

Expected time-plan of year 2010 Training Programs
Prepared Nov , 2009
Last Update Nov 14 , 2009

Month	Training Programs to be conducted	Week #	
Jan 2010	<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 ✚ Heat Exchangers & Fired Heaters (Operation & Maintenance) (Engineering) ✚ دراسات الجدوى الاقتصادية للقنوات التلفزيونية والفضائية 	1 1 1 2 2 2 2 3 3 3 3 4 4 4 4	
	+ providing customized training program		
	Feb 2010	<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 ✚ Fundamentals of IT project Management ✚ Fire-Fighting ✚ Effective presentation Skills ✚ PLC / SCADA ✚ تسوية منازعات العمل – من البرامج التدريبية القانونية 	1 1 1 1 1 2 2 2 2 2 3 3 3 3 3 3 4 4 4
		+ providing customized training program	

Mar 2010	<ul style="list-style-type: none"> ✚ Successful implementation of Hospital Information System (HIS) 1 ✚ Fundamentals of Stock Market 1 ✚ 8 Habits from effective to greatness 1 ✚ 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 ✚ Giving and Receiving Feedback 3 ✚ Discover NLP 3 ✚ Management and Leadership 3 ✚ Negotiation Skills 4 ✚ Train the Trainers 4 ✚ Leadership Skills 4 ✚ Successful Counseling 4 ✚ العقود والمناقصات والرقابة القانونية الإدارة <p style="text-align: center;">+ providing customized training program</p>	
Apr 2010	<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 ✚ فن تحويل الأفكار إلى خطط و برامج عمل 4 ✚ برنامج تقييم الشركات 4 <p style="text-align: center;">+ providing customized training program</p>	
May 2010	<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 	

Training Sector

	<ul style="list-style-type: none"> ✚ Strategy planning and goal setting ✚ Effective presentation Skills ✚ Fundamentals of accounting and finance for non-financial managers ✚ Pressure Vessels (Design and Inspection) (Engineering) ✚ PLC / SCADA ✚ العقود والمناقصات والرقابة القانونية الإدارية <p style="text-align: center;">+ providing customized training program</p>	3 3 4 4 4 4
Jun 2010	<ul style="list-style-type: none"> ✚ Pump Technology ✚ 7 habits of highly effective people ✚ Basic Management Skills ✚ [Workshop] Public Speaking: Making the Right Impact ✚ Time and stress Management ✚ Customer Services ✚ Train the Trainer ✚ Technical Report Writing ✚ Sales Executives Using NLP to maximize your Sales Potential ✚ Project Management for Construction specialists ✚ Business-to-Business sales ✚ Leadership Skills ✚ برنامج تقييم الشركات من أجل شراء أسهمها - باللغة العربية ✚ H2S - كيفية التعامل مع غاز <p style="text-align: center;">+ providing customized training program</p>	1 1 1 1 2 2 2 3 3 3 4 4 4 4 4
Jul 2010	<ul style="list-style-type: none"> ✚ Storage Tank (design and inspection) ✚ SAP2000 ✚ Human Resources' Functions and Management ✚ Negotiation for success ✚ Management and Managing People ✚ Fundraising technique ✚ Customer satisfaction ✚ PMI – PMP ✚ [Workshop] Sales Executive – face to face sales ✚ Strategy Planning and Goal Setting ✚ Team building ✚ Manager & Coach ✚ Giving and Receiving Feedback ✚ [Workshop] Your Tools for Conducting Effective Meetings ✚ برنامج تقييم الشركات من أجل منحها الائتمان ✚ المحاسبة في المنشآت السياحية <p style="text-align: center;">+ providing customized training program</p>	1 1 1 2 2 2 2 3 3 3 3 3 4 4 4 4 4 4
Aug 2010	<ul style="list-style-type: none"> ✚ How to market to yourself ✚ Effective leadership ✚ Total Management and ISO 	1 1 1

Training Sector

	<ul style="list-style-type: none"> ✚ Business Process Modeling and Re-Engineering 2 ✚ PMI – PMP 2 ✚ MS-Project for Information Technology project Management 2 ✚ Customer Satisfaction 2 ✚ Communication Skills 3 ✚ Time and stress Management 3 ✚ NVC Tools and Strategies for a better Communication 3 ✚ PLC / SCADA 3 ✚ Steam Boilers Operation, Maintenance & Control System (Engineering) 4 ✚ Discover NLP 4 ✚ Marketing 4 ✚ إعداد البرامج الإذاعية و التلفزيونية – إعلام 4 <p style="text-align: center;">+ providing customized training program</p>	
Sep 2010	<ul style="list-style-type: none"> ✚ Fundamentals of project Management for Information Technology specialists 1 ✚ PMI – PMP 1 ✚ Presentation Skills 2 ✚ SAP2000 2 ✚ Strategic Planning & Goal Setting 2 ✚ 8 Habits from Effective to Greatness 3 ✚ Marketing 3 ✚ Sales Executives Using NLP to maximize your Sales Potential 3 ✚ What should the HIS include? 3 ✚ Heat Exchangers (Design and Inspection) (Engineering) 4 ✚ Machinery Failure Analysis 4 ✚ [Workshop] New Tools for Conflict Management 4 ✚ القيادة و تحفيز الآخرين <p style="text-align: center;">+ providing customized training program</p>	
Oct 2010	<ul style="list-style-type: none"> ✚ Successful implementation of Hospital Information System (HIS) 1 ✚ Fundamentals of Stock Market 1 ✚ 8 Habits from Effective to Greatness 1 ✚ Negotiation for Success 1 ✚ Marketing 2 ✚ Sales Executives Using NLP to maximize your Sales Potential 2 ✚ SPSS (Two levels) 2 ✚ Vibration analysis (Tool for Early Fault Diagnosis of Rotating Machinery) 2 ✚ Auto-CAD level 1 3 ✚ PLC / SCADA 3 ✚ Management and Leadership 3 ✚ Team Building 4 ✚ Fundamentals of Accounting and Finance for Non-Financial Managers 4 ✚ الاستراتيجيات المتقدمة في التفاوض لاعداد وإدارة المناقصات والعقود 4 <p style="text-align: center;">+ providing customized training program</p>	

Nov 2010	<ul style="list-style-type: none"> + Human relation + Managing change + Time & stress Management + How to market to yourself + Effective leadership + Total Management and ISO + Emotional intelligence – Hand in Hand + Decision making and problem solving + MCSE track + How to master the selling process effectively + NLP in business + Strategy Planning and Goal Setting + 7 habits of highly effective people + Human resources' functions and Management + Heat Exchangers & Fired Heaters (operation & Maintenance) (Engineering) + دراسات الجدوى الاقتصادية للتقنيات التليفزيونية والفضائية <p style="text-align: center;">+ providing customized training program</p>	1 1 1 1 2 2 2 2 2 3 3 3 3 4 4 4
Dec 2010	<ul style="list-style-type: none"> + Fundamentals of IT project Management + Time Management + PMI – PMP + Technical Report Writing + First Aid + Lubrication + Giving and Receiving Feedback + Improved dialogue with Adolescents + NLP (Neuro Linguistic programming – Arabic Material) + Decision Making + Emotional intelligence – Hand in Hand + Pressure Vessels (Design and Inspection) (Engineering) + الاستراتيجيات المتقدمة في التفاوض لاعداد وإدارة المناقصات والعقود + المحاسبة فى المنشآت السياحية <p style="text-align: center;">+ providing customized training program</p>	1 1 1 2 2 2 2 3 3 3 3 4 4 4