

	Courses Name	Code	Duration	Sponsor	
1. Midstream	1.1- Pipeline and Piping Systems				
	1	Pipeline Design, Construction, Inspection & Maintenance (ASME 31.4 & ASME 31.8)	MPI-01	5 days	
	2	Pipeline and Piping System Inspection and Troubleshooting	MPI-02	5 days	
	3	Piping stress analysis by Caesar (Basics)	MPI-03	5 days	
	4	Flow Assurance "Fundamentals"	MPI-04	5 days	
	5	Oil & Gas , Storage and Transportation	MPI-05	5 days	
	1.2- Material, Corrosion and Inspection				
	1	Material Selection For Oil & Gas Applications (ASTM, ASME II, API 5L)	MMC-01	5 days	
	2	Corrosion inspection, Monitoring and CorrosionControl in Petroleum Applications	MMC-02	5 days	
	3	Cathodic Protection Technology	MMC-03	5 days	
	4	Pipeline Corrosion (Internal & External)	MMC-04	5 days	
	5	Introduction to ASME code (IX, B 31.3, and B 16.5)	MMC-05	5 days	
	6	ASME "PCC-2" (Repair of Pressure Equipment and Piping)	MMC-06	3 days	
	7	ASME "BPVC-VIII-1" (Design, Fabrication and Inspection of Pressure Vessels)	MMC-07	5 days	
	8	Heat Treatment	MMC-08	5 days	
9	Welding Technology For Basic Welding Process	MMC-09	5 days		
1.3-Midstream Accredited Courses					
1	API 584 " Integrity Operating Windows "	MAC-01	3 days		
2	API 598 " Valve Inspection & Testing "	MAC-02	3 days		
3	API 570 " Certified Piping Inspector " Preparation Course + Exam Registration	MAC-03	10 Days	API	
4	API 510 " Certified Pressure Vessel Inspector " Preparation Course + Exam Registration	MAC-04	11 Days	API	
5	API 653 " Certified Tank Inspector " Preparation Course + Exam	MAC-05	10 Days	API	
6	API 571 " Damage Mechanisms Affecting Fixed Equipment In The Refining Industry " Preparation Course + Exam Registration	MAC-06	5 Days	API	
7	API 579 " Fitness-For-Service "	MAC-07	5 Days		
8	API 580 " RBI " Preparation Course + Exam Registration	MAC-08	5 Days	API	
9	Basic Corrosion	MAC-09	4 Days		
10	CSWIP Welding Inspector Level 2 (3.1) (Course + Exam Registration)	MAC-10	5 Days	TWI	
11	CSWIP Senior Welding Inspector Level 3 (3.2) (Course + Exam Registration)	MAC-11	5 Days	TWI	
12	BGAS-CSWIP Painting Inspector Grade1 (Course + Exam Registration)	MAC-12	5 Days	TWI	
13	BGAS-CSWIP Painting Inspector Grade2 (Course + Exam Registration)	MAC-13	5 Days	TWI	
14	CSWIP 3.4U - Under Water Inspection Controller (Course + Exam Registration)	MAC-14	12 Days	TWI	
15	Phased Array Ultrasonic Testing (PAUT) - Welds (Course + Exam Registration)	MAC-15		TWI	
2.1-Oil & Gas Process Technologies & Operations					
2.1.1 - Process Plant design & Simulation					
1	DCS Simulator for Process Panel operators	DPD-01	5 Days		
2	Basic design steps for Industrial plants up to the safe operation	DPD-02	5 Days		
2.1.2 - Oil & Gas Process Technologies & Operations (Process Safety)					
1	Process Safety management " OSHA Standard "	DPS-01	5 Days		
2	HAZID Technique	DPS-02	5 Days		
3	NEBOSH HSE Certificate in Process Safety Management	DPS-03	5 Days	Nebosh	
4	Process Hazard Analysis "PHA" and Hazop Study workshop	DPS-04	5 Days		
5	Safety Instrumented Systems (SIS) design and application	DPS-05	5 Days		
2.1.3 - Oil & Gas Process Technologies & Operations (Process Operation)					
1	Introduction to Oil & gas operations	DPO-01	5 Days		
2	precommissioning, commissioning and start-up activities for process plant	DPO-02	5 Days		
3	Natural Gas production and processing facilities	DPO-03	5 Days		
4	Natural gas Plant startup, shutdown, troubleshooting and special problems (Advanced)	DPO-04	5 Days		
5	crude oil surface production and treatment facilities	DPO-05	5 Days		
6	Heat Transfer Equipment , Commissioning, Startup, Operation and Shutdown	DPO-06	5 days		
7	process control for process engineers	DPO-07	3 days		
8	Pressure Relieving System Components, Design, Commissioning, Startup, Troubleshooting and Shutdown	DPO-08	5 Days		
9	Oil & Gas Process Equipment Operation	DPO-09	5 Days		
10	Chemical treatment in oil & gas field	DPO-10	5 Days		
11	Water treatment and Effluent Waste water treatment facilities	DPO-11	5 Days		
12	اساسيات عمليات المعالجة و بدء وايقاف التشغيل ومعالجة مشاكل التشغيل بوحدات الغاز الطبيعي	DPO-12	5 Days		
13	اساسيات عمليات انتاج ومعالجة البترول ومعالجة مشاكل التشغيل بوحدات الانتاج البترولية	DPO-13	5 Days		
14	اساسيات عمليات تكرير البترول ، تشغيل، تطفنة ومعالجة مشاكل التشغيل	DPO-14	5 Days		
15	المعدات والاجهزة المستخدمة في معالجة البترول والغاز الطبيعي	DPO-15	5 Days		
2.1.4 - Oil & Gas Process Technologies & Operations (laboratory)					

	Courses Name	Code	Duration	Sponsor
1	ISO / IEC 17025:2017 Awareness	DPL-01	5 Days	
2	Laboratory Quality Management (ISO 17025:2017) Internal Auditor	DPL-02	5 Days	
3	Lab Safety, Hazards, Risk Assessment and COSHH	DPL-03	5 Days	
4	ASTM Test Method (How to read, understand and implement)	DPL-04	5 Days	
5	تصنيف البترول الخام ، التحاليل الكيميائية في صناعة البترول ومراقبة جوده المنتجات البترولية	DPL-05	5 Days	
6	Lab Information Management System (LIMS) and Quality Control	DPL-06	3 Days	
2.2 - Mechanical Engineering				
2.2.1 - Maintenance & Reliability and Asset Management				
1	Certified Maintenance & Reliability Professional (CMRP) + Exam	DMM-01	6 Days	CMRP
2	Maintenance Management	DMM-02	5 Days	
3	Computerized Maintenance Management System (CMMS)	DMM-03	5 Days	
4	Maintenance Planning & Scheduling & Work Control	DMM-04	5 Days	
5	Root Cause Analysis and Root Cause Failure Analysis (RCA&RCFA)	DMM-05	5 Days	
6	Reliability, Availability, Maintainability and Safty (RAMs)	DMM-06	5 Days	
7	Reliability Centered Maintenance (RCM)	DMM-07	5 Days	
8	Shutdown and Turnaround Planning	DMM-08	5 Days	
9	Asset Integrity Management System (ISO 55000 Workshop)	DMM-09	5 Days	
10	تخطيط وتنظيم وأداره اعمال الصيانة	DMM-10	5 Days	
2.2.2 - Condition Based Monitotring (CBM) Accredited Programs				
1	Category I - Introduction to Machinery Vibration + workshop + Exam	DMP-01	5 Days	Vibration Institute
2	Category II - Basic Machinery Vibration + workshop + Exam	DMP-02	6 Days	Vibration Institute
3	Category III - Machinery Vibration Analysis + workshop + Exam	DMP-03	6 Days	Vibration Institute
4	Category IV - structural and Machinery Vibration Course	DMP-04	5 Days	Vibration Institute
5	Category IV Workshop + Category IV Exam	DMP-05	3 Days	Vibration Institute
6	Balancing of Rotating Machinery + Exam	DMP-06	4 Days	Vibration Institute
7	ISO Category IV – Rotor dynamics and Balancing (RDB)	DMP-07	5 Days	Vibration Institute
2.2.3 - Rotating and Static Equipment				
1	Centrifugal and Positive Displacement Pumps: Operation, maintenance and troubleshooting	DRS-01	5 Days	
2	Gas Compressors: Operation, maintenance and troubleshooting	DRS-02	5 Days	
3	Gas Turbines: Operation, maintenance and troubleshooting	DRS-03	5 Days	
4	Diesel and Gas Engines: Operation, Maintenance and troubleshooting	DRS-04	5 Days	
5	تشغيل وصيانة محركات الديزل (قنين)	DRS-05	5 Days	
6	Gear Box Operation, Maintenance and Overhaul	DRS-06	5 Days	
7	Basic Bearing Technology & Maintenance	DRS-07	5 Days	
8	Advanced Bearing Technology & Maintenance	DRS-08	4 Days	
9	Shaft Alignment	DRS-09	3 Days	
10	Mechanical Seals for Rotating Equipments	DRS-10	5 Days	
11	Valve Types: operation, maintenance and troubleshooting	DRS-11	5 Days	
12	تشغيل وصيانة المعدات الدوارة (قنين)	DRS-12	5 Days	
13	العدد و القياسات المستخدمة فى الصيانة الميكاتريكية (قنين)	DRS-13	5 Days	
14	Heating, Ventilating and Air Conditioning systems "HVAC" Design	DRS-14	5 Days	
15	Fire Fighting systems Design in Administrative buildings	DRS-15	5 Days	
16	أساسيات وصيانة وحدات التبريد والتكييف (قنين)	DRS-16	5 Days	
2.2.4 - Hydraulic and Pneumatic Systems				
1	Basic Principals Of Hydraulic Systems (BPHS)	DHP-01	5 Days	
2	Advanced Hydraulic Systems (AHS)	DHP-02	5 Days	
3	Electro Hydraulic Control Systems (ELHS)	DHP-03	5 Days	
4	Maintenance And Fault Analysis Of Hydraulic Systems (MFHS)	DHP-04	5 Days	
5	Design And Manufacturing Of Hydraulic Systems (DMHS)	DHP-05	5 Days	
6	Basic Principals Of Pneumatic Systems (BPPS)	DHP-06	5 Days	
2.3 - Electrical Engineering & Maintenance				
2.3.1 - Electrical Power Generation and Distribution				
1	Electrical Basics and safety for non Electricians	DEP-01	5 Days	
2	Process Operation and (P&ID) for instrument & Electrical Engineer	DEP-02	4 Days	
3	Power Generation System selection, operation, protection, Maintenance and Troubleshooting	DEP-03	5 Days	
4	Emergency Diesel Generator "selection, specification, operation, protection, drawing, maintenance and troubleshooting"	DEP-04	5 Days	
5	Modern power management and smart system (PMS)	DEP-05	4 Days	
6	Electrical Power Transformers"selection, operation, Testing, Protection, Maintenance and Troubleshooting"	DEP-06	4 Days	
7	Power Cables and Overhead Transmission Lines "design , specification, Selection, Testing, Fault Locations and Cables Welding"	DEP-07	5 Days	

	Courses Name	Code	Duration	Sponsor
8	Switchgear & Circuit breakers "selection, specification, operation and troubleshooting"	DEP-08	5 Days	
9	مبادئ واساسيات الشبكات الكهربائية	DEP-09	4 Days	
10	Uninterruptible Power Supply (UPS) "Battery system design, specification, Maintenance and troubleshooting"	DEP-10	5 Days	
2.3.2 - Electrical Equipment and Loads				
1	Electrical Submersible Pumps (ESP) "Installation, Operation and Maintenance"	DEE-01	5 Days	
2	Variable speed Drive VSD "selection, installation, control, operation and troubleshooting"	DEE-02	4 Days	
3	Electrical Motor selection" Operation, Protection, Testing, Control circuits wiring and troubleshooting"	DEE-03	5 Days	
4	ورشة صيانة واصلاح وتشغيل المحركات الكهربائية	DEE-04	4 Days	
5	صيانة المعدات الكهربائية وكيفية ايجاد المشاكل	DEE-05	5 Days	
6	Electrical Equipment "Installation, Commissioning and startup"	DEE-06	5 Days	
7	Electrical Equipment "Design, specification, Drawings and Schemes"	DEE-07	5 Days	
8	Electrical and Instrumentation Installation In hazard area and EX Equipment	DEE-08	4 Days	
2.3.3 - Electrical power system protection and quality				
1	حماية النظم الكهربائية	DEQ-01	5 Days	
2	Advanced power system protection, smart relays and fault analysis	DEQ-02	4 Days	
3	Electrical system Earthing and lightning arrestor according to IEC60364	DEQ-03	3 Days	
4	Power system" Quality, harmonic effect and power factor correction"	DEQ-04	3 Days	
5	Low and medium Voltage Electrical Isolation and safety work procedure	DEQ-05	5 Days	
2.3.4 - Electrical power system studies & Software Programs				
1	ETAP Level 1 (Short Circuit Study, Load Flow Analysis and motor acceleration)	DEP-01	5 Days	
2	Level 2 of ETAP (Protection System Coordination STAR Analysis , Arc flash and Grounding)	DEP-02	5 Days	
3	Level 3 of ETAP (Transient stability)	DEP-03	2 Days	
4	Grounding System Design using CYMGRD	DEP-04	3 Days	
5	Lighting system design and selection using Software	DEP-05	5 Days	
2.4 - Instrumentation Engineering & Control Systems				
2.4.1 - Instrumentation and Control Systems				
1	Process Operation and (P&ID) for Instrument and Electrical Engineers	DII-01	4 Days	
2	ISA Instrumentation Diagram ,Symbols and standard documentation	DII-02	5 Days	
3	Instrumentation and Control Fundamentals	DII-03	5 Days	
4	Advanced Process Control	DII-04	5 Days	
5	Process Variables Measurement	DII-05	5 Days	
6	Flow Measurement and Custody transfer	DII-06	4 Days	
7	Level Measurement and Tank Gauging	DII-07	4 Days	
8	Advanced Instrumentation "Selection, Specification and Project Management"	DII-08	5 Days	
9	Control Valve Engineering	DII-09	5 Days	
10	أنواع وصيانة ومعايرة بلوف التحكم New!!!	DII-10	5 Days	
11	Pressure Safety Relief "Valve sizing, Calibration, maintenance and troubleshooting"	DII-11	5 Days	
12	Boilers and Heaters Control System	DII-12	4 Days	
13	Turbine Control System	DII-13	4 Days	
14	Electrical and Instrumentation Installation In hazard area and EX Equipment	DII-14	4 Days	
15	PLC" Architecture and Basic Instructions Programming"	DII-15	5 Days	
16	Advanced PLC "State Diagram ,Sequential Flowchart, Process Control, Programming and Communication"	DII-16	5 Days	
17	Distributed Control Systems DCS "Communication protocols and Alarm Management System"	DII-17	5 Days	
18	Supervisory Control and Data Acquisition (SCADA) System	DII-18	5 Days	
19	Control System communication protocols and Foundation Field Bus	DII-19	5 Days	
20	Fiber Optic Networks (2 Days practical)	DII-20	5 Days	
21	Safety Instrumented Systems (SIS) Engineering	DII-21	5 Days	
22	SIL Determination and Verification	DII-22	3 Days	
23	Fire and Gas protection system "Detectors and alarm System"	DII-23	5 Days	
24	Subsea control system and well head control Panel	DII-24	5 Days	
25	Pipeline and Terminal Automation	DII-25	5 Days	
26	CompEX Ex01-Ex04 Gas & Vapors Electrical/Instrumentation installation, maintenance & inspection	DII-26	5 Days	Intertek
2.5 - Energy Saving				
1	Introduction to energy management and energy efficiency	DES-01	3 Days	
2	Energy Management System Implementation; ISO 50001:2018	DES-02	5 Days	
3	Technical Energy Audit, Code, and Standard	DES-03	3 Days	
4	Energy Efficiency in Commercial & Administrative Buildings	DES-04	5 Days	
5	Electrical Energy saving and renewable energy sources	DES-05	5 Days	

	Courses Name	Code	Duration	Sponsor
6	Energy Efficiency for Plant Thermal Equipment	DES-06	5 Days	
7	Solar Energy Fundamentals and aspects"Types,design and economical study"	DES-07	5 Days	
8	Green Hydrogen Production	DES-08	3 Days	
9	Measurement and Verification In-View of ISO 50001 (Practical)	DES-09	3 Days	
10	Technical and Economic Feasibility Studies for Energy Efficiency projects and contracts	DES-10	5 Days	
2.6 - Civil Engineering				
1	Repair and defects of Concrete Structure	DCE-01	5 Days	
2	مراقبة الجودة للأعمال المدنية	DCE-02	5 Days	
3	الإشراف على التنفيذ والصيانة الوقائية و الدورية المنشآت الخرسانية	DCE-03	5 Days	
3.1 - Fire Safety				
1	Fire safety and Risk Management	SFS-01	5 Days	
2	Fire protection and fire fighting (1 day practical)	SFS-02	4 Days	
3.2 - Lifting & Scaffolding and Fall Protection				
1	Scaffold competent Inspector (1 day practical)	SLS-01	5 Days	STI
2	Appointed lifting Person (Critical lifting planner) (1 day mobile crane Workshop)	SLS-02	5 Days	NASP-IASP
3	Mobile Crane Examination [MCE] Advanced Programme (1 day mobile crane Workshop)	SLS-03	5 Days	
4	Working at Heights, Fall Protection and Rescue Plan	SLS-04	5 Days	
5	Safe Lifting Operations	SLS-05	3 Days	
6	Scaffolding Safety Review and Inspection awarness	SLS-06	3 Days	
3.3 - Process Safety				
1	FS Engineer Safety Instrumented System (SIS)	SPS-01	4 Days	
2	Process Hazard & Risk Analysis (PH & RA)	SPS-02	4 Days	
3.4 - General Safety courses				
1	International Diploma for Occupational Health and Safety Management Professionals (ID 1)	SSC-01	10 Days	NEBOSH
2	International Diploma for Occupational Health and Safety Management Professionals (ID 2)	SSC-02	10 Days	NEBOSH
3	International Diploma for Occupational Health and Safety Management Professionals (ID 3)	SSC-03	10 Days	NEBOSH
4	NEBOSH International General Certificate in Occupational Health and Safety	SSC-04	10 Days	NEBOSH
5	NEBOSH International Technical Certificate in Oil and Gas Operational Safety	SSC-05	5 Days	NEBOSH
6	IOSH Managing Safely	SSC-06	5 Days	IOSH
7	Certified Fire Protection Specialist (CFPS) - NFPA preparation (NEW)	SSC-07	5 Days	NFPA
8	Certified Fire Protection Specialist (CFPS) - NFPA Exam (NEW)	SSC-08	1 Days	NFPA
9	Occupational Safety and Health Advanced Diploma	SSC-09	5 Days	NASP/IASP
10	NASP 30-Hour General Industry	SSC-10	5 Days	NASP/IASP
11	IADC H&S	SSC-11	3 Days	IADC
12	ISO 45001 : 2018 Occupational Health and Safety Management Systems (Lead Auditor)	SSC-12	5 Days	IRCA
13	ISO 9001 : 2015 Quality management system QMS (Lead Auditor)	SSC-13	5 Days	IRCA
14	ISO 45001:2018 Internal Auditor (OHSMS) awarness	SSC-14	3 Days	
15	Advanced Hazard Identification and task & Risk Assessment (HITRA)	SSC-15	5 Days	
16	Hazardous Area Classification and Equipment Selection	SSC-16	3 Days	
17	Crisis Management & Emergency Plans	SSC-17	3 Days	
18	Integrated Management System (IMS)	SSC-18	2 Days	
19	Incident Investigation & Root Cause Analysis (RCA)	SSC-19	2 Days	
20	Supervisor Performance Observation Techniques Audit (SPOT)	SSC-20	3 Days	
21	Petroleum Storage Tanks Safe Cleaning	SSC-21	5 Days	
22	Loss Prevention and Emergency Plans	SSC-22	5 Days	
23	Permit to Work System (PTW)	SSC-23	3 Days	
24	Confined Space Entry	SSC-24	3 Days	
25	Safety Audit and Site Inspection (Normal Production VS Shutdown)	SSC-25	5 Days	
26	HSE Leadership	SSC-26	3 Days	
27	OSHA 30-Hour General Industry	SSC-27	5 Days	
28	Occupational Health and Safety at Rig (Rig Safety)	SSC-28	5 Days	
29	Job Safety analysis	SSC-29	3 Days	
30	Defensive driving & Road safety (Weekend Weekly Program) (1 day practical)	SSC-30	2 Days	
Health				
1	Food , Personal Hygiene and Camp Service	SHH-01	5 Days	
2	HACCP (Hazard Analysis and Critical Control Points)	SHH-02	5 Days	
Environment				
1	ISO 14001: 2015 Environmental Management Systems EMS (Lead Auditor)	SHE-01	5 Days	IRCA
2	Environmental Impact Assessment (EIA)	SHE-02	5 Days	
3	التوافق مع القوانين والمسجلات البيئية	SHE-03	5 Days	
4	Hazardous Substances & Industrial Hygiene	SHE-04	5 Days	
5	Norm Handling	SHE-05	5 Days	
4.1-Bussiness Success Foudation Courses				
1	Strategic Management	BSF-01	5 Days	

	Courses Name	Code	Duration	Sponsor	
4. Business Essentials	2	Business Planning	BSF-02	3 Days	
	3	Total Quality Management	BSF-03	5 Days	
	4	Crisis Management and Business Continuity	BSF-04	3 Days	
	5	Simplification of Work Processes and Procedures	BSF-05	3 Days	
	6	Change Management	BSF-06	3 Days	
	7	Budgeting For Non Financials	BSF-07	3 Days	
	8	التخطيط الاستراتيجي لتحسين نتائج الأعمال (البرنامج موجه لمستوى الإداري العليا)	BSF-08	5 Days	
	9	التخطيط التشغيلي (البرنامج موجه لروساء الأقسام ومديري الإدارات)	BSF-09	5 Days	
	10	نظم العمل وتبسيط الإجراءات	BSF-10	3 Days	
	11	إدارة الأزمات	BSF-11	3 Days	
	4.2-Leadership and Influence courses				
		1	How to Use Leadership Styles Effectively	BLI-01	3 Days
		2	Woman in Leadership	BLI-02	3 Days
		3	Leading When You Are Not In Charge	BLI-03	3 Days
		4	الإدارة والتحفيز من أجل تحقيق التميز	BLI-04	3 Days
		5	Leadership In Action - Vision vs Reality	BLI-05	3 Days
		6	إدارة الذات وفن قيادة الآخرين	BLI-06	3 Days
	4.3-Teams with Outstanding Performance Courses				
		1	Building High Performance Teams	BTP-01	3 Days
		2	Managing Self and Leading Others	BTP-02	3 Days
		3	العمل الجماعي وبناء فريق العمل	BTP-03	3 Days
	4.4-Vital Skills for Success Courses				
		1	Getting things done	BVS-01	3 Days
		2	Management Skills & Techniques	BVS-02	5 Days
		3	Critical & Creative Thinking	BVS-03	3 Days
		4	How to Run Productive Meetings	BVS-04	3 Days
		5	Mastering Problem Solving and Decision Making Skills	BVS-05	3 Days
		6	Time Management and Personal Effectvness	BVS-06	2 Days
		7	Anger Management	BVS-07	2 Days
	8	Presentations Skills	BVS-08	3 Days	
	9	Effective Coaching & Mentoring Skills	BVS-09	3 Days	
	10	Effective Delegation	BVS-10	2 Days	
	11	Train The Trainer "TOT"	BVS-11	5 Days	
	12	Business Writing	BVS-12	3 Days	
	13	Emotional Intelligence	BVS-13	3 Days	
	14	Filing and Archiving Management	BVS-14	3 Days	
	15	Mind Mapping	BVS-15	3 Days	
	16	Negotiation Skills	BVS-16	3 Days	
	17	Conflict Management & Resoultion	BVS-17	3 Days	
	18	Postive Mindset	BVS-18	3 Days	
	19	Communication Skills & Relational Skills	BVS-19	3 Days	
	20	مهارات التواصل وفن التعامل مع الآخرين	BVS-20	3 Days	
	21	الشكاء الوجداني	BVS-21	3 Days	
	22	مهارات إدارة الوقت وضغوط العمل	BVS-22	3 Days	
	23	التفكير الابتكاري	BVS-23	3 Days	
	24	مهارات تحليل المشكلات واتخاذ القرار	BVS-24	3 Days	
	25	إستراتيجيات التغيير	BVS-25	3 Days	
	26	مهارات إدارة الصراعات	BVS-26	3 Days	
	27	المهارات الإدارية الرئيسية للمدراء والمشرفين الجدد	BVS-27	5 Days	
	28	مهارات التفاوض	BVS-28	3 Days	
	29	المهارات المهنية للمسكرتير التنفيذي	BVS-29	5 Days	
4.5-Management & Leadership Modules					
	1	The 7 Essential Skills for Success - Presented to Non Managerial Positions (Communication Skills, Presentation Skills, Manging Priorities Tasks and Deadlines , Issuing Business Correspondences, Problem Solving, Team Work, Self Motivation)	BML-01	7 Days	
	2	Towards Business Excellence Revival (It all starts with Employee Well-Being)	BML-02	13 Days	
	3	Effective Executive Secretaries and Office Managers (Business Ettiquet - Communication & Presentation Skills, Manging Priorities Tasks and Deadlines , Manageing Business Corresspondences, Manageing Meetings)	BML-03	5 Days	
Project Management	1	Project Management using Microsoft Project	PJM-01	3 Days	
	2	Business Analysis for Project Success	PJM-02	5 Days	
	3	Contracts in Project Management	PJM-03	3 Days	
	4	Project Risk Assessment and Management	PJM-04	5 Days	
	5	Project Planning,Scheduling & Cost Control	PJM-05	5 Days	

		Courses Name	Code	Duration	Sponsor
5.	6	Value Engineering	PJM-06	5 Days	
6. Human Resources & Administration	1	دبلومة الموارد البشرية	HRA-01	26 Days	
	2	Introduction to Human Resources Management	HRA-02	5 Days	
	3	Learning and Development	HRA-03	3 Days	
	4	Leading Strategic HR Transformation	HRA-04	5 Days	
	5	Enhancing the Skills of Training Coordinators and Administrators	HRA-05	3 Days	
	6	Organisational Structure & Work Ethics Behaviour	HRA-06	3 Days	
	7	Employee Engagement	HRA-07	3 Days	
	8	Leading, Monitoring Performance Management	HRA-08	5 Days	
	9	Competency Assurance Management system	HRA-09	5 Days	
	10	Talent Management (Managing employee retention)	HRA-10	3 Days	
	11	Organizational Behavior	HRA-11	5 Days	
	12	HR Digital Transformation	HRA-12	3 Days	
	13	تخطيط الموارد البشرية وتطبيقاتها بشركات قطاع البترول	HRA-13	5 Days	
	14	التطوير المهني والتخطيط للمتعاقب الوظيفي	HRA-14	5 Days	
	15	مهارات إعداد الهياكل التنظيمية و بطاقات وصف الوظائف (يقدم لشاغلي الإدارة الوسطى)	HRA-15	3 Days	
	16	اعداد اللوائح و النظم و القرارات و عقود العمل الوظيفية	HRA-16	5 Days	
	17	التأمينات الاجتماعية و طرق تسوية المعاش	HRA-17	3 Days	
	18	لوائح و نظم شؤون العاملين بقطاع البترول	HRA-18	5 Days	
	19	تطبيقات قانون العمل بلوائح قطاع البترول	HRA-19	5 Days	
	20	الأجور والاستحقاقات والمزايا للعاملين بقطاع البترول	HRA-20	5 Days	
	21	التحقيقات القانونية والإدارية	HRA-21	3 Days	
	22	الملتقى التطبيقي للتنظيم و شؤون العاملين	HRA-22	5 Days	
	23	تقييم أداء العاملين، وإعداد تقارير الكفاءة السنوية	HRA-23	5 Days	
	24	Public Relations & Media	HRA-24	5 Days	
	25	Principles of Public Relations	HRA-25	2 Days	
	26	Business Protocol & Etiquette	HRA-26	3 Days	
	27	Events Management	HRA-27	3 Days	
	28	أساسيات إتيكيت و بروتوكول الأعمال	HRA-28	3 Days	
	29	إعداد وتنظيم المعارض والمؤتمرات	HRA-29	3 Days	
7. Marketing	1	Marketing Principles	MAS-01	3 Days	
	2	Customer Relationship Management (CRM)	MAS-02	3 Days	
	3	Market Analysis and Research	MAS-03	3 Days	
	4	Digital Marketing	MAS-04	3 Days	
	5	إحتراف فن البيع	MAS-05	3 Days	
8. Finance, Economics and Auditing	8.1-Finance, Economics and Auditing				
	1	Finance for Non-Financials - "Presented for all job levels"	FEA-01	4 Days	
	2	Business Finance Fundemetnal	FEA-02	5 Days	
	3	Foundation of Financial Accounting	FEA-03	5 Days	
	4	Essentials Financial Risk Managemenet	FEA-04	5 Days	
	5	Principles of Liquidity Management	FEA-05	3 Days	
	6	Advanced Cash & Working Capital Management	FEA-06	3 Days	
	7	International Financial Reporting Standards- IFRS for Oil & Gas Companies	FEA-07	5 Days	
	8	Economic Evaluation and Feasibility Study for Petroleum Projects	FEA-08	3 Days	
	9	Wells and Projects Under Construction Accounting	FEA-09	5 Days	
	10	إدارة النقدية وحسابات البنوك	FEA-10	5 Days	
	11	الدورة التأسيسية للمحاسبين الماليين	FEA-11	5 Days	
	12	التخطيط المالي وإعداد الموازنات	FEA-12	4 Days	
	13	تحليل ومراقبة التكاليف	FEA-13	5 Days	
	14	إعداد قوائم التكاليف	FEA-14	5 Days	
	15	إعداد وتحليل القوائم المالية	FEA-15	5 Days	
	16	إدارة فرق التحصيل ومراقبة الائتمان	FEA-16	3 Days	
	17	حسابات الأصول والمهمات	FEA-17	3 Days	
	18	الإعتمادات المستندية وخطابات الضمان	FEA-18	5 Days	
	19	مراقبة المدفوعات	FEA-19	4 Days	
	20	إعداد القوائم المالية لنظام المعاش التكميلي	FEA-20	3 Days	
	21	المحاسبة المالية في شركات البترول	FEA-21	5 Days	
22	تطبيقات القوانين الضريبية	FEA-22	5 Days		

