

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

January

S. No.	Program Title	Dates	Venue	Fees US\$
IHR1	Successfully Coaching & Mentoring Individuals & Teams	7 – 11/1/2012	Cairo	2900
IMP1	Logistics in Manufacturing Management	7 – 11/1/2012	Cairo	2900
IT1	Modern Safety Management	7 – 11/1/2012	Cairo	2990
IT2	Circuit Breakers & Maintenance	7 – 11/1/2012	Cairo	2990
IT3	Fundamentals of Process Control & Instrumentation	7 – 11/1/2012	Cairo	2990
IHR2	Training Needs Identification Analysis, Planning & Implementation	8 – 12/1/2012	Abu Dhabi	3200
IM1	Intermediate Supervisory Skills	8 – 12/1/2012	Abu Dhabi	3200
IT4	Gas Turbine Technology	8 – 12/1/2012	Abu Dhabi	3200
IT5	Accident and Incident Investigation in the Oil & Gas Industry	8 – 12/1/2012	Abu Dhabi	3200
IT6	Total Quality Management (TQM) in operations, support and service Functions	8 – 12/1/2012	Abu Dhabi	3200
IM2	Managing & Leading Strategic Change	14 – 18/1/2012	Cairo	2900
IM3	Balanced Scorecards	14 – 18/1/2012	Cairo	2900
IPC1	Project Management Facilitation Skills	14 – 18/1/2012	Cairo	2900
ISM1	Sales Professional Training Program	14 – 18/1/2012	Cairo	2900
IS1	Electronics Achieves & Records Keeping Management for Secretaries & Admin. Assistants	15 – 19/1/2012	Abu Dhabi	3200
IF1	Finance for Non Financial Managers	15 – 19/1/2012	Abu Dhabi	3200
IM4	Setting Goals and Measuring Objectives	15 – 19/1/2012	Abu Dhabi	3200
IPC2	Design & Managing Effective Contracts	15 – 19/1/2012	Abu Dhabi	3200
IMP2	Effective Purchasing, Tendering & Supplier Selection	15 – 19/1/2012	Abu Dhabi	3200
IT7	Modern Maintenance Management	15 – 19/1/2012	Dubai	3200
IT8	Gas and Turbine	15 – 19/1/2012	Abu Dhabi	3200
IHR3	Human Resources Management Competency Based Approach	21 - 25/1/2012	Cairo	2900
IM5	Quality Management: Assurance & Control	21 – 25/1/2012	Cairo	2900
IMP3	Logistics Supply & Warehouse Management	21 – 25/1/2012	Cairo	2900
IMP4	Purchasing Techniques, Negotiating and Cost Reduction	21 – 25/1/2012	Cairo	2900

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IT9	Fire Fighting Techniques & Fire Fighting Equipment	21 – 25/1/2012	Cairo	2990
IT10	Hazard Identification & Assessment: "Qualitative and Quantitative Methods "	21 – 25/1/2012	Cairo	2990
IS2	The Executive Secretary, Pa's and Office Professionals Master Development Program	22 – 26/1/2012	Jordan	2900
IF2	Advanced Cash Flow & Working Capital Management	22– 26/1/2012	Abu Dhabi	3200
IM6	Managerial Excellence & Innovative Problem Solving & Decision Making Skills	22 – 26/1/2012	Abu Dhabi	3200
IT11	Gas Turbine Technology	22 – 26/1/2012	Doha	3200
IT12	Health & Safety Management Systems	22 – 26/1/2012	Abu Dhabi	3200
IM7	Creative Leadership Skills, Strategic Planning & Achieve Outstanding Goals	23 – 27/1/2012	Turkey	3500
IPC3	Successful & Effective Project Management	28/1 – 1/2/2012	Cairo	2900
IPC4	Preparing & Managing Contracts	28/1 – 1/2/2012	Cairo	2900
IPC5	Claims Mitigation Counterclaims Principles Analysis & Assessment	29/1– 2/2/2012	Abu Dhabi	3200
IT13	Managing Employee Health & Safety (MESH)	28/1 – 1/2/2012	Cairo	2990

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International Experts Center for Management Consultation (ExMaC)

February

S. No.	Program Title	Dates	Venue	Fees US\$
IS3	Business Writing for Administrative Professionals	4 – 8/2/2012	Cairo	2900
IF3	Fundamentals of Finance & Accounting	4 – 8/2/2012	Cairo	2900
IPC6	Effective Project Management	4 – 8/2/2012	Cairo	2900
IPC6	Effective Project Management	4 – 8/2/2012	Cairo	2900
IT14	Occupational Health & Safety (OSHA Standards)	4 – 8/2/2012	Cairo	2990
IT15	Plant Safety Management	4 – 8/2/2012	Cairo	2990
IT16	Risk Assessment & Analysis	4 – 8/2/2012	Cairo	2990
IT17	Design Of Electrical Distribution System Using Computers	4 – 8/2/2012	Cairo	2990
IT18	Health & Effective Safety Culture	4 – 8/2/2012	Cairo	2990
IF4	Corporate Financial Planning	6 – 17/2/2012	London	£7750
IHR4	Recruitment Interviewing & Selection Skills	6 – 10/2/2012	London	£5500
IPR1	Advanced Strategic Public Relations Management	6 – 17/2/2012	London	£7500
IPR2	Strategic Public Relations, Protocol and Travel Management	6 – 17/2/2012	London	£7500
IF5	Budget Preparation Skills	11 – 15/2/2012	Cairo	2900
IHR5	Best Practices for Personnel/HR Assistant	11 – 15/2/2012	Cairo	2900
IT19	Advanced Process Control	11 – 15/2/2012	Cairo	2990
IS4	Time Management & Stress Management for Executive Secretaries & Administrative Professionals	12 – 16/2/2012	Abu Dhabi	3200
IF6	Analysis & Evaluation of Cash Flow Statement in Financial Accounting	12 – 16/2/2012	Abu Dhabi	3200
IHR6	Manpower organization & Succession Planning and Tools & Resources	12 – 16/2/2012	Abu Dhabi	3200
IM8	Time and Stress Management	12 – 16/2/2012	Abu Dhabi	3200
IM9	Business Process Re-engineering & Outsourcing	12 – 16/2/2012	Abu Dhabi	3200
IM10	Management & Leadership Skills Development & Work Stress Control	12 – 16/2/2012	Abu Dhabi	3200
IPC7	Project Scheduling: Controlling the Project Timeline	12 - 16/2/2012	Abu Dhabi	3200
IPC8	Tender Design & Evaluation	12 - 16/2/2012	Abu Dhabi	3200
IPC7	Project Scheduling: Controlling the Project Timeline	12 - 16/2/2012	Abu Dhabi	3200
IPC8	Tender Design & Evaluation	12 - 16/2/2012	Abu Dhabi	3200
IMP5	Inventory Planning & Stock Control	12– 16/2/2012	Abu Dhabi	3200

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ISM2	Integrated Marketing Communications	12 – 16/2/2012	Dubai	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
IPC1	Project Management Facilitation Skills	14 – 18/1/2012	Cairo	2900
IPC1	Project Management Facilitation Skills	14 – 18/1/2012	Cairo	2900
IPC2	Design & Managing Effective Contracts	15 –19/1/2012	Abu Dhabi	3200
IPC2	Design & Managing Effective Contracts	15 –19/1/2012	Abu Dhabi	3200
IS5	Management Skills for Executive Secretaries & Administrative Assistants for Oil & Gas	18 – 22/2/2012	Cairo	2900
IF7	Credit Control Management	18 – 22/2/2012	Cairo	2900
IM11	Mastering Performance Management	18 – 22/2/2012	Cairo	2900
IPC9	Strategic Project Management: Achieving Organizational Goals	18 – 22/2/2012	Cairo	2900
IPC9	Strategic Project Management: Achieving Organizational Goals	18 – 22/2/2012	Cairo	2900
IT24	Chemical Engineering for Non- Chemical Engineers	18 – 22/2/2012	Cairo	2990
IT25	Control Health Safety & Environmental Concern	18 – 22/2/2012	Cairo	2990
IT26	Hazop: Applied Hazard & Operability Study	18 – 22/2/2012	Cairo	2990
IT27	Machinery Failure Analysis & Trouble Shooting	18 – 22/2/2012	Cairo	2990
IS6	Office Professionals Development Program For Administrators, Admin/Tech Assistants, Executive Secretaries & Technical Clerks	19 – 23/2/2012	Abu Dhabi	3200
IF8	Essential of Finance For Non Financial Managers	19 – 23/2/2012	Abu Dhabi	3200
IF9	Financial & Managerial Skills for Successful Business Management	19 – 23/2/2012	Abu Dhabi	3200
IHR7	Assessing Training & Development Needs to Support Corporate Goals	19 – 23/2/2012	Dubai	3200
IM12	Effective Communication & Team Work Management Skills	19 – 23/2/2012	Abu Dhabi	3200
IPR3	The Innovative Public Relations Management	19 – 23/2/2012	Dubai	3200
IMP6	Effective Purchasing Management	19– 23/2/2012	Abu Dhabi	3200
IMP7	Management and Purchasing Strategies & Cost Reduction	19– 23/2/2012	Dubai	3200
IT28	Electrical Equipment, Troubleshooting	19 – 23/2/2012	Jordan	2990

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	and Maintenance			
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
IT35	Maintenance Planning for Engineers	19 – 23/2/2012	Jordan	2990
IHR8	International HR & Personnel Management	20 – 24/2/2012	London	£4000
IM13	Business Planning Practical Strategies for Organisational Success	20 – 24/2/2012	Morocco	3500
IF10	Activity –Based Costing & Activity – Based Management	25 – 29/2/2012	Cairo	2900
IM14	Emotional Intelligence in Work Place	25 – 29/2/2012	Cairo	2900
IPR4	Customer Relationship Management in Business Market	25 – 29/2/2012	Cairo	2900
IMP8	Procurement Management & Warehousing Operation	25 – 29/2/2012	Cairo	2900
IT36	Quantity Surveying	25 – 29/2/2012	Cairo	2990
IT37	Selecting of Metallic Materials, Metallurgical Principles & Applications	25 – 29/2/2012	Cairo	2990
IT38	Hazardous Area & Equipment & Classification	25 – 29/2/2012	Cairo	2990
IT39	HVAC Air System Design	25 – 29/2/2012	Cairo	2990
IF11	Book Keeping & Basic Accounting	26/2 – 1/3/2012	Abu Dhabi	3200
IF12	Accounts, Budgets, & Finance for Senior Non Financial Managers	26/2 – 1/3/2012	Abu Dhabi	3200
IHR9	Improving Performance through Teamworking	26/2 – 1/3/2012	Dubai	3200
IM15	Creativity and Mind Mapping: Blue Ocean Strategy	26/2 – 1/3/2012	Dubai	3200
IM16	Management by Objectives	26/2 – 1/3/2012	Abu Dhabi	3200
IM17	Creative & innovative Management for Supervisors and middle Management	26/2 – 1/3/2012	Abu Dhabi	3200
IPC10	Managing Tenders & Contract Management	26/2 – 1/3/2012	Abu Dhabi	3200
IPC10	Managing Tenders & Contract Management	26/2 – 1/3/2012	Abu Dhabi	3200
IMP9	Effective Warehouse Management Planning & Control	26/2 – 1/3/2012	Abu Dhabi	3200
IT40	Selection & Sizing of Process Equipment	26/2 – 1/3/2012	Abu Dhabi	3200

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International Experts Center for Management Consultation (ExMaC)

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
IF13	Advanced Financial Analysis, Evaluation and Budgeting	27/2 – 9/3/2012	London	£7750
IM18	Advanced Management Motivation, Strategic Planning & Creative Problem Solving	27/2 – 2/3/2012	Morocco	3500
IPC3	Successful & Effective Project Management	28/1 – 1/2/2012	Cairo	2900
IPC4	Preparing & Managing Contracts	28/1 – 1/2/2012	Cairo	2900
IPC3	Successful & Effective Project Management	28/1 – 1/2/2012	Cairo	2900
IPC4	Preparing & Managing Contracts	28/1 – 1/2/2012	Cairo	2900
IPC5	Claims Mitigation Counterclaims Principles Analysis & Assessment	29/1– 2/2/2012	Abu Dhabi	3200
IPC5	Claims Mitigation Counterclaims Principles Analysis & Assessment	29/1– 2/2/2012	Abu Dhabi	3200

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March

S. No.	Program Title	Dates	Venue	Fees US\$
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
IM19	Creative Thinking Techniques	3 – 7/3/2012	Cairo	2900
IPC11	The Complete Course of Project Management	3 - 7/3//2012	Cairo	2900
IT43	Piping Design Construction & Mechanical Integrity	3 – 7/3/2012	Cairo	2990
IT44	Diesel Engines Operation & Maintenance	3 – 7/3/2012	Cairo	2990
IT45	Corrosion Monitoring Metallurgy & Prevention of Failure for Engineers & Technicians	3 – 7/3/2012	Cairo	2990
IS7	Fundamentals of Finance and Accounting for Administrative Professionals	4– 8/3/2012	Abu Dhabi	3200
IF16	Governmental Accounting, Financial Reporting and Budgeting	4 – 8/3/2012	Abu Dhabi	3200
IF17	Accounting & Auditing in Industrial Finance & Costs	4 – 8/3/2012	Abu Dhabi	3200
IHR10	Training Needs Analysis & Evaluation Identify the Real Training Needs of your Organization	4 – 8/3/2012	Dubai	3200
IM20	Mastering Supervisory Skills	4 – 8/3/2012	Abu Dhabi	3200
IM21	Improving Personal Effectiveness Leadership, Team Working, Communication & Presentations	4 – 8/3/2012	Abu Dhabi	3200
IM22	Managing Stress & Pressure at Work :	4 – 8/3/2012	Abu Dhabi	3200
IM23	Managing Multiple Projects Effectively	4 – 8/3/2012	Dubai	3200
IPC12	Preparing & Managing Contracts: A – Z of Best Practices	4 – 8/3/2012	Abu Dhabi	3200
IMP10	Freight & Cargo Management	4 – 8/3/2012	Abu Dhabi	3200
ISM3	Sales & Marketing in a Competitive Environment	4 – 8/3/2012	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
IF18	Advanced Budgeting & Financial Planning	10 – 14/3/2012	Cairo	2900

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IF19	Financial Analysis, Modeling & Forecasting Using Excel	10 – 14/3/2012	Cairo	2900
IM24	Building Skills for Working in Teams: Igniting Passion& Activating Potential in Teams	10 – 14/3/2012	Cairo	2900
IS8	Electronics Achieves & Records Keeping Management for Secretaries & Admin. Assistants	10 – 14/3/2012	Cairo	2900
IMP11	Modern Methods & Technology In Purchasing And Stores Management	10 – 14/3/2012	Cairo	2900
IT49	Design & Contraction of High Voltage Transmission Lines & High Voltage Substation	10 – 14/3/2012	Cairo	2990
IT50	Water Treatment Utility of Site & Cooling Generation	10 – 14/3/2012	Cairo	2990
IS9	Advanced Management Skills for Executive Secretaries & Administrative Professionals	11 – 15/3/2012	Abu Dhabi	3200
IF20	Integrating Budgeting, Forecasting & Business Planning	11 – 15/3/2012	Abu Dhabi	3200
IF21	Business & Financial Modelling using Excel	11 – 15/3/2012	Abu Dhabi	3200
IF22	Advanced Financial Analysis & Evaluation for Business Planning & Decision Making	11 – 15/3/2012	Abu Dhabi	3200
IHR11	Recruitment Management from A to Z	11 – 15/3/2012	Abu Dhabi	3200
IM25	Presentation Skills – for Newly Appointed Managers	11 – 15/3/2012	Abu Dhabi	3200
IM26	Supervisory Management & Leadership Competencies	11 – 15/3/2012	Dubai	3200
IPC13	Strategic Project Management: Achieving Organizational Goals	11 – 15/3/2012	Abu Dhabi	3200
IPC14	Effective tendering & Contracting Procedures Managing the Pre – Award Phase	11 – 15/3/2012	Dubai	3200
IPR5	Global Branding Management	11 – 15/3/2012	Abu Dhabi	3200
IT51	Mechanical Vibration Causes, Effects Analysis & Prevention Techniques	11 – 15/3/2012	Doha	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
IT55	HSE Cases & Risk Management	11 – 15/3/2012	Jordan	2990
IPC15	Project Management - Effective Design and Implementation	12 – 16/3/2012	London	£4000
IPC16	Procurement, Contract Management and Effective Negotiation	12 – 16/3/2012	London	£4000

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International Experts Center for Management Consultation (ExMaC)

IHR12	Effective Policies & Procedures	17 – 21/3/2012	Cairo	2900
IM27	Effective Interpersonal Skills Programme	17 – 21/3/2012	Cairo	2900
IM28	The Transitioning from Managers to Team Leader	17 – 21/3/2012	Cairo	2900
IPC17	Contract Management Skills	17 – 21/3/2012	Cairo	2900
IT56	Cable Selection & LV Jointing	17 – 21/3/2012	Cairo	2990
IT57	Chemical Laboratory Safety	17 – 21/3/2012	Cairo	2990
IT58	Control Valves, Actuators & Pumps	17 – 21/3/2012	Cairo	2990
IT59	Practical Pumps & Valves	17 – 21/3/2012	Cairo	2990
IT60	Electrical Equipments & Control System: Commissioning, Testing & Start-Up Of Electrical Systems	17 – 21/3/2012	Cairo	2990
IS10	Effective Business, Memos & Report Writing Skills for Administrative Professionals & Executive Secretaries	18 – 22/3/2012	Dubai	3200
IF23	Corporate Cash Management	18 – 22/3/2012	Abu Dhabi	3200
IHR13	Effective Manpower Planning	18 – 22/3/2012	Abu Dhabi	3200
IM29	Effective Negotiation Skills	18 – 22/3/2012	Abu Dhabi	3200
IM30	Leadership, Communication & Interpersonal Skills: Leadership through Self – Mastery	18 – 22/3/2012	Abu Dhabi	3200
IPC18	Managing Tenders & Contract Management	18 – 22/3/2012	Abu Dhabi	3200
IMP12	Warehouse & Distribution Management	18 – 22/3/2012	Abu Dhabi	3200
IMP13	Purchasing Techniques, Negotiating and Cost Reduction	18 – 22/3/2012	Dubai	3200
ISM4	Fundamentals of Marketing: Your Action Plan for Success	18 – 22/3/2012	Abu Dhabi	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
IM31	Leading with Excellence: Negotiation, Persuasion & Critical Thinking	19 – 23/3/2012	Kuala Lumpur	3500
IPC19	The complete course of Contracts & Purchasing Management	19 – 23/3/2012	Turkey	3500
IS11	Good Office Practice: Documentation & Filing	24 – 28/3/2012	Cairo	2900
IF24	Finance & Accounting for Non – Financial Manager	24 – 28/3/2012	Cairo	2900
IHR14	Training Needs Identification Analysis, Planning & Implementation	24 - 28/3/2012	Cairo	2900
IM32	Controlling your Time, Handling Stress & Managing Multiple Priorities	24 – 28/3/2012	Cairo	2900

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IM33	Creative Problem Solving & Decision Making	24 – 28/3/2012	Cairo	2900
IMP14	Logistics & Transportation Techniques	24 – 28/3/2012	Cairo	2900
IT65	Valve Selection & Specification	24 – 28/3/2012	Cairo	2990
IT66	Quantity Surveying	24 – 28/3/2012	Cairo	2990
IT67	Risk Based Strategies for Inspection & Maintenance (RBI & RBM)	24 – 28/3/2012	Cairo	2990
IT68	Shell and Tube Heat Exchangers	24 – 28/3/2012	Cairo	2990
IF25	Effective Budgeting & Cost Control	25 – 29/3/2012	Abu Dhabi	3200
IF26	Advanced Level of Accounting	25 – 29/3/2012	Abu Dhabi	3200
IF27	Corporate Financial Analysis & Budgeting	25 – 29/3/2012	Abu Dhabi	3200
IF28	Understanding Finance to Influence Strategic Decisions	25 – 29/3/2012	Abu Dhabi	3200
IM34	Middle Management Development Program	25 – 29/3/2012	Abu Dhabi	3200
IPC20	Effective Tendering & Contracting Procedures Managing the Pre – Award Phase	25 – 29/3/2012	Abu Dhabi	3200
IPR6	Public Relations & Corporate Communication	25– 29/3/2012	Abu Dhabi	3200
IMP15	Inventory Planning & Stock Control	25 – 29/3/2012	Abu Dhabi	3200
IT69	Safety Passport for Process Operators	25 – 29/3/2012	Abu Dhabi	3200
IF29	Budget Analyst Essential Guide to Formulation, Justification, and Execution	26 – 30/3/2012	Morocco	3500
IT70	Storage, Handling & Safe Use of Chemicals and Hazardous Materials	26 – 30/3/2012	Beirut	3500
IT71	Engineer of Power Generation Station	26 – 30/3/2012	Istanbul	3500
IHR15	Organisation, Strategic Planning & Human Resources Management	31/3 - 4/4/2012	Cairo	2900
IM35	Strategic, Thinking and Business Planning: Competencies of Management, Leadership	31/3 – 4/4/2012	Cairo	2900
IMP16	Stores Management & Performance Measurement & Stock Control	31/3 – 4/4/2012	Cairo	2900
IT72	Advanced Cost Analysis And Performance Measurement Skills	31/3 – 4/4/2012	Cairo	2990
IT73	Chemical Laboratory Safety	31/3 – 4/4/2012	Cairo	2990
IT74	Basic Instrumentation	31/3 – 4/4/2012	Cairo	2990
IT75	Centrifugal Compressor	31/3 – 4/4/2012	Cairo	2990
IT76	Basic Petroleum Geology and Geophysics	31/3 – 4/4/2012	Cairo	2990

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International Experts Center for Management Consultation (ExMaC)

April

S. No.	Program Title	Dates	Venue	Fees US\$
IS12	Advanced Executive Secretarial Skills & Office Management for Secretaries & Administrative Officers	1 – 5/4/2012	Dubai	3200
IF30	Fundamentals of Cost Accounting	1 – 5/4/2012	Abu Dhabi	3200
IF31	Governmental Accounting, Financial Reporting and Budgeting	1 – 5/4/2012	Abu Dhabi	3200
IM36	Advanced Management Skills: Motivation - Strategic Planning Creative Problem Solving and Scheduling	1 – 5/4/2012	Abu Dhabi	3200
IPR7	Developing and Improving Customer Relationships	1 -5 /4/2012	Abu Dhabi	3200
IMP17	Advanced Procurement Management	1 – 5/4/2012	Dubai	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
IM37	Disaster Recovery and Business Continuity Management	2 – 6/4/2012	London	£4000
IM38	Strategic Planning & Decision Making for Managers & Executive	2 – 6/4/2012	Morocco	3500
IPC22	Advanced Contract Management: Planning, Strategy, Development, Legal, Negotiation, Disputes, Claims & Administration	2 – 6/4/2012	Morocco	3500
IF32	Cash Flow Management	7 – 11/4/2012	Cairo	2900
IHR16	Training Coordinators Workshop	7 – 11/4/2012	Cairo	2900
IM39	Mini MBA: Executive Management & Leadership Development Program	7 – 11/4/2012	Cairo	2900
IPR8	Etiquette & Protocol Training Program	7– 11/4/2012	Cairo	2900
IT79	Drilling Engineering	7 – 11/4/2012	Cairo	2990
IT80	Economic Evaluation of Petroleum Projects	7 – 11/4/2012	Cairo	2990
IT81	Quality Assurance Techniques	7 – 11/4/2012	Cairo	2990
IT82	Electrical Power Equipment, Maintenance and Planning	7 – 11/4/2012	Cairo	2990
IT83	Electrical Safety	7 – 11/4/2012	Cairo	2990
IS13	The Exceptional Professional skills for Executive Secretary	8 – 12/4/2012	Jordan	2900
IF33	The Essentials Of Budgeting: From Creation Through Application	8 – 12/4/2012	Abu Dhabi	3200
IHR17	Human Resources & Personnel Management	8 – 12/4/2012	Jordan	2900
IM40	Leadership & Team Building (Advanced)	8 – 12/4/2012	Abu Dhabi	3200

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International Experts Center for Management Consultation (ExMaC)

IMP18	Logistics Management & Supply Chain Management, Audit/Benchmarking	8– 12/4/2012	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
IT86	Emergency Response Management (Plant and Refinery Industry)	8 – 12/4/2012	Doha	3200
IT87	Electrical Installations	8 – 12/4/2012	Jordan	2990
IPC23	Advanced & Successful Contract Planning & Tenders Management	9 – 13/4/2012	Turkey	3500
IF34	Advanced Financial Analysis & Evaluation for Business Planning & Decision Making	14 – 18/4/2012	Cairo	2900
IHR18	Fundamentals of Human Resources Management (HRM)	14 – 18/4/2012	Cairo	2900
IPR9	Customer Relationship Management	14 – 18/4/2012	Cairo	2900
IMP19	Procurement, Contract Management & Effective Negotiation	14 – 18/4/2012	Cairo	2900
ISM5	Strategic Sales & Marketing Management	14 – 18/4/2012	Cairo	2900
IT88	Environment, Safety & Health Awareness	14 – 18/4/2012	Cairo	2990
IT89	Physical Asset Management for Maintenance Excellence	14 – 18/4/2012	Cairo	2990
IT90	Gas Turbine Technology	14 – 18/4/2012	Cairo	2990
IT91	Environmental Protection Systems (EPS)	14 – 18/4/2012	Cairo	2990
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
IF35	Cost Accounting for Planning & Control	15 – 19/4/2012	Abu Dhabi	3200
IF36	Budgeting & Cost Control: Principles & Practices	15 – 19/4/2012	Dubai	3200
IF37	Finance Accounting & Performance Measurement	15 – 19/4/2012	Abu Dhabi	3200
IM41	Strategic Thinking & Planning for Managers	15 – 19/4/2012	Abu Dhabi	3200
IPC24	Effective Contract Administration Claims Management & Negotiating Win-Win Settlement of Disputes	15 – 19/4/2012	Dubai	3200
IPR10	Modern Management for Public Relation Protocol & Etiquette	15 – 19/4/2012	Abu Dhabi	3200
IMP20	Inventory Management Techniques: Planning, Replenishment & Activity Control	15 – 19/4/2012	Dubai	3200
IT92	Preventive & Predictive Maintenance	15 – 19/4/2012	Abu Dhabi	3200
IT93	Process Reactors: OPERATION, TROUBLESHOOTING, START-UP & SHUTDOWN:	15 – 19/4/2012	Abu Dhabi	3200

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

	Hydro-Treating, Catalytic Reforming and Hydro-Cracking			
IT94	Electrical Maintenance, Commissioning & Troubleshooting	15 – 19/4/2012	Abu Dhabi	3200
IT95	Pumps, Compressors, Turbines & Troubleshooting	15 – 19/4/2012	Jordan	2990
IF38	Financial Forecasting for Dynamic Business Results	16 – 20/4/2012	Morocco	3500
IHR19	Talent Management For Effective Manpower, Succession Planning	16 – 20/4/2012	London	£4000
IT96	Fleet Transportation & Distribution	16 – 20/4/2012	Morocco	3500
IF39	Finance & Accounting for Non Financial Staff	21 – 25/4/2012	Cairo	2900
IF40	Analytical Techniques for Budget-Performance Integration Using Microsoft Excel	21 – 25/4/2012	Cairo	2900
IHR20	Balanced Scorecard Performance Indicators Measurement Workshop	21 – 25/4/2012	Cairo	2900
IM42	Effective Personal Development: Communication, Negotiation & Presentation	21 – 25/4/2012	Cairo	2900
IM43	Managing skills & Data Analysis Techniques for Engineers	21 – 25/4/2012	Cairo	2900
IPR11	Mastering Public Relation & Corporate Communication	21 – 25/4/2012	Cairo	2900
IMP21	Effective Purchasing & Tendering & Supplier Selection	21 – 25/4/2012	Cairo	2900
IT97	Reactive Power Management And Power Factor Improvement	21 – 25/4/2012	Cairo	2990
IT98	Safe Operation & Maintenance of Circuit Breakers & Switches	21 – 25/4/2012	Cairo	2990
IT99	Circuit Breakers, Operations and Maintenance	21 – 25/4/2012	Cairo	2990
IS16	Managerial & Technical Report Writing Skills Development	22 – 26/4/2012	Abu Dhabi	3200
IF41	Advanced Accounting Ratios	22 – 26/4/2012	Abu Dhabi	3200
IF42	Advanced Financial Analysis, Evaluation & Budgeting	22 – 26/4/2012	Abu Dhabi	3200
IHR21	Training Coordinator Workshop for Improving Performance	22 – 26/4/2012	Abu Dhabi	3200
IM44	Time, Self Management & Meetings Management Effectively	22 – 26/4/2012	Dubai	3200
IM45	Executive Management &, Leadership Development Program	22 – 26/4/2012	Abu Dhabi	3200
IPC25	Project Portfolio Management: Successfully Managing Multiple Projects	22 – 26/4/2012	Abu Dhabi	3200
IPR12	Handing Customer Complaint	22 -26/4/2012	Abu Dhabi	3200

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

IMP22	Effective Buying & Procurement Management	22 -26/4/2012	Abu Dhabi	3200
IT100	Basic Well Test Analysis	22 – 26/4/2012	Dubai	3200
IT101	Maintenance Management Best Practices: Systems, Tools & Techniques	22 – 26/4/2012	Abu Dhabi	3200
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
IT104	Corrosion Protection Methods & Monitoring	22 – 26/4/2012	Abu Dhabi	3200
IS17	Senior Secretaries & Directors Personal Assistants Course	23 – 27/4/2012	London	£4000
IM46	Public Speaking, Effective Presentation Skills & Influence	23 – 27/4/2012	Morocco	3500
IM47	The Middle Manager Development Program Preparing Future Leaders	23 – 27/4/2012	Morocco	3500
IHR22	Mentoring & Coaching for Successful Development	23 – 27/4/2012	London	£5500
ISM6	Advanced Techniques for Writing & Implementation of Marketing Planning	23 – 27/4/2012	Kuala Lumpur	3500
IT105	Basic Gas Chromatography - Principles and Applications	23 – 27/4/2012	Malta	3500
IS18	Effective Business, Memos & Report Writing Skills for Administrative Professionals & Executive Secretaries	28/4 – 2/5/2012	Cairo	2900
IF43	Accounting Management for Non Financial Managers	28/4 – 2/5/2012	Cairo	2900
IF44	Fundamentals of Internal Auditing	28/4 – 2/5/2012	Cairo	2900
IM48	Effective Professional Negotiation Skills	28/4 – 2/5/2012	Cairo	2900
IM49	Work Analysis, Developing And Improving Of Work & Systems Strategies (Workshop)	28/4 – 2/5/2012	Cairo	2900
IM50	Effective Time Management	28/4 – 2/5/2012	Cairo	2900
IM51	Creativity In The Workplace For Excellent Innovative Teamwork	28/4 – 2/5/2012	Cairo	2900
IM52	Strategic Crisis Management: Planning for Unexpected Challenges.(Preparation, Performance and Leadership	28/4 – 2/5/2012	Cairo	2900
IPC26	Contract Specification Writing	28/4 – 2/5/2012	Cairo	2900
IMP23	Procurement Management & Warehousing Operation	28/4- 2/5/2012	Cairo	2900
IT106	Advanced Fire Fighting	28/4 – 2/5/2012	Cairo	2990
IT107	Power System Protection	28/4 – 2/5/2012	Cairo	2990
IT108	Applying Statistical Process Control in the Laboratory	28/4 – 2/5/2012	Cairo	2990

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

IT109	Maintenance Planning Scheduling & Control	28/4 – 2/5/2012	Cairo	2990
IT110	Advanced Fire Fighting	28/4 – 2/5/2012	Cairo	2990
IT111	Basic First Aid & Emergency Procedures	28/4 – 2/5/2012	Cairo	2990
IF45	Budgeting Management Workshop: Managing Budget Effectively	29/4 – 3/5/2012	Abu Dhabi	3200
IF46	Accounts, Budgets, & Finance for Senior Non Financial Managers	29/4 – 3/5/2012	Dubai	3200
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
IF49	The Effective Account Assistant	29/4 – 3/5/2012	Abu Dhabi	3200
IM53	Motivating, Managing and Leading Teams: Making Teams Work	29/4 – 3/5/2012	Abu Dhabi	3200
IM54	Successful Leadership Techniques with Project Management Skills	29/4 – 3/5/2012	Abu Dhabi	3200
IM55	Intermediate Supervisory Skills	29/4 – 3/5/2012	Dubai	3200
IM56	Developing Personal Effectiveness: Communication, Negotiation & Presentation Skills	29/4 – 3/5/2012	Abu Dhabi	3200
IPC27	Contract Administration Bidding, Evaluation, Negotiation & Contract Claims	29/4 – 3/5/2012	Abu Dhabi	3200
IMP24	Warehouse Supervisor Roles	29/4- 3/5/2012	Dubai	3200
IT112	Storage and Handling of Chemicals & Toxic Materials	29/4 – 3/5/2012	Abu Dhabi	3200
IT113	Root Cause Failure Investigation	29/4 – 3/5/2012	Abu Dhabi	3200
IT114	Chemical Handling & Waste Management	29/4 – 3/5/2012	Abu Dhabi	3200
IM57	Managerial & Leadership Techniques' for Section Heads and Superintendents	30/4 – 4/5/2012	Morocco	3500

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

May

S. No.	Program Title	Dates	Venue	Fees US\$
IF50	Cash Management & Financial Analysis	5 – 9/5/2012	Cairo	2900
IF51	Business, Economic Financial Modeling Using Excel	5 – 9/5/2012	Cairo	2900
IPC28	Preparing & Managing Contracts	5 – 9/5/2012	Cairo	2900
IPC29	Successful Project Management: A to Z	5 – 9/5/2012	Cairo	2900
IMP25	Procurement Management & Warehousing Operation	5 – 9/5/2012	Cairo	2900
IT115	Industrial Corrosion Control	5 – 9/5/2012	Cairo	2990
IT116	Industrial Waste Water Treatment Systems & Recycling for Re-use	5 – 9/5/2012	Cairo	2990
IT117	Laboratory Safety Management	5 – 9/5/2012	Cairo	2990
IT118	Water Treatment Utility of Site & Cooling Generation	5 – 9/5/2012	Cairo	2990
IT119	Quality Assurance of Chemical Measurements	5 – 9/5/2012	Cairo	2990
IT120	Batteries and Chargers	5 – 9/5/2012	Cairo	2990
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
IF52	Advanced Financial Modeling A Comprehensive Overview of Financial Modeling Methodologies	6 – 10/5/2012	Abu Dhabi	3200
IF53	Budgeting & Cost Control: Principles & Practices	6 – 10/5/2012	Abu Dhabi	3200
IF54	Principles of Accruals and Profit & Loss Accounting	6 – 10/5/2012	Abu Dhabi	3200
IF55	Financial Accounting & Reporting	6 – 10/5/2012	Jordan	2900
IHR23	Behavioral Interviewing For Performance Management	6 – 10/5/2012	Abu Dhabi	3200
IHR24	Human Resources Skills	6 – 10/5/2012	Abu Dhabi	3200
IM58	Effective Communication & Personal Skills	6 – 10/5/2012	Dubai	3200
IM59	Strategic Planning, Goal Setting, Planning and Decision Making	6 – 10/5/2012	Dubai	3200

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

IM60	Advanced Presentation Skills	6 – 10/5/2012	Abu Dhabi	3200
IPR13	Conference & Events Organization & Management Skills	6 – 10/5/2012	Abu Dhabi	3200
IMP26	The Complete Course of Contracts & Purchasing Management	6 – 10/5/2012	Abu Dhabi	3200
ISM7	Strategic Planning for Marketing Sales & Promotion Management	6 – 10/5/2012	Dubai	3200
IT121	Oil And Gas Flow Measurement	6 – 10/5/2012	Abu Dhabi	3200
IT122	Circuit Breakers, Operations and Maintenance	6 – 10/5/2012	Abu Dhabi	3200
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
IM61	Advanced Excellence for Managers "Strategic Management, Leadership, Thinking, Planning & Competencies	7 – 11/5/2012	Morocco	3500
IT123	Valve Maintenance & Operation	7 – 11/5/2012	Malta	3500
IT124	Chemical Engineering for Non-Chemical Engineers	7 – 11/5/2012	Malta	3500
IT125	Handling of Hazardous Substances	7 – 11/5/2012	London	£4000
IF58	Financial Planning, Asset Management & Evaluation	12 – 16/5/2012	Cairo	2900
IM62	First Line Management & Personal Growth Series - Leadership Development	12 – 16/5/2012	Cairo	2900
IPC30	The Complete Course of Contracts Management: Planning, Structuring, Drafting, Managing, Negotiating, and Resolving Disputes	12 – 16/5/2012	Cairo	2900
IPR14	Protocol & Etiquette in Public Relation	12 – 16/5/2012	Cairo	2900
IMP27	Logistics Management Supply Chain Planning Inventory, Procurement	12 – 16/5/2012	Cairo	2900
IT126	Design of Electrical Distribution System Using Computers	12 – 16/5/2012	Cairo	2990
IT127	Electrical Maintenance and Inspection	12 – 16/5/2012	Cairo	2990
IT128	Electrical Maintenance and Inspection	12 – 16/5/2012	Cairo	2990
IT129	Corrosion in Oil & Gas Production	12 – 16/5/2012	Cairo	2990

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

IS21	Professional Business, Memo & Report Writing for Executive Secretaries & Admin. Assistant	13 – 17/5/2012	Dubai	3200
IF59	Financial Modeling and Forecasting Workshop	13 – 17/5/2012	Dubai	3200
IF60	Budgeting & Management Workshop: Budget Effectively Strategic Management Accounting	13 – 17/5/2012	Abu Dhabi	3200
IHR25	Managing Training A Proactive Approach	13 – 17/5/2012	Dubai	3200
IM63	Simplification of Work Procedures	13 – 17/5/2012	Abu Dhabi	3200
IM64	Mini MBA: Executive Management & Leadership Development Program	13 – 17/5/2012	Dubai	3200
IM65	Strategic, Thinking and Business Planning: Competencies of Management, Leadership	13 – 17/5/2012	Abu Dhabi	3200
IPC31	Contractual Claims And Dispute Resolution	13 – 17/5/2012	Dubai	3200
IMP28	The Professional Inventory & Warehouse Specialist	13 – 17/5/2012	Abu Dhabi	3200
IT130	Electrical Equipment in Classified Hazardous Areas	13 – 17/5/2012	Doha	3200
IT131	Hazardous Area Equipment	13 – 17/5/2012	Abu Dhabi	3200
IT132	HV and LV Power System Protection	13 – 17/5/2012	Dubai	3200
IS22	Executive Secretaries and Directors' Personal Assistants - Advanced Diploma	14 – 18/5/2012	London	£4000
IHR26	Strategic Human Resources and Organisational Behaviour	14 – 25/5/2012	London	£7750
IF61	Payroll Accounting for Human Resources Department	19 – 23/5/2012	Cairo	2900
IHR27	Advanced International HR & Personnel Management	19– 23/5/2012	Cairo	2900
IHR28	The Training Analyst	19– 23/5/2012	Cairo	2900
IM66	Communication, Assertiveness & Negotiation Skills, Communication Skills	19 – 23/5/2012	Cairo	2900
IM67	Mastering Leadership & Management skills	19 – 23/5/2012	Cairo	2900

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

IPC32	Contract Management Introduction: Principles and Practices for Success	19 – 23/5/2012	Cairo	2900
IPC33	Contract: Reading Writing & Negotiating	19 – 23/5/2012	Cairo	2900
IMP29	Statistics For Inventory Control Management	19 – 23/5/2012	Cairo	2900
IT133	Fire Fighting Techniques & Fire Fighting Equipment	19 – 23/5/2012	Cairo	2990
IT134	HV and LV Power System Protection (Protection Relays)	19 – 23/5/2012	Cairo	2990
IT135	Rigging & Slings Operations	19 – 23/5/2012	Cairo	2990
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
IF62	Cost Accounting for Planning & Control	20 – 24/5/2012	Abu Dhabi	3200
IF63	Finance and Cash Flow Management	20 – 24/5/2012	Abu Dhabi	3200
IF64	The Essentials of Budgeting	20 – 24/5/2012	Abu Dhabi	3200
IM68	Personality Development Programme	20 – 24/5/2012	Dubai	3200
IM69	Managerial Practices in Planning, Organizing, Coordinating, Following up & Controlling	20 – 24/5/2012	Abu Dhabi	3200
IPC34	Effective Contract Administration Claims Management & Negotiating Win-Win Settlement of Disputes	20 – 24/5/2012	Abu Dhabi	3200
IPR15	The Innovative Public Relations Management	20 – 24/5/2012	Abu Dhabi	3200
IMP30	Purchasing Strategies, Negotiating & Cost Reduction	20 – 24/5/2012	Abu Dhabi	3200
IT136	Accident- Incident Investigation In The Petrochemical Industry	20 – 24/5/2012	Abu Dhabi	3200
IT137	Emergency Planning & Controls	20 – 24/5/2012	Abu Dhabi	3200

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

IT138	Advanced Corrosions, Monitoring Prevention	20 – 24/5/2012	Abu Dhabi	3200
IT139	Electrical Maintenance, Commissioning & Troubleshooting	20 – 24/5/2012	Jordan	2990
IF65	Financial Report Writing & Analysis	26 – 30/5/2012	Cairo	2900
IF66	Advanced Budgeting & Forecasting Techniques	26 – 30/5/2012	Cairo	2900
IHR29	Manpower Organization, Succession Planning & Trend Analysis	26 – 30/5/2012	Cairo	2900
IM70	Communication, Assertiveness & Negotiation Skills	26– 30/5/2012	Cairo	2900
IPR16	Customer Service Training	26 – 30/5/2012	Cairo	2900
IMP31	Warehouse Manager Roles	26– 30/5/2012	Cairo	2900
IT140	Valve Selection, Design & Theory	26 – 30/5/2012	Cairo	2990
IT141	Handling Emergencies in Plant & Refineries	26 – 30/5/2012	Cairo	2990
IT142	Pipeline Fabrication Technology	26 – 30/5/2012	Cairo	2990
IT143	Maintenance Management Best Practices: Systems, Tools & Techniques	26 – 30/5/2012	Cairo	2990
IT144	Managing Employee Health & Safety (MESH)	26 – 30/5/2012	Cairo	2990
IT145	Shell and Tube Heat Exchangers	26 – 30/5/2012	Cairo	2990
IT146	Liquefied Petroleum Gases (LPG) Recovery & Production	26 – 30/5/2012	Cairo	2990
IT147	Plant & Refinery Maintenance	26 – 30/5/2012	Cairo	2990
IS25	Writing Skills for Administrative Professional Executive Secretary	27– 31/5/2012	Dubai	3200
IF67	Mastering Budgeting and Costing Control	27 – 31/5/2012	Abu Dhabi	3200
IF68	Principles of Accounting for Petroleum Companies	27– 31/5/2012	Abu Dhabi	3200
IF69	Financial Analysis: Budgeting & Decision Making	27– 31/5/2012	Abu Dhabi	3200
IF70	Budgeting Management Workshop: Managing Budgets Effectively	27– 31/5/2012	Dubai	3200
IF71	Advanced Cost Analysis And Performance Measurement Skills	27– 31/5/2012	Abu Dhabi	3200
IF72	Financial Accounting & Reporting	27– 31/5/2012	Jordan	2900
IF73	Modern Operational & Financial Forecasting & Budgeting	27– 31/5/2012	Jordan	2900
IM71	Mini MBA: Executive Management & Leadership Development Program	27 – 31/5/2012	Abu Dhabi	3200

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

IPC35	Effective Contract Administration Claims Management & Negotiating Win-Win Settlement of Disputes	27 – 31/5/2012	Abu Dhabi	3200
IPR17	Fundamentals of Public Relations Management	27 – 31/5/2012	Abu Dhabi	3200
IMP32	Stores Management Skills & Stock Control Techniques	27– 31/5/2012	Dubai	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
IT151	Chemical Engineering for Non- Chemical Engineers	27 – 31/5/2012	Abu Dhabi	3200
IT152	Introduction to the Oil & Gas Industry	27 – 31/5/2012	Abu Dhabi	3200
IT153	Quantity Surveying in Project Management (Contractor)	27 – 31/5/2012	Abu Dhabi	3200
IF74	Financial & Managerial Skills for Successful Business Management	28/5 – 1/6/2012	Morocco	3500
IF75	Advanced Accounts, Budgets and Finance for Non-financial Managers	28/5 – 8/6/2012	London	£7500
IHR30	Strategic Human Resources & Organizational Development	28/5 – 1/6/2012	Kuala Lumpur	3500
IM72	Crisis and Change Management - Strategic Planning	28/5– 1/6/2012	London	£4000
IPC36	Project Management - Effective Design and Implementation	28/5 – 1/6/2012	London	£4000
IPC37	Procurement, Contract Management and Effective Negotiation	28/5 – 1/6/2012	London	£4000

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

June

S. No.	Program Title	Dates	Venue	Fees US\$
IF76	International Accounting Management	2 – 6/6/2012	Cairo	2900
IPC38	Advanced Project & Construction Management (Compliant With PMI Certification Training Requirement)	2 – 6/6/2012	Cairo	2900
IPC39	Advanced & Successful Contract Planning & Tenders Management	2 – 6/6/2012	Cairo	2900
IPC40	Essentials of Contracts Management	2 – 6/6/2012	Cairo	2900
IMP33	Warehouse Management and Operation	2 – 6/6/2012	Cairo	2900
IT154	Hazardous Spill Response	2 – 6/6/2012	Cairo	2990
IT155	Pumps and Compressors In Service (Maintenance & Troubleshooting)	2 – 6/6/2012	Cairo	2990
IT156	Liquefied Petroleum Gases (LPG) Recovery & Production	2 – 6/6/2012	Cairo	2990
IT157	Shell and Tube Heat Exchangers	2 – 6/6/2012	Cairo	2990
IS26	Masterclass for Executive Secretary PA`s & Administrative Professionals	3 – 7/6/2012	Abu Dhabi	3200
IF77	Financial Analysis, Modelling & Forecasting	3 – 7/6/2012	Abu Dhabi	3200
IF78	Governmental Accounting, Financial Reporting and Budgeting	3 – 7/6/2012	Abu Dhabi	3200
IF79	Financial Controller Workshop	3 – 7/6/2012	Abu Dhabi	3200
IF80	Financial Analysis, Planning & Controlling of Budget	3 – 7/6/2012	Jordan	2900
IHR31	Training Needs Analysis, Planning & Implementation	3 – 7/6/2012	Abu Dhabi	3200
IM73	Managing Time, Priorities and Deadlines	3 – 7/6/2012	Abu Dhabi	3200
IPC41	Contract Administration Bidding, Evaluation Negotiation & Contract Claims	3– 7/6/2012	Abu Dhabi	3200
IPC42	Project Management in Mechanical Engineering	3– 7/6/2012	Dubai	3200
IMP34	Integrating Purchasing, Logistics and Inventory with Suppliers	3 – 7/6/2012	Abu Dhabi	3200
IT158	Maintenance Planning Scheduling & Control	3 – 7/6/2012	Abu Dhabi	3200

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International Experts Center for Management Consultation (ExMaC)

IT159	Design Of Electrical Distribution System Using Computers	3 – 7/6/2012	Abu Dhabi	3200
IT160	Building Preventive Maintenance	3 – 7/6/2012	Abu Dhabi	3200
IT161	Maintenance Management Best Practices: Systems, Tools & Techniques	3 – 7/6/2012	Jordan	2990
IT162	Hazards & Operability Studies (HAZOP) for Team Leaders	3 – 7/6/2012	Jordan	2990
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
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
IT163	Advanced Maintenance Management	4 – 8/6/2012	Malta	3500
IT164	Reliability Centered Maintenance - (RCM)	4 – 8/6/2012	Morocco	3500
IS27	Effective Business, Report & Memo Writing	9 – 13/6/2012	Cairo	2900
IF81	Integrating Budgeting, Forecasting & Business Planning	9 – 13/6/2012	Cairo	2900
IF82	Advanced Budgeting and Forecasting Techniques	9 – 13/6/2012	Cairo	2900
IMP35	Understanding the Procurement Management for Strategic Decisions	9 – 13/6/2012	Cairo	2900
IT165	Natural Gas Sweetening & Dehydration	9 – 13/6/2012	Cairo	2990
IT166	Quantity Surveying in Project Management (Customers/Clients)	9 – 13/6/2012	Cairo	2990
IT167	Chemical & Hazmat Handling	9 – 13/6/2012	Cairo	2990
IT168	Pipeline Design & Fabrication	9 – 13/6/2012	Cairo	2990
IT169	Maintenance Management Best Practices: Systems, Tools & Techniques	9 – 13/6/2012	Cairo	2990

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

IS28	Managerial Skills for Office Managers & Executive Secretarial Officers	10 – 14/6/2012	Dubai	3200
IF83	Budget & Cost Control for Non Financial Staff	10 – 14/6/2012	Abu Dhabi	3200
IHR34	Succession Planning – Tools & Resources	10– 14/6/2012	Abu Dhabi	3200
IM77	Development of supervision skills and Raising the Effectiveness of Management Performance	10 – 14/6/2012	Abu Dhabi	3200
IM78	Presentation Skills for Senior Supervisors	10 – 14/6/2012	Abu Dhabi	3200
IPR18	Public Relation, Media & Crises Management	10 –14/6/2012	Abu Dhabi	3200
ISM8	Sales, Marketing, Planning and Territory Management	10 – 14/6/2012	Jordan	2900
IMP36	Advanced Warehousing and Distribution Management	11 – 15/6/2012	London	£4000
IMP37	The complete course of Contracts & Purchasing Management	11 – 22/6/2012	London	£5500
IMP38	Logistics Management & Supply Chain Management, Audit/Benchmarking	11 – 15/6/2012	Paris	€ 4950
IT170	Piping Design Construction & Mechanical Integrity	11 – 15/6/2012	Istanbul	3500
IS29	The Professional Executive Assistant Workshop	16 – 20/6/2012	Cairo	2900
IF84	Advanced Financial Analysis & Evaluation for Business Planning & Decision Making	18 – 22/6/2012	Beirut	3200
IF85	Senior Financial Analysis Evaluation & Budgeting	18 – 22/6/2012	London	£4000
IF86	Financial Strategy: Essential Finance Management Skills	18 – 22/6/2012	Morocco	3500
IPC43	Advanced Contract Management: Planning, Strategy, Development, Legal, Negotiation, Disputes, Claims & Administration	18 – 22/6/2012	Paris	€ 4950
IPC44	Effective Project Management for Strategic Decision	18 – 22/6/2012	London	£4000
IPR19	Advanced Strategic Public Relations Management	18 – 29/6/2012	London	£7500
IPR20	Strategic Public Relations, Protocol and Travel Management	18 – 29/6/2012	London	£7500
IPR21	Public Relations Management in the 21st Century	18– 22/6/2012	Morocco	3500
IMP39	Advanced International Ports Management	18 – 22/6/2012	London	£4000

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International Experts Center for Management Consultation (ExMaC)

IF87	The Essentials of Financial and Business Analysis	23 – 27/6/2012	Cairo	2900
IM79	Negotiation & Dispute Resolutions Objective -Planning Knowledge - Practical Skills	23 – 27/6/2012	Cairo	2900
IM80	Quality Assurance and Quality Control	23 – 27/6/2012	Cairo	2900
IPC45	Managing Contracts & Negotiating Conflicts & Disputes during Planning, Preparation, Award & Administration	23 – 27/6/2012	Cairo	2900
IMP40	Purchasing Strategies, Negotiating & Cost Reduction	23 – 27/6/2012	Cairo	2900
IMP41	The Role of Procurement for Effective Supply Chains	23 – 27/6/2012	Cairo	2900
ISM9	Customer Relationship Management	23 – 27/6/2012	Cairo	2900
ISM10	Fundamentals of Sales Management for the Newly Appointed Sales Manager	23 – 27/6/2012	Cairo	2900
IT171	Best Practice and World Class Standards in Managing Shutdowns and Turnarounds	23 – 27/6/2012	Cairo	2990
IT172	Advanced Electrical Maintenance	23 – 27/6/2012	Cairo	2990
IT173	Applied Centrifugal Pump Technology	23 – 27/6/2012	Cairo	2990
IT174	Design Management for Construction Project	23 – 27/6/2012	Cairo	2990
IS30	Professional Development of Executive Secretaries & Administrative Assistants	24 – 28/6/2012	Jordan	2900
IS31	Office Professionals Development Program For Administrators, Admin/Tech Assistants, Executive Secretaries & Technical Clerks	24 – 28/6/2012	Dubai	3200
IF88	Financial Statements Preparation & Analysis Skills	24 – 28/6/2012	Abu Dhabi	3200
IF89	Advanced Budgeting & Forecasting Techniques	24 – 28/6/2012	Dubai	3200
IF90	Activity-Based Costing & Activity-Based Management	24 – 28/6/2012	Abu Dhabi	3200
IHR35	Employee Relations: Motivation, Grievances' & Disciplines	24 – 28/6/2012	Abu Dhabi	3200
IM81	Time, Self Management & Meetings Management Effectively	24 – 28/6/2012	Abu Dhabi	3200
IM82	Talent Management and Career Development Planning	24 – 28/6/2012	Abu Dhabi	3200
IM83	Supervisory Skills Masterclass	24 – 28/6/2012	Abu Dhabi	3200
IM84	Building Skills For Working In Teams: Igniting Passion And Activating Potential In Teams	24 – 28/6/2012	Abu Dhabi	3200
IF91	Governmental Accounting, Financial Reporting and Budgeting	24 – 28/6/2012	Jordan	2900
IPC46	Contract Administration: Understanding	24 – 28/6/2012	Dubai	3200

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International Experts Center for Management Consultation (ExMaC)

	and Implementing Contractual Obligations			
IPC47	Negotiating, Drafting & Managing Commercial Contracts	24 – 28/6/2012	Jordan	2900
IMP42	Warehousing, Transport Logistics Management	24 – 28/6/2012	Abu Dhabi	3200
IMP43	Advanced Effective Purchasing Management	24 – 28/6/2012	Abu Dhabi	3200
IT175	Gas Fluidization Technology	24 – 28/6/2012	Doha	3200
IT176	Storage and Handling of Chemicals & Toxic Materials	24 – 28/6/2012	Dubai	3200
IT177	Machinery Vibration and Machine Condition Monitoring	24 – 28/6/2012	Doha	3200
IT178	Maintenance Planning & Scheduling	24 – 28/6/2012	Abu Dhabi	3200
IT179	Structural Steel Work Design	24 – 28/6/2012	Jordan	2990
IT180	Handling Emergencies in Plant & Refineries	24 – 28/6/2012	Jordan	2990
IT181	Industrial Corrosion Monitoring, Prevention & Control	24 – 28/6/2012	Jordan	2990
IM85	The Middle Manager Development Program Preparing Future Leaders	25 – 29/6/2012	Morocco	3500
IM86	Mini MBA: Executive Management & Leadership Development	25 – 29/6/2012	London	£4000
IM87	The Art of Management; Trends & Strategies for the Future	25 – 29/6/2012	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
IPC49	Contracts Strategy Management	25 – 29/6/2012	Morocco	3500
IPC50	Contracting Planning & Administration Project Delivery Systems & Effective Negotiation & Mediation Skills Workshops	25 – 29/6/2012	Morocco	3500
IPR22	Strategic Public Relations Management & Media Function	25 - 29/6/2012	London	£5500
IMP44	International Logistics Management	25- 29/6 /2012	Paris	€4950
IMP45	Advanced Warehouse, Stores & Stock Control Management	25 – 29/6/2012	Morocco	3500
IHR36	Mini MBA for Human Resources Managers	25 – 29/6/2012	Morocco	3500
IT182	Shell and Tube Heat Exchangers - Maintenance & Troubleshooting	25 – 29/6/2012	Malta	3500
IMP46	Integrating Purchasing, Logistics & Inventory with Suppliers	25/6 – 6/7/2012	Paris	€7750

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International Experts Center for Management Consultation (ExMaC)

IS32	Business & Report Writing for Admin. Assistant	30/6 – 4/7/2012	Cairo	2900
IF92	Advanced Budgeting & Forecasting Techniques	30/6 – 4/7/2012	Cairo	2900
IF93	Financial Analysis & Cash Flow Statements	30/6 – 4/7/2012	Cairo	2900
IF94	Budget Analyst Essential Guide to Formulation, Justification, and Execution	30/6 – 4/7/2012	Cairo	2900
IHR37	Human Resources Policies & Procedures	30/6 – 4/7/2012	Cairo	2900
IPC51	Design Management for Construction Project	30/6 – 4/7/2012	Cairo	2900
IPC52	Managing Tenders & Contract Management	30/6 – 4/7/2012	Cairo	2900
IT183	Rotating Equipment Reliability Optimization & Continues Improvement	30/6 – 4/7/2012	Cairo	2990
IT184	Advanced Drilling Technology	30/6 – 4/7/2012	Cairo	2990
IT185	Maintenance of Boilers, Turbines (Gas + Steam)	30/6 – 4/7/2012	Cairo	2990
IT186	Power System Protection	30/6 – 4/7/2012	Cairo	2990
IT187	Control Valves, Actuators & Pumps: Selection, Calculations, Sizing, Applications, Operation, Diagnostic Testing, Troubleshooting and Maintenance Training	30/6 – 4/7/2012	Cairo	2990
IT188	Mechanical Maintenance Planning, Control & Implementation	30/6 – 4/7/2012	Cairo	2990

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International Experts Center for Management Consultation (ExMaC)

July

S. No.	Program Title	Dates	Venue	Fees US\$
IF95	Advanced Budgets & Cost Accounting for Decision Making	1 – 5/7/2012	Dubai	3200
IF96	Advanced Financial Analysis & Evaluation for Business Planning & Decision Making	1 – 5/7/2012	Abu Dhabi	3200
IMP47	Effective Buying & Procurement Management	1 – 5/7/2012	Abu Dhabi	3200
IF98	Financial Analysis & Evaluation for Business Planning & Decision Making	2 – 6/7/2012	Kuala Lumpur	3500
IF99	Understanding Financial Risk Management	2 – 6/7/2012	London	£4000
IF100	Comprehensive Treasury Management Programme	2 – 6/7/2012	London	£4000
IF101	Advanced Financial & Statement Analysis for Business Planning & Decision Making	2 – 6/7/2012	Morocco	3500
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
IF97	International Accounting Standards Framework for preparation & Presentation of Financial Statements	2 – 6/7/2012	Morocco	3500
IM88	21st Century Globalization Standards (Successful Leadership and Management Skills	2 – 6/7/2012	Morocco	3500
IM89	Advanced Management Skills for Senior Managers	2 – 6/7/2012	Turkey	3500
IM90	The Art of Leadership	2 – 6/7/2012	Paris	€ 4950
IM91	21st Century Globalization Standards Successful Leadership and Management Skills	2 – 6/7/2012	Morocco	3500

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International Experts Center for Management Consultation (ExMaC)

IPR23	Customer Service Strategy: Building a Customer Centric Organisation	2 – 6/7/2012	Morocco	3500
IMP48	Advanced Purchasing & Inventory Management	2 – 6/7/2012	Paris	€4950
IMP49	Contract & Procurement Management, and Effective Negotiation & Cost Reduction	2 – 6/7/2012	Morocco	3500
IPC53	Strategic Project Management: Achieving Organizational Goals	2 – 6/7/2012	Morocco	3500
ISM11	Professional Writing Skills for Retail Sales Managers	2– 6/7/2012	Lebanon	3500
IHR40	Organizations Development Strategies & Organizational Change through Analytics	7 – 11/7/2012	Cairo	2900
IPC54	Advanced Contract & Negotiations Management	7 – 11/7/2012	Cairo	2900
IPC55	Effective tendering & Contracting Procedures Managing the Pre – Award Phase	7 – 11/7/2012	Cairo	2900
IMP50	Warehousing, Transport Logistics Management	7 – 11/7/2012	Cairo	2900
IS33	Personal Effectiveness & Office Management Skills for Administrators & Secretaries	8 – 12/7/2012	Abu Dhabi	3200
IS34	Handling Documentation, Archiving & Filing	8 – 12/7/2012	Dubai	3200
IS35	Advanced Management Skills for Executive Secretaries & Administrative Professionals	8 – 12/7/2012	Abu Dhabi	3200
IHR41	Competency Based Approach to Training & Development	8 – 12/7/2012	Abu Dhabi	3200
IHR42	Job Analysis, Description, Evaluation Skills & Organizational Structures Preparation	8 – 12/7/2012	Jordan	2900
IM92	Strategic Thinking & Planning	8 – 12/7/2012	Abu Dhabi	3200
IM93	Strategic Management & Strategic Planning	8 – 12/7/2012	Abu Dhabi	3200
IT189	Basic Fire Fighting & Portable Fire Extinguishers	8 – 12/7/2012	Dubai	3200
IT190	Chemical & Hazmat Handling	8 – 12/7/2012	Abu Dhabi	3200
IT191	Pumps and Compressors In Service (Maintenance & Troubleshooting)	8 – 12/7/2012	Abu Dhabi	3200

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International Experts Center for Management Consultation (ExMaC)

IT192	HV and LV Power System Protection (Protection Relays)	8 – 12/7/2012	Dubai	3200
IT193	Advanced Maintenance of Mechanical Units	8 – 12/7/2012	Jordan	2990
IF102	Mini-MBA: Accounting, Decision Making and Financial Communications	9 – 13/7/2012	Morocco	3500
IF103	International Financial Reporting Standards	9 – 13/7/2012	London	£4000
IF104	Credit Control and Debt Management	9 – 13/7/2012	London	£4000
IHR43	Effective HR Management - the scope and roles of the HR function and how the HR practitioner can enhance their impact on the organisation.	9 – 13/7/2012	Morocco	3500
IHR44	Strategic Human Resources and Organisational Behaviour	9 – 19/7/2012	London	£7750
ISM12	Developing Internal Customer Services	14 – 18/7/2012	Cairo	2900
IT194	OSHA Standards for Safety Loss Prevention	14 – 18/7/2012	Cairo	2990
IHR45	Leadership Development for HR Professionals	15 – 19/7/2012	Abu Dhabi	3200

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International Experts Center for Management Consultation (ExMaC)

August

S. No.	Program Title	Dates	Venue	Fees US\$
IS36	The Senior Secretary Development Programme	27 – 31/8/2012	London	£4000
IF108	Budget & Cost Control for Decision Making	26 – 30/8/2012	Abu Dhabi	3200
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
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
IF114	Budgeting Management for Non-financial Managers –Enhancing Your Performance Management Capability	27 – 31/8/2012	Morocco	3500
IHR46	Advanced International HR & Personnel Management	27 – 31/8/2012	London	£4000
IHR47	HRM And The Role Of Competency Models To Enhance Overall Organizational Performance	27 – 31/8/2012	Kuala Lumpur	3500
IM94	The Emotional Intelligence Masterclass	25 – 29/8/2012	Cairo	2900
IM95	Advanced Management Motivation, Strategic Planning & Creative Problem Solving	27 – 31/8/2012	Morocco	3500
IM96	Strategic Thinking, Planning Management & Leadership Competencies	27 – 31/8/2012	Morocco	3500
IM97	Visionary Leadership & Organisational Reality	27 – 31/8/2012	Morocco	3500
IPC56	Project Portfolio Management: Successfully Managing Multiple Projects	25 – 29/8/2012	Cairo	2900
IPC57	Advance Contracts Management	26 – 30/8/2012	Abu Dhabi	3200

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International Experts Center for Management Consultation (ExMaC)

IPC58	Contracting Planning & Administration Project Delivery Systems & Effective Negotiation & Mediation Skills Workshops	27/8 – 7/9/2012	Turkey	6200
IPR24	Public Relations Management in the 21st Century	27– 31/8/2012	Morocco	3500
IPR25	Strategic Public Relations Management & Media Function	27– 31/8/2012	Morocco	3500
IMP51	Advanced Warehousing and Distribution Management	27 – 31/8/2012	London	£4000
IMP52	Purchasing, Warehousing, Inventory, Logistics & Supply Chain Masterclass Program	27/8 – 7/9/2012	London	£7000
ISM13	The Retail Sales Service Ambassador	25 – 29/8/2012	Cairo	2900
IT195	Failure Diagnosis of Pumps, Turbines & Compressors	25 – 29/8/2012	Cairo	2990
IT196	Management of Chemical Hazards	25 – 29/8/2012	Cairo	2990
IT197	Quality Assurance of Chemical Measurements	25 – 29/8/2012	Cairo	2990
IT198	SCADA Systems Software (Applications in the Electrical Power Industry)	25 – 29/8/2012	Cairo	2990
IT199	Safety Passport for Process Operators	26 – 30/8/2012	Abu Dhabi	3200
IT200	Centrifugal Compressor and steam Turbines – DESIGN, OPERATION & MAINTENANCE	26 – 30/8/2012	Dubai	3200
IT201	Advanced Maintenance Management	26 – 30/8/2012	Jordan	2990
IT203	Handling Emergencies in Plant & Refineries	27 – 31/8/2012	Morocco	3500
IT204	Managing Efficient Shutdowns (For Planning Engineers)	27 – 31/8/2012	Morocco	3500
IT205	Power Transformers: Design, Manufacture, Testing, Operation and Maintenance	27 – 31/8/2012	Istanbul	3500

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International Experts Center for Management Consultation (ExMaC)

September

S. No.	Program Title	Dates	Venue	Fees US\$
IF115	Accounts Assistant	1 – 5/9/2012	Cairo	2900
IPC59	Advanced Contracts & Tenders Management	1 – 5/9/2012	Cairo	2900
IT206	Control Valves (Introduction, Maintenance and Operation)	1 – 5/9/2012	Cairo	2990
IT207	Hazard Identification & Assessment Qualitative	1 – 5/9/2012	Cairo	2990
IT208	Maintenance Management Best Practices: Systems, Tools &	1 – 5/9/2012	Cairo	2990
IT209	Liquefied Gas Tankers & Jetty Operations	1 – 5/9/2012	Cairo	2990
IT210	Mechanical Seals & Balancing	1 – 5/9/2012	Cairo	2990
IT211	Advanced Welding Technology: Welding Metallurgy & Electrode Selection	1 – 5/9/2012	Cairo	2990
IS37	Business Writing for Administrative Professionals	2 – 6/9/2012	Abu Dhabi	3200
IF116	Advanced Budgeting & Financial Analysis & Planning	2 – 6/9/2012	Abu Dhabi	3200
IF117	Financial Reports Preparation & Writing	2 – 6/9/2012	Abu Dhabi	3200
IF118	Advanced Cash Flow & Working Capital Management	2 – 6/9/2012	Abu Dhabi	3200
IHR48	Training Coordinator Workshops	2 – 6/9/2012	Jordan	2900
IM98	Personal Effectiveness, Communication Assertiveness , Negotiation & Influencing Skills	2 – 6/9/2012	Dubai	3200
IM99	Managerial superiority and Innovation Excellence in work quality Development.	2 – 6/9/2012	Abu Dhabi	3200
IM100	Critical Competencies for Supervisory Management Skills	2 – 6/9/2012	Abu Dhabi	3200
IT212	Pumps and Compressors In Service (Maintenance & Troubleshooting)	2 – 6/9/2012	Abu Dhabi	3200
IT213	Maintenance Planning Scheduling & Control	2 – 6/9/2012	Doha	3200
IM101	Effective Strategic Planning In Global Competitive Environment Coaching Leadership Motivation & Dynamic Team Building	3 – 7/9/2012	Morocco	3500
IM102	Strategic Management Perspective for	3 – 7/9/2012	London	£4000

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International Experts Center for Management Consultation (ExMaC)

	CEO`s & Directors			
IM103	Mini MBA for Middle Managers	3 – 7/9/2012	London	£4000
IPC60	Advanced Contract Management: Planning, Strategy, Development, Legal, Negotiation, Disputes, Claims & Administration	3 – 7/9/2012	Turkey	3500
IMP53	The Complete Course on Contracts & Purchasing Management	3- 14/9/2012	London	£7000
IMP54	Logistics, Supply & Warehouse Management	3 – 7/9/2012	London	£4000
IT214	Managing Efficient Shutdowns (For Planning Engineers	3 – 7/9/2012	Morocco	3500
IF119	Senior Financial Analysis Evaluation & Budgeting	8 – 12/9/2012	Cairo	2900
IHR49	Career Development Planning Implementation & Evaluation	8 – 12/9/2012	Cairo	2900
IM104	Management & Leadership Skills Development & Work Stress Control	8 – 12/9/2012	Cairo	2900
IM105	Motivation, Delegation & Creative Problem Solving	8 – 12/9/2012	Cairo	2900
IPC61	Managing Tenders & Contract Management	8 – 12/9/2012	Cairo	2900
IT215	Plant & Refinery Maintenance	8 – 12/9/2012	Cairo	2990
IT216	Building Preventive Maintenance	8 – 12/9/2012	Cairo	2990
IT217	Handling Emergencies in Plant & Refineries	8 – 12/9/2012	Cairo	2990
IS38	Advanced Office Management & Effective Administration Skills	9 – 13/9/2012	Abu Dhabi	3200
IF120	Principles & Practices of Budgetary Control	9 – 13/9/2012	Abu Dhabi	3200
IF121	Basic Accounting	9 – 13/9/2012	Abu Dhabi	3200
IF122	Advanced Budgeting & Financial Planning	9 – 13/9/2012	Abu Dhabi	3200
IHR50	Manpower Organization, Succession Planning & Trend Analysis	9 – 13/9/2012	Abu Dhabi	3200
IM106	Effective Communication & Teamwork Management Skills	9 – 13/9/2012	Abu Dhabi	3200
IM107	Working in Teams for Better Results	9 – 13/9/2012	Abu Dhabi	3200
IM108	Supervision and Managerial Competencies Development and Electoral Capabilities improving	9 – 13/9/2012	Abu Dhabi	3200

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International Experts Center for Management Consultation (ExMaC)

IPC62	Strategic Project Management: Achieving Organizational Goals	9 – 13/9/2012	Abu Dhabi	3200
IPR26	New Trends in Public Relation Protocol	9 – 13/9/2012	Abu Dhabi	3200
IT218	Mechanical Maintenance for Rotating Equipment	9 – 13/9/2012	Abu Dhabi	3200
IT219	Maintenance Planning for Engineers	9 – 13/9/2012	Jordan	2990
IM109	Senior Management Program Performing as an Executive	10 – 14/9/2012	London	£4000
ISM14	Strategic Planning for Marketing Sales & Promotion Management	10 – 14/9/2012	London	£4000
IF123	Principles of Accruals and Profit & Loss Accounting	15 – 19/9/2012	Cairo	2900
IHR51	Train the Trainer	15 – 19/9/2012	Cairo	2900
IM110	Problem Solving Skills: Using Creativity and Mind Mapping	15 – 19/9/2012	Cairo	2900
IPC63	Contract Planning, Strategy & Claim	15 – 19/9/2012	Cairo	2900
IPR27	Excellent in Customer Service	15 – 19/9/2012	Cairo	2900
IT220	Hazardous Chemical Spillage	15 – 19/9/2012	Cairo	2990
IT221	Vibration Analysis & Machinery Diagnostics	15 – 19/9/2012	Cairo	2990
IT222	Risk Assessment, Analysis Management	15 – 19/9/2012	Cairo	2990
IS39	Critical Competencies for Administrators and Secretaries	16 – 20/9/2012	Dubai	3200
IF124	Planning Budgeting & Operational Cost Control	16 – 20/9/2012	Dubai	3200
IF125	Accounts, Budgets, & Finance for Senior Non Financial Managers	16 – 20/9/2012	Abu Dhabi	3200
IF126	The Fundamentals of Finance & Accounting for Non Financial Managers	16 – 20/9/2012	Jordan	2900
IHR52	Training Coordinators Workshop	16 – 20/9/2012	Abu Dhabi	3200
IM111	Improving the managerial performance effectiveness of Administration tasks	16 – 20/9/2012	Abu Dhabi	3200
IT223	Maintenance of Hydraulic and Pneumatic Equipment	16 – 20/9/2012	Abu Dhabi	3200
IT224	Pumps and Compressors In Service (Maintenance & Troubleshooting)	16 – 20/9/2012	Dubai	3200
IT225	Accident & Incident Investigations	16 – 20/9/2012	Abu Dhabi	3200
IT226	Introduction to the Oil & Gas Industry	16 – 20/9/2012	Dubai	3200
IF127	Senior Financial Analysis Evaluation and	17 – 21/9/2012	Morocco	3500

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International Experts Center for Management Consultation (ExMaC)

	Budgeting			
IM112	Strategic Thinking – Tools for Strategic Planning & Management	17 – 21/9/2012	Morocco	3500
IM113	High performance Leadership and Upgrading Managerial Skills for Excellence Accomplishment	17 – 21/9/2012	London	£4000
IMP55	The Advanced Management of Logistics & Supply Chain	17 – 21/9/2012	Kuala Lumpur	3500
IF128	Governmental Accounting, Financial Reporting and Budgeting	22– 26/9/2012	Cairo	2900
IHR53	Human Resource Management - Policies and Practices	22 – 26/9/2012	Cairo	2900
IM114	Developing Emotionally Intelligent Management & Leadership Strategies	22 – 26/9/2012	Cairo	2900
IM115	Managing Multiple Tasks, Priorities & Deadlines	22 – 26/9/2012	Cairo	2900
IM116	Motivation, Coaching, Counseling and Mentoring, for Successful Leadership	22 – 26/9/2012	Cairo	2900
IPC64	The complete course of Contracts Management	22 – 26/9/2012	Cairo	2900
IT227	First Aid Competency Course	22 – 26/9/2012	Cairo	2990
IT228	The Maintenance of Gas Cylinders Filling Equipment & Quality Control Testing for LPG Cylinder	22 – 26/9/2012	Cairo	2990
IT229	Hazardous Area Classification	22 – 26/9/2012	Cairo	2990
IT230	Maintenance of Mechanical Equipment in Oil Establishments	22 – 26/9/2012	Cairo	2990
IT231	Bulk Storage Tanks Design & Construction	22 – 26/9/2012	Cairo	2990
IT232	Well Control & KICKS	22 – 26/9/2012	Cairo	2990
IT233	Reinforced Concrete Design	22 – 26/9/2012	Cairo	2990
IT234	Water Treatment And Injection	22 – 26/9/2012	Cairo	2990
IT235	Design Of Electrical Distribution System Using Computers	22 – 26/9/2012	Cairo	2990
IPC65	Advanced Contracts & Projects, Tendering Procedures & Bidding Evaluation	22/9 – 3/10/2012	Cairo	5500
IS40	Time Management & Stress Management for Executive Secretaries & Administrative Professionals	23 – 27/9/2012	Dubai	3200
IF129	Advanced Budget & Cost Control for Decision Making	23 – 27/9/2012	Abu Dhabi	3200
IF130	The Complete Course on Budgeting: Planning, Forecasting, Analysis and Reporting	23 –27/9/2012	Abu Dhabi	3200
IHR54	Strategic Role of Human Resources	23 -27/9/2012	Abu Dhabi	3200

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International Experts Center for Management Consultation (ExMaC)

IHR55	Employee Relations from A to Z	23 -27/9/2012	Abu Dhabi	3200
IM117	Advanced Supervisory Development Program	23 – 27/9/2012	Abu Dhabi	3200
IM118	Time Management, Planning, Organising & Goal Setting	23– 27/9/2012	Dubai	3200
IM119	Creative & Innovative Leadership Workshop for Supervisors, Team Leaders & Managers	23 – 27/9/2012	Abu Dhabi	3200
IM120	Effective Personal Development: Communication, Negotiation & Presentation	23 – 27/9/2012	Dubai	3200
IM121	Authentic Leadership: Power-Full Mind Mastery For Professional Excellence	23 – 27/9/2012	Abu Dhabi	3200
IM122	Developing Management Skills – Ideal for First Level Middle Management	23 – 27/9/2012	Dubai	3200
IM123	Advanced Negotiation Skills: Mastering Negotiation Skills	23 – 27/9/2012	Dubai	3200
IM124	Communication, Assertiveness & Negotiation Skills	23 – 27/9/2012	Abu Dhabi	3200
IMP56	Purchasing Procedures, Techniques & Excellence in Managing Purchasing Activities	23 – 27/9/2012	Abu Dhabi	3200
IS41	Executive Secretaries & Directors' Personal Assistants	24 – 28/9/2012	London	£4000
IM125	Managerial Excellence & Creative Problem Solving & Decision Making Skills	24 – 28/9/2012	Kuala Lumpur	3500
IM126	Leading with Excellence: Planning, Organizing & Delegating	24 – 28/9/2012	Morocco	3500
IPC66	Project Management - Effective Design and Implementation	24 –28/9/2012	London	£4000
IPC67	Procurement, Contract Management and Effective Negotiation	24 –28/9/2012	London	£4000
IMP57	Stores Management, Inventory Planning and Control	24 – 28/9/2012	London	£4000
ISM15	Effective Marketing for Service Organisation	24– 28/9/2012	London	£4000
IS42	The Executive Secretaries/Office Manager Senior Development Program	29/9– 3/10/2012	Cairo	2900
IF131	Fundamentals of Internal Auditing	29/9 – 3/10/2012	Cairo	2900
IHR56	The Training Specialist	29/9 – 3/10/2012	Cairo	2900
IHR57	Essential of Human Resources Management (HRM)	29/9 – 3/10/2012	Cairo	2900
IMP58	Warehouse Management & Operation	29/9 – 3/10/2012	Cairo	2900
IS43	Electronics Achieves & Records Keeping Management for Secretaries & Admin. Assistants	30/9 – 4/10/2012	Abu Dhabi	3200

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

IT236	Drilling Operations	30/9 – 4/10/2012	Abu Dhabi	3200
IT237	HV and LV Power System Protection	30/9 – 4/10/2012	Abu Dhabi	3200
IT238	Electrical Maintenance and Inspection	30/9 – 4/10/2012	Abu Dhabi	3200
IT239	Plant Operations and Management	30/9 – 4/10/2012	Abu Dhabi	3200

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

October

S. No.	Program Title	Dates	Venue	Fees US\$
IM127	Visionary Leadership	1 – 5/10/2012	London	£4000
IF132	Cash Flow Management & Financial Analysis	6 – 10/10/2012	Cairo	2900
IHR58	Human Resources & Personnel Management Programme	6 – 10/10/2012	Cairo	2900
IM128	Building Personal Leadership Skills	6 – 10/10/2012	Cairo	2900
IM129	Planning, Organising & Controlling Skills	6 – 10/10/2012	Cairo	2900
IM130	Motivational Leadership & Building Successful Teams	6 – 10/10/2012	Cairo	2900
	Mastering Leadership & Team Building	6 – 10/10/2012	Cairo	2900
IM131	Problem Solving Skills: Using Creativity and Mind Mapping	6 – 10/10/2012	Cairo	2900
IT240	Process Plant Start Up (Trouble Shooting)	6 – 10/10/2012	Cairo	2990
IT241	Chemical & Hazmat Handling	6 – 10/10/2012	Cairo	2990
IT242	Petrochemical Laboratory Techniques	6 – 10/10/2012	Cairo	2990
IT243	Applying Statistical Process Control in the Laboratory	6 – 10/10/2012	Cairo	2990
IF133	Budgetary Preparation and Cost Control	7 – 11/10/2012	Abu Dhabi	3200
IF134	Finance & Accounting for Administrative Professionals	7 – 11/10/2012	Dubai	3200
IF135	Advanced Financial Analysis & Evaluation for Business Planning & Decision Making	7 – 11/10/2012	Dubai	3200
IF136	Introduction to Financial Accounting	7 – 11/10/2012	Dubai	3200
IF137	Budgeting & Cost Control Knowledge • Application • Analysis	7 – 11/10/2012	Abu Dhabi	3200
IHR59	Effective Job Description & Job Performance Analysis	7 – 11/10/2012	Abu Dhabi	3200
IM132	Controlling your Time, Handling Stress & Managing Multiple Priorities	7 – 11/10/2012	Abu Dhabi	3200
IM133	Creative & Innovative Problem Solving and Decision Making	7 – 11/10/2012	Abu Dhabi	3200
IPC68	Project Planning and Scheduling for Construction Projects	7 – 11/10/2012	Abu Dhabi	3200
IMP59	Procurement, Contracting Management & Effective Negotiations & Cost Reduction	7 – 11/10/2012	Abu Dhabi	3200
ISM16	Essentials of Sales and Marketing Skills	7 – 11/10/2012	Abu Dhabi	3200
IT244	Risk Management; Analysis	7 – 11/10/2012	Abu Dhabi	3200
IT245	HAZOP Study: Applied Hazard & Operability Study	7 – 11/10/2012	Abu Dhabi	3200

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

IT246	Safety Passport for Process Operators	7 – 11/10/2012	Abu Dhabi	3200
IF138	Accounts, Budgets & Finance for Senior Non- Financial Managers	8 – 12/10/2012	Morocco	3500
IM134	Advanced Management for Chief Executives & Company Directors	8 – 12/10/2012	London	£4000
IT247	Surface Facilities Production Operations for Operators	8 – 12/10/2012	Morocco	3500
IF139	Computerized Accounting Systems	13 – 17/10/2012	Cairo	2900
IHR60	Human Resources Management Competency Based Approach	13 - 17/10/2012	Cairo	2900
IM135	Effective Interpersonal & Communication Skills	13 – 17/10/2012	Cairo	2900
IMP60	Logistics, Supply & Warehouse Management	13 – 17/10/2012	Cairo	2900
IT248	Maintenance of Mechanical Units	13 – 17/10/2012	Cairo	2990
IT249	Surface Facilities Production Operations for Operators	13 – 17/10/2012	Cairo	2990
IT250	Circuit Breakers Operation & Maintenance	13 – 17/10/2012	Cairo	2990
IT251	Managing Employee Health & Safety (MESH)	13 – 17/10/2012	Cairo	2990
IF140	Understanding Finance to Influence Strategic Decisions	14 – 18/10/2012	Abu Dhabi	3200
IF141	Advanced Financial Statements Analysis	14 – 18/10/2012	Abu Dhabi	3200
IHR61	Recruitment Interviewing & Selection Skills	14 – 18/10/2012	Abu Dhabi	3200
IM136	Creative Problem Solving & Mind Mapping	14 – 18/10/2012	Abu Dhabi	3200
IM137	Exploring the Frontiers of Leadership	14 – 18/10/2012	Abu Dhabi	3200
IPC69	Advanced Contract Management: Planning, Strategy, Development, Legal, Negotiation, Disputes, Claims & Administration	14 – 18/10/2012	Dubai	3200
IT252	Practical Process Control for Operators	14 – 18/10/2012	Abu Dhabi	3200
IT253	Chemical Laboratory Safety	14 – 18/10/2012	Abu Dhabi	3200
IT254	Pumps and Turbines Operations & Maintenance	14 – 18/10/2012	Abu Dhabi	3200
IT255	Storage and Handling of Chemicals & Toxic Materials	14 – 18/10/2012	Jordan	2990
IHR62	Manpower Management & Succession Planning – Tools & Resources	15 – 19/10/2012	London	£4000

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International Experts Center for Management Consultation (ExMaC)

IM138	Mini MBA: Executive Management & Leadership Development	15 – 19/10/2012	London	£4000
IM139	Effective Negotiation Skills Workshop	15 – 19/10/2012	Kuala Lumpur	3500
IT256	Occupational Health & Safety (OSHA Standards)	15 – 19/10/2012	Malta	3500
IT257	Process Plant Start Up & Safe Shutdown Techniques	15 – 19/10/2012	Morocco	3500
IT258	Reliability Centered Maintenance - (RCM)	15 – 19/10/2012	Istanbul	3500
IS44	Advanced Executive Secretarial skills & Office Management for Secretaries & Administrative Officers	20 – 24/10/2012	Cairo	2900
IF142	Advanced Cash Flow & Working Capital Management	20– 24/10/2012	Cairo	2900
IF143	Oil & Gas Accounting & Performance Measurement	20– 24/10/2012	Cairo	2900
IHR63	Mastering the Training Cycle	20 – 24/10/2012	Cairo	2900
IM140	Business Process Outsourcing and Shared Services	20 – 24/10/2012	Cairo	2900
IM141	Time Management & Effective Delegation Skills	20 – 24/10/2012	Cairo	2900
IM142	Innovative Leadership & Achieving High Peak Performance	20 – 24/10/2012	Cairo	2900
IPC70	The complete course of Contracts Management	20 – 24/10/2012	Cairo	2900
IMP61	Best Practice Procurement & Supply Chain Management	20 – 24/10/2012	Cairo	2900
ISM17	Product, Packaging & Branding Strategies in the 21st Century	20– 24/10/2012	Cairo	2900
IT259	Understanding Mechanical Drawings and Schematic Diagrams	20 – 24/10/2012	Cairo	2990
IT260	Root Cause Failure Investigation	20 – 24/10/2012	Cairo	2990
IT261	Shell and Tube Heat Exchangers	20 – 24/10/2012	Cairo	2990
IT262	Shut Downs Planning & Control	20 – 24/10/2012	Cairo	2990
IT263	Design Of Electrical Distribution System Using Computers	20 – 24/10/2012	Cairo	2990
IT264	Qualitative Risk Assessment	20 – 24/10/2012	Cairo	2990

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

IT265	Electrical Equipment in Classified Hazardous Areas	22 – 26/10/2012	Morocco	3500
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
IPR28	Strategic Public Relations Management	29/10 – 9/11/2012	London	£7500
IPR29	Strategic Public Relations, Protocol and Travel Management	29/10 – 9/11/2012	London	£7500

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

November

S. No.	Program Title	Dates	Venue	Fees US\$
IF144	Payroll Accounting for Human Resources Department	3 – 7/11/2012	Cairo	2900
IHR66	Human Resources through Innovative & Creative Management	3 – 7/11/2012	Cairo	2900
IS45	The Exceptional Professional skills for Executive Secretary	4 – 8/11/2012	Abu Dhabi	3200
IF145	Cash Management & Financial Analysis	4 – 8/11/2012	Abu Dhabi	3200
IF146	Business Financial & Accounting Skills	4 – 8/11/2012	Abu Dhabi	3200
IHR67	Effective Job Description & Job Performance Analysis	4 – 8/11/2012	Dubai	3200
IHR68	The Best Practices for Training Coordinators Workshop	4 – 8/11/2012	Dubai	3200
IM143	Effective Management Skills for Engineers	4 – 8/11/2012	Dubai	3200
IM144	Managing Stress & Pressure at Work :	4 – 8/11/2012	Abu Dhabi	3200
IMP63	Warehouse Manager Roles	4 – 8/11/2012	Dubai	3200
IMP64	Stores Management & Performance Measurement And Stock Control	4 – 8/11/2012	Abu Dhabi	3200
IT266	Safety Instrumentation in the Hydrocarbon Processing Industry	4 – 8/11/2012	Doha	3200
IT267	Safety and Loss Prevention	4 – 8/11/2012	Abu Dhabi	3200
IT268	Valve Maintenance & Operation	4 – 8/11/2012	Doha	3200
IMP62	Procurement, Contracting Management & Negotiation & Cost Reduction	4 – 8/11/2012	Dubai	3200
IF147	Financial Strategy: Essential Finance Management Skills	5 – 9/11/2012	Kuala Lumpur	3500
IF148	Financial Analysis, Modelling & Forecasting	5 – 9/11/2012	Morocco	3500
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
ISM18	Strategic Marketing, Brand Management and Public Relations	5 – 9/11/2012	London	£4000

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

IF149	Understanding Finance to Influence Strategic Decisions	10 – 14/11/2012	Cairo	2900
IF150	Financial Management for Non-Financial Professionals	10 – 14/11/2012	Cairo	2900
IF151	Financial Analysis, Modelling & Forecasting	10 – 14/11/2012	Cairo	2900
IPC71	Project Monitoring, Reporting & Control	10 - 14/11/2012	Cairo	2900
IMP65	Logistics Supply & Warehouse Management	10– 14/11/2012	Cairo	2900
IT269	Welding & Gas Cutting (Basic)	10 – 14/11/2012	Cairo	3200
IT270	Safety in Petroleum Operations	10 – 14/11/2012	Cairo	2990
IT271	Advanced Corrosion Technology	10 – 14/11/2012	Cairo	2990
IT272	Fire Prevention and Emergency Control	10 – 14/11/2012	Cairo	2990
IT273	Pipes & Piping Technology	10 – 14/11/2012	Cairo	2990
IS46	Masterclass for Executive Secretary PA's & Administrative Professionals	12 – 16/11/2012	London	£4000
ISM19	Sales & Marketing in a Competitive Environment	12– 16/11/2012	London	£4000
IS47	Handling Documentation, Archiving & Filing	17 – 21/11/2012	Cairo	2900
IM148	Planning, Following up & Creativity	17 – 21/11/2012	Cairo	2900
IM149	Professional Presentation Skills	17 – 21/11/2012	Cairo	2900
IMP66	Modern Methods & Technology In Purchasing And Stores Management	17 – 21/11/2012	Cairo	2900
IT274	Electrical Power Systems Trouble – Shooting	17 – 21/11/2012	Cairo	2990
IT275	Corrosion in Oil & Gas Production	17 – 21/11/2012	Cairo	2990
IT276	HAZOP Study: Applied Hazard & Operability Study	17 – 21/11/2012	Cairo	2990
IT277	Occupational Health & Safety Management OSHA Standards	17 – 21/11/2012	Cairo	2990
IT278	Heat Exchangers & Cooling Towers	17 – 21/11/2012	Cairo	2990
IF152	Advanced Cash Flow & Working Capital Management	18 – 22/11/2012	Abu Dhabi	3200
IF153	Setting & Controlling Budgets	18 – 22/11/2012	Jordan	2900
IF154	Accounting, Decision Making & Financial	18 – 22/11/2012	Abu Dhabi	3200

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International Experts Center for Management Consultation (ExMaC)

	Communications			
IF155	Effective Account Assistant	18 – 22/11/2012	Dubai	3200
IF156	Budgeting, Forecasting and Business Planning	18 – 22/11/2012	Abu Dhabi	3200
IHR69	Recruitment and Manpower Planning	18 – 22/11/2012	Abu Dhabi	3200
IM150	Middle Management Development Program – Preparing Future Leaders	18 – 22/11/2012	Abu Dhabi	3200
IM151	Motivating, Managing & Leading Teams: Making Teams Work	18 – 22/11/2012	Abu Dhabi	3200
IM152	Strategic Thinking & Business Planning	18 – 22/11/2012	Abu Dhabi	3200
IM153	Creativity & Innovation for Leaders	18 – 22/11/2012	Dubai	3200
IM154	Personal & Self Development	18 – 22/11/2012	Abu Dhabi	3200
IM155	Planning, Organising Controlling & Managing Oil & Gas Projects	18 – 22/11/2012	Abu Dhabi	3200
IM156	Innovative Leadership and Communication Skills for Project Managers	18 – 22/11/2012	Abu Dhabi	3200
IM157	Setting Goals and Measuring Objectives	18 – 22/11/2012	Dubai	3200
IPC72	Contract Control, Administration & Expedition Application	18 -22/11/2012	Abu Dhabi	3200
IPC73	Advanced Contracts & Project Management	18 -22/11/2012	Dubai	3200
IPR30	Developing and Improving Customer Relationships	18-22/11/2012	Dubai	3200
IMP67	Effective Warehouse Management Planning & Control	18 – 22/11/2012	Abu Dhabi	3200
ISM20	Sales & Marketing planning and Management New trends in the 21 Century	18 – 22/11/2012	Dubai	3200
IT279	Maintenance Planning Scheduling & Control	18 – 22/11/2012	Jordan	2990
IT280	Economic Evaluation of Petroleum Projects	18 – 22/11/2012	Abu Dhabi	3200
IT281	Hazardous Area Classification	18 – 22/11/2012	Abu Dhabi	3200
IT282	Pipelines Design	18 – 22/11/2012	Dubai	3200
IF157	Cost Analysis & Performance Measurement	19 – 23/11/2012	Morocco	3500
IM158	Strategic Thinking, Planning Management & Leadership Competencies	19 – 23/11/2012	Morocco	3500
IM159	Transformational Leadership and Strategy Formulation	19 – 23/11/2012	Morocco	3500
IT283	Design, Inspection, Repair And Maintenance Concrete Structure In Petrochemical Plants	19 – 23/11/2012	Morocco	3500
IS48	Advanced Office Management & Effective Administration Skills	24 – 28/11/2012	Cairo	2900

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

IF158	Corporate Risk Analysis	24 – 28/11/2012	Cairo	2900
IHR70	Training Coordinator Workshop for Improving Performance	24 – 28/11/2012	Cairo	2900
IHR71	Emotional Intelligence as a Leading Tool for HR Managers	24 – 28/11/2012	Cairo	2900
IM160	Working in a Team for Better Results	24 – 28/11/2012	Cairo	2900
IM161	Advanced Supervisory Skills	24 – 28/11/2012	Cairo	2900
IM162	Leadership, Communications & Interpersonal Skills	24 – 28/11/2012	Cairo	2900
IM163	Creative problem solving & Mind Mapping	24 – 28/11/2012	Cairo	2900
IPC74	Advanced Contract & Negotiations Management	24 -28/11/2012	Cairo	2900
IPC75	Contract Administration Bidding, Evaluation & Contract Award Procedures	24 -28/11/2012	Cairo	2900
ISM21	Marketing Masterclass	24 – 28/11/2012	Cairo	2900
IT284	SCADA (Supervisory Control & Data Acquisition with Application)	24 – 28/11/2012	Cairo	2990
IT285	Cathodic Protection Engineering	24 – 28/11/2012	Cairo	2990
IT286	Fire Prevention & Emergency Control	24 – 28/11/2012	Cairo	2990
IT287	Maintenance Planning & Cost Effective Management	24 – 28/11/2012	Cairo	2990
IS49	Personal Effectiveness And Office Management Skills For Administrators And Secretaries	25 – 29/11/2012	Dubai	3200
IF159	Finance & Accounting for the Oil & Gas Industry	25 – 29/11/2012	Dubai	3200
IHR72	Training Needs Identification, Analysis, Planning & Implementation	25 – 29/11/2012	Abu Dhabi	3200
IM164	Effective Supervisory Skills complete program	25 – 29/11/2012	Abu Dhabi	3200
IM165	Professional Negotiation Skills	25 – 29/11/2012	Dubai	3200
IM166	Simplification or Work Procedures	25 – 29/11/2012	Abu Dhabi	3200
IM167	Advanced Management Skills for Senior Managers	25 – 29/11/2012	Abu Dhabi	3200
IPC76	Advanced Contracts & Project Management	25 -29/11/2012	Abu Dhabi	3200
IPR31	Fundamentals of Public Relations Management	25 – 29/11/2012	Abu Dhabi	3200

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

IT288	Machinery Vibration & Diagnostics Analysis	25 – 29/11/2012	Abu Dhabi	3200
IT289	Maintenance of Mechanical Units	25 – 29/11/2012	Abu Dhabi	3200
IT290	Procedures and Techniques for Risk Management Analysis	25 – 29/11/2012	Abu Dhabi	3200
IT291	Plant Operation & Management	25 – 29/11/2012	Jordan	2990
IM168	Leadership Development Program	26 – 30/11/2012	Morocco	3500

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

December

S. No.	Program Title	Dates	Venue	Fees US\$
IF160	Advanced Cost Accounting	8 – 12/12/2012	Cairo	2900
IF161	Corporate Financial Risk Analysis	8 – 12/12/2012	Cairo	2900
IF162	Trends of Modern Accounting Systems & Payment control	8 – 12/12/2012	Cairo	2900
IM169	Improving Performance through the Balanced Scorecard	8 – 11/12/2012	Cairo	2900
IM170	Managing Conflict, Change & Handling Difficult People	8 – 12/12/2012	Cairo	2900
IT292	Hydraulics Operations & Maintenance	8 – 12/12/2012	Cairo	2990
IT293	Subsea Pipelines Engineering	8 – 12/12/2012	Cairo	2990
IT294	Pipeline Fabrication Technology	8 – 12/12/2012	Cairo	2990
IT295	Hazardous Chemical Spillage	8 – 12/12/2012	Cairo	2990
IT296	Circuit Breakers, Operations and Maintenance	8 – 12/12/2012	Cairo	2990
IS50	Masterclass for Executive Secretary PA`s & Administrative Professionals	9 – 13/12/2012	Dubai	3200
IF163	Advanced Financial & Statement Analysis for Business Planning & Decision Making	9 – 13/12/2012	Abu Dhabi	3200
IF164	Budgeting & Cost Control for Decision Making	9 – 13/12/2012	Abu Dhabi	3200
IHR73	A Competency Base Approach Human Resources Management	9 – 13/12/2012	Jordan	2900
IM171	Effective Presentation & Communication Skills	9 – 13/12/2012	Dubai	3200
IPR32	Strategic Public Relations Management & Media Function	9 – 13/12/2012	Dubai	3200
IMP68	Procurement, Contract Management and Effective Negotiation	9- 13/12/2012	Abu Dhabi	3200
ISM22	Sales Planning & Territory Management	9 – 13/12/2012	Abu Dhabi	3200
IT297	Control & Operation of Centrifugal Pumps & Compressors	9 – 13/12/2012	Abu Dhabi	3200
IT298	Pumps and Compressors In Service (Maintenance & Troubleshooting)	9 – 13/12/2012	Abu Dhabi	3200
IT299	Process Operation & Control	9 – 13/12/2012	Jordan	2990

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International Experts Center for Management Consultation (ExMaC)

IF165	Advanced Accounting, Auditing, Taxation & Treasury Management Programme	10 – 14/12/2012	London	£4000
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
IPC77	Advanced Contracts & Project Management	10 – 14/12/2012	Turkey	3500
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
IHR74	Effective Job Description & Job Performance Analysis	15 – 19/12/2012	Cairo	2900
IHR75	Human Resource Development (A to Z)	15 – 19/12/2012	Cairo	2900
IM174	Creative Vision, Goal Setting & Strategy	15 – 19/12/2012	Cairo	2900
IM175	Transformational Leadership and Strategy Formulation	15 – 19/12/2012	Cairo	2900
IM176	Essential of Management & Leadership	15 – 19/12/2012	Cairo	2900
IMP69	Freight & Cargo Management	15 – 19/12/2012	Cairo	2900
IT300	Disaster Recovery Planning & Implementation	15 – 19/12/2012	Cairo	2990
IT301	Efficient and Safe Shut Downs	15 – 19/12/2012	Cairo	2990
IS53	Writing Skills for Administrative Professional Executive Secretary	16 – 20/12/2012	Abu Dhabi	3200
IF166	Governmental Accounting, Financial Reporting and Budgeting	16 – 20/12/2012	Abu Dhabi	3200
IHR76	Assessing Training & Development Needs to Support Corporate Goals	16 – 20/12/2012	Dubai	3200
IM177	Strategic Management: Leadership Thinking, Planning & Competencies	16 – 20/12/2012	Dubai	3200
IPC78	Advanced Contracts & Project Management	16 – 20/12/2012	Abu Dhabi	3200
IMP70	Inventory Planning & Stock Control	16 -20/12/2012	Dubai	3200
ISM23	Understanding Product, Packaging and Branding Strategies in the 21st Century	16 – 20/12/2012	Dubai	3200
ISM24	Strategic Planning for Marketing Sales and Promotion Management	16 – 20/12/2012	Jordan	2900
IT302	Advanced Maintenance Management	16 – 20/12/2012	Dubai	3200
IHR77	Advanced International HR & Personnel Management	22 – 26/12/2012	Cairo	2900
IHR78	Manpower Organisation, Succession Planning & Trend Analysis	22 – 26/12/2012	Cairo	2900

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International Experts Center for Management Consultation (ExMaC)

IM178	Business Process Re-engineering	22 – 26/12/2012	Cairo	2900
IM179	Mastering Supervisory Skills	22 – 26/12/2012	Cairo	2900
IPR33	Customer Relationship Management	22 – 26/12/2012	Cairo	2900
IMP71	Warehouse Manager Roles	22 – 26/12/2012	Cairo	2900
ISM25	Product, Packaging & Branding Strategies	22 – 26/12/2012	Cairo	2900
IT303	Emergency Management & Planning	22 – 26/12/2012	Cairo	2990
IT304	Sweater and Salt Water Chlorination System & Troubleshooting	22 – 26/12/2012	Cairo	2990
IT305	Design, Inspection, Repair And Maintenance Concrete Structure In Petrochemical Plants	22 – 26/12/2012	Cairo	2990
IS54	Senior Secretaries & Directors Personal Assistants Diploma Course	23 – 27/12/2012	Abu Dhabi	3200
IS55	Time Management & Stress Management for Executive Secretaries & Administrative Professionals	23 – 27/12/2012	Dubai	3200
IF167	Effective & Efficient Cash Flow Management	23 – 27/12/2012	Abu Dhabi	3200
IF168	Financial Controller Skills Workshops	23 – 27/12/2012	Abu Dhabi	3200
IF169	Fundamentals Accounting	23 – 27/12/2012	Abu Dhabi	3200
IHR79	Employee Relations: Motivation, Grievances' & Disciplines	23 – 27/12/2012	Abu Dhabi	3200
IM180	Managing Stress & Pressure at Work	23 – 27/12/2012	Dubai	3200
IM181	The Middle Manager Development Program Preparing Future Leaders	23 – 27/12/2012	Abu Dhabi	3200
IM182	Development of Supervision skills and Raising the Effectiveness of Management Performance	23 – 27/12/2012	Abu Dhabi	3200
IPR34	Fundamentals of Public Relations Management	23 – 27/12/2012	Abu Dhabi	3200
IMP72	Purchasing Techniques, Negotiating and Cost Reduction	23 – 27/12/2012	Abu Dhabi	3200
ISM26	Mastering Sales & Marketing Analysis, Planning Management	23 – 27/12/2012	Abu Dhabi	3200
IT306	Electrical Safety Management	23 – 27/12/2012	Abu Dhabi	3200

مركز الخبراء الدوليين للإستشارات الإدارية (اكسماك)

International Experts Center for Management Consultation (ExMaC)

IT307	Advanced Process Control	23 – 27/12/2012	Abu Dhabi	3200
IT308	Chemical Engineering for Non-Chemical Engineers	23 – 27/12/2012	Abu Dhabi	3200
IT309	Design of Electrical Distribution System Using Computers	23 – 27/12/2012	Abu Dhabi	3200
IF170	Strategic Planning, Leadership & Finance Awareness For Executives	24 – 28/12/2012	Morocco	3500
IHR80	Personal Effectiveness, Organizational Success & Career Development	24 – 28/12/2012	Morocco	3500
IM183	Mini MBA: Executive Management & Leadership Development Program	24 – 28/12/2012	London	£4000
IM184	Strategic, Thinking and Business Planning: Competencies of Management, Leadership	24 – 28/12/2012	London	£4000
IPC79	Contract Planning, Strategy & Claims Mitigation	24 -28/12/2012	Lebanon	2900
IT310	Advanced Maintenance Planning & Scheduling Basic First Aid Emergency Procedures	24 – 28/12/2012	Morocco	3500
IS56	The Executive Secretaries/Office Manager Senior Development Program	29/12/2012- 2/1/2013	Cairo	2900
IMP73	Dynamic Management, Supply Chain Management Logistics Management	29/12/2012 – 2/1/2013	Cairo	2900
IS57	Management Skills for Administrative Professionals	30/12/2012- 3/1/2013	Dubai	3200
IM185	Effective Personal Development: Communication, Negotiation & Presentation	30/2012-3/1/2013	Abu Dhabi	3200
IPC80	Negotiating, Drafting & Managing Commercial Contracts	30/12/2012 – 3/1/2013	Jordan	2900