

Category	Code	Course	Days	Date	Venue	Time	Price
BUSINESS & MANAGEMENT	BM01	Balanced Scorecards	4	11 - 14 January 05 - 08 April 02 - 05 August 13 - 16 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	7500
	BM02	Effective Strategic Management	4	18 - 21 January 19 - 22 April 02 - 05 August 20 - 23 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	BM03	Business Process Re-engineering	4	18 - 21 January 26 - 29 April 05 - 08 July 13 - 16 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	BM04	Effective Operations Control	4	01 - 04 February 03 - 06 May 13 - 16 September 06 - 09 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	BM05	Integrated Strategic Planning	4	25 - 28 January 17 - 20 May 27 - 30 September 13 - 16 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	BM06	Management Supervision & Decision Making	4	08 - 11 February 17 - 20 May 15 - 18 November	Cairo	10:00am 05:00pm 05:00pm	7500
	BM07	Managing Resources Effectively	4	01 - 04 February 13 - 16 September 12 - 15 July 20 - 23 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	BM08	Professional Development for Executive Secretary & Administrative Assistant	4	19 - 22 July 23 - 26 August 11 - 14 October 13 - 16 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	7500
	BM09	The Art of Change Management	3	07 - 09 February 10 - 12 May 06 - 08 December	Cairo	10:00am 05:00pm 05:00pm	8000
Category	Code	Course	Days	Date	Venue	Time	Price
CUSTOMER SERVICE	CS01	Creating a WOW Customer Experience	4	26 - 29 April 16 - 19 August 06 - 09 December	Cairo	10:00am 05:00pm 10:00am	7500
	CS02	Critical Elements for Customer Services	4	01 - 04 February 07 - 10 June 18 - 21 October	Cairo	10:00am 05:00pm 10:00am	7500
Category	Code	Course	Days	Date	Venue	Time	Price
EGYPTIAN LAWS	EL01	Egyptian Social Insurance and Labor Laws (Arabic)	4	05 - 08 April 27 - 30 September 15 - 18 November	Cairo	10:00am 05:00pm 10:00am	6000
Category	Code	Course	Days	Date	Venue	Time	Price
ENVIRONMENT	E01	Effective Waste Management	4	08 - 11 February 05 - 08 July 25 - 28 October	Cairo	10:00am 05:00pm 10:00am	7500
	E02	Ship Solid Waste Management	4	25 - 28 January 10 - 13 May 13 - 16 December	Cairo	10:00am 05:00pm 10:00am	7500
	E03	Introduction to Green Building & LEED®	2	01 - 02 February 14 - 15 June 18 - 19 October	Cairo	10:00am 05:00pm 10:00am	N/A
	E05	LEED® Green Associate (GA) Exam Preparation	5	01 - 05 February 12 - 16 July 20 - 24 December	Cairo	10:00am 05:00pm 10:00am	N/A
	EL06	EMS Auditor/Lead Auditor	5	05 - 09 April 16 - 20 August 20 - 24 December	Cairo	09:00am	N/A
		IRCA Certified Training Course A11131					
Category	Code	Course	Days	Date	Venue	Time	Price
FINANCE & TAXES	FT01	Accounting for Non-Accountants	5	11 - 15 January 19 - 23 April 13 - 17 September 13 - 17 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	FT02	Budgeting & Financial Control	5	08 - 12 February 17 - 21 May 19 - 23 July 01 - 05 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	FT03	Financial Auditing and Internal Control	5	11 - 15 January 07 - 11 June 11 - 15 October 20 - 24 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	FT04	Advanced Financial Statement Analysis & Capital Budgeting Evaluation Techniques	6	07 - 12 February 09 - 14 May 17 - 22 October 12 - 17 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	9600
	FT05	Decision Making and Capital Budgeting	5	11 - 15 January 17 - 21 May 20 - 24 September 06 - 10 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	FT06	Management Accounting & Budgeting Skills	5	19 - 23 April 13 - 17 September	Cairo	10:00am 05:00pm	8000

	management Accounting & budgeting units	18 - 22 October	10:00am	
		13 - 17 December	05:00pm	

	FT07	Advanced Financial Statement Analysis	4	07 - 10 February 14 - 17 June 18 - 21 October 06 - 09 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	6400
	FT08	Finance for Non-Financial Managers	3	10 - 12 May 23 - 25 August 27 - 29 September 15 - 17 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	5400
	FT09	Cost Accounting Workshop	6	10 - 15 June 12 - 17 July 12 - 17 September 21 - 26 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	9600
	FT10	Explanation and Analysis of Auditing Standards	5	11 - 15 January 14 - 18 June 18 - 22 October 20 - 24 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	FT11	Banking and Financial Legislation	5	05 - 09 April 16 - 20 August 25 - 29 October 13 - 17 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	FT12	Stamp Tax and its Application and Problems in Banks	5	09 - 13 August 20 - 24 September 22 - 26 November	Cairo	10:00am 05:00pm 05:00pm	8000
	FT13	Investment Law and its Reflections and Problems	5	10 - 14 May 16 - 20 August 20 - 24 December	Cairo	10:00am 05:00pm 05:00pm	8000
	FT14	The Problem of Free Zones Related to (Sales Tax, Customs Tax, Stamp Duty Tax)	5	11 - 15 January 19 - 23 July 18 - 22 October	Cairo	10:00am 05:00pm 10:00am	8000
	FT15	Unified Salary Tax	5	06 - 10 September 18 - 22 October 15 - 19 November	Cairo	10:00am 05:00pm 05:00pm	8000
	FT16	Tax Planning	5	18 - 22 January 14 - 18 June 11 - 15 October	Cairo	10:00am 05:00pm 05:00pm	8000
	FT17	Stamp Duty Tax and Developing Resources Tax	5	05 - 09 April 19 - 23 July 08 - 12 November	Cairo	10:00am 05:00pm 05:00pm	8000
	FT18	The Problems of Tax Application	5	12 - 16 July 20 - 24 September	Cairo	10:00am 05:00pm	8000
	FT19	Insurance Law and the Problems of its Application	5	16 - 20 August 15 - 19 November	Cairo	10:00am 05:00pm	8000
	FT20	Value Added Tax Law	4	18 - 21 October 01 - 04 November	Cairo	10:00am 05:00pm	6400
Category	Code	Course	Days	Date	Venue	Time	Price
 FOOD SAFETY	FSL01	ISO 22000 Auditor/Lead Auditor	5	08 - 12 February	Cairo	09:00am	N/A
		IRCA Certified Training Course A17355		22 - 26 November			
Category	Code	Course	Days	Date	Venue	Time	Price
HEALTH & SAFETY	HS01	Defensive Driving & First-Aid on the Road	4	12 - 15 April	Cairo	10:00am	7000
				20 - 23 December		05:00pm	
Category	Code	Course	Days	Date	Venue	Time	Price
HUMAN RESOURCES	HR01	Performance Appraisal	4	25 - 28 January	Cairo	10:00am	7500
				21 - 24 June		05:00pm	
				08 - 11 November		10:00am	
	HR02	Performance Related Pay "PRP"	4	08 - 11 February	Cairo	10:00am	7500
				12 - 15 July		05:00pm	
	HR03	Recruitment & Head Hunting	4	13 - 16 December	Cairo	10:00am	7500
				19 - 23 April		10:00am	
	HR04	Compensation	3	09 - 12 August	Cairo	05:00pm	7000
				06 - 09 December		10:00am	
				15 - 17 February		10:00am	
Category	Code	Course	Days	Date	Venue	Time	Price
 IT TELECOMMUNICATIONS	ITL01	ISO 20000 Auditor/Lead Auditor	5	08 - 12 February	Cairo	09:00am	N/A
				20 - 24 September			
	ITL02	ISO 27001 Auditor/Lead Auditor	5	26 - 30 April 22 - 26 November	Cairo	09:00am	N/A

Category	Code	Course	Days	Date	Venue	Time	Price
MARKETING & SALES	MS01	Successful Sales Performance & Account Management	4	05 - 08 April 09 - 12 August 06 - 09 December	Cairo	10:00am 05:00pm 10:00am	7500
	MS02	Sales Negotiation	4	12 - 15 April 09 - 12 August 13 - 17 December	Cairo	10:00am 05:00pm 10:00am	7500
	MS03	Maximizing Selling Skills	4	03 - 06 May 18 - 21 October	Cairo	10:00am 05:00pm	7500
Category	Code	Course	Days	Date	Venue	Time	Price
PROCUREMENT & CONTRACTS	PC01	Tenders & Contracts Management	4	01 - 04 February 14 - 17 June 09 - 12 August 06 - 09 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	PC02	Effective Contract Management	4	Once A Week	Cairo	10:00am	8000
	PC03	The Pillar Knowledge of Procurement Arena	4	05 - 08 April 10 - 13 May 18 - 21 October 20 - 23 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	PC04	Technical Bids and Tendering	4	05 - 08 July 09 - 12 August 18 - 21 October 13 - 16 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	PC05	The FIDIC Contracts MODULE 1 "Accredited"	2	10 - 11 May 17 - 18 August 25 - 26 November	Cairo	08:30am 08:30am 08:30am	€ 850
	PC06	Management of Claims and Disputes Resolution under the FIDIC Contracts	2	17 - 18 June 23 - 24 September 09 - 10 December	Cairo	08:30am 08:30am 08:30am	€ 1,000
	PC07	Understanding FIDIC Conditions of Contract	4	Once A Week	Cairo	10:00am	8,000
	PC08	Managing Claims in Construction Projects	4	Once A Week	Cairo	10:00am	8,000
	PC09	Procurement Management (Strategic and operational Level)	4	11 - 14 January 12 - 15 July 20 - 23 September 22 - 25 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
Category	Code	Course	Days	Date	Venue	Time	Price
PROJECT MANAGEMENT	PM01	Project Management Professional PMP Preparation Course	5	18 - 22 January 10 - 14 May 11 - 15 October	Cairo	10:00am 05:00pm 10:00am	7500
	PM02	Project Management Essentials	5	20 - 24 September 09 - 13 August 13 - 17 December	Cairo	10:00am 05:00pm 10:00am	7500
Category	Code	Course	Days	Date	Venue	Time	Price
QUALITY & AUDITING	QA01	Quality Assurance and Management	4	01 - 04 February 14 - 17 June 06 - 09 September 13 - 16 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	QA02	The 7 Basic Quality Tools	3	03 - 05 May 23 - 25 August 20 - 22 September 18 - 20 October	Cairo	10:00am 05:00pm 10:00am 05:00pm	5400
	QA03	Introduction to Lean Production & Six Sigma	5	05 - 09 April 06 - 10 September 22 - 26 November 13 - 17 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	QA04	Lean Six Sigma Green Belt	5	01 - 05 February 10 - 14 May 12 - 16 July 20 - 24 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	QA05	Wastes Elimination	4	21 - 24 June 23 - 26 August 06 - 09 December	Cairo	10:00am 05:00pm 05:00pm	8000
	QA06	5 S and 7 Wastes	4	08 - 11 February 10 - 13 May 15 - 18 November	Cairo	10:00am 05:00pm 10:00am	8000
	QA07	Statistical Process Control "SPC"	4	11 - 15 January 12 - 15 July 08 - 11 November	Cairo	10:00am 05:00pm 10:00am	8000

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SUPPLY CHAIN & LOGISTICS	SL01	Supply Chain Management	4	22 - 25 February 10 - 13 May 16 - 19 August 13 - 16 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	SL02	Warehouse Management System	3	18 - 20 January 05 - 09 April 02 - 04 August 06 - 08 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	6000
	SL03	Inventory Optimization	4	01 - 04 February 14 - 17 June 13 - 16 September 22 - 25 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	SL04	Understanding the Freight Business and Logistics	4	11 - 14 January 19 - 22 April 12 - 15 July 18 - 21 October	Cairo	10:00am 05:00pm 10:00am 05:00pm	7500
	SL05	Introduction to Supply Planning	4	18 - 21 January 17 - 20 May 13 - 16 September 13 - 16 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	SL06	Purchasing Management	4	20 - 23 June 22 - 25 August 14 - 17 November		05:00pm 10:00am 05:00pm	
	SL07	Materials Management	4	18 - 21 January 19 - 22 April 13 - 16 September 20 - 23 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	8000
	SL08	Fleet Management	3	08 - 10 February 05 - 07 April 22 - 24 August 20 - 22 December	Cairo	10:00am 05:00pm 10:00am 05:00pm	6000
	SL09	Facilities Management	3	15 - 17 February 10 - 12 May 06 - 08 September 14 - 16 November	Cairo	10:00am 05:00pm 10:00am 05:00pm	6000
Category	Code	Course	Days	Date	Venue	Time	Price
SOFT SKILLS	SS01	Construction and Delivery of a Presentation	4	18 - 21 January 10 - 13 May 05 - 08 December	Cairo	10:00am 05:00pm 10:00am	7500
	SS02	Effective Business Writing	3	08 - 10 February 20 - 22 June 14 - 16 November	Cairo	10:00am 05:00pm 10:00am	5000
	SS03	Creative Problem Solving and Marchision Making	4	19 - 22 April 22 - 25 August 05 - 08 December	Cairo	10:00am 05:00pm 10:00am	7500
	SS04	Conflict Management and Negotiation Skills	4	08 - 11 February 14 - 17 June 15 - 18 November	Cairo	10:00am 05:00pm 10:00am	7500
	SS05	High Impact Communication & Presentation Skills	4	19 - 22 April 16 - 19 August 27 - 30 December	Cairo	10:00am 05:00pm 10:00am	7500
	SS06	Business Communication Mastery	3	05 - 07 April 12 - 14 July 08 - 10 November	Cairo	10:00am 05:00pm 10:00am	5000
	SS07	Personal Effectiveness	4	06 - 09 December 27 - 30 June 01 - 04 February	Cairo	10:00am 05:00pm 10:00am	6000