubai
RSE015	Reservoir Characterization: A Multi-Disciplinary Team Approach	Dubai
MAC004	Cost Management Workshop	Dubai
MAC010	Cost Analysis and Performance Measurement	Dubai
MAC005	Cash Flows Management	Dubai
FIN002	Financial Management in Oil Companies	Dubai

Week 16	17 - 21 April 2016	
Code	Title	Venue
DRL016	Wireline and Formation Evaluation	Dubai
DRL023	Mud Technology	Dubai
ELC016	Electric Power Generation, Transmission and Planning	Dubai
ELC017	Electrical Control and Drawings	Dubai
ELC018	Electrical Load Forecasting	Dubai
ELC019	Electrical Motors	Dubai
ELC020	Electrical Power Substation Maintenance	Dubai
HRM007	New Trends in HRM	Dubai
HRM011	competency-Based Systems Workshop	Dubai

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Eid Vacation

Week 17	24 - 28 April 2016	
Code	Title	Venue
MCE021	Air - Conditioning Systems	Dubai
MCE023	Operation, Maintenance and Inspection of Static / Rotary Equipment	Dubai
MCE024	Efficiency of Power Plant Machinery	Dubai
MCE025	Vibration Analysis for Predictive Maintenance	Dubai
PIN008	Supply Chain, warehouse and Inventory Management	Dubai
PIN009	Managing Tenders, Specifications and Contracts	Dubai

Week 18	1 - 5 May 2016	
Code	Title	Venue
LAB001	Sea Water Desalination	Cairo
LAB002	Industrial Wastewater and Sewage Water Treatment	Cairo
LAB003	Petroleum Analysis	Cairo
LAB004	Separation of Water and Oil in Surface Facilities and Development	Cairo
LAB005	Water Treatment in Petroleum Industry	Cairo
ENT001	Entrepreneurial Small and Medium Business	Dubai
ENT002	Researching Opportunities in Entrepreneurship and Economic Development	Dubai

Week 19	8 - 12 May 2016	
Code	Title	Venue
HSE001	Process Operation Safety Technology	Dubai
HSE002	Risk Assessment within Production Operations	Dubai
HSE004	Accident and Incident Investigation	Dubai
HSE005	Basic Safety and Loss Prevention	Dubai
SEC001	Security Coordination & Management	Dubai
SEC002	Security Crisis Management	Dubai
SEC003	Strategic Security Management	Dubai

Week 20	15 - 19 May 2016	
Code	Title	Venue
ELC021	Electrical Safety	Dubai
ELC022	Electrical Switchgear for Engineers	Dubai
ELC023	Transformer Principles and Applications	Dubai
ELC024	Power System Analysis and Control	Dubai
HSE021	Crane and Lifting Loose gear maintenance and inspection	Dubai
MCE046	Maintenance Management	Dubai
MCE049	Maintenance Planning, Scheduling and Control	Dubai



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Eid Vacation

Week 21	22 - 26 May 2016	
Code	Title	Venue
MCE026	Testing of Welded Joints	Dubai
MCE027	Static and Dynamic Balancing of Rotating Equipment	Dubai
MCE028	Tank Maintenance and Repair	Dubai
MCE029	Operation and Maintenance of Pneumatic Control Systems	Dubai
MCE030	Corrosion Engineering	Dubai
ENT003	Accounting for Entrepreneurs	Dubai
ENT004	Business Model and Business Plan for Entrepreneurs	Dubai

Week 22	29 May - 2 June 2016	
Code	Title	Venue
PRD015	Surface Development and Operations	Dubai
PRD016	Surface Production Facilities	Dubai
PRD020	Production Subsurface Operations	Dubai
PRD021	Surface Production Operations	Dubai
PRD022	Offshore Operation	Dubai
ENT005	Entrepreneurial Marketing and Selling	Dubai
ENT006	Entrepreneurial Leadership and Ethical Issues in Entrepreneurship	Dubai

Week 23	5 - 9 June 2016	
Code	Title	Venue
PRD001	Production Technology	Cairo
PRD002	Production Optimization for Mature Fields	Cairo
PRD003	Well Planning and Engineering	Cairo
PRD004	Modern Methods of Heavy Oil Production	Cairo
HSE010	Fire Fighting in Oil Industry: Basic	Cairo

Week 24	12 - 16 June 2016	
Code	Title	Venue
HSE006	Process Safety Management and Compliance	Cairo
HSE007	Oil and Gas Operational Safety	Cairo
HSE008	Chemical Hazard Awareness	Cairo
HSE009	Chemical and Hazard Material in Oil Industry	Cairo
HSE011	Fire Fighting in Oil Industry: Advanced	Cairo

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Eid Vacation

Week 25	19 - 23 June 2016	
Code	Title	Venue
HRM002	Essential Skills for Effective Training Administration	Cairo
HRM005	Linking Training to Organisational Goals	Cairo
HRM008	Return On Investment in Training	Cairo
HRM009	Training Needs Analysis	Cairo
HRM003	Selection, Interviewing and Recruitment Skills	Cairo

Week 26	26 - 30 June 2016	
Code	Title	Venue
MAL011	From an Operational Manager to a Strategic Leader	Cairo
MAL012	Strategic Management and Leadership	Cairo
MAL014	Situational Leadership	Cairo
MAL015	Performance Based Leadership	Cairo
INS006	Effective Industrial Security man	Cairo
INS007	Safety of Industrial Security Personnel	Cairo
INS008	Security Procedures for Persons, Documents and Information	Cairo
INS009	Accidents' Investigation and Reporting Requirements	Cairo

Week 27	3 - 7 July 2016	
Code	Title	Venue
EID AL FITR		

Week 28	10 - 14 July 2016	
Code	Title	Venue
HSE012	Hazard Operability Studies (HAZOP)	Dubai
HSE013	Safety Compliance and Site Inspection	Dubai
HSE014	Oil Spill Control	Dubai
HSE015	Safe Use and Handling Various Hazardous and Sensitive Materials	Dubai
HSE016	How to Deal with the Explosive Materials	Dubai
SEC001	Security Coordination & Management	Dubai
SEC002	Security Crisis Management	Dubai
SEC003	Strategic Security Management	Dubai

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Eid Vacation

Week 29	17 - 21 July 2016	
Code	Title	Venue
LET001	Developing a Lean Culture	Cairo
LET002	LEAN Training Workshop	Cairo
LET004	Lean Management System workshop	Cairo
LET005	Lean Leadership	Cairo
LET006	Lean Manufacturing in the Oilfield Services Industry	Cairo
LET007	Lean Accounting Workshop	Cairo
LET008	Practical Lean Accounting	Cairo
LET009	Lean Finance and Finance Transformation	Cairo
LET010	Lean Enterprise Performance Measurement System	Cairo

Week 30	24 - 28 July 2016	
Code	Title	Venue
MCE032	Operating, Testing and Troubleshooting Industrial Diesel Engines	Dubai
MCE035	Centrifugal Pumps	Dubai
MCE036	Combined Cycle System Design and Operation	Dubai
MCE037	Control Valves and Actuators	Dubai
MCE038	Corrosion, Erosion Engineering and Cathodic Protection	Dubai
MCE006	Pressure Vessels Design	Dubai
MCE007	Boiler Operations and Maintenance	Dubai
MCE008	Control Valve Technology	Dubai
MCE009	Valve Selection and Maintenance	Dubai

Week 31	31 July - 4 August 2016	
Code	Title	Venue
MAL001	Leadership: Basics	Dubai
MAL006	Developing Behavioural and Leadership Skills for Managers	Dubai
MAL009	Coaching, Counselling and Mentoring Skills	Dubai
MAL010	Self- Directed Work Teams	Dubai
MAL017	Team Leadership	Dubai
HSE022	Environment and Pollutions Controls in Oil Industry	Dubai
HSE023	Environmental Management System	Dubai
MCE010	Welding Technology	Dubai
PIN010	Fraud In Purchasing and Contracts	Dubai

Week 32	7 - 11 August 2016	
Code	Title	Venue
MAL002	Managerial Skills for Supervisors	Dubai
MAL003	Middle Management Skills	Dubai
MAL005	Managerial Skills for New Managers	Dubai
HSE017	Management of QHSE activities	Dubai
HSE018	Risk Management	Dubai
HSE019	Effective Safety Inspection	Dubai
HSE020	First Aid	Dubai
PIN008	Supply Chain, warehouse and Inventory Management	Dubai
PIN009	Managing Tenders, Specifications and Contracts	Dubai

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Week 33	14 - 18 August 2016	
Code	Title	Venue
PIN006	Contracts Management	Cairo
PIN003	Services Contracts	Cairo
PIN011	Contracts Administration: From Award to Completion	Cairo
MCE039	Machinery Failure Analysis and Prevention	Cairo
MCE040	Bearings and Lubrication	Cairo
MCE043	Inventory of Electric and Mechanical Equipment	Cairo
DRL030	Rig Inspection for HSE Personnel	Cairo

Week 34	21 - 25 August 2016	
Code	Title	Venue
RSE001	Basics of Reservoir Engineering	Dubai
RSE002	Reserves Estimation	Dubai
RSE003	Reservoir Engineering Appraisal and Development	Dubai
RSE004	Well Test Design and Analysis	Dubai
RSE005	Water-flooding Field Applications and Monitoring Performance	Dubai
HSE024	Contractor Safety Management	Dubai
HSE025	Delivering Safety Culture Change Using the Hearts and Minds Toolkit	Dubai

Week 35	28 August - 1 September 2016	
Code	Title	Venue
MAL021	Knowledge Management	Dubai
MAL007	Change Management	Dubai
MAL008	Crisis Management	Dubai
MAL013	Motivation: Skills Needed to Success	Dubai
MAL016	Conflict Resolution and Change Management Strategies	Dubai
MAL020	Managing Stress and Pressure at Work	Dubai
MAL019	Time Management	Dubai

Week 36	4 - 8 September 2016	
Code	Title	Venue
PRD001	Production Technology	Dubai
PRD002	Production Optimization for Mature Fields	Dubai
PRD003	Well Planning and Engineering	Dubai
PRD004	Modern Methods of Heavy Oil Production	Dubai
INS001	Basics of Industrial Security	Dubai
INS002	Supervisory Skills in Industrial Security	Dubai
INS003	Planning of Security Operations	Dubai

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Eid Vacation

Week 37	11 - 15 September 2016	
Code	Title	Venue
EID AL ADHA		

Week 38	18 - 22 September 2016	
Code	Title	Venue
PIN001	Procurement Management	Cairo
PRE001	Basics of Oil and Gas Facilities	Cairo
PRE002	Basics of Oil Processing	Cairo
PRE003	Basics of Gas Processing	Cairo
PRE004	Gas Drying, Sweetening and Processing	Cairo
MCE045	Power Plant Safety	Cairo
MCE046	Maintenance Management	Cairo
MCE049	Maintenance Planning, Scheduling and Control	Cairo
MCE050	Corrosion Monitoring, Inspection and Control	Cairo
MCE053	Fundamental of Steam Turbine Design and Operation	Cairo

Week 39	25 - 29 September 2016	
Code	Title	Venue
PRD005	Modern Techniques to Mending of Casing tubes	Dubai
PRD006	Well Service Engineering and Operations	Dubai
PRD007	Artificial Lift Systems	Dubai
PRD008	Gas Lift and Gas Pumping	Dubai
PRD009	Beam Pumps	Dubai
PRD010	Electrical Submersible Pumps	Dubai
RSE012	Advanced Gas Reservoir Engineering	Dubai
RSE013	Cased Hole Drill Stem Testing	Dubai
RSE016	Improving Calcareous and Sandy Oil Reservoirs	Dubai

Week 40	2 - 6 October 2016	
Code	Title	Venue
PIN002	Inventory Management	Dubai
PIN004	INCOTERMS	Dubai
PIN005	Materials Storing and their Classification	Dubai
PIN008	Supply Chain, warehouse and Inventory Management	Dubai
RSE006	Advanced Coring and Core Analysis	Dubai
RSE007	Miscible Gas Injection	Dubai
RSE008	Improved Water flooding	Dubai
RSE009	Advanced Well Log Interpretation and Application	Dubai
RSE011	Advanced Oil Reservoir Engineering	Dubai



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Ramadan

Eid Vacation

Week 41	9 - 13 October 2016	
Code	Title	Venue
FAC002	Accounting in Oil and Gas Companies	Dubai
GEP001	Petro physics : Basics	Dubai
GEP003	Exploration Geophysics for Geologists and Engineers	Dubai
GEP004	Seismic Data Interpretation	Dubai
GEP005	Seismic Field Techniques	Dubai
GEP011	Petro physical Data Integration	Dubai
MAS001	Essential Selling Skills	Dubai
MAS004	Selling Skills for Non-Selling Professionals	Dubai

Week 42	16 - 20 October 2016	
Code	Title	Venue
FAC002	Accounting in Oil and Gas Companies	Dubai
MAC003	Financial Analysis in Oil and Gas Companies	Dubai
MAC009	Cost Recovery in Oil and Gas Industry	Dubai
MAC011	Oil and Gas Accounting and Performance Measurement	Dubai
MAC012	The Balanced Scorecard	Dubai
GEP002	Petro physics : Advanced	Dubai
MCE055	Motors and Movement Caring Equipment and Hydraulic Circuits	Dubai
MCE056	Typical Methods to Exploitation all Types of Oil Pumps	Dubai

Week 43	23 - 27 October 2016	
Code	Title	Venue
GEO001	Basic Structural Geology and Structural Styles	Dubai
GEO002	Structural Geology in Petroleum Exploration and Development	Dubai
GEO003	Production Geology Workshop	Dubai
GEO004	Geological Overview for Petroleum Engineers	Dubai
GEO005	Advanced Structural Geology	Dubai
GEO006	Geological Engineering Mapping for Subsurface	Dubai
MCE055	Motors and Movement Caring Equipment and Hydraulic Circuits	Dubai
MCE056	Typical Methods to Exploitation all Types of Oil Pumps	Dubai
INS004	Risks, Accidents and Emergency Situation within the company	Dubai

Week 44	30 October - 3 November 2016	
Code	Title	Venue
PRE005	Gas Processing Operations: Advanced	Dubai
PRE006	Process Operations Troubleshooting	Dubai
PRE007	Process Plant Start -up Commissioning and Troubleshooting	Dubai
PRE008	Process Operation Plant and Troubleshooting	Dubai
PRD010	Electrical Submersible Pumps	Dubai
PRD011	Natural Gas Production Technology	Dubai
PRD012	Coiled Tubing Applications For Production Operations	Dubai
MAS005	Customer Relationship Management	Dubai
MAS006	Quality Customer Services	Dubai

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■ Ramadan

■ Eid Vacation

Week 45	6 - 10 Septemebr 2016	
Code	Title	Venue
PUR001	Public Relations Management	Dubai
PUR002	Effective PR Specialist	Dubai
GEO007	Reservoir Engineering for Geologists	Dubai
GEO008	Petroleum Geochemistry	Dubai
GEO009	Well-Site Geology and Operations for Geologists	Dubai
GEO010	Reservoir Geology for Petroleum Engineers	Dubai
RFP005	Crude Distillation Tower Operations	Dubai
RFP006	Blending Operations	Dubai

Week 46	13 - 17 Septemebr 2016	
Code	Title	Venue
GEP006	Introduction to Seismic Stratigraphy	Dubai
GEP007	Sequence Stratigraphy and Seismic Stratigraphy	Dubai
GEP008	Seismic Evaluation of Reservoirs and Subsurface Interpretation	Dubai
GEP009	Seismic Recovery and Evaluation of Reservoir	Dubai
GEP010	Cross Well Seismic Technology	Dubai
PRD013	Natural Gas Dehydration for Operators	Dubai
PRD014	Crude Oil Supply Movement and Techniques Proficiency	Dubai
DRL030	Rig Inspection for HSE Personnel	Dubai

Week 47	20 - 24 Septemebr 2016	
Code	Title	Venue
PRM001	Project Management Skills	Dubai
PRM002	Project Monitoring and Control	Dubai
PRM003	Project Management: From Idea to Implementation and Beyond	Dubai
PRM004	Project Cost Estimation	Dubai
PRM005	Project Feasibility Study	Dubai
PRD017	Production Problem Solving	Dubai
PRD018	Plant Shutdown Systems	Dubai
PRD019	Production Equipment Systems in Oil Fields	Dubai

Week 48	27 Septemebr - 1 December 2016	
Code	Title	Venue
OFM001	Office Management: Basic	Dubai
OFM002	Archiving and Filing	Dubai
OFM003	Organizing and Managing Meetings	Dubai
OFM005	Information System and Electronic Archiving	Dubai
RFP001	Oil Refining: From Crude Oil To Petroleum Products	Dubai
RFP002	Basic Refinery Operations	Dubai
RFP003	Atmospheric and Vacuum Distillation	Dubai
RFP004	Hydro-treating and Catalytic Reforming	Dubai

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Week 49	4 - 8 Decemeber 2016	
Code	Title	Venue
EXP001	Petroleum Exploration Overview	Dubai
EXP002	Integration of Log and Seismic Data	Dubai
EXP003	Basic Oil, Standard Test Method	Dubai
EXP005	Basin Analysis and Habitat of Hydrocarbons in Sedimentary Basins	Dubai
EXP006	Basic Open Hole Log Interpretation	Dubai
HRM007	New Teends in HRM	Dubai
HRM011	competency-Based Systems Workshop	Dubai

Week 50	11 - 15 Decemeber 2016	
Code	Title	Venue
MCE057	Material Handling Storage and Safe Lifting	Dubai
MCE058	Mechanical Seals	Dubai
MCE059	Mechanical Troubleshooting for Pumps, Compressors, Bearings and Lubrication	Dubai
MCE060	Pipe Line Design and Maintenance	Dubai
MCE062	Steam Turbine Maintenance	Dubai
HSE024	Contractor Safety Management	Dubai
HSE025	Delivering Safety Culture Change Using the Hearts and Minds Toolkit	Dubai

Week 47	18 - 22 Decemeber 2016	
Code	Title	Venue
INS006	Effective Industrial Security man: Fundamental Soft Skills of Industrial Security man	Dubai
INS007	Safety of Industrial Security Personnel	Dubai
INS008	Security Procedures for Persons, Documents and Information	Dubai
INS009	Accidents' Investigation and Reporting Requirements and Offenses Recognition	Dubai
MAL002	Managerial Skills for Supervisors	Dubai
MAL003	Middle Management Skills	Dubai
MAL005	Managerial Skills for New Managers	Dubai

Week 48	25 - 29 December 2016	
Code	Title	Venue
PRM008	Advanced Project Management	Dubai
PRM009	Risk Management in Projects	Dubai
EXP007	Wireline Well Logging	Dubai
EXP008	Wireline Formation Testing and Interpretation	Dubai
EXP009	Formation Evaluation	Dubai
EXP010	Reservoir Damage and Remedy	Dubai
EXP011	Special Geophysical Techniques	Dubai

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