

Expected time-plan of year 2009 Training Programs
Prepared Oct , 2008
Last Update Nov 28th , 2008 (by adding more schedules)

Month	Training Programs to be conducted	Week #
Jan 2009	<ul style="list-style-type: none"> + Fundamentals of IT project management + Human relation + Managing change + Technical Report Writing + First Aid + Lubrication + Successful Implementation of System (HIS) + MCSE track + NLP (Neuro Linguistic programming – Arabic Material) + Decision Making + Strategy planning and goal setting + 7 habits of highly effective people + Human resources' functions and management + دراسات الجدوى الاقتصادية للقنوات التليفزيونية والفضائية + Heat Exchangers & Fired Heaters (operation & Maintenance) (Engineering) <p>+ providing any customized training program as per request</p>	1 1 1 2 2 2 2 3 3 3 3 4 4 4 4
Feb 2009	<ul style="list-style-type: none"> + Customer satisfaction + Communication skills + Time and stress management + Gas turbine operation – Mechanical Engineering + Machinery Failure Analysis” - Mechanical Engineering + برنامج تقييم الشركات + Time for change using NLP + Team Coaching + Effective listening & communication skills + Total management and ISO + NLP (Arabic Material) - Preliminary level + 8 habits from effective to greatness + Human resources' functions and management + Environmental management and protection + Fire-Fighting + Effective presentation skills + تسوية منازعات العمل – من البرامج التدريبية القانونية <p>+ providing any customized training program as per request</p>	1 1 1 1 2 2 2 2 2 3 3 3 3 4 4 4 4 4
Mar 2009	<ul style="list-style-type: none"> + Successful implementation of Hospital Information System (HIS) + Fundamentals of stock market 	1 1 2

	<ul style="list-style-type: none"> + 8 Habits from effective to greatness 2 + Marketing 2 + Basic management skills 2 + Sales Executives Using NLP to maximize your Sales Potential 2 + Strategic planning & goal setting 3 + Human resources' functions and management 3 + Primavera (P3) 3 + العقود والمناقصات والرقابة القانونية الإدارة 3 + Discover NLP 4 + Management and leadership 4 + Negotiation skills 4 + Train the trainers 4 + Leadership skills 5 + Successful Counseling 5 <p>+ providing any customized training program as per request</p>	
Apr 2009	<ul style="list-style-type: none"> + SPSS (Two levels) 1 + Management and managing people 1 + Time & stress management 1 + Train the trainer 1 + Human relation 2 + Managing change 2 + Technical Report Writing 2 + First Aid 2 + Fire-fighting 3 + Lubrication 3 + Decision making and problem solving 3 + MCSE track 3 + Designing Construction Contracts Algorithm (Engineering) 4 + NLP in business 4 <p>+ providing any customized training program as per request</p>	
May 2009	<ul style="list-style-type: none"> + Fundamentals of IT project management 1 + Effective listening & communication skills 1 + قانون الشركات التجارية 1 + Presentation skills 1 + SAP2000 2 + Business Process Modeling and Re-engineering (BPR) 2 + How to market to yourself 2 + MS-Project for Information Technology project management 2 + Primavera (P3) Level I 3 + Decision Making 3 + Strategy planning and goal setting 3 	

	<ul style="list-style-type: none"> ✚ Effective presentation skills 3 ✚ Fundamentals of accounting and finance for non-financial managers 3 ✚ Pressure Vessels (Design and Inspection) (Engineering) 4 ✚ الاخراج 4 <p>+ providing any customized training program as per request</p>	
Jun 2009	<ul style="list-style-type: none"> ✚ Pump Technology 1 ✚ 7 habits of highly effective people 1 ✚ Basic management skills 1 ✚ [Workshop] Public Speaking: Making the Right Impact 1 ✚ Time and stress management 2 ✚ فن تحويل الأفكار إلى خطط و برامج عمل 2 ✚ Customer services 2 ✚ Train the trainer 2 ✚ Technical Report Writing 3 ✚ Sales Executives Using NLP to maximize your Sales Potential 3 ✚ Project management for Construction specialists 3 ✚ Business-to-Business sales 3 ✚ Leadership skills 4 ✚ برنامج تقييم الشركات من أجل شراء أسهمها - باللغة العربية 4 ✚ التصوير 4 ✚ H2S-كيفية التعامل مع غاز 4 ✚ العقود والمناقصات والرقابة القانونية الإدارة 4 <p>+ providing any customized training program as per request</p>	
Jul 2009	<ul style="list-style-type: none"> ✚ Storage Tank (design and inspection) 1 ✚ SAP2000 1 ✚ Human resources' functions and management 1 ✚ Negotiation for success 2 ✚ Management and managing people 2 ✚ Fundraising technique 2 ✚ Customer satisfaction 2 ✚ PMI – PMP 3 ✚ [Workshop] Sales executive – face to face sales 3 ✚ Strategy planning and goal setting 3 ✚ Team building 3 ✚ Manager & Coach 3 ✚ [Workshop] Your Tools for Conducting Effective Meetings 3 ✚ برنامج تقييم الشركات من أجل منحها الائتمان 4 ✚ الاستراتيجيات المتقدمة في التفاوض لاعداد وإدارة المناقصات والعقود 4 ✚ المحاسبة في المنشآت السياحية“ 4 ✚ برنامج تقييم الشركات 4 	

	+ providing any customized training program as per request	
Aug 2009	<ul style="list-style-type: none"> + How to market to yourself + Effective leadership + Total management and ISO + Business process modeling and re-engineering + PMI – PMP + MS-Project for Information Technology project management + Customer satisfaction + Communication skills + Time and stress management + NVC Tools and Strategies for a better Communication + إعداد البرامج الإذاعية و التلفزيونية – إعلام + Steam Boilers Operation, Maintenance & Control System (Engineering) + Discover NLP + Marketing 	1 1 1 2 2 2 2 3 3 3 3 3 4 4 4 4
	+ providing any customized training program as per request	
Sep 2009	<ul style="list-style-type: none"> + Fundamentals of project management for Information Technology specialists + PMI – PMP + Presentation skills + SAP2000 + Strategic planning & goal setting + 8 Habits from effective to greatness + Marketing + Sales Executives Using NLP to maximize your Sales Potential + What should the HIS include? + Heat Exchangers (Design and Inspection) (Engineering) + Machinery Failure Analysis + المونتاج + القيادة و تحفيز الآخرين + [Workshop] New Tools for Conflict Management 	1 1 2 2 2 2 2 3 3 3 3 4 4 4 4
	+ providing any customized training program as per request	
Oct 2009	<ul style="list-style-type: none"> + Successful implementation of Hospital Information System (HIS) + Fundamentals of stock market + 8 Habits from effective to greatness + Negotiation for success + Marketing + Sales Executives Using NLP to maximize your Sales Potential + SPSS (Two levels) 	1 1 1 2 2 2 2

	<ul style="list-style-type: none"> + Emotional intelligence – Hand in Hand 2 + Vibration analysis As a tool for early fault diagnosis of Rotating machinery 3 + Auto-CAD level 1 3 + المذيعين 4 + Management and leadership 4 + Team building 4 + Fundamentals of accounting and finance for non-financial managers 4 <p>+ providing any customized training program as per request</p>	
Nov 2009	<ul style="list-style-type: none"> + Human relation 1 + Managing change 1 + Time & stress management 1 + How to market to yourself 1 + Effective leadership 2 + Total management and ISO 2 + Decision making and problem solving 2 + MCSE track 2 + How to master the selling process effectively 2 + NLP in business 3 + Strategy planning and goal setting 3 + 7 habits of highly effective people 3 + Human resources' functions and management 3 + دراسات الجدوى الاقتصادية للقنوات التليفزيونية الفضائية 4 + Heat Exchangers & Fired Heaters (operation & Maintenance) (Engineering) 4 <p>+ providing any customized training program as per request</p>	
Dec 2009	<ul style="list-style-type: none"> + Fundamentals of IT project management 1 + Time management 1 + الاستراتيجيات المتقدمة في التفاوض لاعداد وإدارة المناقصات والعقود 1 + المحاسبة في المنشآت السياحية، 2 + PMI – PMP 2 + Technical Report Writing 2 + First Aid 3 + Lubrication 3 + Improved dialogue with Adolescents 3 + NLP (Neuro Linguistic programming – Arabic Material) 3 + Decision Making 4 + Emotional intelligence – Hand in Hand 4 + Pressure Vessels (Design and Inspection) (Engineering) 4 <p>+ providing any customized training program as per request</p>	