



# Training Plan 2012

## Arabic Courses

<i>Program Title</i>	<i>YEAR 2012</i>			<i>Venue</i>		
<i>Finance and Accounting</i>	<i>Date 1</i>	<i>Date 2</i>	<i>Date 3</i>	<i>Venue 1</i>	<i>Venue 2</i>	<i>Venue 3</i>
Budget Preparation Techniques	01-05 January	03-07 June	15-17 May	Dubai	Manama	Dubai
Financial Report Writing	08-12 January	03-07 June	16-18 April	Cairo	Kuala Lumpur	Sharjah
Internal Auditing	15-19 January	06-10 June	08-10 May	Manama	Cairo	Dubai
Fundamentals of Finance and Accounting	22-26 January	06-10 June	22-24 May	Dubai	Kuala Lumpur	Sharjah
Advanced Business Strategy and Financial Analysis	29 Jan-02 Feb	17-21 June	10-12 July	Dubai	Kuala Lumpur	Dubai
Generally Accepted Accounting Practices (GAAP)	05-09 February	17-21 June	10-12 July	Manama	Dubai	Abu Dhabi
Advanced Project Accounting	12-16 February	24-28 June	25-27 September	Kuala Lumpur	Amman	Dubai
International Accounting Standards	19-23 February	24-28 June	16-18 October	Cairo	Dubai	Sharjah
Finance for Non-Financial Managers	26 Feb-02 March	01-05 July	30 Oct - 01 Nov	Kuala Lumpur	Amman	Dubai
Cash Flow Planning and Forecasting	04-08 March	08-12 July	20-22 November	Dubai	Cairo	Sharjah
JD Edwards Enterprise One Fixed Asset accounting	04-08 March	08-12 July	18-22 November	Orlando	Jakarta	Dubai
Essentials of Payroll: Management and Accounting	11-15 March	15-19 July	25-27 December	Manama	Damascus	Abu Dhabi
Internal Quality Audit	18-22 March	15-19 July	16-18 January	Dubai	Kuala Lumpur	Dubai
Senior Executive Finance Program	25-29 March	15-19 July	23-25 January	Amman	Sharm El-Sheikh	Dubai
Accounting and Financial Management	01-05 April	15-19 July	06-08 February	Dubai	Cairo	Sharjah
Advanced Corporate Financial Management	08-12 April	09 -13 Septem	20-22 February	Cairo	London	Abu Dhabi
Advanced Financial Accounting System	15-19 April	16 -20 Septem	28 Feb-02 March	Kuala Lumpur	Manila	Dubai

Advanced Forecasting and Inventory Management	22-26 April	23 -27 Septem	20-22 March	Jakarta	Kuala Lumpur	Dubai
Audit and Assurance	22-26 April	30 Sep - 04 Oc	11-13 December	Dubai	Cairo	Sharjah
Best Practice in Finance and Accounting	29 April -03 May	07-11 October	13-15 November	Dubai	Beirut	Dubai
Budgeting Analysis and Project Evaluation	29 April -03 May	14-18 October	16-18 April	Istanbul	Dubai	Dubai
Budgeting, Costing and Decision Making	06-10 May	21-25 October	03-05 April	Cairo	Sharm El-Shaikh	Sharjah
Business and Financial Modeling Using Excel	06-10 May	28 Oct -01 No	17-19 July	Manama	Dubai	Cairo
Business Financial & Accounting Management	13-17 May	04-08 Novemb	09-11 Sep	Amman	Dubai	Abu Dhabi
Credit Analysis and Letter of Credit	13-17 May	11-15 Novemb	27-29 March	Dubai	Kuala Lumpur	Sharjah
Executive Cost Management	20-24 May	11-15 Novemb	10-12 April	Jakarta	Dubai	Dubai
International Financial Management	20-24 May	18-22 Novemb	26-28 Jun	Cairo	Manama	Dubai
Planning, Budgeting, Forecasting & Financial Report	27 - 31 May	18-22 Novemb	02-04 October	Dubai	Doha	Manama
Strategic Planning, Budgeting, Forecasting and Cost C	03-07 June	25-29 Novemb	01-03 May	Doha	Dubai	Sharjah
Understanding & Analyzing Financial Statements & Re	06-10 June	09-13 Decemb	15-17 May	Amman	Dubai	Dubai
Understanding Stock, Capital Markets Instruments &	17-21 June	16-20 Decemb	15-17 May	Cairo	Kuala Lumpur	Abu Dhabi
Management Ratio Analysis	24-28 June	23-27 Decemb	28 Feb-02 March	Beirut	Tunisia	Sharjah
<b><i>Program Title</i></b>	<b><i>YEAR 2012</i></b>			<b><i>Venue</i></b>		
<b><i>Management and Leadership</i></b>	<b><i>Date 1</i></b>	<b><i>Date 2</i></b>	<b><i>Date 3</i></b>	<b><i>Venue 1</i></b>	<b><i>Venue 2</i></b>	<b><i>Venue 3</i></b>
Training Needs Analysis for Supervisors and Managers	01-05 January	03-07 June	06-08 March	Dubai	Cairo	Dubai
Leadership and Increasing Personal Productivity	08-12 January	03-07 June	16-18 April	Manama	Kuala Lumpur	Dubai
The Balanced Scorecard (Maximizing Performance and	15-19 January	03-07 June	08-10 May	Cairo	Kuala Lumpur	Dubai
Effective Time, Task & Work Planning	22-26 January	06-10 June	22-24 May	Dubai	Jakarta	Sharjah
Basics of Human Resources Skills for Team Leaders	29 Jan-02 Feb	06-10 June	10-12 July	Dubai	Manila	Dubai
Strategic Planning and Goal Setting	29 Jan-02 Feb	06-10 June	22-24 May	Doha	Dubai	Abu Dhabi
Modern Management Techniques	05-09 February	17-21 June	10-12 January	Kuala Lumpur	Aghadir	Dubai
Developing Positive Attitude, Communication Skills &	05-09 February	17-21 June	22-24 May	Dubai	Tunisia	Sharjah
Team Building Workshop (Power of Synergy)	05-09 February	17-21 June	14-16 February	Cairo	Manama	Dubai
Advanced Supervisory Skills	12-16 February	24-28 June	25-27 September	Doha	Istanbul	Abu Dhabi
Public Relations - Building, Developing, Maintaining	12-16 February	24-28 June	03-05 April	Manama	Kuala Lumpur	Sharjah

Risk Management and Analysis	19-23 February	24-28 June	01-03 May	Kuala Lumpur	Cairo	Dubai
Management Practices for Petroleum Industry Executi	19-23 February	24-28 June	01-03 May	Cairo	Dubai	Sharjah
Creative Problem Solving and Decision Making	19-23 February	24-28 June	16-18 October	Dubai	Dubai	Dubai
Win-Win Negotiation Skills	26 Feb-02 March	01-05 July	30 Oct - 01 Nov	Cairo	Amman	Sharjah
Project sponsorship and Partner Relations Section	26 Feb-02 March	01-05 July	30 Oct - 01 Nov	Dubai	Cairo	Abu Dhabi
The Art of Motivation to Increase Productivity	26 Feb-02 March	01-05 July	05-07 June	Dubai	Beirut	Sharjah
Organizational Development and Change Manager	26 Feb-02 March	01-05 July	16-18 October	Doha	Sharm El-Shaikh	Dubai
Supervisory Skills	04-08 March	08-12 July	19-21 November	Manila	Cairo	Sharjah
Stress Management and Relaxation Techniques	04-08 March	08-12 July	12-14 June	Dubai	Jakarta	Dubai
Achieving Leadership Excellence	04-08 March	08-12 July	13-15 November	Manama	London	Abu Dhabi
Advanced Complete Management Enhancement Work	11-15 March	15-19 July	25-27 December	Bangkok	Vienna	Dubai
Advanced Management and Increasing Personal Produ	11-15 March	15-19 July	27 - 29 November	Kuala Lumpur	Paris	Dubai
Advanced Management Skills	18-22 March	15-19 July	16-18 January	Cairo	Milan	Dubai
Advanced Supervisory Skills	18-22 March	15-19 July	10-12 April	Dubai	London	Sharjah
Becoming a Winning Team Members	18-22 March	15-19 July	29 - 31 May	Cairo	Kuala Lumpur	Abu Dhabi
Build Your Supervision Techniques	25-29 March	15-19 July	03-05 July	Manama	Moscow	Dubai
Building Personal Leadership Skills	25-29 March	15-19 July	23-25 January	Doha	Beirut	Sharjah
Business Performance Management	01-05 April	09 -13 Septem	06-08 February	Dubai	Sharm El-Shaikh	Abu Dhabi
Business planning - the road to achieve extraordinary r	01-05 April	16 -20 Septem	28 Feb-02 March	Dubai	Kuala Lumpur	Sharjah
Complete Course on Management	01-05 April	23 -27 Septem	15-17 May	Aghadir	Tunisia	Dubai
Creative Thinking & Planning	08-12 April	30 Sep - 04 Oc	20-22 February	Damascus	Salala	Dubai
Crisis Management	08-12 April	30 Sep - 04 Oc	30 Oct - 01 Nov	Cairo	Kuala Lumpur	Sharjah
Crisis Conflict Management	15-19 April	30 Sep - 04 Oc	28 Feb-01 March	Cairo	Kuala Lumpur	Dubai
Developing Emotional Intelligence Awareness	15-19 April	30 Sep - 04 Oc	12-14 June	Cairo	Barcelona	Dubai
Developing Personal Growth Strategy, Leadership and	22-26 April	30 Sep - 04 Oc	20-22 March	Manama	Dubai	Sharjah
Effective Strategic Planning in a Global Competitive E	22-26 April	30 Sep - 04 Oc	11-13 December	Cairo	Amman	Dubai
Enhancing & Developing Supervisors Performance	29 April -03 May	07-11 October	13-15 November	Dubai	Doha	Sharjah
Goal Setting, Planning and Decision Making	29 April -03 May	07-11 October	27 - 29 November	Jakarta	Kuala Lumpur	Sharjah
How To Manage Workplace Negativity	29 April -03 May	14-18 October	16-18 April	Manama	Dubai	Dubai

Improving your Managerial Effectiveness	29 April -03 May	14-18 October	16-19 July	Dubai	Cairo	Sharjah
Knowledge Management	06-10 May	21-25 October	22-24 May	Cairo	Cairo	Dubai
Leaders and the Power of Performance	06-10 May	21-25 October	03-05 April	Amman	Beirut	Dubai
Leadership & The Vision of Trust	06-10 May	28 Oct -01 No	17-19 July	Amman	Dubai	Abu Dhabi
Leadership and Workable Management	06-10 May	28 Oct -01 No	17-19 July	Istanbul	Cairo	Dubai
Leadership Excellence in Handling Stress	13-17 May	04-08 Novemb	17-19 July	Dubai	Dubai	Sharjah
Leading High Impact Teams	13-17 May	04-08 Novemb	20-22 February	Cairo	Kuala Lumpur	Sharjah
Management in a Diverse Environment	13-17 May	11-15 Novemb	25-27 December	Kuala Lumpur	Damascus	Sharjah
Management Skills for New Managers	13-17 May	11-15 Novemb	27-29 March	Kuala Lumpur	Tunisia	Dubai
Managing Conflict & Dealing with Others	20-24 May	11-15 Novemb	10-12 April	Dubai	Kuala Lumpur	Sharjah
Managing Risks in the Workplace	20-24 May	18-22 Novemb	25-27 Jun	Cairo	Cairo	Dubai
Organizational Development and Change	27 - 31 May	18-22 Novemb	02-04 October	Kuala Lumpur	Cairo	Dubai
Senior Management Program	27 - 31 May	18-22 Novemb	02-04 October	Doha	Dubai	Abu Dhabi
Strategic Management and Leadership	03-07 June	25-29 Novemb	10-12 April	Dubai	Kuala Lumpur	Abu Dhabi
Strategic Thinking and Planning	03-07 June	25-29 Novemb	01-03 May	Manama	Salala	Dubai
Stress Management for Senior Managers	06-10 June	09-13 Decemb	15-17 May	Amman	Kuala Lumpur	Dubai
The Balanced Scorecard	17-21 June	16-20 Decemb	12-14 August	Cairo	Kuala Lumpur	Dubai
The Future of E-Management	17-21 June	16-20 Decemb	03-05 July	Cairo	Cairo	Dubai
International Business Etiquette & Protocol For Mana	24-28 June	23-27 Decemb	28 Feb-02 March	Dubai	Cairo	Abu Dhabi
Supervisory Skills & Strategic Thinking	24-28 June	23-27 Decemb	01-03 May	Kuala Lumpur	Manama	Sharjah
8 Habits from Effectiveness to Efficiency	24-28 June	23-27 Decemb	24-26 July	Kuala Lumpur	London	Dubai
<b><i>Program Title</i></b>	<b><i>YEAR 2012</i></b>			<b><i>Venue</i></b>		
<b><i>Human Resources and Training</i></b>	<b>Date 1</b>	<b>Date 2</b>	<b>Date 3</b>	<b>Venue 1</b>	<b>Venue 2</b>	<b>Venue 3</b>
Measuring the Effect of Training on Performance	01-05 January	03-07 June	06-08 March	Cairo	Dubai	Dubai
Training Needs Analysis	08-12 January	03-07 June	16-18 April	Dubai	Kuala Lumpur	Dubai
Successful Interviewing Skills Workshop	15-19 January	06-10 June	08-10 May	Dubai	Cairo	Sharjah
The Best Practices For Training Coordinators	22-26 January	06-10 June	22-24 May	Cairo	Dubai	Abu Dhabi
Performance Measurement and Appraisal	29 Jan-02 Feb	17-21 June	10-12 July	Doha	Manama	Dubai

Certified Coach Coaching Counseling and Conflict Ma	05-09 February	17-21 June	10-12 July	Dubai	Tunisia	Sharjah
Advanced Human Resources and Personnel Management	12-16 February	24 - 28 June	25-27 September	Cairo	Kuala Lumpur	Dubai
Principles of Human Resources Management	19-23 February	24 - 28 June	16-18 October	Dubai	Jakarta	Sharjah
Accounting and Finance Essentials for Training and H	26 Feb-02 March	01-05 July	30 Oct - 01 Nov	Manama	Amman	Dubai
Career Development and Succession Planning	04-08 March	08-12 July	20-22 November	Cairo	Kuala Lumpur	Abu Dhabi
Employee Relations: Motivation, Grievances and Disc	11-15 March	15-19 July	25-27 December	Kuala Lumpur	Cairo	Dubai
Assertiveness Behavioral Approach in Dealing with Co	18-22 March	15-19 July	16-18 January	Manila	Beirut	Dubai
Basics of Human Resources Management	25-29 March	15-19 July	23-25 January	Singapor	Kuala Lumpur	Sharjah
Building up Performance Through Employee Motivati	01-05 April	15-19 July	06-08 February	Dubai	Salala	Dubai
Developing Emotional Intelligence Awareness	08-12 April	15-19 July	20-22 February	Tunisia	Istanbul	Dubai
Developing Positive Attitude, Communication Skills &	08-12 April	09 -13 Septem	01-03 May	Doha	Damascus	Sharjah
Employee Development & Talent Discovery, Retaining	15-19 April	09 -13 Septem	28 Feb-02 March	Cairo	Salala	Dubai
Employee Relation Management	22-26 April	16 -20 Septem	20-22 March	Manama	London	Dubai
Employees Needs Analysis	22-26 April	23 -27 Septem	20-22 March	Cairo	Milan	Dubai
Energizing People for Best Performance	22-26 April	23 -27 Septem	20-22 March	Dubai	Cairo	Sharjah
Enhanced Productivity Skills in Maximizing Personal P	22-26 April	30 Sep - 04 Oc	11-13 December	Kuala Lumpur	Jakarta	Dubai
Essentials of Training Needs Analysis & Evaluating the	29 April -03 May	07-11 October	13-15 November	Dubai	Manama	Sharjah
How to Recruit, Develop & Retain Knowledgeable W	29 April -03 May	14-18 October	16-18 April	Cairo	Cairo	Dubai
Human Resources & Payroll System	06-10 May	21-25 October	10-12 April	Dubai	Cairo	Dubai
Human Resources Strategy & Professionalism in Recr	06-10 May	28 Oct -01 No	17-19 July	Kuala Lumpur	Dubai	Sharjah
Improving Employee Performance by Coaching & Co	13-17 May	04-08 Novemb	20-22 March	Jakarta	Doha	Dubai
Increasing the Impact of Training and Development	13-17 May	11-15 Novemb	27-29 March	Kuala Lumpur	Dubai	Abu Dhabi
Interviewing Skills ( Selecting the Best )	20-24 May	11-15 Novemb	10-12 April	Beirut	Sharm El-Shaikh	Dubai
Manpower Organization and Succession Planning-don	20-24 May	18-22 Novemb	25-27 Jun	Amman	New Delhi	Dubai
Mastery of Emotional Stress Release	27 - 31 May	18-22 Novemb	02-04 October	Cairo	Kuala Lumpur	Dubai
Performance and Productivity Management	27 - 31 May	18-22 Novemb	11-13 December	Kuala Lumpur	Cairo	Dubai
Preparing and Developing Training Specialists	03-07 June	25-29 Novemb	01-03 May	Dubai	Cairo	Dubai
Skills Motivate Self and Others	06-10 June	09-13 Decemb	14-17 May	Doha	Tunisia	Dubai
The Advanced Training Manager - Politics & Perform	17-21 June	16-20 Decemb	14-17 May	Istanbul	Dubai	Sharjah

The Best Practices for Training Coordinators	17-21 June	16-20 Decemb	15-17 May	Kuala Lumpur	Cairo	Abu Dhabi
Train the Trainer Design, Delivery and Evaluation	24-28 June	23-27 Decemb	28 Feb-02 March	Kuala Lumpur	Dubai	Dubai
<b><i>Program Title</i></b>	<b><i>YEAR 2012</i></b>			<b><i>Venue</i></b>		
<b><i>Sales and Marketing</i></b>	<b>Date 1</b>	<b>Date 2</b>	<b>Date 3</b>	<b>Venue 1</b>	<b>Venue 2</b>	<b>Venue 3</b>
Communication Skills for Sales Personnel	01-05 January	03-07 June	06-08 March	Dubai	Cairo	Dubai
Professional Sales Management Skills	08-12 January	03-07 June	16-18 April	Manama	Kuala Lumpur	Dubai
Debt Collection and After Sales Service	15-19 January	03-07 June	08-10 May	Cairo	Kuala Lumpur	Dubai
Market Research and Analysis	22-26 January	06-10 June	22-24 May	Dubai	Jakarta	Sharjah
Strategic Marketing Techniques	29 Jan-02 Feb	06-10 June	10-12 July	Dubai	Manila	Dubai
Win-Win Sales Negotiations and Persuasion using NL	29 Jan-02 Feb	06-10 June	10-12 July	Doha	Dubai	Abu Dhabi
Tele-Marketing Techniques	05-09 February	17-21 June	10-12 January	Kuala Lumpur	Aghadir	Dubai
Product Pricing and Launching	05-09 February	17-21 June	10-12 July	Dubai	Tunisia	Sharjah
Etiquettes, Protocols and Hospitality	05-09 February	17-21 June	14-16 February	Cairo	Manama	Dubai
Targeted Marketing and Selling Techniques	12-16 February	24-28 June	25-27 September	Doha	Istanbul	Abu Dhabi
Effective Sales Meetings and Negotiation Skills	12-16 February	24-28 June	03-05 April	Manama	Kuala Lumpur	Sharjah
Writing Strategic Sales Plan	19-23 February	24-28 June	01-03 May	Kuala Lumpur	Cairo	Dubai
Magical Selling (Appointment, Presentation, Needs Ar	19-23 February	24-28 June	16-18 October	Dubai	Dubai	Dubai
E-Marketing and E-Commerce	26 Feb-02 March	01-05 July	30 Oct - 01 Nov	Cairo	Amman	Sharjah
Managing a Sales Team	26 Feb-02 March	01-05 July	05-07 June	Dubai	Beirut	Sharjah
Advanced Business Marketing Skills	26 Feb-02 March	01-05 July	16-18 October	Doha	Sharm El-Shaikh	Dubai
Advanced Cash Collection Skills	04-08 March	08-12 July	20-22 November	Manila	Cairo	Sharjah
Advanced Marketing & Sales Management	04-08 March	08-12 July	12-14 June	Dubai	Jakarta	Dubai
Advanced Presentation Skills	04-08 March	08-12 July	13-15 November	Manama	London	Abu Dhabi
Advanced Selling and Negotiation Skills	11-15 March	15-19 July	25-27 December	Bangkok	Vienna	Dubai
Benchmarking Techniques	11-15 March	15-19 July	27 - 29 November	Kuala Lumpur	Paris	Dubai
Business-to-Business Marketing Strategies	18-22 March	15-19 July	16-18 January	Cairo	Milan	Dubai
Complete Customer Care, Influencing and Selling Tec	18-22 March	15-19 July	10-12 April	Dubai	London	Sharjah
Developing Corporate Identity and Branding	18-22 March	15-19 July	29 - 31 May	Cairo	Kuala Lumpur	Abu Dhabi

Developing Positive Attitude, Personal Influence and Network	25-29 March	15-19 July	03-05 July	Manama	Moscow	Dubai
Effective Strategic Planning in a Global Competitive Environment	25-29 March	15-19 July	23-25 January	Doha	Beirut	Sharjah
E-Marketing Change Approach	01-05 April	15-19 July	06-08 February	Dubai	Sharm El-Sheikh	Abu Dhabi
Enhancing Essential Skills for Credit and Debt Collection	01-05 April	09 -13 September	28 Feb-02 March	Dubai	Kuala Lumpur	Sharjah
Enhancing Skills on Letter of Credit Professionalism	01-05 April	09 -13 September	15-17 May	Aghadir	Tunisia	Dubai
Improving Productivity Through Quality	08-12 April	16 -20 September	20-22 February	Damascus	Salala	Dubai
Integrated Skills of Sales Teams Management	08-12 April	16 -20 September	30 Oct - 01 Nov	Cairo	Kuala Lumpur	Sharjah
Key Account Management on Sales Management	15-19 April	16 -20 September	28 Feb-01 March	Cairo	Kuala Lumpur	Dubai
Lateral Marketing, Sales Planning and Territory Management	15-19 April	23 -27 September	12-14 June	Cairo	Barcelona	Dubai
Master of Marketing	22-26 April	23 -27 September	20-22 March	Manama	Dubai	Sharjah
Material & Supply Chain Management	22-26 April	23 -27 September	15-17 May	Cairo	Amman	Dubai
Performance and Productivity Management	22-26 April	30 Sep - 04 Oct	11-13 December	Dubai	Doha	Sharjah
Sales & Marketing - Strategic and Planning	29 April -03 May	07-11 October	03-05 April	Jakarta	Kuala Lumpur	Sharjah
Sales and Customer Service Relationship	29 April -03 May	07-11 October	13-15 November	Manama	Dubai	Dubai
Sales Negotiation Skills	06-10 May	21-25 October	27 - 29 November	Dubai	Salala	Sharjah
Strategic Marketing for Senior Managers	06-10 May	28 Oct -01 Nov	16-18 April	Cairo	Cairo	Dubai
Technical Marketing and Proposal Preparation	13-17 May	04-08 November	16-19 July	Amman	Beirut	Dubai
Technical Marketing Management	20-24 May	11-15 November	10-12 July	Amman	Dubai	Abu Dhabi
Aligning Marketing and Sales - Achieve Success Through Collaboration	20-24 May	18-22 November	03-05 April	Istanbul	Cairo	Dubai
Purchasing Strategies, Negotiating and Cost Reduction	27 - 31 May	18-22 November	17-19 July	Dubai	Dubai	Sharjah
The Successful Buyer and Procurement Management	03-07 June	25-29 November	10-12 July	Cairo	Kuala Lumpur	Sharjah
E-Procurement	06-10 June	09-13 December	10-12 July	Kuala Lumpur	Damascus	Sharjah
How to Master the Selling Process Effectively	06-10 June	09-13 December	20-22 February	Kuala Lumpur	Tunisia	Dubai
“Business to Business Sales” (B2B)	17-21 June	16-20 December	25-27 December	Dubai	Kuala Lumpur	Sharjah
Sales Executives Using NLP to maximize your Sales Performance	17-21 June	16-20 December	27-29 March	Cairo	Cairo	Dubai
Fundamentals of Stock Market	24-27 June	23-27 December	10-12 April	Kuala Lumpur	Cairo	Dubai
Mastering Face-to-Face Sales	24-27 June	23-27 December	06-08 March	Doha	Dubai	Abu Dhabi
<b><i>Program Title</i></b>	<b><i>YEAR 2012</i></b>			<b><i>Venue</i></b>		

<b>Secretarial and Office Management</b>	<b>Date 1</b>	<b>Date 2</b>	<b>Date 3</b>	<b>Venue 1</b>	<b>Venue 2</b>	<b>Venue 3</b>
Professional Business Meetings	01-05 January	03-07 June	06-08 March	Cairo	Dubai	Dubai
Essentials of Secretarial Duties	08-12 January	03-07 June	16-18 April	Dubai	Kuala Lumpur	Dubai
Advanced Simplification of Work Procedures	15-19 January	06-10 June	08-10 May	Dubai	Cairo	Sharjah
Business Etiquette and Protocol (Essentials of Dealing	22-26 January	06-10 June	22-24 May	Cairo	Dubai	Abu Dhabi
Business Letter and Report Writing Skills	29 Jan-02 Feb	17-21 June	10-12 July	Doha	Manama	Dubai
E-mail and Letter Writing Skills	05-09 February	17-21 June	10-12 July	Dubai	Tunisia	Sharjah
Advanced Office Management and Secretarial Skills	12-16 February	24 - 28 June	25-27 September	Cairo	Kuala Lumpur	Dubai
Work Ethics and Standards	19-23 February	24 - 28 June	16-18 October	Dubai	Jakarta	Sharjah
Time Management : Priorities and Deadlines	26 Feb-02 March	01-05 July	30 Oct - 01 Nov	Manama	Amman	Dubai
Effective Communication Skills for Secretaries and Ad	04-08 March	08-12 July	20-22 November	Cairo	Kuala Lumpur	Abu Dhabi
Workshop on using Complete Microsoft Office for Bu	04-08 March	08-12 July	20-22 November	Kuala Lumpur	Cairo	Dubai
Planning and Organizing Events and Exhibitions	11-15 March	15-19 July	25-27 December	Manila	Beirut	Dubai
Modern Telephone Techniques	18-22 March	15-19 July	16-18 January	Singapor	Kuala Lumpur	Sharjah
Electronic Filing Systems	25 - 29 March	15-19 July	23-25 January	Dubai	Salala	Dubai
Advanced Enhancement Skills for Administrative Coor	01-05 April	15-19 July	06-08 February	Tunisia	Istanbul	Dubai
Assertiveness Behavioral Approach in Dealing with Co	08-12 April	15-19 July	20-22 February	Doha	Damascus	Sharjah
Business Letter Writing for Office Assistants	08-12 April	09 -13 Septem	01-03 May	Cairo	Salala	Dubai
Call Centre Management Skills	15-19 April	09 -13 Septem	28 Feb-01 March	Manama	London	Dubai
Creative Thinking for Continuous Improvement	22-26 April	16 -20 Septem	20-22 March	Cairo	Milan	Dubai
Developing Emotional Intelligence Awareness	22-26 April	16 -20 Septem	20-22 March	Dubai	Cairo	Sharjah
Developing Positive Attitude, Communication Skills &	22-26 April	23 -27 Septem	20-22 March	Kuala Lumpur	Jakarta	Dubai
Developing Your Personal Influence & Impact	22-26 April	30 Sep - 04 Oc	11-13 December	Dubai	Manama	Sharjah
Documents & Records Management	29 April -03 May	07-11 October	13-15 November	Cairo	Cairo	Dubai
Effective Planning Skills for Office Administration	29 April -03 May	14-18 October	16-18 April	Dubai	Cairo	Dubai
Effective Telephone Skills for Better Service	06-10 May	21-25 October	03-05 April	Kuala Lumpur	Dubai	Sharjah
Effective Time, Task and Work Planning	06-10 May	28 Oct -01 No	17-19 July	Jakarta	Doha	Dubai
English Business & Report Writing Skills	13-17 May	04-08 Novemb	20-22 March	Kuala Lumpur	Dubai	Abu Dhabi

Goal Setting, Team Building & Motivation	13-17 May	11-15 Novemb	27-29 March	Beirut	Sharm El-Shaikh	Dubai
Handling Angry Customers Turning Complaints to Op	20-24 May	11-15 Novemb	10-12 April	Amman	New Delhi	Dubai
International Business Etiquette & Protocol	20-24 May	18-22 Novemb	25-27 Jun	Cairo	Kuala Lumpur	Dubai
Interpersonal Skills	27 - 31 May	18-22 Novemb	04-08 October	Kuala Lumpur	Cairo	Dubai
Library Management Using Computer	27 - 31 May	18-22 Novemb	11-13 December	Dubai	Cairo	Dubai
Powerful Presentation & Public Speaking Skills	03-07 June	25-29 Novemb	01-03 May	Doha	Tunisia	Dubai
Professional Skills for Administration & Secretaries	06-10 June	09-13 Decemb	15-17 May	Istanbul	Dubai	Sharjah
Setting Priorities, Time Management and Stress Contr	17-21 June	16-20 Decemb	15-17 May	Kuala Lumpur	Cairo	Abu Dhabi
The Executive Secretary Master Development Program	17-21 June	16-20 Decemb	15-17 May	Kuala Lumpur	Dubai	Dubai
Time, Self , Stress and Meeting Management	24 - 28 June	23-27 Decemb	28 Feb-02 March	harm El-Shaikh	Dubai	Sharjah
Advanced Business & Technical Report Writing	24 - 28 June	23-27 Decemb	10-12 April	Damascus	Doha	Dubai
<b><i>Program Title</i></b>	<b><i>YEAR 2012</i></b>			<b><i>Venue</i></b>		
<b><i>Interpersonal Communication and</i></b>	<b>Date 1</b>	<b>Date 2</b>	<b>Date 3</b>	<b>Venue 1</b>	<b>Venue 2</b>	<b>Venue 3</b>
Service Level Agreement (SLAs)	01-05 January	03-07 June	06-08 March	Cairo	Dubai	Dubai
Strategies for Excellence at Work and Life (NLP)	08-12 January	03-07 June	16-18 April	Dubai	Kuala Lumpur	Dubai
Communicating and Dealing with Difficult People	15-19 January	06-10 June	08-10 May	Dubai	Cairo	Sharjah
Creative Thinking	22-26 January	06-10 June	22-24 May	Cairo	Dubai	Abu Dhabi
Assertiveness Behavioral Approach in Dealing with Co	29 Jan-02 Feb	17-21 June	10-12 July	Doha	Manama	Dubai
Excellence in Customer Service (Service Beyond Expe	05-09 February	17-21 June	10-12 July	Dubai	Tunisia	Sharjah
Advanced Public Relations	12-16 February	24 -28 June	25-27 September	Cairo	Kuala Lumpur	Dubai
Communicating and Dealing with Different Personaliti	19-23 February	24 -28 June	16-18 October	Dubai	Jakarta	Sharjah
Self and Career Development	26 Feb-02 March	01-05 July	30 Oct - 01 Nov	Manama	Amman	Dubai
Presentation Skills Workshop (How to Face Others)	04-08 March	08-12 July	20-22 November	Cairo	Kuala Lumpur	Abu Dhabi
Internal Communication Skills	18-22 March	15-19 July	16-18 January	Manila	Beirut	Dubai
Emotional Intelligence	25 - 29 March	15-19 July	23-25 January	Singapor	Kuala Lumpur	Sharjah
Customer Relationship Management (CRM)	01-05 April	15-19 July	06-08 February	Dubai	Salala	Dubai
Developing Positive Attitude and Personal Influence	08-12 April	15-19 July	20-22 February	Tunisia	Istanbul	Dubai
Developing Interpersonal Skills	08-12 April	09 -13 Septem	01-03 May	Doha	Damascus	Sharjah

Achieving Excellence in Customer Service	22-26 April	16 -20 Septem	20-22 March	Manama	London	Dubai
Advance Customer Care for Senior Representatives	22-26 April	23 -27 Septem	20-22 March	Cairo	Milan	Dubai
Advanced Customer Service - Key Account Managem	22-26 April	23 -27 Septem	20-22 March	Dubai	Cairo	Sharjah
Advanced Presentation & Public Speaking Skills	22-26 April	30 Sep - 04 Oc	11-13 December	Kuala Lumpur	Jakarta	Dubai
Communicating with Courage, Curiosity and Impact	29 April -03 May	14-18 October	16-18 April	Cairo	Cairo	Dubai
Customer Retention and Development Strategies	06-10 May	21-25 October	03-05 April	Dubai	Cairo	Dubai
Developing Your Personal Influence & Impact	13-17 May	04-08 Novemb	20-22 March	Jakarta	Doha	Dubai
Developing Your Vision and Mission	13-17 May	11-15 Novemb	27-29 March	Kuala Lumpur	Dubai	Abu Dhabi
Getting the Most of Change	20-24 May	11-15 Novemb	10-12 April	Beirut	Sharm El-Shaikh	Dubai
Interpersonal Communications & Dealing with Others	20-24 May	18-22 Novemb	25-27 Jun	Amman	New Delhi	Dubai
Key Account Management	27 - 31 May	18-22 Novemb	02-04 October	Cairo	Kuala Lumpur	Dubai
Managing Conflict & Dealing with Others	03-07 June	25-29 Novemb	01-03 May	Kuala Lumpur	Cairo	Dubai
Presentation & Communication Skills	06-10 June	09-13 Decemb	15-17 May	Dubai	Cairo	Dubai
Producing a Front Office Customer Focus	17-21 June	16-20 Decemb	20-22 March	Doha	Tunisia	Dubai
Protocols and Hospitality	17-21 June	16-20 Decemb	15-17 May	Istanbul	Dubai	Sharjah
Integrated Customer Relationship Management (ICRM)	24 - 28 June	23-27 Decemb	28 Feb-02 March	Kuala Lumpur	Cairo	Dubai
<b><i>Program Title</i></b>	<b><i>YEAR 2012</i></b>			<b><i>Venue</i></b>		
<b><i>Project Management and Contract</i></b>	<b><i>Date 1</i></b>	<b><i>Date 2</i></b>	<b><i>Date 3</i></b>	<b><i>Venue 1</i></b>	<b><i>Venue 2</i></b>	<b><i>Venue 3</i></b>
Contract Law for Business	26 Feb-02 March	01-05 July	29 Oct-01 Nov	Cairo	Sharm El-Shaikh	Dubai
Contract Development & Management	04-08 March	08-12 July	19-22 November	Kuala Lumpur	Cairo	Dubai
IT Project Management	11-15 March	15-19 July	23-27 December	Kuala Lumpur	Bangkok	Cairo
Project Planning, Scheduling and control Using Primavera	18-22 March	15-19 July	24 - 28 June	Cairo	Kuala Lumpur	Dubai
Project Management - Competencies & Structure	25 - 29 March	15-19 July	06-10 June	Dubai	Sharm El-Shaikh	Dubai
The Successful Buyer and Procurement Management	01-05 April	15-19 July	06-10 June	Dubai	Cairo	Sharjah
Project Management Principles	08-12 April	09 -13 Septem	09-13 December	Cairo	Cairo	Dubai
“PMI: Project Management Professional (PMP)”	15-19 April	16 -20 Septem	16-20 December	Kuala Lumpur	Jakarta	Dubai
Tenders, Contracts, and Claims Management	22-26 April	23 -27 Septem	20-22 March	Dubai	Kuala Lumpur	Dubai
Project Management, Planning, Scheduling & Control	22-26 April	01-05 October	25-29 November	Amman	London	Dubai

Project Planning and Management - Advanced Level	29 April -03 May	07-11 October	12-15 November	Vienna	London	Dubai
Technical Project Management	06-10 May	21-25 October	01-05 April	Cairo	Kuala Lumpur	Dubai
Services Contracts and Their Execution	06-10 May	28 Oct -01 Nov	15-19 July	Dubai	Cairo	Dubai
Six Sigma	13-17 May	04-08 November	15-19 July	Kuala Lumpur	Singapor	Dubai
Advanced Material Management, Stock Control and T	13-17 May	11-15 November	26 Feb-02 March	Doha	Kuala Lumpur	Dubai
Project Management for Construction Specialists	20-24 May	11-15 November	09-12 April	Dubai	Kuala Lumpur	Cairo
Professional Project Management Preparatory Course	20-24 May	18-22 November	11-14 June	Cairo	Sharm El-Shaikh	Dubai
Conflict Resolution & Negotiation Techniques for Pro	27 - 31 May	18-22 November	02-04 October	Dubai	Cairo	Sharjah
<b><i>Program Title</i></b>	<b><i>YEAR 2012</i></b>			<b><i>Venue</i></b>		
<b><i>Inventory, Maintenance and Quali</i></b>	<b><i>Date 1</i></b>	<b><i>Date 2</i></b>	<b><i>Date 3</i></b>	<b><i>Venue 1</i></b>	<b><i>Venue 2</i></b>	<b><i>Venue 3</i></b>
Dynamic Supply Chain and Logistics Management	22-26 January	06-10 June	21-24 May	Cairo	Sharm El-Shaikh	Dubai
Advanced Maintenance Management and Control	29 Jan-02 Feb	17-21 June	08-12 July	Kuala Lumpur	Cairo	Dubai
SPSS (Data Management, Analysis and Control)	05-09 February	17-21 June	08-12 July	Kuala Lumpur	Bangkok	Sharjah
Facilities Management	12-16 February	24 - 28 June	25-27 September	Cairo	Kuala Lumpur	Dubai
Hazardous Material Handling & Warehouse Safety	19-23 February	24 - 28 June	16-18 October	Dubai	Sharm El-Shaikh	Dubai
Improving Productivity through Quality	26 Feb-02 March	01-05 July	29 Oct -01 Nov	Dubai	Cairo	Sharjah
Supply Chain Management	04-08 March	08-12 July	19-22 November	Cairo	Cairo	Dubai
Internal Quality Audit	11-15 March	15-19 July	23-27 December	Kuala Lumpur	Jakarta	Dubai
Inventory Management & Stock Control	18-22 March	15-19 July	24 - 28 June	Dubai	Kuala Lumpur	Dubai
Inventory Planning and Stock Control	25 - 29 March	15-19 July	03-07 June	Amman	London	Dubai
Logistics Planning and Management	01-05 April	15-19 July	04-08 June	Vienna	London	Dubai
Total Quality Management	08-12 April	15-19 July	09-13 December	Dubai	Cairo	Dubai
Knowledge and Quality in International Protocol	15-19 April	09 -13 Septem	16-20 December	Cairo	Kuala Lumpur	Dubai
Logistics Planning & Procurement	22-26 April	23 -27 Septem	20-22 March	Dubai	Cairo	Dubai
Logistics & Supply Chain Management	22-26 April	30 Sep - 04 Oc	25-29 November	Kuala Lumpur	Singapor	Dubai
Maintenance Planning, Scheduling and Control	29 April -03 May	07-11 October	12-15 November	Doha	Kuala Lumpur	Dubai
Warehousing and Material Management	29 April -03 May	14-18 October	16-19 April	Dubai	Kuala Lumpur	Cairo
International Trade Planning for Cargo Freight Forward	06-10 May	21-25 October	01-05 April	Cairo	Sharm El-Shaikh	Dubai

Material Supply Chain Management	06-10 May	28 Oct -01 Nov	15-19 July	Dubai	Cairo	Sharjah
Modern Maintenance & Reliability Management Planning	13-17 May	04-08 November	08-12 July	Cairo	Dubai	London
Quality Assurance	13-17 May	11-15 November	26 Feb-02 March	Dubai	Cairo	Kuala Lumpur
Quality Control in Manufacturing and Process Industries	20-24 May	11-15 November	09-12 April	Kuala Lumpur	Cairo	Dubai
Store Inventory Control	20-24 May	18-22 November	11-14 June	Dubai	Cairo	Dubai
Warehouse Inventory Planning & Stock Control	27 - 31 May	18-22 November	02-04 October	Amman	Cairo	Abu Dhabi
<b><i>Program Title</i></b>	<b><i>YEAR 2012</i></b>			<b><i>Venue</i></b>		
<b><i>Specilized, Technical</i></b>	<b>Date 1</b>	<b>Date 2</b>	<b>Date 3</b>	<b>Venue 1</b>	<b>Venue 2</b>	<b>Venue 3</b>
AC Design, Operations and Maintenance	01-05 January	03-07 June	26 Feb-02 March	Cairo	Cairo	Cairo
Accident Prevention - Promoting Safe Working Practices	08-12 January	03-07 June	15-19 April	Cairo	Dubai	Cairo
Advanced Air-Conditioning and Refrigeration	15-19 January	03-07 June	06-10 May	Cairo	Alexandria	Cairo
Advanced Centrifugal Pump Repair & Preventive Maintenance	22-26 January	10-14 June	20-24 May	Cairo	Cairo	Cairo
Airline Reservations, Fares and Ticketing	05-09 February	17-21 June	08-12 July	Cairo	Cairo	Vienna
API-653 Aboveground Storage Tank Inspector	05-09 February	17-21 June	12-16 February	Cairo	Cairo	Cairo
Electrical Engineering	12-16 February	24 - 28 June	09 -13 September	Cairo	Cairo	Cairo
Artificial Lift System	12-16 February	24 - 28 June	01-05 April	Cairo	Cairo	Cairo
Basic Air-Conditioning and Refrigeration	19-23 February	24 - 28 June	29 April -03 May	Cairo	Cairo	Cairo
Basic Chemistry for Laboratory Technicians and non Petroleum Engineers	19-23 February	24 - 28 June	14-18 October	Cairo	Cairo	Cairo
Basic Overhead Line Construction & Maintenance	26 Feb-02 March	01-05 July	28 Oct -01 Nov	Cairo	Cairo	Cairo
Commissioning & Fault Finding on Equipment (Instrumentation)	04-08 March	08-12 July	18-22 November	Cairo	Cairo	Cairo
Crystal Reports Essential Skills	04-08 March	08-12 July	03-07 June	Cairo	Dubai	Cairo
Designing and Operating Overhead Lines	04-08 March	08-12 July	11-15 November	Cairo	Cairo	Cairo
Energy Risk Insurance Preferable	11-15 March	15-19 July	23-27 December	Cairo	Cairo	Cairo
Fire Safety Awareness	18-22 March	15-19 July	08-12 April	Cairo	Cairo	Cairo
First Aid Kit	18-22 March	15-19 July	20-24 May	Cairo	Cairo	Dubai
Fleet Management and Transport	25-29 March	15-19 July	01-05 July	Dubai	London	Dubai
Integrated Petrophysics for Reservoir Characterization	01-05 April	15-19 July	16-20 December	Cairo	London	Cairo
Introduction to Health, Safety & Environment (HSE)	01-05 April	09 -13 September	01-05 July	Cairo	London	Amman

IT Governance, Risk Management & Compliance with	08-12 April	09 -13 Septem	05-09 February	Cairo	Kuala Lumpur	Cairo
IT Infrastructure Library	08-12 April	16 -20 Septem	28 Oct -01 Nov	Cairo	Kuala Lumpur	Kuala Lumpur
MTBE Fundamentals, Manufacturing Process, Safety,	15-19 April	16 -20 Septem	21-25 October	Cairo	Cairo	Cairo
MVLV Panel Testing, AMRAMI Meter Reading, Insta	15-19 April	23 -27 Septem	03-07 June	Cairo	Cairo	Cairo
Operational Risk Management for Insurance	22-26 April	23 -27 Septem	26 Feb-02 March	Cairo	Dubai	Abu Dhabi
Piping Stress Analysis and Design of Pipe Supports	22-26 April	23 -27 Septem	15-19 July	Cairo	Cairo	Cairo
Post Occupancy Evaluation	22-26 April	30 Sep - 04 Oc	08-12 July	Cairo	Cairo	Cairo
Process Safety Auditing	22-26 April	30 Sep - 04 Oc	24 - 28 June	Cairo	Kuala Lumpur	Abu Dhabi
Risk Assessment within Production Operations	29 April -03 May	07-11 October	16-20 December	Dubai	Cairo	Abu Dhabi
Security, Fire and Loss Prevention and Emergency Mg	29 April -03 May	07-11 October	26 Feb-02 March	Dubai	Cairo	Abu Dhabi
Shipping Documentation Through Custom	29 April -03 May	14-18 October	08-12 July	Cairo	Kuala Lumpur	Dubai
Travel Management	29 April -03 May	14-18 October	17-19 July	Dubai	Dubai	Dubai
Business Solutions and Fixed Asset Overviews	06-10 May	21-25 October	08-12 July	Cairo	Cairo	Cairo
Value Engineering Module I	06-10 May	21-25 October	08-12 July	Cairo	Dubai	Cairo
Electrical Switchgear	06-10 May	28 Oct -01 No	15-19 July	Cairo	Cairo	Cairo
Value Engineering Module II	06-10 May	21-25 October	08-12 July	Cairo	Cairo	Cairo
Claims Counter Claims & Disputes - Principles, Analys	06-10 May	28 Oct -01 No	08-12 July	Cairo	Cairo	Cairo
Transfer Custody Meter	13-17 May	04-08 Novemb	08-12 July	Cairo	Cairo	Cairo
Wet Welding	13-17 May	04-08 Novemb	08-12 July	Cairo	Cairo	Cairo
Value Engineering	13-17 May	04-08 Novemb	08-12 July	Cairo	Cairo	Cairo
NVC (Non- Verbal) Tools and Strategies for a better C	13-17 May	04-08 Novemb	08-12 July	Cairo	Cairo	Cairo
Business Process Re-Engineering	13-17 May	04-08 Novemb	19-23 February	London	Dubai	Kuala Lumpur
Inspection Techniques	13-17 May	04-08 Novemb	08-12 July	Cairo	Cairo	Cairo
Machinery Failure Analysis	13-17 May	11-15 Novemb	23-27 December	Cairo	Cairo	Cairo
Condition Monitoring & Predictive Maintenance	13-17 May	11-15 Novemb	18-22 March	Cairo	Cairo	Cairo
Leica GPS (Global Positioning System)	20-24 May	11-15 Novemb	08-12 April	London	Cairo	London
VSAT Communication	27 - 31 May	18-22 Novemb	07-11 October	Kuala Lumpur	Dubai	Cairo
Heat Exchangers & Fired Heaters (operation & Mainte	27 - 31 May	18-22 Novemb	07-11 October	Cairo	Cairo	Cairo
Heat Exchangers (Design & Inspection)	03-07 June	25-29 Novemb	30 Sep - 04 Oct	Cairo	Cairo	Cairo

Pest Control Management	03-07 June	25-29 November	29 April -03 May	Cairo	Cairo	Cairo
<i>Program Title</i>	<i>YEAR 2012</i>			<i>Venue</i>		
<i>Oil , Gas, Petrelum</i>	<b>Date 1</b>	<b>Date 2</b>	<b>Date 3</b>	<b>Venue 1</b>	<b>Venue 2</b>	<b>Venue 3</b>
Advanced Gas Chromatography Techniques & Troubl	29 Jan-02 Feb	10-14 June	08-12 July	Cairo	Cairo	Cairo
Advanced Water Plumbing, Installation & Drawings in	29 Jan-02 Feb	10-14 June	08-12 July	Cairo	Cairo	London
Advanced Water Service Connection, Installation and	05-09 February	17-21 June	08-12 January	Cairo	Cairo	Cairo
Beam (ROD) Pumping	26 Feb-02 March	01-05 July	03-07 June	London	Cairo	Cairo
Centrifugal Pump Repair & Maintenance	26 Feb-02 March	01-05 July	30 Sep - 04 Oct	Cairo	Cairo	Cairo
ESP Electrical Submersible Pumps, Installation & Mai	11-15 March	15-19 July	15-19 July	Cairo	Cairo	London
Gas Chromatography Fundamentals, Troubleshooting,	25-29 March	15-19 July	23-27 December	Cairo	Cairo	Cairo
Gaskets, Pipes and Fittings	01-05 April	15-19 July	24 - 28 June	Cairo	Cairo	Cairo
Applied Water Technology in Oil and Gas Production	23-27 April	23 -27 Septem	26 Feb-02 March	London	Dubai	Abu Dhabi
Desalting & Dehydration	29 April -03 May	07-11 October	16-20 December	Dubai	Cairo	Abu Dhabi
Pump Technology	20-24 May	11-15 Novemb	08-12 April	Kuala Lumpur	Cairo	London
Steam Flood Operations	20-24 May	11-15 Novemb	08-12 April	Dubai	Kuala Lumpur	Abu Dhabi
Lubrications	20-24 May	18-22 Novemb	17-21 June	Cairo	Cairo	Cairo
Vibration analysis As a tool for early fault diagnosis of	27 - 31 May	18-22 Novemb	30 Sep - 04 Oct	Cairo	Cairo	Cairo
Oil Production Facilities	03-07 June	25-29 November	29 April -03 May	Dubai	Cairo	Sharjah
Storage Tank (Design & Inspection)	03-07 June	25-29 November	29 April -03 May	Kuala Lumpur	London	Cairo
Steam Boilers Operation, Maintenance & Control Syst	06-10 June	09-13 Decemb	13-17 May	Cairo	Cairo	Cairo
Pressure Vessel (Design & Inspection)	17-21 June	16-20 Decemb	08-12 July	Cairo	Cairo	Cairo
Designing Construction Contracts Algorithm	17-21 June	16-20 Decemb	08-12 July	Cairo	Cairo	Cairo
<b>Program's Timings will be from 09:00 a.m. - 14:00 p.m.</b>						
<b>For Programs Outlines kindly visit our Web Site : <a href="http://www.campts.com">www.campts.com</a></b>						

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