

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

### Abu Dhabi

S. No.	Program Title	Dates	Venue	Fees US\$
IS1	Electronics Achieves & Records Keeping Management for Secretaries & Admin. Assistants	15 – 19/1/2012	Abu Dhabi	3200
IS4	Time Management & Stress Management for Executive Secretaries & Administrative Professionals	12 – 16/2/2012	Abu Dhabi	3200
IS6	Office Professionals Development Program For Administrators, Admin/Tech Assistants, Executive Secretaries & Technical Clerks	19 – 23/2/2012	Abu Dhabi	3200
IS7	Fundamentals of Finance and Accounting for Administrative Professionals	4– 8/3/2012	Abu Dhabi	3200
IS9	Advanced Management Skills for Executive Secretaries & Administrative Professionals	11 – 15/3/2012	Abu Dhabi	3200
IS10	Effective Business, Memos & Report Writing Skills for Administrative Professionals & Executive Secretaries	18 – 22/3/2012	Dubai	3200
IS12	Advanced Executive Secretarial skills & Office Management for Secretaries & Administrative Officers	1 – 5/4/2012	Dubai	3200
IS14	Secretarial Executive Core Competencies(Managerial, Technical Skills, Office Management)	15 – 19/4/2012	Abu Dhabi	3200
IS15	Time Management & Stress Management for Executive Secretaries & Administrative Professionals	15 – 19/4/2012	Dubai	3200
IS16	Managerial & Technical Report Writing Skills Development	22 – 26/4/2012	Abu Dhabi	3200
IS19	Advanced Management Skills for Executive Secretaries & Administrative Professionals	6 – 10/5/2012	Abu Dhabi	3200
IS20	Electronics Achieves & Records Keeping Management for Secretaries & Admin. Assistants	6 – 10/5/2012	Abu Dhabi	3200
IS21	Professional Business, Memo & Report Writing for Executive Secretaries & Admin. Assistant	13 – 17/5/2012	Dubai	3200
IS23	Fundamentals of Finance and Accounting for Administrative Professionals	20 – 24/5/2012	Abu Dhabi	3200
IS24	Personal Effectiveness And Office Management Skills For Administrators And Secretaries	20– 24/5/2012	Dubai	3200
IS25	Writing Skills for Administrative	27– 31/5/2012	Dubai	3200

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## International Experts Center for Management Consultation (ExMaC)

	Professional Executive Secretary			
<b>IS26</b>	Masterclass for Executive Secretary PA`s & Administrative Professionals	3 – 7/6/2012	Abu Dhabi	3200
<b>IS28</b>	Managerial Skills for Office Managers & Executive Secretarial Officers	10 – 14/6/2012	Dubai	3200
<b>IS31</b>	Office Professionals Development Program For Administrators, Admin/Tech Assistants, Executive Secretaries & Technical Clerks	24 – 28/6/2012	Dubai	3200
<b>IS33</b>	Personal Effectiveness & Office Management Skills for Administrators & Secretaries	8 – 12/7/2012	Abu Dhabi	3200
<b>IS34</b>	Handling Documentation, Archiving & Filing	8 – 12/7/2012	Dubai	3200
<b>IS35</b>	Advanced Management Skills for Executive Secretaries & Administrative Professionals	8 – 12/7/2012	Abu Dhabi	3200
<b>IS37</b>	Business Writing for Administrative Professionals	2 – 6/9/2012	Abu Dhabi	3200
<b>IS38</b>	Advanced Office Management & Effective Administration Skills	9 – 13/9/2012	Abu Dhabi	3200
<b>IS39</b>	Critical Competencies for Administrators and Secretaries	16 – 20/9/2012	Dubai	3200
<b>IS40</b>	Time Management & Stress Management for Executive Secretaries & Administrative Professionals	23 – 27/9/2012	Dubai	3200
<b>IS43</b>	Electronics Achieves & Records Keeping Management for Secretaries & Admin. Assistants	30/9 – 4/10/2012	Abu Dhabi	3200
<b>IS45</b>	The Exceptional Professional skills for Executive Secretary	4 – 8/11/2012	Abu Dhabi	3200
<b>IS49</b>	Personal Effectiveness And Office Management Skills For Administrators And Secretaries	25 – 29/11/2012	Dubai	3200
<b>IS50</b>	Masterclass for Executive Secretary PA`s & Administrative Professionals	9 – 13/12/2012	Dubai	3200
<b>IS53</b>	Writing Skills for Administrative Professional Executive Secretary	16 – 20/12/2012	Abu Dhabi	3200
<b>IS54</b>	Senior Secretaries & Directors Personal Assistants Diploma Course	23 – 27/12/2012	Abu Dhabi	3200
<b>IS55</b>	Time Management & Stress Management for Executive Secretaries & Administrative Professionals	23 – 27/12/2012	Dubai	3200
<b>IS57</b>	Management Skills for Administrative Professionals	30/12/2012- 3/1/2013	Dubai	3200
<b>IF1</b>	Finance for Non Financial Managers	15 – 19/1/2012	Abu Dhabi	3200
<b>IF2</b>	Advanced Cash Flow & Working Capital Management	22– 26/1/2012	Abu Dhabi	3200
<b>IF6</b>	Analysis & Evaluation of Cash Flow	12 – 16/2/2012	Abu Dhabi	3200

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## International Experts Center for Management Consultation (ExMaC)

	Statement in Financial Accounting			
<b>IF8</b>	Essential of Finance For Non Financial Managers	19 – 23/2/2012	Abu Dhabi	3200
<b>IF9</b>	Financial & Managerial Skills for Successful Business Management	19 – 23/2/2012	Abu Dhabi	3200
<b>IF11</b>	Book Keeping & Basic Accounting	26/2 – 1/3/2012	Abu Dhabi	3200
<b>IF12</b>	Accounts, Budgets, & Finance for Senior Non Financial Managers	26/2 – 1/3/2012	Abu Dhabi	3200
<b>IF16</b>	Governmental Accounting, Financial Reporting and Budgeting	4 – 8/3/2012	Abu Dhabi	3200
<b>IF17</b>	Accounting & Auditing in Industrial Finance & Costs	4 – 8/3/2012	Abu Dhabi	3200
<b>IF20</b>	Integrating Budgeting, Forecasting & Business Planning	11 – 15/3/2012	Abu Dhabi	3200
<b>IF21</b>	Business & Financial Modelling using Excel	11 – 15/3/2012	Abu Dhabi	3200
<b>IF22</b>	Advanced Financial Analysis & Evaluation for Business Planning & Decision Making	11 – 15/3/2012	Abu Dhabi	3200
<b>IF23</b>	Corporate Cash Management	18 – 22/3/2012	Abu Dhabi	3200
<b>IF25</b>	Effective Budgeting & Cost Control	25 – 29/3/2012	Abu Dhabi	3200
<b>IF26</b>	Advanced Level of Accounting	25 – 29/3/2012	Abu Dhabi	3200
<b>IF27</b>	Corporate Financial Analysis & Budgeting	25 – 29/3/2012	Abu Dhabi	3200
<b>IF28</b>	Understanding Finance to Influence Strategic Decisions	25 – 29/3/2012	Abu Dhabi	3200
<b>IF30</b>	Fundamentals of Cost Accounting	1 – 5/4/2012	Abu Dhabi	3200
<b>IF31</b>	Governmental Accounting, Financial Reporting and Budgeting	1 – 5/4/2012	Abu Dhabi	3200
<b>IF33</b>	The Essentials Of Budgeting: From Creation Through Application	8 – 12/4/2012	Abu Dhabi	3200
<b>IF35</b>	Cost Accounting for Planning & Control	15 – 19/4/2012	Abu Dhabi	3200
<b>IF37</b>	Finance Accounting & Performance Measurement	15 – 19/4/2012	Abu Dhabi	3200
<b>IF41</b>	Advanced Accounting Ratios	22 – 26/4/2012	Abu Dhabi	3200
<b>IF42</b>	Advanced Financial Analysis, Evaluation & Budgeting	22 – 26/4/2012	Abu Dhabi	3200
<b>IF45</b>	Budgeting Management Workshop: Managing Budget Effectively	29/4 – 3/5/2012	Abu Dhabi	3200
<b>IF46</b>	Accounts, Budgets, & Finance for Senior Non Financial Managers	29/4 – 3/5/2012	Dubai	3200
<b>IF49</b>	The Effective Account Assistant	29/4 – 3/5/2012	Abu Dhabi	3200
<b>IF52</b>	Advanced Financial Modeling A Comprehensive Overview of Financial Modeling Methodologies	6 – 10/5/2012	Abu Dhabi	3200
<b>IF53</b>	Budgeting & Cost Control: Principles & Practices	6 – 10/5/2012	Abu Dhabi	3200
<b>IF54</b>	Principles of Accruals and Profit & Loss Accounting	6 – 10/5/2012	Abu Dhabi	3200
<b>IF59</b>	Financial Modeling and Forecasting Workshop	13 – 17/5/2012	Dubai	3200
<b>IF60</b>	Budgeting & Management Workshop:	13 – 17/5/2012	Abu Dhabi	3200

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	Budget Effectively Strategic Management Accounting			
<b>IF62</b>	Cost Accounting for Planning & Control	20 – 24/5/2012	Abu Dhabi	3200
<b>IF63</b>	Finance and Cash Flow Management	20 – 24/5/2012	Abu Dhabi	3200
<b>IF64</b>	The Essentials of Budgeting	20 – 24/5/2012	Abu Dhabi	3200
<b>IF67</b>	Mastering Budgeting and Costing Control	27 – 31/5/2012	Abu Dhabi	3200
<b>IF68</b>	Principles of Accounting for Petroleum Companies	27– 31/5/2012	Abu Dhabi	3200
<b>IF69</b>	Financial Analysis: Budgeting & Decision Making	27– 31/5/2012	Abu Dhabi	3200
<b>IF70</b>	Budgeting Management Workshop: Managing Budgets Effectively	27– 31/5/2012	Dubai	3200
<b>IF71</b>	Advanced Cost Analysis And Performance Measurement Skills	27– 31/5/2012	Abu Dhabi	3200
<b>IF77</b>	Financial Analysis, Modelling & Forecasting	3 – 7/6/2012	Abu Dhabi	3200
<b>IF78</b>	Governmental Accounting, Financial Reporting and Budgeting	3 – 7/6/2012	Abu Dhabi	3200
<b>IF79</b>	Financial Controller Workshop	3 – 7/6/2012	Abu Dhabi	3200
<b>IF83</b>	Budget & Cost Control for Non Financial Staff	10 – 14/6/2012	Abu Dhabi	3200
<b>IF88</b>	Financial Statements Preparation & Analysis Skills	24 – 28/6/2012	Abu Dhabi	3200
<b>IF89</b>	Advanced Budgeting & Forecasting Techniques	24 – 28/6/2012	Dubai	3200
<b>IF90</b>	Activity-Based Costing & Activity-Based Management	24 – 28/6/2012	Abu Dhabi	3200
<b>IF95</b>	Advanced Budgets & Cost Accounting for Decision Making	1 – 5/7/2012	Dubai	3200
<b>IF96</b>	Advanced Financial Analysis & Evaluation for Business Planning & Decision Making	1 – 5/7/2012	Abu Dhabi	3200
<b>IF108</b>	Budget & Cost Control for Decision Making	26 – 30/8/2012	Abu Dhabi	3200
<b>IF116</b>	Advanced Budgeting & Financial Analysis & Planning	2 – 6/9/2012	Abu Dhabi	3200
<b>IF117</b>	Financial Reports Preparation & Writing	2 – 6/9/2012	Abu Dhabi	3200
<b>IF118</b>	Advanced Cash Flow & Working Capital Management	2 – 6/9/2012	Abu Dhabi	3200
<b>IF120</b>	Principles & Practices of Budgetary Control	9 – 13/9/2012	Abu Dhabi	3200
<b>IF121</b>	Basic Accounting	9 – 13/9/2012	Abu Dhabi	3200
<b>IF122</b>	Advanced Budgeting & Financial Planning	9 – 13/9/2012	Abu Dhabi	3200
<b>IF124</b>	Planning Budgeting & Operational Cost Control	16 – 20/9/2012	Dubai	3200
<b>IF125</b>	Accounts, Budgets, & Finance for Senior	16 – 20/9/2012	Abu Dhabi	3200

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## International Experts Center for Management Consultation (ExMaC)

	Non Financial Managers			
<b>IF129</b>	Advanced Budget & Cost Control for Decision Making	23 – 27/9/2012	Abu Dhabi	3200
<b>IF130</b>	The Complete Course on Budgeting: Planning, Forecasting, Analysis and Reporting	23 –27/9/2012	Abu Dhabi	3200
<b>IF133</b>	Budgetary Preparation and Cost Control	7 – 11/10/2012	Abu Dhabi	3200
<b>IF134</b>	Finance & Accounting for Administrative Professionals	7 – 11/10/2012	Dubai	3200
<b>IF135</b>	Advanced Financial Analysis & Evaluation for Business Planning & Decision Making	7 – 11/10/2012	Dubai	3200
<b>IF136</b>	Introduction to Financial Accounting	7 – 11/10/2012	Dubai	3200
<b>IF137</b>	Budgeting & Cost Control Knowledge • Application • Analysis	7 – 11/10/2012	Abu Dhabi	3200
<b>IF140</b>	Understanding Finance to Influence Strategic Decisions	14 – 18/10/2012	Abu Dhabi	3200
<b>IF141</b>	Advanced Financial Statements Analysis	14 – 18/10/2012	Abu Dhabi	3200
<b>IF145</b>	Cash Management & Financial Analysis	4 – 8/11/2012	Abu Dhabi	3200
<b>IF146</b>	Business Financial & Accounting Skills	4 – 8/11/2012	Abu Dhabi	3200
<b>IF152</b>	Advanced Cash Flow & Working Capital Management	18 – 22/11/2012	Abu Dhabi	3200
<b>IF154</b>	Accounting, Decision Making & Financial Communications	18 – 22/11/2012	Abu Dhabi	3200
<b>IF155</b>	Effective Account Assistant	18 – 22/11/2012	Dubai	3200
<b>IF156</b>	Budgeting, Forecasting and Business Planning	18 – 22/11/2012	Abu Dhabi	3200
<b>IF159</b>	Finance & Accounting for the Oil & Gas Industry	25 – 29/11/2012	Dubai	3200
<b>IF163</b>	Advanced Financial & Statement Analysis for Business Planning & Decision Making	9 – 13/12/2012	Abu Dhabi	3200
<b>IF164</b>	Budgeting & Cost Control for Decision Making	9 – 13/12/2012	Abu Dhabi	3200
<b>IF166</b>	Governmental Accounting, Financial Reporting and Budgeting	16 – 20/12/2012	Abu Dhabi	3200
<b>IF167</b>	Effective & Efficient Cash Flow Management	23 – 27/12/2012	Abu Dhabi	3200
<b>IF168</b>	Financial Controller Skills Workshops	23 – 27/12/2012	Abu Dhabi	3200
<b>IF169</b>	Fundamentals Accounting	23 – 27/12/2012	Abu Dhabi	3200
<b>IHR2</b>	Training Needs Identification Analysis, Planning & Implementation	8 – 12/1/2012	Abu Dhabi	3200
<b>IHR6</b>	Manpower organization & Succession Planning and Tools & Resources	12 – 16/2/2012	Abu Dhabi	3200
<b>IHR7</b>	Assessing Training & Development Needs to Support Corporate Goals	19 – 23/2/2012	Dubai	3200
<b>IHR9</b>	Improving Performance through Teamworking	26/2 –1/3/2012	Dubai	3200
<b>IHR10</b>	Training Needs Analysis & Evaluation	4 – 8/3/2012	Dubai	3200

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## International Experts Center for Management Consultation (ExMaC)

	Identify the Real Training Needs of your Organization			
<b>IHR11</b>	Recruitment Management from A to Z	11 – 15/3/2012	Abu Dhabi	3200
<b>IHR13</b>	Effective Manpower Planning	18 – 22/3/2012	Abu Dhabi	3200
<b>IHR21</b>	Training Coordinator Workshop for Improving Performance	22 – 26/4/2012	Abu Dhabi	3200
<b>IHR23</b>	Behavioral Interviewing For Performance Management	6 – 10/5/2012	Abu Dhabi	3200
<b>IHR24</b>	Human Resources Skills	6 – 10/5/2012	Abu Dhabi	3200
<b>IHR25</b>	Managing Training A Proactive Approach	13 – 17/5/2012	Dubai	3200
<b>IHR31</b>	Training Needs Analysis, Planning & Implementation	3 – 7/6/2012	Abu Dhabi	3200
<b>IHR34</b>	Succession Planning – Tools & Resources	10– 14/6/2012	Abu Dhabi	3200
<b>IHR35</b>	Employee Relations: Motivation, Grievances' & Disciplines	24 – 28/6/2012	Abu Dhabi	3200
<b>IHR41</b>	Competency Based Approach to Training & Development	8 – 12/7/2012	Abu Dhabi	3200
<b>IHR45</b>	Leadership Development for HR Professionals	15 – 19/7/2012	Abu Dhabi	3200
<b>IHR50</b>	Manpower Organization, Succession Planning & Trend Analysis	9 – 13/9/2012	Abu Dhabi	3200
<b>IHR52</b>	Training Coordinators Workshop	16 – 20/9/2012	Abu Dhabi	3200
<b>IHR54</b>	Strategic Role of Human Resources	23 -27/9/2012	Abu Dhabi	3200
<b>IHR55</b>	Employee Relations from A to Z	23 -27/9/2012	Abu Dhabi	3200
<b>IHR59</b>	Effective Job Description & Job Performance Analysis	7 – 11/10/2012	Abu Dhabi	3200
<b>IHR61</b>	Recruitment Interviewing & Selection Skills	14 – 18/10/2012	Abu Dhabi	3200
<b>IHR67</b>	Effective Job Description & Job Performance Analysis	4 – 8/11/2012	Dubai	3200
<b>IHR68</b>	The Best Practices for Training Coordinators Workshop	4 – 8/11/2012	Dubai	3200
<b>IHR69</b>	Recruitment and Manpower Planning	18 – 22/11/2012	Abu Dhabi	3200
<b>IHR72</b>	Training Needs Identification, Analysis, Planning & Implementation	25 – 29/11/2012	Abu Dhabi	3200
<b>IHR76</b>	Assessing Training & Development Needs to Support Corporate Goals	16 – 20/12/2012	Dubai	3200
<b>IHR79</b>	Employee Relations: Motivation, Grievances' & Disciplines	23 – 27/12/2012	Abu Dhabi	3200
<b>IM1</b>	Intermediate Supervisory Skills	8 – 12/1/2012	Abu Dhabi	3200
<b>IM4</b>	Setting Goals and Measuring Objectives	15 – 19/1/2012	Abu Dhabi	3200
<b>IM6</b>	Managerial Excellence & Innovative Problem Solving & Decision Making Skills	22 – 26/1/2012	Abu Dhabi	3200
<b>IM8</b>	Time and Stress Management	12 – 16/2/2012	Abu Dhabi	3200
<b>IM9</b>	Business Process Re-engineering & Outsourcing	12 – 16/2/2012	Abu Dhabi	3200

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## International Experts Center for Management Consultation (ExMaC)

<b>IM10</b>	Management & Leadership Skills Development & Work Stress Control	12 – 16/2/2012	Abu Dhabi	3200
<b>IM12</b>	Effective Communication & Team Work Management Skills	19 – 23/2/2012	Abu Dhabi	3200
<b>IM15</b>	Creativity and Mind Mapping: Blue Ocean Strategy	26/2 – 1/3/2012	Dubai	3200
<b>IM16</b>	Management by Objectives	26/2 – 1/3/2012	Abu Dhabi	3200
<b>IM17</b>	Creative & innovative Management for Supervisors and middle Management	26/2 – 1/3/2012	Abu Dhabi	3200
<b>IM20</b>	Mastering Supervisory Skills	4 – 8/3/2012	Abu Dhabi	3200
<b>IM21</b>	Improving Personal Effectiveness Leadership, Team Working, Communication & Presentations	4 – 8/3/2012	Abu Dhabi	3200
<b>IM22</b>	Managing Stress & Pressure at Work	4 – 8/3/2012	Abu Dhabi	3200
<b>IM23</b>	Managing Multiple Projects Effectively	4 – 8/3/2012	Dubai	3200
<b>IM25</b>	Presentation Skills – for Newly Appointed Managers	11 – 15/3/2012	Abu Dhabi	3200
<b>IM26</b>	Supervisory Management & Leadership Competencies	11 – 15/3/2012	Dubai	3200
<b>IM29</b>	Effective Negotiation Skills	18 – 22/3/2012	Abu Dhabi	3200
<b>IM30</b>	Leadership, Communication & Interpersonal Skills: Leadership through Self – Mastery	18 – 22/3/2012	Abu Dhabi	3200
<b>IM34</b>	Middle Management Development Program	25 – 29/3/2012	Abu Dhabi	3200
<b>IM36</b>	Advanced Management Skills: Motivation - Strategic Planning Creative Problem Solving and Scheduling	1 – 5/4/2012	Abu Dhabi	3200
<b>IM40</b>	Leadership & Team Building (Advanced)	8 – 12/4/2012	Abu Dhabi	3200
<b>IM41</b>	Strategic Thinking & Planning for Managers	15 – 19/4/2012	Abu Dhabi	3200
<b>IM44</b>	Time, Self Management & Meetings Management Effectively	22 – 26/4/2012	Dubai	3200
<b>IM45</b>	Executive Management &, Leadership Development Program	22 – 26/4/2012	Abu Dhabi	3200
<b>IM53</b>	Motivating, Managing and Leading Teams: Making Teams Work	29/4 – 3/5/2012	Abu Dhabi	3200
<b>IM54</b>	Successful Leadership Techniques with Project Management Skills	29/4 – 3/5/2012	Abu Dhabi	3200
<b>IM55</b>	Intermediate Supervisory Skills	29/4 – 3/5/2012	Dubai	3200
<b>IM56</b>	Developing Personal Effectiveness: Communication, Negotiation & Presentation Skills	29/4 – 3/5/2012	Abu Dhabi	3200
<b>IM58</b>	Effective Communication & Personal Skills	6 – 10/5/2012	Dubai	3200

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## International Experts Center for Management Consultation (ExMaC)

<b>IM59</b>	Strategic Planning, Goal Setting, Planning and Decision Making	6 – 10/5/2012	Dubai	3200
<b>IM60</b>	Advanced Presentation Skills	6 – 10/5/2012	Abu Dhabi	3200
<b>IM63</b>	Simplification of Work Procedures	13 – 17/5/2012	Abu Dhabi	3200
<b>IM64</b>	Mini MBA: Executive Management & Leadership Development Program	13 – 17/5/2012	Dubai	3200
<b>IM65</b>	Strategic, Thinking and Business Planning: Competencies of Management, Leadership	13 – 17/5/2012	Abu Dhabi	3200
<b>IM68</b>	Personality Development Programme	20 – 24/5/2012	Dubai	3200
<b>IM69</b>	Managerial Practices in Planning, Organizing, Coordinating, Following up & Controlling	20 – 24/5/2012	Abu Dhabi	3200
<b>IM71</b>	Mini MBA: Executive Management & Leadership Development Program	27 – 31/5/2012	Abu Dhabi	3200
<b>IM73</b>	Managing Time, Priorities and Deadlines	3 – 7/6/2012	Abu Dhabi	3200
<b>IM77</b>	Development of supervision skills and Raising the Effectiveness of Management Performance	10 – 14/6/2012	Abu Dhabi	3200
<b>IM78</b>	Presentation Skills for Senior Supervisors	10 – 14/6/2012	Abu Dhabi	3200
<b>IM81</b>	Time, Self Management & Meetings Management Effectively	24 – 28/6/2012	Abu Dhabi	3200
<b>IM82</b>	Talent Management and Career Development Planning	24 – 28/6/2012	Abu Dhabi	3200
<b>IM83</b>	Supervisory Skills Masterclass	24 – 28/6/2012	Abu Dhabi	3200
<b>IM84</b>	Building Skills For Working In Teams: Igniting Passion And Activating Potential In Teams	24 – 28/6/2012	Abu Dhabi	3200
<b>IM92</b>	Strategic Thinking & Planning	8 – 12/7/2012	Abu Dhabi	3200
<b>IM93</b>	Strategic Management & Strategic Planning	8 – 12/7/2012	Abu Dhabi	3200
<b>IM98</b>	Personal Effectiveness, Communication Assertiveness , Negotiation & Influencing Skills	2 – 6/9/2012	Dubai	3200
<b>IM99</b>	Managerial superiority and Innovation Excellence in work quality Development.	2 – 6/9/2012	Abu Dhabi	3200
<b>IM100</b>	Critical Competencies for Supervisory Management Skills	2 – 6/9/2012	Abu Dhabi	3200
<b>IM106</b>	Effective Communication & Teamwork Management Skills	9 – 13/9/2012	Abu Dhabi	3200
<b>IM107</b>	Working in Teams for Better Results	9 – 13/9/2012	Abu Dhabi	3200
<b>IM108</b>	Supervision and Managerial Competencies Development and Electoral Capabilities improving	9 – 13/9/2012	Abu Dhabi	3200
<b>IM111</b>	Improving the Managerial Performance Effectiveness of Administration tasks	16 – 20/9/2012	Abu Dhabi	3200

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## International Experts Center for Management Consultation (ExMaC)

<b>IM117</b>	Advanced Supervisory Development Program	23 – 27/9/2012	Abu Dhabi	3200
<b>IM118</b>	Time Management, Planning, Organising & Goal Setting	23– 27/9/2012	Dubai	3200
<b>IM119</b>	Creative & Innovative Leadership Workshop for Supervisors, Team Leaders & Managers	23 – 27/9/2012	Abu Dhabi	3200
<b>IM120</b>	Effective Personal Development: Communication, Negotiation & Presentation	23 – 27/9/2012	Dubai	3200
<b>IM121</b>	Authentic Leadership: Power-Full Mind Mastery For Professional Excellence	23 – 27/9/2012	Abu Dhabi	3200
<b>IM122</b>	Developing Management Skills – Ideal for First Level Middle Management	23 – 27/9/2012	Dubai	3200
<b>IM123</b>	Advanced Negotiation Skills: Mastering Negotiation Skills	23 – 27/9/2012	Dubai	3200
<b>IM124</b>	Communication, Assertiveness & Negotiation Skills	23 – 27/9/2012	Abu Dhabi	3200
<b>IM132</b>	Controlling your Time, Handling Stress & Managing Multiple Priorities	7 – 11/10/2012	Abu Dhabi	3200
<b>IM133</b>	Creative & Innovative Problem Solving and Decision Making	7 – 11/10/2012	Abu Dhabi	3200
<b>IM136</b>	Creative Problem Solving & Mind Mapping	14 – 18/10/2012	Abu Dhabi	3200
<b>IM137</b>	Exploring the Frontiers of Leadership	14 – 18/10/2012	Abu Dhabi	3200
<b>IM143</b>	Effective Management Skills for Engineers	4 – 8/11/2012	Dubai	3200
<b>IM144</b>	Managing Stress & Pressure at Work	4 – 8/11/2012	Abu Dhabi	3200
<b>IM150</b>	Middle Management Development Program – Preparing Future Leaders	18 – 22/11/2012	Abu Dhabi	3200
<b>IM151</b>	Motivating, Managing & Leading Teams: Making Teams Work	18 – 22/11/2012	Abu Dhabi	3200
<b>IM152</b>	Strategic Thinking & Business Planning	18 – 22/11/2012	Abu Dhabi	3200
<b>IM153</b>	Creativity & Innovation for Leaders	18 – 22/11/2012	Dubai	3200
<b>IM154</b>	Personal & Self Development	18 – 22/11/2012	Abu Dhabi	3200
<b>IM155</b>	Planning, Organising Controlling & Managing Oil & Gas Projects	18 – 22/11/2012	Abu Dhabi	3200
<b>IM156</b>	Innovative Leadership and Communication Skills for Project Managers	18 – 22/11/2012	Abu Dhabi	3200
<b>IM157</b>	Setting Goals and Measuring Objectives	18 – 22/11/2012	Dubai	3200
<b>IM164</b>	Effective Supervisory Skills complete program	25 – 29/11/2012	Abu Dhabi	3200
<b>IM165</b>	Professional Negotiation Skills	25 – 29/11/2012	Dubai	3200
<b>IM166</b>	Simplification or Work Procedures	25 – 29/11/2012	Abu Dhabi	3200
<b>IM167</b>	Advanced Management Skills for Senior Managers	25 – 29/11/2012	Abu Dhabi	3200

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

<b>IM171</b>	Effective Presentation & Communication Skills	9 – 13/12/2012	Dubai	3200
<b>IM177</b>	Strategic Management: Leadership Thinking, Planning & Competencies	16 – 20/12/2012	Dubai	3200
<b>IM180</b>	Managing Stress & Pressure at Work	23 – 27/12/2012	Dubai	3200
<b>IM181</b>	The Middle Manager Development Program Preparing Future Leaders	23 – 27/12/2012	Abu Dhabi	3200
<b>IM182</b>	Development of Supervision skills and Raising the Effectiveness of Management Performance	23 – 27/12/2012	Abu Dhabi	3200
<b>IM185</b>	Effective Personal Development: Communication, Negotiation & Presentation	30/2012-3/1/2013	Abu Dhabi	3200
<b>IPC2</b>	Design & Managing Effective Contracts	15 – 19/1/2012	Abu Dhabi	3200
<b>IPC5</b>	Claims Mitigation Counterclaims Principles Analysis & Assessment	29/1– 2/2/2012	Abu Dhabi	3200
<b>IPC7</b>	Project Scheduling: Controlling the Project Timeline	12 - 16/2/2012	Abu Dhabi	3200
<b>IPC8</b>	Tender Design & Evaluation	12 - 16/2/2012	Abu Dhabi	3200
<b>IPC10</b>	Managing Tenders & Contract Management	26/2 – 1/3/2012	Abu Dhabi	3200
<b>IPC12</b>	Preparing & Managing Contracts: A – Z of Best Practices	4 – 8/3/2012	Abu Dhabi	3200
<b>IPC13</b>	Strategic Project Management: Achieving Organizational Goals	11 – 15/3/2012	Abu Dhabi	3200
<b>IPC14</b>	Effective tendering & Contracting Procedures Managing the Pre – Award Phase	11 – 15/3/2012	Dubai	3200
<b>IPC18</b>	Managing Tenders & Contract Management	18 – 22/3/2012	Abu Dhabi	3200
<b>IPC20</b>	Effective Tendering & Contracting Procedures Managing the Pre – Award Phase	25 – 29/3/2012	Abu Dhabi	3200
<b>IPC24</b>	Effective Contract Administration Claims Management & Negotiating Win-Win Settlement of Disputes	15 – 19/4/2012	Dubai	3200
<b>IPC25</b>	Project Portfolio Management: Successfully Managing Multiple Projects	22 – 26/4/2012	Abu Dhabi	3200
<b>IPC27</b>	Contract Administration Bidding, Evaluation, Negotiation & Contract Claims	29/4 – 3/5/2012	Abu Dhabi	3200
<b>IPC31</b>	Contractual Claims And Dispute Resolution	13 – 17/5/2012	Dubai	3200

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

<b>IPC34</b>	Effective Contract Administration Claims Management & Negotiating Win-Win Settlement of Disputes	20 – 24/5/2012	Abu Dhabi	3200
<b>IPC35</b>	Effective Contract Administration Claims Management & Negotiating Win-Win Settlement of Disputes	27 – 31/5/2012	Abu Dhabi	3200
<b>IPC41</b>	Contract Administration Bidding, Evaluation Negotiation & Contract Claims	3– 7/6/2012	Abu Dhabi	3200
<b>IPC42</b>	Project Management in Mechanical Engineering	3– 7/6/2012	Dubai	3200
<b>IPC46</b>	Contract Administration: Understanding and Implementing Contractual Obligations	24 – 28/6/2012	Dubai	3200
<b>IPC57</b>	Advance Contracts Management	26 – 30/8/2012	Abu Dhabi	3200
<b>IPC62</b>	Strategic Project Management: Achieving Organizational Goals	9 – 13/9/2012	Abu Dhabi	3200
<b>IPC68</b>	Project Planning and Scheduling for Construction Projects	7 – 11/10/2012	Abu Dhabi	3200
<b>IPC69</b>	Advanced Contract Management: Planning, Strategy, Development, Legal, Negotiation, Disputes, Claims & Administration	14 – 18/10/2012	Dubai	3200
<b>IPC72</b>	Contract Control, Administration & Expedition Application	18 -22/11/2012	Abu Dhabi	3200
<b>IPC73</b>	Advanced Contracts & Project Management	18 -22/11/2012	Dubai	3200
<b>IPC76</b>	Advanced Contracts & Project Management	25 -29/11/2012	Abu Dhabi	3200
<b>IPC78</b>	Advanced Contracts & Project Management	16 – 20/12/2012	Abu Dhabi	3200
<b>IPR3</b>	The Innovative Public Relations Management	19 – 23/2/2012	Dubai	3200
<b>IPR5</b>	Global Branding Management	11 – 15/3/2012	Abu Dhabi	3200
<b>IPR6</b>	Public Relations & Corporate Communication	25– 29/3/2012	Abu Dhabi	3200
<b>IPR7</b>	Developing and Improving Customer Relationships	1 -5 /4/2012	Abu Dhabi	3200
<b>IPR10</b>	Modern Management for Public Relation Protocol & Etiquette	15 – 19/4/2012	Abu Dhabi	3200

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

<b>IPR12</b>	Handing Customer Complaint	22 -26/4/2012	Abu Dhabi	3200
<b>IPR13</b>	Conference & Events Organization & Management Skills	6 – 10/5/2012	Abu Dhabi	3200
<b>IPR15</b>	The Innovative Public Relations Management	20 – 24/5/2012	Abu Dhabi	3200
<b>IPR17</b>	Fundamentals of Public Relations Management	27 – 31/5/2012	Abu Dhabi	3200
<b>IPR18</b>	Public Relation, Media & Crises Management	10 –14/6/2012	Abu Dhabi	3200
<b>IPR26</b>	New Trends in Public Relation Protocol	9 – 13/9/2012	Abu Dhabi	3200
<b>IPR30</b>	Developing and Improving Customer Relationships	18-22/11/2012	Dubai	3200
<b>IPR31</b>	Fundamentals of Public Relations Management	25 – 29/11/2012	Abu Dhabi	3200
<b>IPR32</b>	Strategic Public Relations Management & Media Function	9 – 13/12/2012	Dubai	3200
<b>IPR34</b>	Fundamentals of Public Relations Management	23 – 27/12/2012	Abu Dhabi	3200
<b>IMP2</b>	Effective Purchasing, Tendering & Supplier Selection	15 – 19/1/2012	Abu Dhabi	3200
<b>IMP5</b>	Inventory Planning & Stock Control	12– 16/2/2012	Abu Dhabi	3200
<b>IMP6</b>	Effective Purchasing Management	19– 23/2/2012	Abu Dhabi	3200
<b>IMP7</b>	Management and Purchasing Strategies & Cost Reduction	19– 23/2/2012	Dubai	3200
<b>IMP9</b>	Effective Warehouse Management Planning & Control	26/2 – 1/3/2012	Abu Dhabi	3200
<b>IMP10</b>	Freight & Cargo Management	4 – 8/3/2012	Abu Dhabi	3200
<b>IMP12</b>	Warehouse & Distribution Management	18 – 22/3/2012	Abu Dhabi	3200
<b>IMP13</b>	Purchasing Techniques, Negotiating and Cost Reduction	18 – 22/3/2012	Dubai	3200
<b>IMP15</b>	Inventory Planning & Stock Control	25 – 29/3/2012	Abu Dhabi	3200
<b>IMP17</b>	Advanced Procurement Management	1 – 5/4/2012	Dubai	3200
<b>IMP18</b>	Logistics Management & Supply Chain Management, Audit/Benchmarking	8– 12/4/2012	Abu Dhabi	3200
<b>IMP20</b>	Inventory Management Techniques: Planning, Replenishment & Activity Control	15 – 19/4/2012	Dubai	3200
<b>IMP22</b>	Effective Buying & Procurement Management	22 -26/4/2012	Abu Dhabi	3200
<b>IMP24</b>	Warehouse Supervisor Roles	29/4- 3/5/2012	Dubai	3200
<b>IMP26</b>	The Complete Course of Contracts & Purchasing Management	6 – 10/5/2012	Abu Dhabi	3200
<b>IMP28</b>	The Professional Inventory & Warehouse Specialist	13 – 17/5/2012	Abu Dhabi	3200
<b>IMP30</b>	Purchasing Strategies, Negotiating & Cost Reduction	20 – 24/5/2012	Abu Dhabi	3200
<b>IMP32</b>	Stores Management Skills & Stock Control Techniques	27– 31/5/2012	Dubai	3200
<b>IMP34</b>	Integrating Purchasing, Logistics and Inventory with Suppliers	3 – 7/6/2012	Abu Dhabi	3200

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

<b>IMP42</b>	Warehousing, Transport Logistics Management	24 – 28/6/2012	Abu Dhabi	3200
<b>IMP43</b>	Advanced Effective Purchasing Management	24 – 28/6/2012	Abu Dhabi	3200
<b>IMP47</b>	Effective Buying & Procurement Management	1 – 5/7/2012	Abu Dhabi	3200
<b>IMP56</b>	Purchasing Procedures, Techniques & Excellence in Managing Purchasing Activities	23 – 27/9/2012	Abu Dhabi	3200
<b>IMP59</b>	Procurement, Contracting Management & Effective Negotiations & Cost Reduction	7 – 11/10/2012	Abu Dhabi	3200
<b>IMP62</b>	Procurement, Contracting Management & Negotiation & Cost Reduction	4 – 8/11/2012	Dubai	3200
<b>IMP63</b>	Warehouse Manager Roles	4 – 8/11/2012	Dubai	3200
<b>IMP64</b>	Stores Management & Performance Measurement And Stock Control	4 – 8/11/2012	Abu Dhabi	3200
<b>IMP67</b>	Effective Warehouse Management Planning & Control	18 – 22/11/2012	Abu Dhabi	3200
<b>IMP68</b>	Procurement, Contract Management and Effective Negotiation	9- 13/12/2012	Abu Dhabi	3200
<b>IMP70</b>	Inventory Planning & Stock Control	16 -20/12/2012	Dubai	3200
<b>IMP72</b>	Purchasing Techniques, Negotiating and Cost Reduction	23 – 27/12/2012	Abu Dhabi	3200
<b>IMP73</b>	Dynamic Management, Supply Chain Management Logistics Management	29/12/2012 – 2/1/2013	Cairo	2900
<b>ISM2</b>	Integrated Marketing Communications	12 – 16/2/2012	Dubai	3200
<b>ISM3</b>	Sales & Marketing in a Competitive Environment	4 – 8/3/2012	Abu Dhabi	3200
<b>ISM4</b>	Fundamentals of Marketing: Your Action Plan for Success	18 – 22/3/2012	Abu Dhabi	3200
<b>ISM7</b>	Strategic Planning for Marketing Sales & Promotion Management	6 – 10/5/2012	Dubai	3200
<b>ISM16</b>	Essentials of Sales and Marketing Skills	7 – 11/10/2012	Abu Dhabi	3200
<b>ISM20</b>	Sales & Marketing planning and Management New trends in the 21 Century	18 – 22/11/2012	Dubai	3200
<b>ISM22</b>	Sales Planning & Territory Management	9 – 13/12/2012	Abu Dhabi	3200
<b>ISM23</b>	Understanding Product, Packaging and Branding Strategies in the 21st Century	16 – 20/12/2012	Dubai	3200
<b>ISM26</b>	Mastering Sales & Marketing Analysis, Planning Management	23 – 27/12/2012	Abu Dhabi	3200
<b>IT4</b>	Gas Turbine Technology	8 – 12/1/2012	Abu Dhabi	3200
<b>IT5</b>	Accident and Incident Investigation in the Oil & Gas Industry	8 – 12/1/2012	Abu Dhabi	3200
<b>IT6</b>	Total Quality Management ( TQM ) in operations, support and service Functions	8 – 12/1/2012	Abu Dhabi	3200
<b>IT7</b>	Modern Maintenance Management	15 – 19/1/2012	Dubai	3200

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

IT8	Gas and Turbine	15 – 19/1/2012	Abu Dhabi	3200
IT12	Health & Safety Management Systems	22 – 26/1/2012	Abu Dhabi	3200
IT20	Valve Selection, Design & Theory	12 – 16/2/2012	Abu Dhabi	3200
IT21	Advanced Materials for Construction & Repair of Concrete Structures	12 – 16/2/2012	Abu Dhabi	3200
IT22	Accident & Incident Investigations	12 – 16/2/2012	Abu Dhabi	3200
IT23	Centrifugal Compressor	12 – 16/2/2012	Abu Dhabi	3200
IT29	Hazardous Area Classification	19 – 23/2/2012	Dubai	3200
IT30	Electrical Power Systems Trouble – Shooting	19 – 23/2/2012	Abu Dhabi	3200
IT31	Health Safety and Environmental concerns	19 – 23/2/2012	Abu Dhabi	3200
IT32	Electrical Installations	19 – 23/2/2012	Abu Dhabi	3200
IT33	Machinery Vibration & Machine Condition Monitoring	19 – 23/2/2012	Abu Dhabi	3200
IT34	Practical Pumps & Valves	19 – 23/2/2012	Abu Dhabi	3200
IT40	Selection & Sizing of Process Equipment	26/2 – 1/3/2012	Abu Dhabi	3200
IT41	Steam & Gas Turbine Plants, Design, Performance & Monitoring	26/2 – 1/3/2012	Abu Dhabi	3200
IT42	Emergency Planning	26/2 – 1/3/2012	Abu Dhabi	3200
IT46	Diesel Engines for Power Back up Construction & Operation	4 – 8/3/2012	Abu Dhabi	3200
IT47	Practical Pumps & Valve Technology	4 – 8/3/2012	Abu Dhabi	3200
IT48	Combustion Techniques in Furnaces Boiler & Unit Efficiency	4 – 8/3/2012	Abu Dhabi	3200
IT52	Control First Aid & CPR Course	11 – 15/3/2012	Dubai	3200
IT53	Advanced Maintenance Planning & Scheduling Basic First Aid Emergency Procedures	11 – 15/3/2012	Abu Dhabi	3200
IT54	Batteries and Chargers	11 – 15/3/2012	Dubai	3200
IT61	Gas Turbine Technology	18 – 22/3/2012	Abu Dhabi	3200
IT62	Centrifugal Compressor & Steam Turbine: Design, Operations & Maintenance	18 – 22/3/2012	Abu Dhabi	3200
IT63	Health Safety & Environment Concern	18 – 22/3/2012	Dubai	3200
IT64	Root Cause Failure Analysis & Reliability	18 – 22/3/2012	Abu Dhabi	3200
IT69	Safety Passport for Process Operators	25 – 29/3/2012	Abu Dhabi	3200
IT77	Chemical Engineering for Non-Chemical Engineers	1 – 5/4/2012	Abu Dhabi	3200
IT78	Corporate Risk Analysis	1 – 5/4/2012	Abu Dhabi	3200
IT84	Emergency Management & Planning	8 – 12/4/2012	Abu Dhabi	3200
IT85	Safety and Loss Prevention	8 – 12/4/2012	Dubai	3200
IT92	Preventive & Predictive Maintenance	15 – 19/4/2012	Abu Dhabi	3200

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

<b>IT93</b>	Process Reactors: OPERATION, TROUBLESHOOTING, Hydro-Treating, Catalytic Reforming and Hydro-Cracking	15 – 19/4/2012	Abu Dhabi	3200
<b>IT94</b>	Electrical Maintenance, Commissioning & Troubleshooting	15 – 19/4/2012	Abu Dhabi	3200
<b>IT100</b>	Basic Well Test Analysis	22 – 26/4/2012	Dubai	3200
<b>IT101</b>	Maintenance Management Best Practices: Systems, Tools & Techniques	22 – 26/4/2012	Abu Dhabi	3200
<b>IT104</b>	Corrosion Protection Methods & Monitoring	22 – 26/4/2012	Abu Dhabi	3200
<b>IT112</b>	Storage and Handling of Chemicals & Toxic Materials	29/4 – 3/5/2012	Abu Dhabi	3200
<b>IT113</b>	Root Cause Failure Investigation	29/4 – 3/5/2012	Abu Dhabi	3200
<b>IT114</b>	Chemical Handling & Waste Management	29/4 – 3/5/2012	Abu Dhabi	3200
<b>IT121</b>	Oil and Gas Flow Measurement	6 – 10/5/2012	Abu Dhabi	3200
<b>IT122</b>	Circuit Breakers, Operations and Maintenance	6 – 10/5/2012	Abu Dhabi	3200
<b>IT131</b>	Hazardous Area Equipment	13 – 17/5/2012	Abu Dhabi	3200
<b>IT132</b>	HV and LV Power System Protection	13 – 17/5/2012	Dubai	3200
<b>IT136</b>	Accident- Incident Investigation In The Petrochemical Industry	20 – 24/5/2012	Abu Dhabi	3200
<b>IT137</b>	Emergency Planning & Controls	20 – 24/5/2012	Abu Dhabi	3200
<b>IT138</b>	Advanced Corrosions, Monitoring Prevention	20 – 24/5/2012	Abu Dhabi	3200
<b>IT151</b>	Chemical Engineering for Non- Chemical Engineers	27 – 31/5/2012	Abu Dhabi	3200
<b>IT152</b>	Introduction to the Oil & Gas Industry	27 – 31/5/2012	Abu Dhabi	3200
<b>IT153</b>	Quantity Surveying in Project Management (Contractor)	27 – 31/5/2012	Abu Dhabi	3200
<b>IT158</b>	Maintenance Planning Scheduling & Control	3 – 7/6/2012	Abu Dhabi	3200
<b>IT159</b>	Design Of Electrical Distribution System Using Computers	3 – 7/6/2012	Abu Dhabi	3200
<b>IT160</b>	Building Preventive Maintenance	3 – 7/6/2012	Abu Dhabi	3200
<b>IT176</b>	Storage and Handling of Chemicals & Toxic Materials	24 – 28/6/2012	Dubai	3200
<b>IT178</b>	Maintenance Planning & Scheduling	24 – 28/6/2012	Abu Dhabi	3200
<b>IT189</b>	Basic Fire Fighting & Portable Fire Extinguishers	8 – 12/7/2012	Dubai	3200
<b>IT190</b>	Chemical & Hazmat Handling	8 – 12/7/2012	Abu Dhabi	3200
<b>IT191</b>	Pumps and Compressors In Service (Maintenance & Troubleshooting)	8 – 12/7/2012	Abu Dhabi	3200

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

<b>IT192</b>	HV and LV Power System Protection (Protection Relays)	8 – 12/7/2012	Dubai	3200
<b>IT199</b>	Safety Passport for Process Operators	26 – 30/8/2012	Abu Dhabi	3200
<b>IT200</b>	Centrifugal Compressor and steam Turbines – DESIGN, OPERATION & MAINTENANCE	26 – 30/8/2012	Dubai	3200
<b>IT212</b>	Pumps and Compressors In Service (Maintenance & Troubleshooting)	2 – 6/9/2012	Abu Dhabi	3200
<b>IT218</b>	Mechanical Maintenance for Rotating Equipment	9 – 13/9/2012	Abu Dhabi	3200
<b>IT223</b>	Maintenance of Hydraulic and Pneumatic Equipment	16 – 20/9/2012	Abu Dhabi	3200
<b>IT224</b>	Pumps and Compressors In Service (Maintenance & Troubleshooting)	16 – 20/9/2012	Dubai	3200
<b>IT225</b>	Accident & Incident Investigations	16 – 20/9/2012	Abu Dhabi	3200
<b>IT226</b>	Introduction to the Oil & Gas Industry	16 – 20/9/2012	Dubai	3200
<b>IT236</b>	Drilling Operations	30/9 – 4/10/2012	Abu Dhabi	3200
<b>IT237</b>	HV and LV Power System Protection	30/9 – 4/10/2012	Abu Dhabi	3200
<b>IT238</b>	Electrical Maintenance and Inspection	30/9 – 4/10/2012	Abu Dhabi	3200
<b>IT239</b>	Plant Operations and Management	30/9 – 4/10/2012	Abu Dhabi	3200
<b>IT244</b>	Risk Management; Analysis	7 – 11/10/2012	Abu Dhabi	3200
<b>IT245</b>	HAZOP Study: Applied Hazard & Operability Study	7 – 11/10/2012	Abu Dhabi	3200
<b>IT246</b>	Safety Passport for Process Operators	7 – 11/10/2012	Abu Dhabi	3200
<b>IT252</b>	Practical Process Control for Operators	14 – 18/10/2012	Abu Dhabi	3200
<b>IT253</b>	Chemical Laboratory Safety	14 – 18/10/2012	Abu Dhabi	3200
<b>IT254</b>	Pumps and Turbines Operations & Maintenance	14 – 18/10/2012	Abu Dhabi	3200
<b>IT267</b>	Safety and Loss Prevention	4 – 8/11/2012	Abu Dhabi	3200
<b>IT280</b>	Economic Evaluation of Petroleum Projects	18 – 22/11/2012	Abu Dhabi	3200
<b>IT281</b>	Hazardous Area Classification	18 – 22/11/2012	Abu Dhabi	3200
<b>IT282</b>	Pipelines Design	18 – 22/11/2012	Dubai	3200
<b>IT288</b>	Machinery Vibration & Diagnostics Analysis	25 – 29/11/2012	Abu Dhabi	3200
<b>IT289</b>	Maintenance of Mechanical Units	25 – 29/11/2012	Abu Dhabi	3200
<b>IT290</b>	Procedures and Techniques for Risk Management Analysis	25 – 29/11/2012	Abu Dhabi	3200
<b>IT297</b>	Control & Operation of Centrifugal Pumps & Compressors	9 – 13/12/2012	Abu Dhabi	3200
<b>IT298</b>	Pumps and Compressors In Service (Maintenance & Troubleshooting)	9 – 13/12/2012	Abu Dhabi	3200
<b>IT302</b>	Advanced Maintenance Management	16 – 20/12/2012	Dubai	3200
<b>IT306</b>	Electrical Safety Management	23 – 27/12/2012	Abu Dhabi	3200

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

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<b>IT307</b>	Advanced Process Control	23 – 27/12/2012	Abu Dhabi	3200
<b>IT308</b>	Chemical Engineering for Non-Chemical Engineers	23 – 27/12/2012	Abu Dhabi	3200
<b>IT309</b>	Design of Electrical Distribution System Using Computers	23 – 27/12/2012	Abu Dhabi	3200

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)  
International Experts Center for Management Consultation (ExMaC)

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**Beirut**

S. No.	Program Title	Dates	Venue	Fees US\$
<b>IF84</b>	Advanced Financial Analysis & Evaluation for Business Planning & Decision Making	18 – 22/6/2012	Beirut	3200
<b>IPC79</b>	Contract Planning, Strategy & Claims Mitigation	24 -28/12/2012	Lebanon	2900
<b>ISM11</b>	Professional Writing Skills for Retail Sales Managers	2– 6/7/2012	Lebanon	3500

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

### Cairo

S. No.	Program Title	Dates	Venue	Fees US\$
IS3	Business Writing for Administrative Professionals	4 – 8/2/2012	Cairo	2900
IS5	Management Skills for Executive Secretaries & Administrative Assistants for Oil & Gas	18 – 22/2/2012	Cairo	2900
IS8	Electronics Achieves & Records Keeping Management for Secretaries & Admin. Assistants	10 – 14/3/2012	Cairo	2900
IS11	Good Office Practice: Documentation & Filling	24 – 28/3/2012	Cairo	2900
IS18	Effective Business, Memos & Report Writing Skills for Administrative Professionals & Executive Secretaries	28/4 – 2/5/2012	Cairo	2900
IS27	Effective Business, Report & Memo Writing	9 – 13/6/2012	Cairo	2900
IS29	The Professional Executive Assistant Workshop	16 – 20/6/2012	Cairo	2900
IS32	Business & Report Writing for Admin. Assistant	30/6 – 4/7/2012	Cairo	2900
IS42	The Executive Secretaries/Office Manager Senior Development Program	29/9– 3/10/2012	Cairo	2900
IS44	Advanced Executive Secretarial skills & Office Management for Secretaries & Administrative Officers	20 – 24/10/2012	Cairo	2900
IS47	Handling Documentation, Archiving & Filling	17 – 21/11/2012	Cairo	2900
IS48	Advanced Office Management & Effective Administration Skills	24 – 28/11/2012	Cairo	2900
IS51	Office Management for Secretaries & Administrative Officers	15 – 19/12/2012	Cairo	2900
IS52	The Professional Executive Assistant Workshop	15 – 19/12/2012	Cairo	2900
IS56	The Executive Secretaries/Office Manager Senior Development Program	29/12/2012- 2/1/2013	Cairo	2900
IF3	Fundamentals of Finance & Accounting	4 – 8/2/2012	Cairo	2900
IF5	Budget Preparation Skills	11 – 15/2/2012	Cairo	2900
IF7	Credit Control Management	18 – 22/2/2012	Cairo	2900
IF10	Activity –Based Costing & Activity – Based Management	25 – 29/2/2012	Cairo	2900
IF14	Effective Budgeting & Operational Cost Control	3 – 7/3/2012	Cairo	2900
IF15	International Accounting Standards Framework for Preparation & Presentation of Financial Statements	3 – 7/3/2012	Cairo	2900
IF18	Advanced Budgeting & Financial Planning	10 – 14/3/2012	Cairo	2900
IF19	Financial Analysis, Modeling & Forecasting Using Excel	10 – 14/3/2012	Cairo	2900
IF24	Finance & Accounting for Non – Financial Manager	24 – 28/3/2012	Cairo	2900
IF32	Cash Flow Management	7 – 11/4/2012	Cairo	2900

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

<b>IF34</b>	Advanced Financial Analysis & Evaluation for Business Planning & Decision Making	14 – 18/4/2012	Cairo	2900
<b>IF36</b>	Budgeting & Cost Control: Principles & Practices	15 – 19/4/2012	Dubai	3200
<b>IF39</b>	Finance & Accounting for Non Financial Staff	21 – 25/4/2012	Cairo	2900
<b>IF39</b>	Finance & Accounting for Non Financial Staff	21 – 25/4/2012	Cairo	2900
<b>IF40</b>	Analytical Techniques for Budget-Performance Integration Using Microsoft Excel	21 – 25/4/2012	Cairo	2900
<b>IF43</b>	Accounting Management for Non Financial Managers	28/4 – 2/5/2012	Cairo	2900
<b>IF44</b>	Fundamentals of Internal Auditing	28/4 – 2/5/2012	Cairo	2900
<b>IF50</b>	Cash Management & Financial Analysis	5 – 9/5/2012	Cairo	2900
<b>IF51</b>	Business, Economic Financial Modeling Using Excel	5 – 9/5/2012	Cairo	2900
<b>IF58</b>	Financial Planning, Asset Management & Evaluation	12 – 16/5/2012	Cairo	2900
<b>IF61</b>	Payroll Accounting for Human Resources Department	19 – 23/5/2012	Cairo	2900
<b>IF65</b>	Financial Report Writing & Analysis	26 – 30/5/2012	Cairo	2900
<b>IF66</b>	Advanced Budgeting & Forecasting Techniques	26 – 30/5/2012	Cairo	2900
<b>IF76</b>	International Accounting Management	2 – 6/6/2012	Cairo	2900
<b>IF81</b>	Integrating Budgeting, Forecasting & Business Planning	9 – 13/6/2012	Cairo	2900
<b>IF82</b>	Advanced Budgeting and Forecasting Techniques	9 – 13/6/2012	Cairo	2900
<b>IF87</b>	The Essentials of Financial and Business Analysis	23 – 27/6/2012	Cairo	2900
<b>IF92</b>	Advanced Budgeting & Forecasting Techniques	30/6 – 4/7/2012	Cairo	2900
<b>IF93</b>	Financial Analysis & Cash Flow Statements	30/6 – 4/7/2012	Cairo	2900
<b>IF94</b>	Budget Analyst Essential Guide to Formulation, Justification, and Execution	30/6 – 4/7/2012	Cairo	2900
<b>IF105</b>	Management Accounting for Non Financial Managers – Gaining a Competitive Edge	25 – 29/8/2012	Cairo	2900
<b>IF106</b>	The Fundamentals of Finance & Accounting for Administrative Professionals	25 – 29/8/2012	Cairo	2900
<b>IF107</b>	Strategic analysis for Financial and Operational Plans in Industrial and Service Companies	25 – 29/8/2012	Cairo	2900
<b>IF115</b>	Accounts Assistant	1 – 5/9/2012	Cairo	2900
<b>IF119</b>	Senior Financial Analysis Evaluation & Budgeting	8 – 12/9/2012	Cairo	2900
<b>IF123</b>	Principles of Accruals and Profit & Loss Accounting	15 – 19/9/2012	Cairo	2900
<b>IF128</b>	Governmental Accounting, Financial Reporting and Budgeting	22– 26/9/2012	Cairo	2900
<b>IF131</b>	Fundamentals of Internal Auditing	29/9 – 3/10/2012	Cairo	2900
<b>IF132</b>	Cash Flow Management & Financial Analysis	6 – 10/10/2012	Cairo	2900

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

<b>IF139</b>	Computerized Accounting Systems	13 – 17/10/2012	Cairo	2900
<b>IF142</b>	Advanced Cash Flow & Working Capital Management	20– 24/10/2012	Cairo	2900
<b>IF143</b>	Oil & Gas Accounting & Performance Measurement	20– 24/10/2012	Cairo	2900
<b>IF144</b>	Payroll Accounting for Human Resources Department	3 – 7/11/2012	Cairo	2900
<b>IF149</b>	Understanding Finance to Influence Strategic Decisions	10 – 14/11/2012	Cairo	2900
<b>IF150</b>	Financial Management for Non-Financial Professionals	10 – 14/11/2012	Cairo	2900
<b>IF151</b>	Financial Analysis, Modelling & Forecasting	10 – 14/11/2012	Cairo	2900
<b>IF158</b>	Corporate Risk Analysis	24 – 28/11/2012	Cairo	2900
<b>IF160</b>	Advanced Cost Accounting	8 – 12/12/2012	Cairo	2900
<b>IF161</b>	Corporate Financial Risk Analysis	8 – 12/12/2012	Cairo	2900
<b>IF162</b>	Trends of Modern Accounting Systems & Payment control	8 – 12/12/2012	Cairo	2900
<b>IHR1</b>	Successfully Coaching & Mentoring Individuals & Teams	7 – 11/1/2012	Cairo	2900
<b>IHR3</b>	Human Resources Management Competency Based Approach	21 - 25/1/2012	Cairo	2900
<b>IHR5</b>	Best Practices for Personnel/HR Assistant	11 – 15/2/2012	Cairo	2900
<b>IHR12</b>	Effective Policies & Procedures	17 – 21/3/2012	Cairo	2900
<b>IHR14</b>	Training Needs Identification Analysis, Planning & Implementation	24 - 28/3/2012	Cairo	2900
<b>IHR15</b>	Organisation, Strategic Planning & Human Resources Management	31/3 - 4/4/2012	Cairo	2900
<b>IHR16</b>	Training Coordinators Workshop	7 – 11/4/2012	Cairo	2900
<b>IHR18</b>	Fundamentals of Human Resources Management (HRM)	14 – 18/4/2012	Cairo	2900
<b>IHR20</b>	Balanced Scorecard Performance Indicators Measurement Workshop	21 – 25/4/2012	Cairo	2900
<b>IHR27</b>	Advanced International HR & Personnel Management	19– 23/5/2012	Cairo	2900
<b>IHR28</b>	The Training Analyst	19– 23/5/2012	Cairo	2900
<b>IHR29</b>	Manpower Organization, Succession Planning & Trend Analysis	26 – 30/5/2012	Cairo	2900
<b>IHR37</b>	Human Resources Policies & Procedures	30/6 – 4/7/2012	Cairo	2900
<b>IHR40</b>	Organizations Development Strategies & Organizational Change through Analytics	7 – 11/7/2012	Cairo	2900
<b>IHR49</b>	Career Development Planning Implementation & Evaluation	8 – 12/9/2012	Cairo	2900
<b>IHR51</b>	Train the Trainer	15 – 19/9/2012	Cairo	2900
<b>IHR53</b>	Human Resource Management - Policies and Pro	22 – 26/9/2012	Cairo	2900
<b>IHR56</b>	The Training Specialist	29/9 – 3/10/2012	Cairo	2900
<b>IHR57</b>	Essential of Human Resources Management (HRM)	29/9 – 3/10/2012	Cairo	2900
<b>IHR58</b>	Human Resources & Personnel Management Programme	6 – 10/10/2012	Cairo	2900

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

<b>IHR60</b>	Human Resources Management Competency Based Approach	13 - 17/10/2012	Cairo	2900
<b>IHR63</b>	Mastering the Training Cycle	20 – 24/10/2012	Cairo	2900
<b>IHR66</b>	Human Resources through Innovative & Creative Management	3 – 7/11/2012	Cairo	2900
<b>IHR70</b>	Training Coordinator Workshop for Improving Performance	24 – 28/11/2012	Cairo	2900
<b>IHR71</b>	Emotional Intelligence as a Leading Tool for HR Managers	24 – 28/11/2012	Cairo	2900
<b>IHR74</b>	Effective Job Description & Job Performance Analysis	15 – 19/12/2012	Cairo	2900
<b>IHR75</b>	Human Resource Development (A to Z)	15 – 19/12/2012	Cairo	2900
<b>IHR77</b>	Advanced International HR & Personnel Management	22 – 26/12/2012	Cairo	2900
<b>IHR78</b>	Manpower Organisation, Succession Planning & Trend Analysis	22 – 26/12/2012	Cairo	2900
<b>IM2</b>	Managing & Leading Strategic Change	14 – 18/1/2012	Cairo	2900
<b>IM3</b>	Balanced Scorecards	14 – 18/1/2012	Cairo	2900
<b>IM5</b>	Quality Management: Assurance & Control	21 – 25/1/2012	Cairo	2900
<b>IM11</b>	Mastering Performance Management	18 – 22/2/2012	Cairo	2900
<b>IM14</b>	Emotional Intelligence in Work Place	25 – 29/2/2012	Cairo	2900
<b>IM19</b>	Creative Thinking Techniques	3 – 7/3/2012	Cairo	2900
<b>IM24</b>	Building Skills for Working in Teams: Igniting Passion& Activating Potential in Teams	10 – 14/3/2012	Cairo	2900
<b>IM27</b>	Effective Interpersonal Skills Programme	17 – 21/3/2012	Cairo	2900
<b>IM28</b>	The Transitioning from Managers to Team Leader	17 – 21/3/2012	Cairo	2900
<b>IM32</b>	Controlling your Time, Handling Stress & Managing Multiple Priorities	24 – 28/3/2012	Cairo	2900
<b>IM33</b>	Creative Problem Solving & Decision Making	24 – 28/3/2012	Cairo	2900
<b>IM35</b>	Strategic, Thinking and Business Planning: Competencies of Management, Leadership	31/3 – 4/4/2012	Cairo	2900
<b>IM39</b>	Mini MBA: Executive Management & Leadership Development Program	7 – 11/4/2012	Cairo	2900
<b>IM42</b>	Effective Personal Development: Communication, Negotiation & Presentation	21 – 25/4/2012	Cairo	2900
<b>IM43</b>	Managing skills & Data Analysis Techniques for Engineers	21 – 25/4/2012	Cairo	2900
<b>IM48</b>	Effective Professional Negotiation Skills	28/4 – 2/5/2012	Cairo	2900
<b>IM49</b>	Work Analysis, Developing And Improving Of Work & Systems Strategies (Workshop)	28/4 – 2/5/2012	Cairo	2900
<b>IM50</b>	Effective Time Management	28/4 – 2/5/2012	Cairo	2900
<b>IM51</b>	Creativity In The Workplace For Excellent Innovative Teamwork	28/4 – 2/5/2012	Cairo	2900
<b>IM52</b>	Strategic Crisis Management: Planning for Unexpected Challenges.(Preparation,	28/4 – 2/5/2012	Cairo	2900

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

	Performance and Leadership			
<b>IM62</b>	First Line Management & Personal Growth Series - Leadership Development	12 – 16/5/2012	Cairo	2900
<b>IM66</b>	Communication, Assertiveness & Negotiation Skills, Communication Skills	19 – 23/5/2012	Cairo	2900
<b>IM67</b>	Mastering Leadership & Management skills	19 – 23/5/2012	Cairo	2900
<b>IM70</b>	Communication, Assertiveness & Negotiation Skills	26– 30/5/2012	Cairo	2900
<b>IM79</b>	Negotiation & Dispute Resolutions Objective -Planning Knowledge - Practical Skills	23 – 27/6/2012	Cairo	2900
<b>IM80</b>	Quality Assurance and Quality Control	23 – 27/6/2012	Cairo	2900
<b>IM94</b>	The Emotional Intelligence Masterclass	25 – 29/8/2012	Cairo	2900
<b>IM104</b>	Management & Leadership Skills Development & Work Stress Control	8 – 12/9/2012	Cairo	2900
<b>IM105</b>	Motivation, Delegation & Creative Problem Solving	8 – 12/9/2012	Cairo	2900
<b>IM110</b>	Problem Solving Skills: Using Creativity and Mind Mapping	15 – 19/9/2012	Cairo	2900
<b>IM114</b>	Developing Emotionally Intelligent Management & Leadership Strategies	22 – 26/9/2012	Cairo	2900
<b>IM115</b>	Managing Multiple Tasks, Priorities & Deadlines	22 – 26/9/2012	Cairo	2900
<b>IM116</b>	Motivation, Coaching, Counseling and Mentoring, for Successful Leadership	22 – 26/9/2012	Cairo	2900
<b>IM128</b>	Building Personal Leadership Skills	6 – 10/10/2012	Cairo	2900
<b>IM129</b>	Planning, Organising & Controlling Skills	6 – 10/10/2012	Cairo	2900
<b>IM130</b>	Motivational Leadership & Building Successful Teams	6 – 10/10/2012	Cairo	2900
	Mastering Leadership & Team Building	6 – 10/10/2012	Cairo	2900
<b>IM131</b>	Problem Solving Skills: Using Creativity and Mind Mapping	6 – 10/10/2012	Cairo	2900
<b>IM135</b>	Effective Interpersonal & Communication Skills	13 – 17/10/2012	Cairo	2900
<b>IM140</b>	Business Process Outsourcing and Shared Services	20 – 24/10/2012	Cairo	2900
<b>IM141</b>	Time Management & Effective Delegation Skills	20 – 24/10/2012	Cairo	2900
<b>IM142</b>	Innovative Leadership & Achieving High Peak Performance	20 – 24/10/2012	Cairo	2900
<b>IM148</b>	Planning, Following up & Creativity	17 – 21/11/2012	Cairo	2900
<b>IM149</b>	Professional Presentation Skills	17 – 21/11/2012	Cairo	2900
<b>IM160</b>	Working in a Team for Better Results	24 – 28/11/2012	Cairo	2900
<b>IM161</b>	Advanced Supervisory Skills	24 – 28/11/2012	Cairo	2900
<b>IM162</b>	Leadership, Communications & Interpersonal Skills	24 – 28/11/2012	Cairo	2900
<b>IM163</b>	Creative problem solving & Mind Mapping	24 – 28/11/2012	Cairo	2900

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

<b>IM169</b>	Improving Performance through the Balanced Scorecard	8 – 11/12/2012	Cairo	2900
<b>IM170</b>	Managing Conflict, Change & Handling Difficult People	8 – 12/12/2012	Cairo	2900
<b>IM174</b>	Creative Vision, Goal Setting & Strategy	15 – 19/12/2012	Cairo	2900
<b>IM175</b>	Transformational Leadership and Strategy Formulation	15 – 19/12/2012	Cairo	2900
<b>IM176</b>	Essential of Management & Leadership	15 – 19/12/2012	Cairo	2900
<b>IM178</b>	Business Process Re-engineering	22 – 26/12/2012	Cairo	2900
<b>IM179</b>	Mastering Supervisory Skills	22 – 26/12/2012	Cairo	2900
<b>IPC1</b>	Project Management Facilitation Skills	14 – 18/1/2012	Cairo	2900
<b>IPC3</b>	Successful & Effective Project Management	28/1 – 1/2/2012	Cairo	2900
<b>IPC4</b>	Preparing & Managing Contracts	28/1 – 1/2/2012	Cairo	2900
<b>IPC6</b>	Effective Project Management	4 – 8/2/2012	Cairo	2900
<b>IPC9</b>	Strategic Project Management: Achieving Organizational Goals	18 – 22/2/2012	Cairo	2900
<b>IPC11</b>	The Complete Course of Project Management	3 - 7/3//2012	Cairo	2900
<b>IPC17</b>	Contract Management Skills	17 – 21/3/2012	Cairo	2900
<b>IPC21</b>	Interpretation and Enforcement of Construction Contracts for Industrial Plants	31/3 – 4/4/2012	Cairo	2900
<b>IPC26</b>	Contract Specification Writing	28/4 – 2/5/2012	Cairo	2900
<b>IPC28</b>	Preparing & Managing Contracts	5 – 9/5/2012	Cairo	2900
<b>IPC29</b>	Successful Project Management: A to Z	5 – 9/5/2012	Cairo	2900
<b>IPC30</b>	The Complete Course of Contracts Management: Planning, Structuring, Drafting, Managing, Negotiating, and Resolving Disputes	12 – 16/5/2012	Cairo	2900
<b>IPC32</b>	Contract Management Introduction: Principles and Practices for Success	19 – 23/5/2012	Cairo	2900
<b>IPC33</b>	Contract: Reading Writing & Negotiating	19 – 23/5/2012	Cairo	2900
<b>IPC38</b>	Advanced Project & Construction Management (Compliant With PMI Certification Training Requirement)	2 – 6/6/2012	Cairo	2900
<b>IPC39</b>	Advanced & Successful Contract Planning & Tenders Management	2 – 6/6/2012	Cairo	2900
<b>IPC40</b>	Essentials of Contracts Management	2 – 6/6/2012	Cairo	2900
<b>IPC45</b>	Managing Contracts & Negotiating Conflicts & Disputes during Planning, Preparation, Award & Administration	23 – 27/6/2012	Cairo	2900
<b>IPC51</b>	Design Management for Construction Project	30/6 – 4/7/2012	Cairo	2900
<b>IPC52</b>	Managing Tenders & Contract Management	30/6 – 4/7/2012	Cairo	2900
<b>IPC54</b>	Advanced Contract & Negotiations Management	7 – 11/7/2012	Cairo	2900
<b>IPC55</b>	Effective tendering & Contracting Procedures Managing the Pre – Award Phase	7 – 11/7/2012	Cairo	2900

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

<b>IPC56</b>	Project Portfolio Management: Successfully Managing Multiple Projects	25 – 29/8/2012	Cairo	2900
<b>IPC59</b>	Advanced Contracts & Tenders Management	1 – 5/9/2012	Cairo	2900
<b>IPC61</b>	Managing Tenders & Contract Management	8 – 12/9/2012	Cairo	2900
<b>IPC63</b>	Contract Planning, Strategy & Claim	15 – 19/9/2012	Cairo	2900
<b>IPC64</b>	The complete course of Contracts Management	22 – 26/9/2012	Cairo	2900
<b>IPC65</b>	Advanced Contracts & Projects, Tendering Procedures & Bidding Evaluation	22/9 – 3/10/2012	Cairo	5500
<b>IPC70</b>	The complete course of Contracts Management	20 – 24/10/2012	Cairo	2900
<b>IPC71</b>	Project Monitoring, Reporting & Control	10 - 14/11/2012	Cairo	2900
<b>IPC74</b>	Advanced Contract & Negotiations Management	24 -28/11/2012	Cairo	2900
<b>IPC75</b>	Contract Administration Bidding, Evaluation & Contract Award Procedures	24 -28/11/2012	Cairo	2900
<b>IPR4</b>	Customer Relationship Management in Business Market	25 – 29/2/2012	Cairo	2900
<b>IPR8</b>	Etiquette & Protocol Training Program	7– 11/4/2012	Cairo	2900
<b>IPR9</b>	Customer Relationship Management	14 – 18/4/2012	Cairo	2900
<b>IPR11</b>	Mastering Public Relation & Corporate Communication	21 – 25/4/2012	Cairo	2900
<b>IPR14</b>	Protocol & Etiquette in Public Relation	12 – 16/5/2012	Cairo	2900
<b>IPR16</b>	Customer Service Training	26 – 30/5/2012	Cairo	2900
<b>IPR27</b>	Excellent in Customer Service	15 – 19/9/2012	Cairo	2900
<b>IPR33</b>	Customer Relationship Management	22 – 26/12/2012	Cairo	2900
<b>IMP1</b>	Logistics in Manufacturing Management	7 – 11/1/2012	Cairo	2900
<b>IMP3</b>	Logistics Supply & Warehouse Management	21 – 25/1/2012	Cairo	2900
<b>IMP4</b>	Purchasing Techniques, Negotiating and Cost Reduction	21 – 25/1/2012	Cairo	2900
<b>IMP8</b>	Procurement Management & Warehousing Operation	25 – 29/2/2012	Cairo	2900
<b>IMP11</b>	Modern Methods & Technology In Purchasing And Stores Management	10 – 14/3/2012	Cairo	2900
<b>IMP14</b>	Logistics & Transportation Techniques	24 – 28/3/2012	Cairo	2900
<b>IMP16</b>	Stores Management & Performance Measurement & Stock Control	31/3 – 4/4/2012	Cairo	2900
<b>IMP19</b>	Procurement, Contract Management & Effective Negotiation	14 – 18/4/2012	Cairo	2900
<b>IMP21</b>	Effective Purchasing & Tendering & Supplier Selection	21 – 25/4/2012	Cairo	2900
<b>IMP23</b>	Procurement Management & Warehousing Operation	28/4- 2/5/2012	Cairo	2900
<b>IMP25</b>	Procurement Management & Warehousing Operation	5 – 9/5/2012	Cairo	2900

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

<b>IMP27</b>	Logistics Management Supply Chain Planning Inventory, Procurement	12 – 16/5/2012	Cairo	2900
<b>IMP29</b>	Statistics For Inventory Control Management	19 – 23/5/2012	Cairo	2900
<b>IMP31</b>	Warehouse Manager Roles	26– 30/5/2012	Cairo	2900
<b>IMP33</b>	Warehouse Management and Operation	2 – 6/6/2012	Cairo	2900
<b>IMP35</b>	Understanding the Procurement Management for Strategic Decisions	9 – 13/6/2012	Cairo	2900
<b>IMP40</b>	Purchasing Strategies, Negotiating & Cost Reduction	23 – 27/6/2012	Cairo	2900
<b>IMP41</b>	The Role of Procurement for Effective Supply Chains	23 – 27/6/2012	Cairo	2900
<b>IMP50</b>	Warehousing, Transport Logistics Management	7 – 11/7/2012	Cairo	2900
<b>IMP58</b>	Warehouse Management & Operation	29/9 – 3/10/2012	Cairo	2900
<b>IMP60</b>	Logistics, Supply & Warehouse Management	13 – 17/10/2012	Cairo	2900
<b>IMP61</b>	Best Practice Procurement & Supply Chain Management	20 – 24/10/2012	Cairo	2900
<b>IMP65</b>	Logistics Supply & Warehouse Management	10– 14/11/2012	Cairo	2900
<b>IMP66</b>	Modern Methods & Technology In Purchasing And Stores Management	17 – 21/11/2012	Cairo	2900
<b>IMP69</b>	Freight & Cargo Management	15 – 19/12/2012	Cairo	2900
<b>IMP71</b>	Warehouse Manager Roles	22 – 26/12/2012	Cairo	2900
<b>ISM1</b>	Sales Professional Training Program	14 – 18/1/2012	Cairo	2900
<b>ISM5</b>	Strategic Sales & Marketing Management	14 – 18/4/2012	Cairo	2900
<b>ISM9</b>	Customer Relationship Management	23 – 27/6/2012	Cairo	2900
<b>ISM10</b>	Fundamentals of Sales Management for the Newly Appointed Sales Manager	23 – 27/6/2012	Cairo	2900
<b>ISM12</b>	Developing Internal Customer Services	14 – 18/7/2012	Cairo	2900
<b>ISM13</b>	The Retail Sales Service Ambassador	25 – 29/8/2012	Cairo	2900
<b>ISM17</b>	Product, Packaging & Branding Strategies in the 21st Century	20– 24/10/2012	Cairo	2900
<b>ISM21</b>	Marketing Masterclass	24 – 28/11/2012	Cairo	2900
<b>ISM25</b>	Product, Packaging & Branding Strategies	22 – 26/12/2012	Cairo	2900
<b>IT1</b>	Modern Safety Management	7 – 11/1/2012	Cairo	2990
<b>IT2</b>	Circuit Breakers & Maintenance	7 – 11/1/2012	Cairo	2990
<b>IT3</b>	Fundamentals of Process Control & Instrumentation	7 – 11/1/2012	Cairo	2990
<b>IT9</b>	Fire Fighting Techniques & Fire Fighting Equipment	21 – 25/1/2012	Cairo	2990
<b>IT10</b>	Hazard Identification & Assessment: "Qualitative and Quantitative Methods "	21 – 25/1/2012	Cairo	2990
<b>IT13</b>	Managing Employee Health & Safety (MESH)	28/1 – 1/2/2012	Cairo	2990
<b>IT14</b>	Occupational Health & Safety (OSHA Standards)	4 – 8/2/2012	Cairo	2990
<b>IT15</b>	Plant Safety Management	4 – 8/2/2012	Cairo	2990
<b>IT16</b>	Risk Assessment & Analysis	4 – 8/2/2012	Cairo	2990
<b>IT17</b>	Design Of Electrical Distribution System	4 – 8/2/2012	Cairo	2990

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

	Using Computers			
<b>IT18</b>	Health & Effective Safety Culture	4 – 8/2/2012	Cairo	2990
<b>IT19</b>	Advanced Process Control	11 – 15/2/2012	Cairo	2990
<b>IT24</b>	Chemical Engineering for Non- Chemical Engineers	18 – 22/2/2012	Cairo	2990
<b>IT25</b>	Control Health Safety & Environmental Concern	18 – 22/2/2012	Cairo	2990
<b>IT26</b>	Hazop: Applied Hazard & Operability Study	18 – 22/2/2012	Cairo	2990
<b>IT27</b>	Machinery Failure Analysis & Trouble Shooting	18 – 22/2/2012	Cairo	2990
<b>IT36</b>	Quantity Surveying	25 – 29/2/2012	Cairo	2990
<b>IT37</b>	Selecting of Metallic Materials, Metallurgical Principles & Applications	25 – 29/2/2012	Cairo	2990
<b>IT38</b>	Hazardous Area & Equipment & Classification	25 – 29/2/2012	Cairo	2990
<b>IT39</b>	HVAC Air System Design	25 – 29/2/2012	Cairo	2990
<b>IT43</b>	Piping Design Construction & Mechanical Integrity	3 – 7/3/2012	Cairo	2990
<b>IT44</b>	Diesel Engines Operation & Maintenance	3 – 7/3/2012	Cairo	2990
<b>IT45</b>	Corrosion Monitoring Metallurgy & Prevention of Failure for Engineers & Technicians	3 – 7/3/2012	Cairo	2990
<b>IT49</b>	Design & Contraction of High Voltage Transmission Lines & High Voltage Substation	10 – 14/3/2012	Cairo	2990
<b>IT50</b>	Water Treatment Utility of Site & Cooling Generation	10 – 14/3/2012	Cairo	2990
<b>IT51</b>	Mechanical Vibration Causes, Effects Analysis & Prevention Techniques	11 – 15/3/2012	Doha	3200
<b>IT56</b>	Cable Selection & LV Jointing	17 – 21/3/2012	Cairo	2990
<b>IT57</b>	Chemical Laboratory Safety	17 – 21/3/2012	Cairo	2990
<b>IT58</b>	Control Valves, Actuators & Pumps	17 – 21/3/2012	Cairo	2990
<b>IT59</b>	Practical Pumps & Valves	17 – 21/3/2012	Cairo	2990
<b>IT60</b>	Electrical Equipments & Control System: Commissioning, Testing & Start-Up Of Electrical Systems	17 – 21/3/2012	Cairo	2990
<b>IT65</b>	Valve Selection & Specification	24 – 28/3/2012	Cairo	2990
<b>IT66</b>	Quantity Surveying	24 – 28/3/2012	Cairo	2990
<b>IT67</b>	Risk Based Strategies for Inspection & Maintenance (RBI & RBM)	24 – 28/3/2012	Cairo	2990
<b>IT68</b>	Shell and Tube Heat Exchangers	24 – 28/3/2012	Cairo	2990
<b>IT72</b>	Advanced Cost Analysis And Performance Measurement Skills	31/3 – 4/4/2012	Cairo	2990
<b>IT73</b>	Chemical Laboratory Safety	31/3 – 4/4/2012	Cairo	2990
<b>IT74</b>	Basic Instrumentation	31/3 – 4/4/2012	Cairo	2990
<b>IT75</b>	Centrifugal Compressor	31/3 – 4/4/2012	Cairo	2990
<b>IT76</b>	Basic Petroleum Geology and Geophysics	31/3 – 4/4/2012	Cairo	2990

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

<b>IT79</b>	Drilling Engineering	7 – 11/4/2012	Cairo	2990
<b>IT80</b>	Economic Evaluation of Petroleum Projects	7 – 11/4/2012	Cairo	2990
<b>IT81</b>	Quality Assurance Techniques	7 – 11/4/2012	Cairo	2990
<b>IT82</b>	Electrical Power Equipment, Maintenance and Planning	7 – 11/4/2012	Cairo	2990
<b>IT83</b>	Electrical Safety	7 – 11/4/2012	Cairo	2990
<b>IT88</b>	Environment, Safety & Health Awareness	14 – 18/4/2012	Cairo	2990
<b>IT89</b>	Physical Asset Management for Maintenance Excellence	14 – 18/4/2012	Cairo	2990
<b>IT90</b>	Gas Turbine Technology	14 – 18/4/2012	Cairo	2990
<b>IT91</b>	Environmental Protection Systems (EPS)	14 – 18/4/2012	Cairo	2990
<b>IT97</b>	Reactive Power Management And Power Factor Improvement	21 – 25/4/2012	Cairo	2990
<b>IT98</b>	Safe Operation & Maintenance of Circuit Breakers & Switches	21 – 25/4/2012	Cairo	2990
<b>IT99</b>	Circuit Breakers, Operations and Maintenance	21 – 25/4/2012	Cairo	2990
<b>IT106</b>	Advanced Fire Fighting	28/4 – 2/5/2012	Cairo	2990
<b>IT107</b>	Power System Protection	28/4 – 2/5/2012	Cairo	2990
<b>IT108</b>	Applying Statistical Process Control in the Laboratory	28/4 – 2/5/2012	Cairo	2990
<b>IT109</b>	Maintenance Planning Scheduling & Control	28/4 – 2/5/2012	Cairo	2990
<b>IT110</b>	Advanced Fire Fighting	28/4 – 2/5/2012	Cairo	2990
<b>IT111</b>	Basic First Aid & Emergency Procedures	28/4 – 2/5/2012	Cairo	2990
<b>IT115</b>	Industrial Corrosion Control	5 – 9/5/2012	Cairo	2990
<b>IT116</b>	Industrial Waste Water Treatment Systems & Recycling for Re-use	5 – 9/5/2012	Cairo	2990
<b>IT117</b>	Laboratory Safety Management	5 – 9/5/2012	Cairo	2990
<b>IT118</b>	Water Treatment Utility of Site & Cooling Generation	5 – 9/5/2012	Cairo	2990
<b>IT119</b>	Quality Assurance of Chemical Measurements	5 – 9/5/2012	Cairo	2990
<b>IT120</b>	Batteries and Chargers	5 – 9/5/2012	Cairo	2990
<b>IT126</b>	Design of Electrical Distribution System Using Computers	12 – 16/5/2012	Cairo	2990
<b>IT127</b>	Electrical Maintenance and Inspection	12 – 16/5/2012	Cairo	2990
<b>IT128</b>	Electrical Maintenance and Inspection	12 – 16/5/2012	Cairo	2990
<b>IT129</b>	Corrosion in Oil & Gas Production	12 – 16/5/2012	Cairo	2990
<b>IT133</b>	Fire Fighting Techniques & Fire Fighting Equipment	19 – 23/5/2012	Cairo	2990
<b>IT134</b>	HV and LV Power System Protection (Protection Relays)	19 – 23/5/2012	Cairo	2990
<b>IT135</b>	Rigging & Slings Operations	19 – 23/5/2012	Cairo	2990
<b>IT140</b>	Valve Selection, Design & Theory	26 – 30/5/2012	Cairo	2990
<b>IT141</b>	Handling Emergencies in Plant & Refineries	26 – 30/5/2012	Cairo	2990
<b>IT142</b>	Pipeline Fabrication Technology	26 – 30/5/2012	Cairo	2990
<b>IT143</b>	Maintenance Management Best Practices: Systems, Tools & Techniques	26 – 30/5/2012	Cairo	2990
<b>IT144</b>	Managing Employee Health & Safety (MESH)	26 – 30/5/2012	Cairo	2990

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

<b>IT145</b>	Shell and Tube Heat Exchangers	26 – 30/5/2012	Cairo	2990
<b>IT146</b>	Liquefied Petroleum Gases (LPG) Recovery & Production	26 – 30/5/2012	Cairo	2990
<b>IT147</b>	Plant & Refinery Maintenance	26 – 30/5/2012	Cairo	2990
<b>IT154</b>	Hazardous Spill Response	2 – 6/6/2012	Cairo	2990
<b>IT155</b>	Pumps and Compressors In Service (Maintenance & Troubleshooting)	2 – 6/6/2012	Cairo	2990
<b>IT156</b>	Liquefied Petroleum Gases (LPG) Recovery & Production	2 – 6/6/2012	Cairo	2990
<b>IT157</b>	Shell and Tube Heat Exchangers	2 – 6/6/2012	Cairo	2990
<b>IT165</b>	Natural Gas Sweetening & Dehydration	9 – 13/6/2012	Cairo	2990
<b>IT166</b>	Quantity Surveying in Project Management (Customers/Clients)	9 – 13/6/2012	Cairo	2990
<b>IT167</b>	Chemical & Hazmat Handling	9 – 13/6/2012	Cairo	2990
<b>IT168</b>	Pipeline Design & Fabrication	9 – 13/6/2012	Cairo	2990
<b>IT169</b>	Maintenance Management Best Practices: Systems, Tools & Techniques	9 – 13/6/2012	Cairo	2990
<b>IT171</b>	Best Practice and World Class Standards in Managing Shutdowns and Turnarounds	23 – 27/6/2012	Cairo	2990
<b>IT172</b>	Advanced Electrical Maintenance	23 – 27/6/2012	Cairo	2990
<b>IT173</b>	Applied Centrifugal Pump Technology	23 – 27/6/2012	Cairo	2990
<b>IT174</b>	Design Management for Construction Project	23 – 27/6/2012	Cairo	2990
<b>IT183</b>	Rotating Equipment Reliability Optimatation & Continues Improvement	30/6 – 4/7/2012	Cairo	2990
<b>IT184</b>	Advanced Drilling Technology	30/6 – 4/7/2012	Cairo	2990
<b>IT185</b>	Maintenance of Boilers, Turbines (Gas + Steam)	30/6 – 4/7/2012	Cairo	2990
<b>IT186</b>	Power System Protection	30/6 – 4/7/2012	Cairo	2990
<b>IT187</b>	Control Valves, Actuators & Pumps: Selection, Calculations, Sizing, Applications, Operation, Diagnostic Testing, Troubleshooting and Maintenance Training	30/6 – 4/7/2012	Cairo	2990
<b>IT188</b>	Mechanical Maintenance Planning, Control & Implementation	30/6 – 4/7/2012	Cairo	2990
<b>IT194</b>	OSHA Standards for Safety Loss Prevention	14 – 18/7/2012	Cairo	2990
<b>IT195</b>	Failure Diagnosis of Pumps, Turbines & Compressors	25 – 29/8/2012	Cairo	2990
<b>IT196</b>	Management of Chemical Hazards	25 – 29/8/2012	Cairo	2990
<b>IT197</b>	Quality Assurance of Chemical Measurements	25 – 29/8/2012	Cairo	2990
<b>IT198</b>	SCADA Systems Software (Applications in the Electrical Power Industry)	25 – 29/8/2012	Cairo	2990
<b>IT206</b>	Control Valves (Introduction, Maintenance and Operation)	1 – 5/9/2012	Cairo	2990
<b>IT207</b>	Hazard Identification & Assessment Qualitative	1 – 5/9/2012	Cairo	2990

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

<b>IT208</b>	Maintenance Management Best Practices: Systems, Tools &	1 – 5/9/2012	Cairo	2990
<b>IT209</b>	Liquefied Gas Tankers & Jetty Operations	1 – 5/9/2012	Cairo	2990
<b>IT210</b>	Mechanical Seals & Balancing	1 – 5/9/2012	Cairo	2990
<b>IT211</b>	Advanced Welding Technology: Welding Metallurgy & Electrode Selection	1 – 5/9/2012	Cairo	2990
<b>IT215</b>	Plant & Refinery Maintenance	8 – 12/9/2012	Cairo	2990
<b>IT216</b>	Building Preventive Maintenance	8 – 12/9/2012	Cairo	2990
<b>IT217</b>	Handling Emergencies in Plant & Refineries	8 – 12/9/2012	Cairo	2990
<b>IT220</b>	Hazardous Chemical Spillage	15 – 19/9/2012	Cairo	2990
<b>IT221</b>	Vibration Analysis & Machinery Diagnostics	15 – 19/9/2012	Cairo	2990
<b>IT222</b>	Risk Assessment, Analysis Management	15 – 19/9/2012	Cairo	2990
<b>IT227</b>	First Aid Competency Course	22 – 26/9/2012	Cairo	2990
<b>IT228</b>	The Maintenance of Gas Cylinders Filling Equipment & Quality Control Testing for LPG Cylinder	22 – 26/9/2012	Cairo	2990
<b>IT229</b>	Hazardous Area Classification	22 – 26/9/2012	Cairo	2990
<b>IT230</b>	Maintenance of Mechanical Equipment in Oil Establishments	22 – 26/9/2012	Cairo	2990
<b>IT231</b>	Bulk Storage Tanks Design & Construction	22 – 26/9/2012	Cairo	2990
<b>IT232</b>	Well Control & KICKS	22 – 26/9/2012	Cairo	2990
<b>IT233</b>	Reinforced Concrete Design	22 – 26/9/2012	Cairo	2990
<b>IT234</b>	Water Treatment And Injection	22 – 26/9/2012	Cairo	2990
<b>IT235</b>	Design Of Electrical Distribution System Using Computers	22 – 26/9/2012	Cairo	2990
<b>IT240</b>	Process Plant Start Up (Trouble Shooting)	6 – 10/10/2012	Cairo	2990
<b>IT241</b>	Chemical & Hazmat Handling	6 – 10/10/2012	Cairo	2990
<b>IT242</b>	Petrochemical Laboratory Techniques	6 – 10/10/2012	Cairo	2990
<b>IT243</b>	Applying Statistical Process Control in the Laboratory	6 – 10/10/2012	Cairo	2990
<b>IT248</b>	Maintenance of Mechanical Units	13 – 17/10/2012	Cairo	2990
<b>IT249</b>	Surface Facilities Production Operations for Operators	13 – 17/10/2012	Cairo	2990
<b>IT250</b>	Circuit Breakers Operation & Maintenance	13 – 17/10/2012	Cairo	2990
<b>IT251</b>	Managing Employee Health & Safety (MESH)	13 – 17/10/2012	Cairo	2990
<b>IT259</b>	Understanding Mechanical Drawings and Schematic Diagrams	20 – 24/10/2012	Cairo	2990
<b>IT260</b>	Root Cause Failure Investigation	20 – 24/10/2012	Cairo	2990
<b>IT261</b>	Shell and Tube Heat Exchangers	20 – 24/10/2012	Cairo	2990
<b>IT262</b>	Shut Downs Planning & Control	20 – 24/10/2012	Cairo	2990
<b>IT263</b>	Design Of Electrical Distribution System Using Computers	20 – 24/10/2012	Cairo	2990
<b>IT264</b>	Qualitative Risk Assessment	20 – 24/10/2012	Cairo	2990
<b>IT269</b>	Welding & Gas Cutting (Basic)	10 – 14/11/2012	Cairo	3200

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

<b>IT270</b>	Safety in Petroleum Operations	10 – 14/11/2012	Cairo	2990
<b>IT271</b>	Advanced Corrosion Technology	10 – 14/11/2012	Cairo	2990
<b>IT272</b>	Fire Prevention and Emergency Control	10 – 14/11/2012	Cairo	2990
<b>IT273</b>	Pipes & Piping Technology	10 – 14/11/2012	Cairo	2990
<b>IT274</b>	Electrical Power Systems Trouble – Shooting	17 – 21/11/2012	Cairo	2990
<b>IT275</b>	Corrosion in Oil & Gas Production	17 – 21/11/2012	Cairo	2990
<b>IT276</b>	HAZOP Study: Applied Hazard & Operability Study	17 – 21/11/2012	Cairo	2990
<b>IT277</b>	Occupational Health & Safety Management OSHA Standards	17 – 21/11/2012	Cairo	2990
<b>IT278</b>	Heat Exchangers & Cooling Towers	17 – 21/11/2012	Cairo	2990
<b>IT284</b>	SCADA (Supervisory Control & Data Acquisition with Application)	24 – 28/11/2012	Cairo	2990
<b>IT285</b>	Cathodic Protection Engineering	24 – 28/11/2012	Cairo	2990
<b>IT286</b>	Fire Prevention & Emergency Control	24 – 28/11/2012	Cairo	2990
<b>IT287</b>	Maintenance Planning & Cost Effective Management	24 – 28/11/2012	Cairo	2990
<b>IT292</b>	Hydraulics Operations & Maintenance	8 – 12/12/2012	Cairo	2990
<b>IT293</b>	Subsea Pipelines Engineering	8 – 12/12/2012	Cairo	2990
<b>IT294</b>	Pipeline Fabrication Technology	8 – 12/12/2012	Cairo	2990
<b>IT295</b>	Hazardous Chemical Spillage	8 – 12/12/2012	Cairo	2990
<b>IT296</b>	Circuit Breakers, Operations and Maintenance	8 – 12/12/2012	Cairo	2990
<b>IT300</b>	Disaster Recovery Planning & Implementation	15 – 19/12/2012	Cairo	2990
<b>IT301</b>	Efficient and Safe Shut Downs	15 – 19/12/2012	Cairo	2990
<b>IT303</b>	Emergency Management & Planning	22 – 26/12/2012	Cairo	2990
<b>IT304</b>	Sweater and Salt Water Chlorination System & Troubleshooting	22 – 26/12/2012	Cairo	2990
<b>IT305</b>	Design, Inspection, Repair And Maintenance Concrete Structure In Petrochemical Plants	22 – 26/12/2012	Cairo	2990

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

## Doha

S./No.	Program Title	Dates	Venue	Fees US\$
IT11	Gas Turbine Technology	22 – 26/1/2012	Doha	3200
IT86	Emergency Response Management (Plant and Refinery Industry)	8 – 12/4/2012	Doha	3200
IT130	Electrical Equipment in Classified Hazardous Areas	13 – 17/5/2012	Doha	3200
IT148	HV and LV Power System Protection	27 – 31/5/2012	Doha	3200
IT149	Occupational Health & Safety (OSHA Standards)	27 – 31/5/2012	Doha	3200
IT150	Machinery Vibration & Machine Condition Monitoring	27 – 31/5/2012	Doha	3200
IT175	Gas Fluidization Technology	24 – 28/6/2012	Doha	3200
IT177	Machinery Vibration and Machine Condition Monitoring	24 – 28/6/2012	Doha	3200
IT213	Maintenance Planning Scheduling & Control	2 – 6/9/2012	Doha	3200
IT266	Safety Instrumentation in the Hydrocarbon Processing Industry	4 – 8/11/2012	Doha	3200
IT268	Valve Maintenance & Operation	4 – 8/11/2012	Doha	3200

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

## Istanbul

S./No.	Program Title	Dates	Venue	Fees US\$
<b>IT71</b>	Engineer of Power Generation Station	26 – 30/3/2012	Istanbul	3500
<b>IT170</b>	Piping Design Construction & Mechanical Integrity	11 – 15/6/2012	Istanbul	3500
<b>IT205</b>	Power Transformers: Design, Manufacture, Testing, Operation and Maintenance	27 – 31/8/2012	Istanbul	3500
<b>IT258</b>	Reliability Centered Maintenance - (RCM)	15 – 19/10/2012	Istanbul	3500

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

## Jordan

S. No.	Program Title	Dates	Venue	Fees US\$
IF47	Financial Modeling and Forecasting Workshop	29/4 – 3/5/2012	Jordan	2900
IF48	Advanced Budgeting & Forecasting Techniques	29/4 – 3/5/2012	Jordan	2900
IF55	Financial Accounting & Reporting	6 – 10/5/2012	Jordan	2900
IF72	Financial Accounting & Reporting	27– 31/5/2012	Jordan	2900
IF73	Modern Operational & Financial Forecasting & Budgeting	27– 31/5/2012	Jordan	2900
IF80	Financial Analysis, Planning & Controlling of Budget	3 – 7/6/2012	Jordan	2900
IF91	Governmental Accounting, Financial Reporting and Budgeting	24 – 28/6/2012	Jordan	2900
IF126	The Fundamentals of Finance & Accounting for Non Financial Managers	16 – 20/9/2012	Jordan	2900
IF153	Setting & Controlling Budgets	18 – 22/11/2012	Jordan	2900
IHR17	Human Resources & Personnel Management	8 – 12/4/2012	Jordan	2900
IHR42	Job Analysis, Description, Evaluation Skills & Organizational Structures Preparation	8 – 12/7/2012	Jordan	2900
IHR48	Training Coordinator Workshops	2 – 6/9/2012	Jordan	2900
IHR73	A Competency Base Approach Human Resources Management	9 – 13/12/2012	Jordan	2900
IPC47	Negotiating, Drafting & Managing Commercial Contracts	24 – 28/6/2012	Jordan	2900
IPC80	Negotiating, Drafting & Managing Commercial Contracts	30/12/2012 – 3/1/2013	Jordan	2900
ISM8	Sales, Marketing, Planning and Territory Management	10 – 14/6/2012	Jordan	2900
ISM24	Strategic Planning for Marketing Sales and Promotion Management	16 – 20/12/2012	Jordan	2900
IT28	Electrical Equipment, Troubleshooting and Maintenance	19 – 23/2/2012	Jordan	2990
IT35	Maintenance Planning for Engineers	19 – 23/2/2012	Jordan	2990
IT55	HSE Cases & Risk Management	11 – 15/3/2012	Jordan	2990
IT87	Electrical Installations	8 – 12/4/2012	Jordan	2990
IT95	Pumps, Compressors, Turbines & Troubleshooting	15 – 19/4/2012	Jordan	2990
IT102	Transformer & Generator Protection, Testing & Maintenance	22 – 26/4/2012	Jordan	2990
IT103	Selection Operation & Maintenance of Valves: Best Practices	22 – 26/4/2012	Jordan	2990
IT139	Electrical Maintenance, Commissioning & Troubleshooting	20 – 24/5/2012	Jordan	2990
IT161	Maintenance Management Best Practices: Systems, Tools & Techniques	3 – 7/6/2012	Jordan	2990

<b>IT162</b>	Hazards & Operability Studies (HAZOP) for Team Leaders	3 – 7/6/2012	Jordan	2990
<b>IT179</b>	Structural Steel Work Design	24 – 28/6/2012	Jordan	2990
<b>IT180</b>	Handling Emergencies in Plant & Refineries	24 – 28/6/2012	Jordan	2990
<b>IT181</b>	Industrial Corrosion Monitoring, Prevention & Control	24 – 28/6/2012	Jordan	2990
<b>IT193</b>	Advanced Maintenance of Mechanical Units	8 – 12/7/2012	Jordan	2990
<b>IT201</b>	Advanced Maintenance Management	26 – 30/8/2012	Jordan	2990
<b>IT219</b>	Maintenance Planning for Engineers	9 – 13/9/2012	Jordan	2990
<b>IT255</b>	Storage and Handling of Chemicals & Toxic Materials	14 – 18/10/2012	Jordan	2990
<b>IT279</b>	Maintenance Planning Scheduling & Control	18 – 22/11/2012	Jordan	2990
<b>IT291</b>	Plant Operation & Management	25 – 29/11/2012	Jordan	2990
<b>IT299</b>	Process Operation & Control	9 – 13/12/2012	Jordan	2990

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

## Kuala Lumpur

S. No.	Program Title	Dates	Venue	Fees US\$
IF98	Financial Analysis & Evaluation for Business Planning & Decision Making	2 – 6/7/2012	Kuala Lumpur	3500
IF147	Financial Strategy: Essential Finance Management Skills	5 – 9/11/2012	Kuala Lumpur	3500
IHR30	Strategic Human Resources & Organizational Development	28/5 –1/6/2012	Kuala Lumpur	3500
IHR32	Manpower Organization, Succession Planning & Trend Analysis	4 – 8/6/2012	Kuala Lumpur	3500
IHR33	Human Resources Development & Personnel Management (A to Z)	4 – 8/6/2012	Kuala Lumpur	3500
IHR47	HRM And The Role Of Competency Models To Enhance Overall Organizational Performance	27 – 31/8/2012	Kuala Lumpur	3500
IM31	Leading with Excellence: Negotiation, Persuasion & Critical Thinking	19 – 23/3/2012	Kuala Lumpur	3500
IM125	Managerial Excellence & Creative Problem Solving & Decision Making Skills	24 – 28/9/2012	Kuala Lumpur	3500
IM139	Effective Negotiation Skills Workshop	15 – 19/10/2012	Kuala Lumpur	3500
IM172	Creative and Innovative Leadership Program	10 – 14/12/2012	Kuala Lumpur	3500
IM173	Developing Emotionally Intelligent Management & Leadership Strategies	10 – 14/12/2012	Kuala Lumpur	3500
IMP55	The Advanced Management of Logistics & Supply Chain	17 – 21/9/2012	Kuala Lumpur	3500
ISM6	Advanced Techniques for Writing & Implementation of Marketing Planning	23 – 27/4/2012	Kuala Lumpur	3500

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

### London

S. No.	Program Title	Dates	Venue	Fees US\$
IF4	Corporate Financial Planning	6 – 17/2/2012	London	£7750
IF13	Advanced Financial Analysis, Evaluation and Budgeting	27/2 – 9/3/2012	London	£7750
IF75	Advanced Accounts, Budgets and Finance for Non-financial Managers	28/5 – 8/6/2012	London	£7500
IF85	Senior Financial Analysis Evaluation & Budgeting	18 – 22/6/2012	London	£4000
IF99	Understanding Financial Risk Management	2 – 6/7/2012	London	£4000
IF100	Comprehensive Treasury Management Programme	2 – 6/7/2012	London	£4000
IF103	International Financial Reporting Standards	9 – 13/7/2012	London	£4000
IF104	Credit Control and Debt Management	9 – 13/7/2012	London	£4000
IF112	Senior Budgets & Cost Accounting for Decision Making	27 – 31/8/2012	London	£4000
IF113	Advanced Finance & Accounting in Oil Company	27 – 31/8/2012	London	£4000
IF165	Advanced Accounting, Auditing, Taxation & Treasury Management Programme	10 – 14/12/2012	London	£4000
IHR4	Recruitment Interviewing & Selection Skills	6 – 10/2/2012	London	£5500
IHR8	International HR & Personnel Management	20 – 24/2/2012	London	£4000
IHR19	Talent Management For Effective Manpower, Succession Planning	16 – 20/4/2012	London	£4000
IHR22	Mentoring & Coaching for Successful Development	23 – 27/4/2012	London	£5500
IHR26	Strategic Human Resources and Organisational Behaviour	14 – 25/5/2012	London	£7750
IHR38	Interviewing Skills, Recruitment and Selection from A to Z	2 – 6/7/2012	London	£4000
IHR39	International HR & Personnel Management	2 – 6/7/2012	London	£4000
IHR44	Strategic Human Resources and Organisational Behaviour	9 – 19/7/2012	London	£7750
IHR46	Advanced International HR & Personnel Management	27 – 31/8/2012	London	£4000
IHR62	Manpower Management & Succession Planning – Tools & Resources	15 – 19/10/2012	London	£4000
IHR64	Behavioral Interviewing For Performance Management	29/10 – 2/11/2012	London	£4000
IHR65	Assessing Training & Development Needs to Support Corporate Goals	29/10 – 2/11/2012	London	£4000
IM37	Disaster Recovery and Business Continuity Management	2 – 6/4/2012	London	£4000
IM72	Crisis and Change Management - Strategic Planning	28/5– 1/6/2012	London	£4000
IM86	Mini MBA: Executive Management & Leadership Development	25 – 29/6/2012	London	£4000

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

<b>IM102</b>	Strategic Management Perspective for CEO's & Directors	3 – 7/9/2012	London	£4000
<b>IM103</b>	Mini MBA for Middle Managers	3 – 7/9/2012	London	£4000
<b>IM109</b>	Senior Management Program Performing as an Executive	10 – 14/9/2012	London	£4000
<b>IM113</b>	High performance Leadership and Upgrading Managerial Skills for Excellence Accomplishment	17 – 21/9/2012	London	£4000
<b>IM127</b>	Visionary Leadership	1 – 5/10/2012	London	£4000
<b>IM134</b>	Advanced Management for Chief Executives & Company Directors	8 – 12/10/2012	London	£4000
<b>IM138</b>	Mini MBA: Executive Management & Leadership Development	15 – 19/10/2012	London	£4000
<b>IM183</b>	Mini MBA: Executive Management & Leadership Development Program	24 – 28/12/2012	London	£4000
<b>IM184</b>	Strategic, Thinking and Business Planning: Competencies of Management, Leadership	24 – 28/12/2012	London	£4000
<b>IPC15</b>	Project Management - Effective Design and Implementation	12 – 16/3/2012	London	£4000
<b>IPC16</b>	Procurement, Contract Management and Effective Negotiation	12 – 16/3/2012	London	£4000
<b>IPC36</b>	Project Management - Effective Design and Implementation	28/5 – 1/6/2012	London	£4000
<b>IPC37</b>	Procurement, Contract Management and Effective Negotiation	28/5 – 1/6/2012	London	£4000
<b>IPC44</b>	Effective Project Management for Strategic Decision	18 – 22/6/2012	London	£4000
<b>IPC66</b>	Project Management - Effective Design and Implementation	24 – 28/9/2012	London	£4000
<b>IPC67</b>	Procurement, Contract Management and Effective Negotiation	24 – 28/9/2012	London	£4000
<b>IPR1</b>	Advanced Strategic Public Relations Management	6 – 17/2/2012	London	£7500
<b>IPR2</b>	Strategic Public Relations, Protocol and Travel Management	6 – 17/2/2012	London	£7500
<b>IPR19</b>	Advanced Strategic Public Relations Management	18 – 29/6/2012	London	£7500
<b>IPR20</b>	Strategic Public Relations, Protocol and Travel Management	18 – 29/6/2012	London	£7500
<b>IPR22</b>	Strategic Public Relations Management & Media Function	25 - 29/6/2012	London	£5500
<b>IPR28</b>	Strategic Public Relations Management	29/10 – 9/11/2012	London	£7500
<b>IPR29</b>	Strategic Public Relations, Protocol and Travel Management	29/10 – 9/11/2012	London	£7500
<b>IMP36</b>	Advanced Warehousing and Distribution Management	11 – 15/6/2012	London	£4000

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

<b>IMP37</b>	The complete course of Contracts & Purchasing Management	11 – 22/6/2012	London	£5500
<b>IMP39</b>	Advanced International Ports Management	18 – 22/6/2012	London	£4000
<b>IMP51</b>	Advanced Warehousing and Distribution Management	27 – 31/8/2012	London	£4000
<b>IMP52</b>	Purchasing, Warehousing, Inventory, Logistics & Supply Chain Masterclass Program	27/8 – 7/9/2012	London	£7000
<b>IMP53</b>	The Complete Course on Contracts & Purchasing Management	3- 14/9/2012	London	£7000
<b>IMP54</b>	Logistics, Supply & Warehouse Management	3 – 7/9/2012	London	£4000
<b>IMP57</b>	Stores Management, Inventory Planning and Control	24 – 28/9/2012	London	£4000
<b>ISM14</b>	Strategic Planning for Marketing Sales & Promotion Management	10 – 14/9/2012	London	£4000
<b>ISM15</b>	Effective Marketing for Service Organisation	24– 28/9/2012	London	£4000
<b>ISM18</b>	Strategic Marketing, Brand Management and Public Relations	5 – 9/11/2012	London	£4000
<b>ISM19</b>	Sales & Marketing in a Competitive Environment	12– 16/11/2012	London	£4000
<b>IT125</b>	Handling of Hazardous Substances	7 – 11/5/2012	London	£4000

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)  
International Experts Center for Management Consultation (ExMaC)

**Malta**

S./No.	Program Title	Dates	Venue	Fees US\$
IT105	Basic Gas Chromatography - Principles and Applications	23 – 27/4/2012	Malta	3500
IT123	Valve Maintenance & Operation	7 – 11/5/2012	Malta	3500
IT124	Chemical Engineering for Non-Chemical Engineers	7 – 11/5/2012	Malta	3500
IT163	Advanced Maintenance Management	4 – 8/6/2012	Malta	3500
IT182	Shell and Tube Heat Exchangers - Maintenance & Troubleshooting	25 – 29/6/2012	Malta	3500
IT256	Occupational Health & Safety (OSHA Standards)	15 – 19/10/2012	Malta	3500

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

### Morocco

S. No.	Program Title	Dates	Venue	Fees US\$
IF29	Budget Analyst Essential Guide to Formulation, Justification, and Execution	26 – 30/3/2012	Morocco	3500
IF38	Financial Forecasting for Dynamic Business Results	16 – 20/4/2012	Morocco	3500
IF56	The Complete Course on Budgeting: Planning, Forecasting, Analysis and Reporting	7 – 11/5/2012	Morocco	3500
IF57	Estimating, Budgeting, Cost Control & Valve Engineering Skills	7 – 11/5/2012	Morocco	3500
IF74	Financial & Managerial Skills for Successful Business Management	28/5 – 1/6/2012	Morocco	3500
IF86	Financial Strategy: Essential Finance Management Skills	18 – 22/6/2012	Morocco	3500
IF97	International Accounting Standards Framework for preparation & Presentation of Financial Statements	2 – 6/7/2012	Morocco	3500
IF101	Advanced Financial & Statement Analysis for Business Planning & Decision Making	2 – 6/7/2012	Morocco	3500
IF102	Mini-MBA: Accounting, Decision Making and Financial Communications	9 – 13/7/2012	Morocco	3500
IF109	Advanced Financial Analysis & Evaluation for Business Planning & Decision Making	27 – 31/8/2012	Morocco	3500
IF110	Strategic Planning, Leadership & Finance Awareness For Executives	27 – 31/8/2012	Morocco	3500
IF111	Financial Analysis and Cash Management Masterclass Program	27 – 31/8/2012	Morocco	3500
IF114	Budgeting Management for Non-financial Managers –Enhancing Your Performance Management Capability	27 – 31/8/2012	Morocco	3500
IF127	Senior Financial Analysis Evaluation and Budgeting	17 – 21/9/2012	Morocco	3500
IF138	Accounts, Budgets & Finance for Senior Non- Financial Managers	8 – 12/10/2012	Morocco	3500
IF148	Financial Analysis, Modelling & Forecasting	5 – 9/11/2012	Morocco	3500
IF157	Cost Analysis & Performance Measurement	19 – 23/11/2012	Morocco	3500
IF170	Strategic Planning, Leadership & Finance Awareness For Executives	24 – 28/12/2012	Morocco	3500
IHR36	Mini MBA for Human Resources Managers	25 – 29/6/2012	Morocco	3500
IHR43	Effective HR Management - the scope and roles of the HR function and how the HR	9 – 13/7/2012	Morocco	3500

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

	practitioner can enhance their impact on the organisation.			
<b>IHR80</b>	Personal Effectiveness, Organizational Success & Career Development	24 – 28/12/2012	Morocco	3500
<b>IM13</b>	Business Planning Practical Strategies for Organisational Success	20 – 24/2/2012	Morocco	3500
<b>IM18</b>	Advanced Management Motivation, Strategic Planning & Creative Problem Solving	27/2 – 2/3/2012	Morocco	3500
<b>IM38</b>	Strategic Planning & Decision Making for Managers & Executive	2 – 6/4/2012	Morocco	3500
<b>IM46</b>	Public Speaking, Effective Presentation Skills & Influence	23 – 27/4/2012	Morocco	3500
<b>IM47</b>	The Middle Manager Development Program Preparing Future Leaders	23 – 27/4/2012	Morocco	3500
<b>IM57</b>	Managerial & Leadership Techniques' for Section Heads and Superintendents	30/4 – 4/5/2012	Morocco	3500
<b>IM61</b>	Advanced Excellence for Managers "Strategic Management, Leadership, Thinking, Planning & Competencies	7 – 11/5/2012	Morocco	3500
<b>IM85</b>	The Middle Manager Development Program Preparing Future Leaders	25 – 29/6/2012	Morocco	3500
<b>IM88</b>	21st Century Globalization Standards (Successful Leadership and Management Skills	2 – 6/7/2012	Morocco	3500
<b>IM91</b>	21st Century Globalization Standards Successful Leadership and Management Skills	2 – 6/7/2012	Morocco	3500
<b>IM95</b>	Advanced Management Motivation, Strategic Planning & Creative Problem Solving	27 – 31/8/2012	Morocco	3500
<b>IM96</b>	Strategic Thinking, Planning Management & Leadership Competencies	27 – 31/8/2012	Morocco	3500
<b>IM97</b>	Visionary Leadership & Organisational Reality	27 – 31/8/2012	Morocco	3500
<b>IM101</b>	Effective Strategic Planning In Global Competitive Environment Coaching Leadership Motivation & Dynamic Team Building	3 – 7/9/2012	Morocco	3500
<b>IM112</b>	Strategic Thinking – Tools for Strategic Planning & Management	17 – 21/9/2012	Morocco	3500
<b>IM126</b>	Leading with Excellence: Planning, Organizing & Delegating	24 – 28/9/2012	Morocco	3500
<b>IM158</b>	Strategic Thinking, Planning Management & Leadership Competencies	19 – 23/11/2012	Morocco	3500
<b>IM159</b>	Transformational Leadership and Strategy Formulation	19 – 23/11/2012	Morocco	3500

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

<b>IM168</b>	Leadership Development Program	26 – 30/11/2012	Morocco	3500
<b>IPC22</b>	Advanced Contract Management: Planning, Strategy, Development, Legal, Negotiation, Disputes, Claims & Administration	2 – 6/4/2012	Morocco	3500
<b>IPC49</b>	Contracts Strategy Management	25 – 29/6/2012	Morocco	3500
<b>IPC50</b>	Contracting Planning & Administration Project Delivery Systems & Effective Negotiation & Mediation Skills Workshops	25 – 29/6/2012	Morocco	3500
<b>IPC53</b>	Strategic Project Management: Achieving Organizational Goals	2 – 6/7/2012	Morocco	3500
<b>IPR21</b>	Public Relations Management in the 21st Century	18– 22/6/2012	Morocco	3500
<b>IPR23</b>	Customer Service Strategy: Building a Customer Centric Organisation	2 – 6/7/2012	Morocco	3500
<b>IPR24</b>	Public Relations Management in the 21st Century	27– 31/8/2012	Morocco	3500
<b>IPR25</b>	Strategic Public Relations Management & Media Function	27– 31/8/2012	Morocco	3500
<b>IMP45</b>	Advanced Warehouse, Stores & Stock Control Management	25 – 29/6/2012	Morocco	3500
<b>IMP49</b>	Contract & Procurement Management, and Effective Negotiation & Cost Reduction	2 – 6/7/2012	Morocco	3500

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

## International Experts Center for Management Consultation (ExMaC)

### Paris

S. No.	Program Title	Dates	Venue	Fees US\$
IM145	The Art of Management	5 – 9/11/2012	Paris	€ 4950
IM146	Executive Management &, Leadership Development Program	5 – 9/11/2012	Paris	€ 4950
IM147	The Art of Leadership	5 – 9/11/2012	Paris	€4950
IM87	The Art of Management; Trends & Strategies for the Future	25 – 29/6/2012	Paris	€ 4950
IM90	The Art of Leadership	2 – 6/7/2012	Paris	€ 4950
IPC43	Advanced Contract Management: Planning, Strategy, Development, Legal, Negotiation, Disputes, Claims & Administration	18 – 22/6/2012	Paris	€ 4950
IPC48	Effective Project Management for Maintenance A Practical Workshop for Maintenance and Reliability Managers, Supervisors and Practitioners	25 – 29/6/2012	Paris	€4950
IMP38	Logistics Management & Supply Chain Management, Audit/Benchmarking	11 – 15/6/2012	Paris	€ 4950
IMP44	International Logistics Management	25- 29/6 /2012	Paris	€4950
IMP46	Integrating Purchasing, Logistics & Inventory with Suppliers	25/6 – 6/7/2012	Paris	€7750
IMP48	Advanced Purchasing & Inventory Management	2 – 6/7/2012	Paris	€4950

# مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

## Turkey

S. No.	Program Title	Dates	Venue	Fees US\$
IM7	Creative Leadership Skills, Strategic Planning & Achieve Outstanding Goals	23 – 27/1/2012	Turkey	3500
IM74	Leadership & Management Skills in the 21st Century	4 – 8/6/2012	Turkey	3500
IM75	Strategic Thinking & Visionary Leadership	4 – 8/6/2012	Turkey	3500
IM76	Advanced Management Skills for Senior Managers	4 – 8/6/2012	Turkey	3500
IM89	Advanced Management Skills for Senior Managers	2 – 6/7/2012	Turkey	3500
IPC19	The complete course of Contracts & Purchasing Management	19 – 23/3/2012	Turkey	3500
IPC23	Advanced & Successful Contract Planning & Tenders Management	9 – 13/4/2012	Turkey	3500
IPC58	Contracting Planning & Administration Project Delivery Systems & Effective Negotiation & Mediation Skills Workshops	27/8 – 7/9/2012	Turkey	6200
IPC60	Advanced Contract Management: Planning, Strategy, Development, Legal, Negotiation, Disputes, Claims & Administration	3 – 7/9/2012	Turkey	3500
IPC77	Advanced Contracts & Project Management	10 – 14/12/2012	Turkey	3500