

**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"> <li>✚ Fundamentals of IT project Management</li> <li>✚ Human Relation</li> <li>✚ Managing Change</li> <li>✚ Technical Report Writing</li> <li>✚ First Aid</li> <li>✚ Lubrication</li> <li>✚ Successful Implementation of System (HIS)</li> <li>✚ MCSE Track</li> <li>✚ NLP (Neuro Linguistic programming – Arabic Material)</li> <li>✚ Decision Making</li> <li>✚ Strategy Planning and Goal Setting</li> <li>✚ 7 Habits of Highly Effective People</li> <li>✚ Human Resources' Functions and Management</li> <li>✚ Heat Exchangers &amp; Fired Heaters (Operation &amp; Maintenance) (Engineering)</li> <li>✚ دراسات الجدوى الاقتصادية للقنوات التلفزيونية والفضائية</li> </ul>	1 1 1 2 2 2 2 3 3 3 3 4 4 4 4	
	<b>+ providing customized training program</b>		
	Feb 2010	<ul style="list-style-type: none"> <li>✚ Customer Satisfaction</li> <li>✚ Communication Skills</li> <li>✚ Time and stress Management</li> <li>✚ Gas turbine operation – Mechanical Engineering</li> <li>✚ Machinery Failure Analysis” - Mechanical Engineering</li> <li>✚ برنامج تقييم الشركات</li> <li>✚ Time for change using NLP</li> <li>✚ Team Coaching</li> <li>✚ Effective listening &amp; communication Skills</li> <li>✚ Total Management and ISO</li> <li>✚ NLP (Arabic Material) - Preliminary level</li> <li>✚ 8 habits from effective to greatness</li> <li>✚ Human resources' functions and Management</li> <li>✚ Environmental Management and protection</li> <li>✚ Fundamentals of IT project Management</li> <li>✚ Fire-Fighting</li> <li>✚ Effective presentation Skills</li> <li>✚ PLC / SCADA</li> <li>✚ تسوية منازعات العمل – من البرامج التدريبية القانونية</li> </ul>	1 1 1 1 1 2 2 2 2 2 3 3 3 3 3 3 4 4 4
		<b>+ providing customized training program</b>	

<b>Mar 2010</b>	<ul style="list-style-type: none"> <li>✚ Successful implementation of Hospital Information System (HIS) 1</li> <li>✚ Fundamentals of Stock Market 1</li> <li>✚ 8 Habits from effective to greatness 1</li> <li>✚ Marketing 2</li> <li>✚ Basic Management Skills 2</li> <li>✚ Sales Executives Using NLP to maximize your Sales Potential 2</li> <li>✚ Strategic planning &amp; goal setting 3</li> <li>✚ Human resources' functions and Management 3</li> <li>✚ Giving and Receiving Feedback 3</li> <li>✚ Discover NLP 3</li> <li>✚ Management and Leadership 3</li> <li>✚ Negotiation Skills 4</li> <li>✚ Train the Trainers 4</li> <li>✚ Leadership Skills 4</li> <li>✚ Successful Counseling 4</li> <li>✚ العقود والمناقصات والرقابة القانونية الإدارة</li> </ul> <p style="text-align: center;"><b>+ providing customized training program</b></p>	
<b>Apr 2010</b>	<ul style="list-style-type: none"> <li>✚ SPSS (Two levels) 1</li> <li>✚ Management and managing people 1</li> <li>✚ Time &amp; stress Management 1</li> <li>✚ Train the trainer 1</li> <li>✚ Human relation 2</li> <li>✚ Managing change 2</li> <li>✚ Technical Report Writing 2</li> <li>✚ First Aid 2</li> <li>✚ Fire-fighting 3</li> <li>✚ Lubrication 3</li> <li>✚ Decision making and problem solving 3</li> <li>✚ MCSE track 3</li> <li>✚ Designing Construction Contracts Algorithm (Engineering) 4</li> <li>✚ NLP in business 4</li> <li>✚ فن تحويل الأفكار إلى خطط و برامج عمل 4</li> <li>✚ برنامج تقييم الشركات 4</li> </ul> <p style="text-align: center;"><b>+ providing customized training program</b></p>	
<b>May 2010</b>	<ul style="list-style-type: none"> <li>✚ Fundamentals of IT project Management 1</li> <li>✚ Effective listening &amp; communication Skills 1</li> <li>✚ قانون الشركات التجارية 1</li> <li>✚ Effective Presentation Skills 1</li> <li>✚ SAP2000 2</li> <li>✚ Business Process Modeling and Re-engineering (BPR) 2</li> <li>✚ How to market to yourself 2</li> <li>✚ MS-Project for Information Technology project Management 2</li> <li>✚ Primavera (P3) Level I 3</li> <li>✚ Decision Making 3</li> </ul>	

## Training Sector

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

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

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