



مركز الإدارة الحديث للتدريب
Modern Management Training Center

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القطعة التدريبية
Training plan

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مركز الإدارة الحديث للتدريب

Modern Management Training Center



Course Title	Venue 1	Date 1	Venue 2	Date 2
Achieving Leadership Excellence	Cairo	04 – 08 January	Dubai	03 – 07 August
Advanced Supervisory Skills	Kuala Lumpur	12 – 16 January	Cairo	09 – 13 August
Certified Team Leader	Casablanca	19 – 23 January	Cairo	16 – 20 August
Coaching Skills for Peak Performance	Dubai	26 – 26 January	Baku	24 – 28 August
Corporate Strategies and Innovation	Muscat	01 – 05 February	Dubai	30 Aug – 04
Key Managerial Skills for New Managers and Supervisors	Dubai	02 – 06 February	Madrid	September
Leadership and Communication	Cairo	08 – 12 February	Dubai	07 – 11 September
Leading and Managing Change	Sharm El-Shaikh	29 March – 02 April	Istanbul	07 – 11 September
Leading with Agility and Resilience	Dubai	06 – 10 April	Dubai	14 – 18 September
Management Skills and Techniques for Engineers	Cairo	12 – 16 April	Kuala Lumpur	21 – 25 September
Managerial Decision-Making and Problem-Solving	Kuala Lumpur	13 – 17 April	Sharm El-Shaikh	28 Sep – 02 Oct
Managing in a Matrix Organization	London	20 – 24 April	Cairo	04 – 08 October
Middle Management Skills	Dubai	27 April – 01 May	Cairo	11 – 15 October
Results-Based Leadership	Istanbul	04 – 08 May	Dubai	11 – 15 October
Strategic Thinking and Planning	Dubai	11 – 15 May	Cairo	18 – 22 October
Strategy Management in the Public Sector	Kuala Lumpur	18 – 22 May	Dubai	25 – 29 October
Successful Planning, Organizing and Control	Cairo	17 – 21 May	Dubai	02 – 06 November
The Power of Leaders	Kuala Lumpur	08 – 12 June	Istanbul	09 – 13 November
Time Management and Stress Control	Dubai	15 – 19 Jun	Dubai	16 – 20 November
Win-Win Negotiation Skills	Kuala Lumpur	15 – 19 Jun	Dubai	23 – 27 November
International Company Directors Course	Istanbul	22 – 26 June	Sharm El-Shaikh	23 – 27 November
Planning scheduling & control	Dubai	29 Jun – 03 July	Cairo	29 Nov – 03 Dec
Business Planning Practical Strategies for Organizational Success	London	06 – 10 July	Cairo	06 – 10 December
Planning scheduling & control	Dubai	13 – 17 July	Cairo	13 – 17 December
Strategic Thinking and Planning	Istanbul	20 – 24 July	Cairo	13 – 17 December
Achieving Leadership Excellence	Casablanca	27 – 31 July	Cairo	20 – 24 December

Management and Leadership

مركز الإدارة الحديث للتدريب

Modern Management Training Center



Course Title	Venue 1	Date 1	Venue 2	Date 2
Accounting and Finance Policies and Procedures	Cairo	04 – 08 January	Dubai	03 – 07 August
Accounting for Non-Accountants	Casablanca	12 – 16 January	Cairo	09 – 13 August
Accounts Payable: From Accounting to Management	Kuala Lumpur	19 – 23 January	Cairo	16 – 20 August
Accounts Receivable and Credit Policies Management	Dubai	26 – 30 January	Baku	24 – 28 August
Advanced Budgeting Workshop	Muscat	01 – 05 February	Barcelona	30 Aug – 04 Sep
Certificate in Cost Management	Dubai	02 – 06 February	Madrid	07 – 11 September
Certificate in Financial Management	Cairo	08 – 12 February	Dubai	07 – 11 September
Certified Accounting Assistant	Sharm El-Shaikh	29 March – 02 April	Istanbul	14 – 18 September
Consolidation, Business Combinations and Investment Accounting	Dubai	06 – 10 April	Dubai	21 – 25 September
Corporate Governance: Principles, Policies and Best Practices	Cairo	12 – 16 April	Doha	27 Sep – 01 Oct
Dynamic Business Reports and Dashboards Using Excel	London	13 – 17 April	Sharm El-Shaikh	04 – 08 October
Effective Budgeting and Cost Control	Istanbul	20 – 24 April	Cairo	11 – 15 October
Efficient Finance and Accounting Operations: 2015 Best Practices and Updates	Dubai	27 April – 01 May	Cairo	11 – 15 October
Enterprise Risk Management	Istanbul	04 – 08 May	Sharm El-Shaikh	19 – 22 October
Essentials of Internal Audit	Dubai	11 – 15 May	Cairo	25 – 29 October
Fast Closing Monthly and Year-End Accounts	Casablanca	18 – 22 May	Dubai	02 – 06 November
Finance for Non-Finance Professionals	Dubai	18 – 22 May	Cairo	08 – 12 November
Financial Accounting and Reporting	Istanbul	08 – 12 June	Kuala Lumpur	16 – 20 November
Financial Analysis Workshop	Doha	14 – 18 Jun	Dubai	23 – 27 November
Financial Controller Workshop	Kuala Lumpur	15 – 19 Jun	Dubai	23 – 27 November
Financial Forecasting: Tools and Techniques	Sharm El-Shaikh	21 – 25 June	Dubai	30 Nov – 04 Dec
Financial Modeling Workshop Using Excel	Cairo	29 Jun – 03 July	Dubai	07 – 11 December
Internal Control: Compliance, Operational and Financial	Cairo	05 – 09 July	London	14 – 18 December
Accounting and Finance Policies and Procedures	Cairo	12 – 16 July	Dubai	14 – 18 December
Accounting for Non-Accountants	Istanbul	20 – 24 July	Cairo	20 – 24 December
Accounts Payable: From Accounting to Management	Cairo	26 – 30 July	Casablanca	28 Dec – 01 Jan

Finance & Accounting

مركز الإدارة الحديث للتدريب

Modern Management Training Center



	Course Title	Venue 1	Date 1	Venue 2	Date 2
Human Resources and Training	Career Development and Succession Planning	Dubai	19 – 23 January	Cairo	02 – 06 August
	Certified Compensation and Benefits Professional	Dubai	26 – 30 January	Dubai	10 – 14 August
	Certified Employee Relations Professional	London	02 – 06 February	Cairo	23 – 27 August
	Compensation and Benefits	Dubai	09 – 13 February	Kuala Lumpur	07 – 11 September
	Designing and Implementing a Performance Management System	Istanbul	30 March – 03 April	Dubai	14 – 18 September
	Employee Engagement and Retention	Dubai	06 – 10 April	Cairo	20 – 24 September
	Essential Skills for the HR Professional	Kuala Lumpur	20 – 24 April	Sharm El-Shaikh	04 – 08 October
	HR Administration Skills	Cairo	10 – 14 May	Dubai	19 – 23 October
	HR Analytics: Concepts and Tools for Effective Decision-Making	Dubai	18 – 22 May	Cairo	25 – 29 October
	Human Resources Management	Cairo	07 – 11 June	Istanbul	02 – 06 November
	Managing and Coordinating Training	Sharm El-Shaikh	14 – 18 Jun	Doha	08 – 12 November
	Organization and Workforce Planning	Kuala Lumpur	22 – 26 June	Cairo	15 – 19 November
	Career Development and Succession Planning	Casablanca	06 – 10 July	Dubai	07 – 11 December
	Certified Compensation and Benefits Professional	Dubai	20 – 24 July	Madrid	14 – 18 December
Certified Employee Relations Professional	Istanbul	27 – 31 July	Cairo	20 – 24 December	
	Course Title	Venue 1	Date 1	Venue 2	Date 2
Sales and Marketing	Business Development Professional	Dubai	02 – 06 February	Kuala Lumpur	03 – 07 August
	Certified Sales Manager	Muscat	08 – 12 February	Dubai	17 – 21 August
	Channel Management: Maximizing Market Presence	Cairo	05 – 09 April	Doha	13 – 17 September
	Customer Relationship Management (CRM): The Power of Information	Madrid	20 – 24 April	Cairo	20 – 24 September
	Fundamentals of Marketing Management	Dubai	11 – 15 May	Baku	12 – 16 October
	Key Account Management	Cairo	07 – 11 June	Istanbul	26 – 30 October
	Marketing Communications and Media Planning Workshop	London	15 – 19 Jun	Dubai	02 – 06 November
	Retail Management	Cairo	21 – 25 June	Muscat	15 – 19 November
	The Strategic and Breakthrough Selling Workshop	Dubai	06 – 10 July	Casablanca	14 – 18 December
	The Strategic Marketing Plan	Dubai	20 – 24 July	Kuala Lumpur	21 – 25 December

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Modern Management Training Center



	Course Title	Venue 1	Date 1	Venue 2	Date 2
Interpersonal Communication and Customer Service	Certified Customer Service Professional	Sharm El-Shaikh	08 – 12 February	Istanbul	10 – 14 August
	Creative Problem-Solving and Decision-Making	Dubai	06 – 10 April	Cairo	06 – 10 September
	Creative Thinking and Innovation Techniques	Istanbul	20 – 24 April	Dubai	21 – 25 September
	Customer Satisfaction and Loyalty	Cairo	10 – 14 May	Madrid	12 – 16 October
	Customer Service Management	Madrid	08 – 12 June	Cairo	25 – 29 October
	Customer Service Workshop	Cairo	14 – 18 Jun	London	02 – 06 November
	Excellence in Customer Service	Dubai	22 – 26 June	Cairo	22 – 26 November
	The Customer Complaint System: A Tool for Customer Service Improvement	Cairo	05 – 09 July	Casablanca	07 – 11 December
	Achieving Excellence in Customer Service	Baku	20 – 24 July	Dubai	21 – 25 December
	Course Title	Venue 1	Date 1	Venue 2	Date 2
Public Relations	Corporate Social Responsibility (CSR)	Dubai	13 – 17 April	Sharm El-Shaikh	02 – 06 August
	Events and Conferences Management	Cairo	19 – 23 April	Dubai	14 – 18 September
	Public Relations and Media Skills	Istanbul	04 – 08 May	Dubai	05 – 09 October
	Public Relations Campaigns: From Planning to Execution	Sharm El-Shaikh	17 – 21 May	Cairo	18 – 22 October
	Public Relations Professional	Cairo	14 – 18 Jun	Kuala Lumpur	09 – 13 November
	The Essentials of Business Etiquette and Protocol	Madrid	22 – 26 June	Doha	15 – 19 November
	Advanced Public Relations	Casablanca	13 – 17 July	Dubai	14 – 18 December
	Contemporary Strategies in the Management of Government Relations	Sharm El-Shaikh	26 – 30 July	London	21 – 25 December
	Course Title	Venue 1	Date 1	Venue 2	Date 2
Secretarial and Office Management	Administration and Office Management: Best Practices and Technologies	Dubai	02 – 06 February	Madrid	03 – 07 August
	Administration and Office Management Professional	Cairo	08 – 12 February	Sharm El-Shaikh	16 – 20 August
	Computer-Based Office Administration and Organization	Dubai	06 – 10 April	Cairo	06 – 10 September
	Advanced Business & Technical Report Writing	Cairo	07 – 11 June	Baku	26 – 30 October
	Advanced Enhancement Skills for Administrative Coordinators	Cairo	14 – 18 Jun	Casablanca	02 – 06 November
	Advanced Office Management & Secretarial Skills	Sharm El-Shaikh	21 – 25 June	Istanbul	09 – 13 November
	Business Letter and Report Writing Skills	Dubai	27 – 31 July	Madrid	07 – 11 December

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Modern Management Training Center



Course Title	Venue 1	Date 1	Venue 2	Date 2
Power Factor Improvement in Power Stations	Cairo	04 – 08 January	Dubai	03 – 07 August
Power System Protection	Istanbul	12 – 16 January	Cairo	09 – 13 August
Advanced Maintenance Management	Casablanca	19 – 23 January	Cairo	16 – 20 August
Electrical Equipment: Operation, Control, Maintenance and Troubleshooting	Dubai	26 – 30 January	Istanbul	24 – 28 August
Electrical Safety: Hazards and Protective Measures	Muscat	01 – 05 February	Dubai	30 Aug – 04 Sep
Facility Planning and Management	Dubai	02 – 06 February	Madrid	07 – 11 September
Maintenance Planning, Scheduling and Control	Cairo	08 – 12 February	Dubai	07 – 11 September
Electrical Outdoor Substations Power	Sharm El-Shaikh	29 March – 02 April	Istanbul	14 – 18 September
Electrical Power and Distribution Systems	Dubai	06 – 10 April	Dubai	21 – 25 September
Power Program Logic Control (PLC)	Cairo	12 – 16 April	Kuala Lumpur	28 Sep – 02 Oct
Commissioning & Fault Finding on Equipment (Instrument & Controls)	Kuala Lumpur	13 – 17 April	Dubai	05 – 09 October
Power Semiconductor Drives	London	20 – 24 April	Cairo	11 – 15 October
Power Testing and maintenance of electrical transformers	Dubai	27 April – 01 May	Sharm El-Shaikh	11 – 15 October
Condition Monitoring & Predictive Maintenance	Istanbul	04 – 08 May	Cairo	18 – 22 October
Artificial Lift System	Dubai	11 – 15 May	Cairo	25 – 29 October
Advanced Gas Chromatography Techniques & Troubleshooting	Kuala Lumpur	18 – 22 May	Dubai	02 – 06 November
Gas Chromatography: Fundamentals, Troubleshooting, and Method Development	Cairo	17 – 21 May	Dubai	09 – 13 November
Health & Safety for the Oil and Gas Industry	Kuala Lumpur	08 – 12 June	Istanbul	16 – 20 November
Oil and Gas Management	Dubai	15 – 19 Jun	Dubai	23 – 27 November
Oil Production Facilities	Kuala Lumpur	15 – 19 Jun	Dubai	23 – 27 November
OIL WELL TESTING OPERATION FOR WELL TESTERS	Istanbul	22 – 26 June	Sharm El-Shaikh	29 Nov – 03 Dec
Advanced Gas Chromatography Techniques & Troubleshooting	Dubai	29 Jun – 03 July	Cairo	06 – 10 December
Power Electronic Circuits	London	06 – 10 July	Cairo	13 – 17 December
Power Security and safety for workshop	Dubai	13 – 17 July	Cairo	13 – 17 December
Completion & Workover Course	Istanbul	20 – 24 July	Cairo	20 – 24 December
Machinery Failure Analysis	Dubai	27 – 31 July	Dubai	28 Dec – 01 Jan

Technical, Oil and Gas

مركز الإدارة الحديث للتدريب

Modern Management Training Center



	Course Title	Venue 1	Date 1	Venue 2	Date 2
Project Management and Contracts	Contract Development & Management	Sharm El-Shaikh	25 – 29 January	Kuala Lumpur	03 – 07 August
	Contract Law for Business	Dubai	02 – 06 February	Cairo	16 – 20 August
	IT Project Management	Cairo	29 March – 02 April	Istanbul	07 – 11 September
	Project Management: Competencies & Structure	Kuala Lumpur	06 – 10 April	Cairo	20 – 24 September
	Project Management Principles	Cairo	19 – 23 April	Dubai	12 – 16 October
	Project Management Professional (PMP)	Istanbul	11 – 15 May	Sharm El-Shaikh	25 – 29 October
	Project Management: Planning, Scheduling & Controlling	Cairo	07 – 11 June	Cairo	01 – 05 November
	Project Planning and Management - Advanced Level	Cairo	14 – 18 Jun	Dubai	09 – 13 November
	Project Planning, Scheduling and Control Using Primavera Project Planner	Sharm El-Shaikh	21 – 25 June	Kuala Lumpur	23 – 27 November
	Services Contracts and Their Execution	Dubai	13 – 17 July	Sharm El-Shaikh	06 – 10 December
Six Sigma Fresh Visions of Business for a New Era	Casablanca	27 – 31 July	Dubai	21 – 25 December	
	Course Title	Venue 1	Date 1	Venue 2	Date 2
Specialized Courses	AC Design, Operations and Maintenance	Dubai	02 – 06 February	Kuala Lumpur	03 – 07 August
	Accidents Prevention – Promoting Safe Working Practices	Muscat	08 – 12 February	Dubai	17 – 21 August
	Business Continuity Management and IT Disaster Recovery	London	30 March – 03 April	Cairo	16 – 20 August
	Advance Fire - Security & HSE Management	Cairo	05 – 09 April	Doha	13 – 17 September
	Advance Technology & Risk Assessment in Oil & Gas processing field	Madrid	20 – 24 April	Cairo	20 – 24 September
	Advanced Air Conditioning and Refrigeration	Dubai	11 – 15 May	Baku	12 – 16 October
	Advanced Water Plumbing, Installation & Drawings in Plumbing System	Cairo	07 – 11 June	Istanbul	26 – 30 October
	IT Governance, Risk Management & Compliance with Information Security	Kuala Lumpur	15 – 19 June	Dubai	02 – 06 November
	Basic introduction to Graphic Design	London	15 – 19 June	Dubai	02 – 06 November
	Fire Safety Awareness	Cairo	21 – 25 June	Muscat	15 – 19 November
	First Aid Kit	Dubai	06 – 10 July	Casablanca	14 – 18 December
	Power BI	Dubai	20 – 24 July	Cairo	21 – 25 December
	Maintenance Auditing, Benchmarking and Improvement	London	20 – 24 July	Cairo	21 – 25 December
	Process Safety Auditing	Istanbul	27 – 31 July	Dubai	28 Dec – 01 Jan

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Course Title	Venue 1	Date 1	Venue 2	Date 2
Advanced Gas Chromatography Techniques & Troubleshooting	Cairo	04 – 08 January	Dubai	03 – 07 August
Health & Safety for the Oil and Gas Industry	Istanbul	12 – 16 January	Cairo	09 – 13 August
Advanced Gas Chromatography Techniques & Troubleshooting	London	21 – 25 January	Cairo	16 – 20 August
Completion & Workover Course	Dubai	26 – 26 January	Baku	24 – 28 August
Advanced Gas Chromatography Techniques & Troubleshooting	Cairo	01 – 05 February	Dubai	31 Aug – 04 Sep
OSHA: Occupational Safety and Health Administration Standards	Dubai	02 – 06 February	Madrid	07 – 11 September
Advanced Gas Chromatography Techniques & Troubleshooting	Cairo	08 – 12 February	Dubai	07 – 11 September
OSHA Standards for Occupational Safety and Health	Sharm El-Shaikh	29 March – 02 April	Istanbul	14 – 18 September
Incident and Accident Investigation Management	Dubai	06 – 10 April	Dubai	21 – 25 September
Physical Security and Access Control Management	Cairo	12 – 16 April	Kuala Lumpur	28 Sep – 02 Oct
Hazardous Waste Management	Kuala Lumpur	13 – 17 April	Cairo	04 – 08 October
Safety Policies and Procedures	London	20 – 24 April	Dubai	11 – 15 October
Certified Environmental Manager	Dubai	27 April – 01 May	Cairo	12 – 16 October
Crowd Control and Risk Management	Istanbul	04 – 08 May	Sharm El-Shaikh	18 – 22 October
Emergency Response Planning: Crisis Management in Hazardous Environments	Dubai	11 – 15 May	Cairo	25 – 29 October
Behavioral Safety Training	Kuala Lumpur	18 – 22 May	Dubai	02 – 06 November
Health, Safety, and Environment Workshop	Cairo	17 – 21 May	Dubai	09 – 13 November
Environmental Systems Management	Kuala Lumpur	08 – 12 June	Istanbul	16 – 20 November
Healthcare Risk and Safety Management	Dubai	15 – 19 June	Dubai	23 – 27 November
Handling and Storage of Toxic and Hazardous Materials	Kuala Lumpur	15 – 19 June	Dubai	23 – 27 November
Safety Auditing and Site Inspection	Dubai	29 Jun – 03 July	Cairo	06 – 10 December
Modern Approaches to Environmental Balance and Sustainability	London	06 – 10 July	Dubai	13 – 17 December
OSHA Specialized Course in Occupational Safety and Health	Dubai	13 – 17 July	Cairo	13 – 17 December
NEBOSH Certification in Safety and Health	Istanbul	20 – 24 July	Cairo	20 – 24 December
Diploma in Occupational Safety and Health	Casablanca	27 – 31 July	Dubai	28 Dec – 01 Jan
Risk Management Course	London	27 – 31 July	Dubai	28 Dec – 01 Jan

HEALTH, SAFETY & ENVIRONMENT