

2024-Training Calendar

IT TECHNICAL COURSES																
	COURSE NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	DURATION	EXAM	CERTIFICATE
MICROSOFT	AZURE ASSOCIATE	07-11			07-11			09-13		01-05		03-07		5 DAYS	3	INTERNATIONAL
	AZURE EXPERT	14-18			14-18				18-22			10-14		5 DAYS	5	INTERNATIONAL
	MS OFFICE		25-29	03-07		05-09		23-27		08-12			08-12	24 HOURS	-	NATIONAL
	MS EXCEL DASHBOARDS		11-15	24-28		19-23		14-18	04-08	22-26		17-21		12 HOURS	-	NATIONAL
	.NET TECHNOLOGIES	21-25							11-15					5 DAYS	-	INTERNATIONAL
	MS POWER BI		18-22			26-30				15-19				5 DAYS	-	INTERNATIONAL
CISCO	CCNA (ROUTING & SWITCHING)	07-11		03-07			02-06			22-26	06-10		01-05	5 DAYS	1	INTERNATIONAL
	CCNA (WIRELESS)		25-29		07-11		09-13		04-08		27-31		15-19	5 DAYS	1	INTERNATIONAL
	CCNP		04-08		14-18			07-11		01-05		20-24		5 DAYS	5	INTERNATIONAL
COMPTIA	IT FUNDAMENTALS		18-22	24-28			16-20		11-15		20-24		01-05	5 DAYS	1	INTERNATIONAL
	A+		25-29		21-25		09-13		18-22		13-17		08-12	5 DAYS	2	INTERNATIONAL
	NETWORK +	07-11		03-07		05-09		23-27				20-24		5 DAYS	1	INTERNATIONAL
	MOBILE APP SECURITY +	21-25		10-14			02-06		04-08		06-10		22-26	5 DAYS	1	INTERNATIONAL
	SECURITY +	14-18	18-22					07-11	18-22				08-12	5 DAYS	1	INTERNATIONAL
	CLOUD +			03-07		12-16		09-13		22-26		03-07		5 DAYS	1	INTERNATIONAL
	PROJECT +		25-29				23-27				13-17		01-05	5 DAYS	1	INTERNATIONAL
	LINUX +			24-28		26-30				08-12				5 DAYS	1	INTERNATIONAL
	SERVER +		18-22					23-27	11-15				15-19	5 DAYS	1	INTERNATIONAL
	STORAGE +	21-25				05-09				01-05				5 DAYS	1	INTERNATIONAL
LINUX	CYSA+			03-07			02-06				06-10			5 DAYS	1	INTERNATIONAL
	RHCSA	14-18				19-23				08-12				5 DAYS	-	INTERNATIONAL
	VMWARE		04-08		07-11		23-27							5 DAYS	-	INTERNATIONAL
	LPIC 1		25-29		21-25		09-13							5 DAYS	1	INTERNATIONAL
	LPIC 2							07-11		22-26		20-24		5 DAYS	1	INTERNATIONAL
ORACLE	UNIX FUNDAMENTALS				14-18			23-27						5 DAYS	-	NATIONAL
	SQL / PLSQL			24-28		05-09						03-07		5 DAYS	-	INTERNATIONAL
	ADF		11-15								27-31			15 DAYS	-	INTERNATIONAL
	ADMINISTRATION				21-25		09-13		04-08				01-05	5 DAYS	-	INTERNATIONAL
ISACA	JAVA / J2EE			03-07		26-30						24-28		5 DAYS	1	INTERNATIONAL
	CISA				14-18							10-14		5 DAYS	1	INTERNATIONAL
	CISM				07-11			07-11						5 DAYS	1	INTERNATIONAL
	CGEIT		18-22					23-27					22-26	5 DAYS	1	INTERNATIONAL
	CRISC	14-18			21-25					08-12		24-28		3 DAYS	1	INTERNATIONAL
	COBIT 2019	07-11			07-11					22-26		20-24		3 DAYS	1	INTERNATIONAL
	CISSP			24-28			23-27				13-17		01-05	5 DAYS	1	INTERNATIONAL
	CSX		25-29				02-06				06-10		08-12	5 DAYS	1	INTERNATIONAL
IT SECURITY COURSES																
EC-COUNCIL	COURSE NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	DURATION	EXAM	CERTIFICATE
	CEH	14-18		03-07		12-16		07-11		01-05		03-07		5 DAYS	1	INTERNATIONAL
	CHFI		25-29		21-25				11-15				01-05	5 DAYS	1	INTERNATIONAL
	CISO							23-27		08-12		20-24		5 DAYS	1	INTERNATIONAL
	LPT				14-18			07-11						5 DAYS	1	INTERNATIONAL
DESIGNING & DEVELOPMENT COURSES																
ADOBE	COURSE NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	DURATION	EXAM	CERTIFICATE
	ADOBE INDESIGN	07-11			21-25					08-12		20-24		3 DAYS	-	NATIONAL
	ADOBE PHOTOSHOP / ILLUSTRATOR	21-25			07-11					22-26		24-28		3 DAYS	-	NATIONAL
	ADOBE DREAMWEAVER		11-15			19-23					27-31			3 DAYS	-	NATIONAL
	AUTOCAD 2D		18-22	10-14		12-16		09-13			06-10		01-05	3 DAYS	-	NATIONAL
	AUTOCAD 3D		25-29	24-28			23-27	07-11			13-17		22-26	2 DAYS	-	NATIONAL
	REVIT		04-08			26-30					20-24			3 DAYS	-	NATIONAL
	AUTODESK 3D MAX			03-07		05-09					06-10			3 DAYS	-	NATIONAL
	WEB DEVELOPMENT				14-18				04-08					5 DAYS	-	NATIONAL
	HTML 5 / CSS				21-25				09-13					5 DAYS	-	NATIONAL
	ANDROID APP DEVELOPMENT		25-29								06-10			5 DAYS	-	NATIONAL
	IOS APP DEVELOPMENT						09-13						01-05	5 DAYS	-	NATIONAL
PROJECT & QUALITY MANAGEMENT COURSES																
	COURSE NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	DURATION	EXAM	CERTIFICATE
	PMP	07-11		03-07			02-06		25-29		06-10		08-12	35 HOURS	-	NATIONAL
	PRINCE 2								18-22			24-28	01-05	5 DAYS	-	NATIONAL
	PRIMAVERA	21-25			21-25	19-23		07-11		01-05	20-24			4 DAYS	-	NATIONAL
	MS PROJECT		18-22				09-13		18-22		13-17		15-19	4 DAYS	-	NATIONAL
	SIX SIGMA				14-18							20-24		5 DAYS	-	INTERNATIONAL
IT ASSURANCE, STANDARD & SERVICE MANAGEMENT COURSES																
PEOPLECERT	COURSE NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	DURATION	EXAM	CERTIFICATE
	ITIL	21-25		10-14		19-23			11-15		20-24		15-19	3 DAYS	1	INTERNATIONAL
	COBIT 5		04-08			05-09			25-29		06-10		08-12	3 DAYS	1	INTERNATIONAL
	LEAN IT			03-07			02-06		18-22		13-17		15-19	4 DAYS	1	INTERNATIONAL
	MOR				14-18							24-28		5 DAYS	1	INTERNATIONAL
PECB	MOP							09-13		22-26				5 DAYS	1	INTERNATIONAL
	INFORMATION SECURITY	07-11	11-15										15-19	5 DAYS	1	INTERNATIONAL
	CONTINUITY RESILIENCE & RECOVERY			03-07								03-07		5 DAYS	-	INTERNATIONAL
	GOVERNANCE RISK MANAGEMENT & COMPLIANCE						02-06				13-17			5 DAYS	1	INTERNATIONAL
	QUALITY MANAGEMENT				14-18								08-12	5 DAYS	1	INTERNATIONAL
	IT GOVERNANCE & SERVICE MANAGEMENT			10-14									22-26	5 DAYS	1	INTERNATIONAL
	ISO 45001 OHSM		25-29								06-10			5 DAYS	1	INTERNATIONAL
	HEALTH, SAFETY, SUSTAINABILITY				07-11				11-15			10-14	01-05	5 DAYS	-	INTERNATIONAL

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NON - TECHNICAL COURSES													
COURSE NAME		JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
LEADERSHIP COURSES	Executive Leadership		11-15					07-11				03-07	
	Team Leadership				14-18			14-18				17-21	
	Team Working / Player	07-11				05-09							01-05
	Strategic Thinking & Business Planning	21-25								01-05		10-14	
	Strategic Planning For Optimum Results		25-29			12-16				22-26			
	Leadership & Decision-Making	14-18				05-09				08-12			
	Leadership & Communication Skills						02-06				06-10		
	Managing & Motivating Towards Excellence	21-25									27-31		
PUBLIC RELATIONS COURSES	Crisis				14-18							03-07	
	Advanced Telephone Skills	07-11									27-31		01-05
	Advanced Office Management		18-22		21-25				11-15				
	Executives Secretaries Skills	14-18				12-16				22-26			
	Executive Assistant	21-25					09-13						08-12
	Secretaries & Office Work		11-15					21-25					15-19
	Archiving And Filing	07-11				05-09						10-14	
	Excellence In Secretaries & Oce Managers		18-22				02-06						22-26
MARKETING & QUALITY COURSES	Master Class for Secretaries Pas & Administrative			24-30						22-26			
	Advanced Office Management & Elective Administration Skills		11-15					07-11					24-28
	Methods Of Using Modern Technology In Administrating	21-25								01-05			
	Quality Customer Service			03-07							06-10		
	Customer Relation Management	14-18				19-23				01-05			
	Marketing -Free Market Economy		25-29				09-13						
	Quality Management						02-06						
	Selling Behavior							07-11				24-28	
Training	Strategies and Measurement				14-18			21-25					
	Sales and Marketing Strategies			04-08		05-09						10-14	
	Effective Sales Techniques		11-15								27-31		
	Basic Sales				21-25				18-22				01-05
	Dealing with Difficult Behavior			17-21								17-21	
	New Aspects in HRD				14-18							03-07	
	Instructional Systems Design							21-25					
	Workforce Planning		18-22					14-18					15-19
	e Training analyst	07-11			21-25							03-07	
	Understanding H R Strategies	21-25								08-12			
	Strategic H R Management		18-22										01-05
	Advanced analysis Salary & allowances		25-29										22-26

MANAGEMENT COMMUNICATION COURSES

COURSE NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Effective Presentation Skills	21-25		03-07		05-09		07-11		01-05		03-07	
Writing Skills		25-29		21-25				25-29				08-12
The Art Of Dealing With Others							14-18		08-12		17-21	
Negot iation For Results				14-18			21-25					
Business Presentation Skills				07-11			14-18					

FINANCIAL MANAGEMENT COURSES

COURSE NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Advanced Financial Accounting	07-11			21-25					22-26		24-28	
Cash Flow Management	21-25			14-18					01-05		17-21	
Commercial Mindset		11-15			19-23					20-24		
Cost Management		18-22					21-25					01-05
Cost Measurement		25-29	10-14									08-12
Effective Internal Auditor		11-15								27-31		
Finance for Non-Financials		04-08			05-09					20-24		
Advanced Treasury Management				21-25				25-29				
Accounting and Financial Reporting				07-11				18-22				
Budgeting - Forecasting And Planning		25-29								13-17		
Finance and Cost Control for Engineers						02-06						15-19

PURCHASING & INVENTORY MANAGEMENT COURSES

COURSE NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Effective Contract Risk Management	21-25		10-14			09-13		11-15		06-10		08-12
FIDIC Condition of Contracts				21-25				04-08			24-28	01-05
Insurance & Reinsurance	07-11			07-11	12-16		14-18		22-26	27-31		
Effective Buyer		18-22				23-27				13-17		15-19
Tendering & Procurement Practices				07-11							17-21	
				21-25							24-28	

SALES AND MARKETING COURSES

COURSE NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Marketing & Sales Forecasting	21-25			07-11					08-12		17-21	
Marketing Leadership	14-18			21-25					01-05		24-28	
Marketing Segmentating		11-15			12-16					27-31		
Marketing Strategting		18-22	03-07				07-11			20-24		01-05
Planning & Follow Up		25-29	04-08							06-10		08-12
Sales Strategy & Planning		11-15			05-09					20-24		
Positive Thinking		04-08			19-23					27-31		
Advanced Sales Training				07-11				11-15				
Advanced Marketing				21-25				04-08				
Adv. Sales Training Specialized It Services		25-29								06-10		
Time Management						09-13						15-19

SOCIAL MEDIA MARKETING COURSES

COURSE NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Social Media	14-18			14-18					08-12		24-28	
Social Media Data Analysis	14-18			21-25					01-05			
Social Media Marketing		11-15			05-09					20-24		
Social Media Design		04-08	03-07				21-25			27-31		08-12
LinkedIn Workshop		18-22	10-14				07-11					01-05
Digital Customer Care		04-08								27-31		
Strategic Social Media Marketing		11-15								06-10		
Digital Marketing Coures Agenda				14-18				25-29				
Email Writing Etiquette				21-25				04-08				
Internet Search & Research Techniques		25-29								20-24		

PUBLIC HOLIDAYS

11 Jan Accession Day

07 Feb The Prophet's Ascension

08 Apr Eid al-Fitr

09 Apr Eid al-Fitr

10 Apr Eid al-Fitr

11 Apr Eid al-Fitr

16 Jun Eid al-Adha

17 Jun Eid al-Adha

18 Jun Eid al-Adha

19 Jun Eid al-Adha

08 Jul Islamic New Year

23 Jul Renaissance Day

15 Sep The Prophet's Birthday

18 Nov National Day

19 Nov National Day