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# Professional Training

## Calendar - **2012**

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**PROMIS - Project Management Engineering Systems**

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## Project Management

No.	Course Title	Date	Venue
PM 01	Managing Multiple Projects	08 - 12 Jan 2012	Beirut
PM 02	PMP Exam Preparation Workshop – PMBOK 4 <sup>th</sup> Edition	29 Jan - 02 Feb 2012	Dubai
PM 03	MS Project	26 Feb - 01 Mar 2012	Dubai
PM 04	Project Risk Management	26 Mar - 30 Mar 2012	Beirut
PM 05	Writing Project Technical Specifications	22 - 26 Apr 2012	Dubai
PM 06	Project & Program Management Office (PMO)	22 - 26 May 2012	Doha, Qatar
PM 07	Project Planning Management	8 – 12 Jul 2012	Dubai
PM 08	Advanced Project Management	17 - 21 Sep 2012	Istanbul
PM 09	PM for Successfully Managing IT Projects	07 - 11 Oct 2012	Dubai
PM 10	Project Insurance Management	14 - 18 Oct 2012	Bahrain
PM 11	Project Management for EPC Contracts	12 – 16 Nov 2012	Cairo
PM 12	Effective Project Control - Monitoring & Reporting	09 - 13 Dec 2012	Dubai
PM 13	Successful, Organising & Controlling Projects	23 - 27 Dec 2012	Abu Dhabi

## Contract Planning, Administration & Claims Management

No.	Course Title	Date	Venue
CA 01	Contract Management	15 - 19 Jan 2012	Dubai
CA 02	Managing The Pre-Award Phase	13 - 17 Feb 2012	Kuala Lumpur
CA 03	Contract Planning, Administration & Claims Management	11 - 15 Mar 2012	Dubai
CA 04	Quantitative Delay Analysis & E.O.T. Entitlement	09 – 13 Apr 2012	Istanbul
CA 05	Contract Implementation & Administration	06 - 10 May 2012	Dubai
CA 06	Contracts Preparation & Management	04 Jun - 08 Jun 2012	Bangkok
CA 07	Claims Management & Alternative Dispute Resolution (ADR)	24 - 28 Jun 2012	Bahrain
CA 08	FIDIC's Conditions of Contracts	15 - 19 Jul 2012	Dubai
CA 09	Managing The Pre-Award Phase	24 - 28 Sept 2012	Doha, Qatar
CA 10	Contract Planning, Administration & Claims Management	05 - 09 Nov 2012	Beirut
CA 11	Quantitative Delay Analysis & E.O.T. Entitlement	11 - 15 Nov 2012	Dubai
CA 12	Contract Management	16 - 20 Dec 2012	Abu Dhabi

## Construction Engineering & Management

No.	Course Title	Date	Venue
CM 01	Value Engineering Workshop – Module I	22 - 26 Jan 2012	Dubai
CM 02	Construction Site Management & Project Administration	20 - 24 Feb 2012	Istanbul
CM 03	Understanding Quality in Construction	18 - 22 Mar 2012	Dubai
CM 04	Construction Site Management & Project Administration	16 - 20 Apr 2012	Beirut
CM 05	Best Practices in Construction Management	13 - 17 May 2012	Dubai
CM 06	Advanced / Project Construction Management	02 Jul - 06 Jul 2012	Singapore

CM 07	Value Engineering Workshop – Module I	11 - 15 Jun 2012	Cairo
CM 08	Construction Management – Procedures and Implementation	26 - 30 Aug 2012	Bahrain
CM 09	Construction Tendering: Preparation, Submittal, Analysis & Award	30 Sept - 04 Oct 2012	Dubai
CM 10	Construction Site Management & Project Administration	19 - 23 Nov 2012	Malaysia
CM 11	Landscape Design and Construction	26 - 30 Nov 2012	Cairo
CM 12	Design & Construction Requirement for Repair-Free Buildings	23 - 27 Dec 2012	Dubai

### Cost Estimating, Budgeting & Control

No.	Course Title	Date	Venue
CE 01	Project Budgeting & Cost Control for EPC Projects	30 Jan - 03 Feb 2012	Istanbul
CE 02	Planning, Budgeting & Cost Control	26 Feb - 01 Mar 2012	Dubai
CE 03	Budgeting, Cost Estimating & Tenders Evaluation	25 – 29 Mar 2012	Abu Dhabi
CE 04	Cost Engineering	22 - 26 Apr 2012	Dubai
CE 05	Project Budgeting & Cost Control for EPC Projects	21 - 25 May 2012	Beirut
CE 06	Budgeting, Accounting & Cost Control	17 - 21 Jun 2012	Bahrain
CE 07	Cost Estimating and Cost Control	08 – 12 Jul 2012	Dubai
CE 08	Budgeting, Analysis and Project Evaluation	03 - 07 Sep 2012	Kuala Lumpur
CE 09	Cost Estimating and Cost Control	09 - 13 Sep 2012	Dubai
CE 10	Project Budgeting & Cost Control for EPC Projects	03 - 07 Dec 2012	Bangkok

### Chemical Engineering

No.	Course Title	Date	Venue
CH 01	Chemical Engineering for Non-Engineers	09 - 13 Jan 2012	Kuala Lumpur
CH 02	Chemical & Engineering Thermodynamics	25 - 29 Mar 2012	Dubai
CH 03	Practical Fundamentals of Chemical Engineering (CE)	20 - 24 May 2012	Dubai
CH 04	Handling Chemicals & Chemical Processes	16 - 20 Sept 2012	Dubai
CH 05	Chemical Engineering for Non-Engineers	23 - 27 Dec 2012	Dubai

### Mechanical Engineering

No.	Course Title	Date	Venue
ME 01	Steam Boilers Operation : Maintenance & Control Systems	08 - 12 Jan 2012	Dubai
ME 02	Mechanical Vibration Causes, Effects, Analysis & Prevention Techniques	19 - 23 Feb 2012	Dubai
ME 03	How to Prevent Failures in HVAC Systems	16 - 20 Apr 2012	Cairo
ME 04	Hydraulic, Pneumatic and Compressed Air Systems	29 Apr - 03 May 2012	Dubai
ME 05	Corrosion Management & Cathodic Protection	13 - 17 May 2012	Dubai
ME 06	Pavement Design & Asphalt Technology	27 - 31 May 2012	Dubai
ME 07	Corrosion Management in Industries	10 - 14 June 2012	Doha, Qatar

ME 08	Non-Destructive Testing – Principles & Applications	1 - 5 July 2012	Dubai
ME 09	Magnetic Water – Effects on Concrete	08 - 12 July 2012	Dubai
ME 10	Centrifugal Compressor & Steam Turbine	09 - 13 July 2012	London
ME 11	Corrosion & Fouling Management	23 - 27 Sept 2012	Doha, Qatar
ME 12	Shell & Tube Heat Exchangers: Operation, Maintenance & Troubleshooting	30 Sept - 04 Oct 2012	Dubai
ME 13	Pipeline Design, Maintenance & Rehabilitation Practices	07 - 11 Oct 2012	Dubai
ME 14	Wastewater Treatment	08 - 12 Oct 2012	Istanbul
ME 15	Principles of the Maintenance of Electrical Switchgear	14 - 18 Oct 2012	Dubai
ME 16	Pumps & Operation & Maintenance & Performance in Power	15 - 19 Oct 2012	Cairo
ME 17	Practical Fundamentals of Heating Ventilation & Air-Conditioning (HVAC) System	29 Oct - 02 Nov 2012	Bangkok
ME 18	Practical Valve Technology, Selection, Operation, Maintenance & Troubleshooting	04 - 08 Nov 2012	Dubai
ME 19	Pumps & Compressors: Operation, Troubleshooting & Control	12 - 16 Nov 2012	London
ME 20	Practical Pump & Valve Technology	25 - 29 Nov 2012	Dubai
ME 21	Metallurgy for Non-Metallurgist	25 Nov - 29 Nov 2012	Doha, Qatar
ME 22	Managing Efficient Shutdown & Turnaround	09 - 13 Dec 2012	Dubai
ME 23	Corrosion Engineering – Control, Monitoring & Prevention	16 - 20 Dec 2012	Dubai
ME 24	Principles of the Maintenance of Electrical Switchgear	23 - 27 Dec 2012	Dubai
ME 25	Offshore Structure Design Construction & Maintenance	24 - 28 Dec 2012	Cairo

## Architecture, Civil & Build Environment

No.	Course Title	Date	Venue
ARCH 01	Road & Transportation & Infrastructure & Management Life Cycle Cost Analysis	08 - 12 Jan 2012	Dubai
ARCH 02	Roads Traffic Planning & Management	29 Apr - 03 May 2012	Dubai
ARCH 03	Concrete Quality Control in Hot Climate	13 - 17 May 2012	Dubai
ARCH 04	Advanced Material for Construction & Repair of Concrete Structures	10 - 14 June 2012	Dubai
ARCH 05	Concrete in the Arabian Peninsula Today	08 - 12 July 2012	Dubai
ARCH 06	Modern Concrete Materials & Practices "Mistakes, Mis-Uses & Misconceptions"	2 - 6 Sept 2012	Dubai
ARCH 07	Repair Protection & Maintenance of Concrete Structures	10 - 14 Sept 2012	Kuala Lumpur
ARCH 08	Concrete in the Arabian Peninsula Today	14 - 18 Oct 2012	Dubai
ARCH 09	Facility Planning & Management	4 - 8 Nov 2012	Dubai
ARCH 10	Advanced Technique for Design, Construction and Repair	18 - 22 Nov 2012	Dubai
ARCH 11	Rubberized Concrete	9 - 13 Dec 2012	Doha, Qatar

## Building Maintenance & Facilities Management

No.	Course Title	Date	Venue
FM 01	Maintenance of Buildings in the Gulf – Prevention or Correction	15 - 19 Jan 2012	Dubai
FM 02	Condition Based Maintenance of Services Engineering in Complex Buildings	29 Jan - 02 Feb 2012	Dubai
FM 03	Building Envelope Repair & Maintenance Management	13 - 17 Feb 2012	Kuala Lumpur
FM 04	Advanced Technique for Design, Construction and Repair	26 Feb - 01 Mar 2012	Dubai
FM 05	Facilities Management Workshop	26 Feb - 01 Mar 2012	Dubai
FM 06	Understanding Building Services	11 - 16 March 2012	Dubai
FM 07	Maintenance Support Design / Redesign (MSDR)	25 - 29 March 2012	Dubai
FM 08	Steel Structure – Construction, Design & Maintenance	01 - 05 April 2012	Dubai
FM 09	Design Errors, Construction Mistakes & Building Failures	9 - 13 Apr 2012	Cairo
FM 10	Condition Based Maintenance of Services Engineering in Complex Buildings	20 - 24 May 2012	Dubai
FM 11	Essential Tools for Optimized Maintenance Performance	27 - 31 May 2012	Dubai
FM 12	Optimization of Facilities Management Practice in Buildings	1 - 5 July 2012	Dubai
FM 13	Maintenance Support Design / Redesign (MSDR)	2 - 6 Sept 2012	Dubai
FM 14	Shutdown Planning and Management	23 - 27 Sept 2012	Doha, Qatar
FM 15	Soil Testing & Compaction Techniques Construction Projects	14 - 18 Oct 2012	Dubai
FM 16	Concrete Rehabilitation Repairs & Protection	4 - 8 Nov 2012	Dubai
FM 17	Maintenance Planning, Control & Documentation	04 - 08 Dec 2011	Dubai
FM 18	Assessment of Concrete Structures	23 - 27 Dec 2012	Dubai
FM 19	New tools in Building Maintenance Diagnostics	24 - 29 Dec 2012	Cairo

## Electrical Engineering

No.	Course Title	Date	Venue
EE 01	Selection of Metallic Materials for Industrial Applications	8 - 12 Jan 2012	Doha, Qatar
EE 02	Protection of Electric Power Systems	23 - 27 Jan 2012	Cairo
EE 03	Electric Power System, Grounding & Lightning Protection	30 Jan - 03 Feb 2012	Kuala Lumpur
EE 04	Power Cable Characteristics & Applications	12 - 16 Feb 2012	Dubai
EE 05	Electric Motors : Understanding, Selection & Speed Control	12 - 16 Feb 2012	Dubai
EE 06	Load & Energy Management in Industrial Power Distribution Systems	25 - 29 Mar 2012	Dubai
EE 07	Electrical Fault Analysis	01 - 05 April 2012	Dubai

EE 08	Protective Relay & Trip Devices: Practical Applications & Troubleshooting	8 - 12 Apr 2012	Dubai
EE 09	Power Systems Studies using ETAP Software	22 - 26 Apr 2012	Dubai
EE 10	Design and Maintenance of Electrical Installations	06 - 10 May 2012	Dubai
EE 11	Advanced Power Electronics – Technologies and Applications	07 - 11 May 2012	Istanbul
EE 12	Power Cable Characteristics & Applications	13 - 17 May 2012	Dubai
EE 13	Protection of Electric Power Systems	28 May 01 June 2012	Cairo
EE 14	Electrical Inspection & Testing	17 - 21 June 2012	Dubai
EE 15	Installation & Site testing of Power Transformer	24 - 28 June 2012	Dubai
EE 16	Electrical Installations and Maintenance in Hazardous Locations	02 - 06 July 2012	Kuala Lumpur
EE 17	Practical Solutions to Power Quality Problem	8 - 12 July 2012	Dubai
EE 18	Energy Management	2 - 6 Sept 2012	Dubai
EE 19	Optical Fibre Cabling Techniques	16 - 20 Sept 2012	Dubai
EE 20	Protective Relay & Trip Devices: Practical Applications & Troubleshooting	01 - 05 Oct 2012	Kuala Lumpur
EE 21	Practical Radio Telemetry for the Electrical Industry	21 - 25 Oct 2012	Dubai
EE 22	System Protection in Utilities & Industrial Electrical Networks	21 - 25 Oct 2012	Dubai
EE 23	Modern Power System Protective Relaying	11 - 15 Nov 2012	Dubai
EE 24	Substation Maintenance	18 - 22 Nov 2012	Dubai
EE 25	Modern Electrical Power Systems	19 - 23 Nov 2012	Cairo
EE 26	Managing Power Generation & Transmission Systems	25 - 29 Nov 2012	Dubai
EE 27	Electrical Power Distribution System	25 - 29 Nov 2012	Doha, Qatar
EE 28	Fibre Optic Cabling & Systems	02 - 06 Dec 2012	Doha, Qatar
EE 29	Electrical Substation Maintenance	16 - 20 Dec 2012	Dubai
EE 30	Advanced Power Electronics – Technologies and Applications	16 - 20 Dec 2012	Dubai
EE 31	Lighting Fundamentals & Design	24 - 28 Dec 2012	Cairo

## Oil & Gas Petroleum Engineering

No.	Course Title	Date	Venue
OGP 01	Decision Making for Petroleum Investment	02 - 06 Apr 2012	Kuala Lumpur
OGP 02	Design, Construction and Repair Foundation in Petrochemical Industry	23 - 27 Sept 2012	Dubai
OGP 03	Gas Turbines: Operation and Maintenance	12 - 16 Nov 2012	Singapore

## Quality Assurance & Quality Control

No.	Course Title	Date	Venue
QA 01	Enhancing Quality through QA & QC	11 - 15 March 2012	Dubai
QA 02	Implementing ISO 9000 – Fast Track Certification for Clients	21 - 25 May 2012	Kuala Lumpur
QA 03	Enhancing Quality through QA & QC	9 - 13 Sept 2012	Dubai
QA 04	Quality Assurance	14 - 18 Oct 2012	Dubai

QA 05	Quality Control in Manufacturing and Process Industries	18 - 22 Nov 2012	Dubai
QA 06	Quality Management & Process Control	9 - 13 Dec 2012	Dubai

## Industrial Engineering, Maintenance & Operations Management

No.	Course Title	Date	Venue
IE 01	Cost Effective Maintenance Management System	22 - 26 Jan 2012	Dubai
IE 02	Advanced Process Risk Analysis	23 - 27 Jan 2012	Bangkok
IE 03	Applied Configuration Management	12 - 16 Feb 2012	Dubai
IE 04	Managing Plant Maintenance	19 - 23 Feb 2012	Dubai
IE 05	Maintenance Support Design / Redesign (MSDR)	19 - 23 Feb 2012	Dubai
IE 06	Dependability, Reliability and Maintainability	4 - 8 Mar 2012	Doha, Qatar
IE 07	Cost Effective Maintenance Management System	11 - 15 Mar 2012	Dubai
IE 08	Key Performance Indicators (KPS's) & Key Business Process (KBP's)	25 - 29 Mar 2012	Dubai
IE 09	Industrial Process Measurement	22 - 26 Apr 2012	Dubai
IE 10	Advanced Process Risk Analysis	23 - 27 Apr 2012	Singapore
IE 11	Managing Plant Maintenance	17 - 21 June 2012	Dubai
IE 12	Design & Construction Requirement for Repair-Free Buildings	24 - 28 June 2012	Doha, Qatar
IE 13	Applied Configuration Management	2 - 6 July 2012	Kuala Lumpur
IE 14	Maintenance Planning, Scheduling and Control	2 - 6 Sept 2012	Dubai
IE 15	Benchmarking and Performance Indicators Measurements	23 - 27 Sept 2012	Dubai
IE 16	Generator Protection, Maintenance and Troubleshooting	7 - 11 Oct 2012	Dubai
IE 17	Operation and Maintenance of Battery and Dual Battery Charges	15 - 19 Oct 2012	Kuala Lumpur
IE 18	Reciprocating Rotary Pumps and Compressors	25 - 29 Nov 2012	Dubai
IE 19	Benchmarking and Performance Indicators Measurements	10 - 14 Dec 2012	Kuala Lumpur
IE 20	Managing Maintenance Shut Downs, Turnaround & Outages	23 - 27 Dec 2012	Dubai

## Health, Safety & Environment (HSE)

No.	Course Title	Date	Venue
HSE 01	Safety in Industrial Plants	29 Jan - 02 Feb 2012	Dubai
HSE 02	Occupational Health & Safety – OHSAS	12 - 16 Feb 2012	Dubai
HSE 03	Environmental Issues & Pollution Control	19 - 23 Feb 2012	Dubai
HSE 04	HAZOP Study	11 - 15 Mar 2012	Doha, Qatar
HSE 05	Safety & Loss Prevention	25 - 29 Mar 2012	Dubai
HSE 06	Health, Safety & Environment in Engineering Projects	1 - 5 April 2012	Dubai
HSE 07	Construction Site Safety & Fire Safety	22 - 26 April 2012	Dubai
HSE 08	Hazardous Waste & Pollution Prevention	6 - 10 May 2012	Dubai
HSE 09	Environmental Management Systems	3 - 7 June 2012	Dubai
HSE 13	Behavioral Observation	10 - 14 June 2012	Dubai

HSE 10	Mechanical Integrity, Safety & Reliability in Refineries, Petrochemical & Process Plants	11 - 15 June 2012	London
HSE 11	Storage, Handling & Disposal of Chemical Substances	24 - 28 June 2012	Dubai
HSE 12	Occupational Health & Safety – OHSAS	25 - 29 June 2012	Cairo
HSE 14	Environmental Impact Assessment	1 - 5 July 2012	Dubai
HSE 15	Introduction to Health, Safety & Environment (HSE)	15 - 19 July 2012	Dubai
HSE 16	HAZOP Study	9 - 13 Sept 2012	Dubai
HSE 17	Lifting & Rigging Inspection & Testing	23 - 27 Sept 2012	Dubai
HSE 18	Safety in Industrial Plants	1 - 5 Oct 2012	Cairo
HSE 19	Safety Engineering & Risk Management	14 - 18 Oct 2012	Dubai
HSE 20	Safety on Construction Site	5 - 9 Nov 2012	Kuala Lumpur
HSE 21	Waste & Environment Management	11 - 15 Nov 2012	Dubai
HSE 22	Incident Investigation / Root Cause Analysis Leadership	25 - 29 Nov 2012	Dubai
HSE 23	Advanced Health & Safety Management	3 - 7 Dec 2012	Istanbul
HSE 24	Safety Management	9 - 13 Dec 2012	Dubai
HSE 25	NEBOSH International General Certificate in Occupational Safety & Health	17 - 21 Dec 2012	London
HSE 26	Emergency Response Planning	23 - 27 Dec 2012	Dubai

### Finance, Accounting & Banking

No.	Course Title	Date	Venue
FIN 01	Financial Analysis & Planning	4 - 8 Mar 2012	Dubai
FIN 02	Business Managers Program	12 - 16 Mar 2012	Singapore
FIN 03	Life Cycle Costing (LLC)	18 - 22 Mar 2012	Dubai
FIN 04	Risk-Based Auditing	8 - 12 April 2012	Dubai
FIN 05	Financial Analysis & Planning & Controlling Budgets	27 - 31 May 2012	Doha, Qatar
FIN 06	Fundamentals of Finance & Accounting	10 - 14 June 2012	Dubai
FIN 07	Advanced Project Accounting	1 - 5 July 2012	Dubai
FIN 09	Senior Executive Finance Program	9 - 13 July 2012	Bangkok
FIN 08	Advanced Business Strategies and Financial Analysis	15 - 19 July 2012	Dubai
FIN 12	Fundamentals of Internal Auditing	3 - 7 Sept 2012	Dubai
FIN 18	Financial Analysis & Planning	9 - 13 Sept 2012	Dubai
FIN 19	Life Cycle Costing (LLC)	9 - 13 Sept 2012	Dubai
FIN 10	Advanced Corporate Financial Management	14 - 18 Oct 2012	Dubai
FIN 11	The Lending Manager	4 - 8 Oct 2012	Dubai
FIN 13	Introduction to Finance & Accounting	12 - 16 Nov 2012	Kuala Lumpur
FIN 14	Best Practice in Finance and Accounting	18 - 22 Nov 2012	Dubai
FIN 15	Accounting Management	19 - 23 Nov 2012	Cairo
FIN 16	Fundamentals of Internal Auditing	25 - 29 Nov 2012	Bahrain
FIN 17	Audit and Assurance	25 - 29 Nov 2012	Dubai
FIN 20	Understanding and Analyzing Financial Statements	3 - 7 Dec 2012	Bangkok

FIN 21	Executive Cost Management	9 - 13 Dec 2012	Dubai
FIN 22	Advanced Financial Statement Analysis	23 - 27 Dec 2012	Dubai

## Management, Team Building, Leadership & Personal Development

No.	Course Title	Date	Venue
MGT 01	Mini-MBA - The Business Manager's Program	8 - 12 Jan 2012	Dubai
MGT 02	Improving Managerial Skills in the New Knowledge Economy	15 - 20 Jan 2012	Dubai
MGT 03	Problem Solving & Decision Making	23 - 27 Jan 2012	Istanbul
MGT 04	Controlling your Time & Managing Stress	6 - 10 Feb 2012	Bangkok
MGT 05	The Personal Excellence Program	12 - 16 Feb 2012	Doha, Qatar
MGT 06	Balance Scorecard & Key Performance Indicators	19 - 23 Feb 2012	Dubai
MGT 07	Managing Change & Corporate Culture	26 - 01 Mar 2012	Dubai
MGT 08	Leadership Skills for New Managers	4 - 8 Mar 2012	Dubai
MGT 09	The Art of Negotiating, Influencing, Communicating & Conflict Resolution	11 - 15 Mar 2012	Dubai
MGT 10	Performance Management From Goal Setting to Appraisal	25 - 29 Mar 2012	Dubai
MGT 11	Simply Management	29 Apr - 03 May 2012	Dubai
MGT 12	Project Team Work	6 - 10 May 2012	Doha, Qatar
MGT 13	Win-Win Negotiating Skills	13 - 17 May 2012	Dubai
MGT 14	Strategic IT Leadership	27 - 31 May 2012	Dubai
MGT 15	Systems Dynamics – Managing the Flow of Interactions in Business	3 - 7 June 2012	Doha, Qatar
MGT 16	Managing Change & Corporate Culture	10 - 14 June 2012	Dubai
MGT 17	Benchmarking & Performance Indicators Measurements (KPI's)	17 - 21 June 2012	Dubai
MGT 18	Mentoring Skills	24 - 28 June 2012	Dubai
MGT 19	Projects Leadership, Management and Communications	1 - 5 July 2012	Dubai
MGT 20	Emotional Intelligence at the Workplace	8 - 12 July 2012	Dubai
MGT 21	Project Negotiation Leadership, and Team Building	15 - 19 July 2012	Dubai
MGT 22	Creative & Innovative Leadership	2 - 6 Sept 2012	Dubai
MGT 23	Be Effective – Leadership Development Program	9- 13 Sept 2012	Dubai
MGT 24	Excellence in Customer Care	16 - 20 Sept 2012	Kuala Lumpur
MGT 25	Collaborative Meetings and Negotiation Skills	23 - 27 Sept 2012	Dubai
MGT 26	Project Team Work	30 Sept - 04 Oct 2012	Dubai
MGT 27	Enhancing Leadership Skills with Effective Interpersonal Interaction	7 - 11 Oct 2012	Dubai
MGT 28	Technical Report Writing & Presentation Skills	14 - 18 Oct 2012	Dubai
MGT 29	Balance Scorecard A to Z	4 - 8 Nov 2012	Dubai
MGT 30	Team Building	4 - 8 Nov 2012	Dubai
MGT 31	Advanced Project Management, Leadership and Team Building and Contracting for Project Managers	5 - 9 Nov 2012	Bangkok

MGT 32	Mini-MBA - The Business Manager's Program	11 - 15 Nov 2012	Dubai
MGT 33	Business Process Analysis & Modelling Workshop	18 - 22 Nov 2012	Dubai
MGT 34	Successful Negotiation Strategies & Tactics	25 - 29 Nov 2012	Dubai
MGT 35	Managing Stress & Pressure at Work	3 - 7 Dec 2012	Kuala Lumpur
MGT 36	Strategy & Strategic Planning	2 - 6 Dec 2012	Doha, Qatar
MGT 37	The Personal Excellence Program	2 - 6 Dec 2012	Doha, Qatar
MGT 38	Time Priorities & Stress Management	9 - 13 Dec 2012	Dubai
MGT 39	Business Etiquettes & Protocol	16 - 20 Dec 2012	Dubai
MGT 40	Self and Time Management	16 - 20 Dec 2012	Dubai
MGT 41	Problem Solving & Decision Making	23 - 27 Dec 2012	Dubai

### Property Management

No.	Course Title	Date	Venue
PRO 01	Property Management	22 - 26 Jan 2012	Doha
PRO 02	Real Estate Marketing	26 Feb - 01 Mar 2012	Dubai
PRO 03	Real Estate Development & Property Management	14 - 18 Feb 2012	London
PRO 04	Successful Real Estate Development	17 - 21 June 2012	Dubai
PRO 05	Developing the Property Developer's Project Operations Manual	8 - 12 July 2012	Dubai
PRO 06	Real Estate Finance & Investment	15 - 19 July 2012	Dubai
PRO 07	Property Management	16 - 20 Sept 2012	Abu Dhabi
PRO 08	Property Development: Implications & Future Needs	7 - 11 Oct 2012	Dubai
PRO 09	Real Estate Development & Property Management	25 - 29 Nov 2012	Dubai
PRO 10	Best Practices in Property Management	10 - 14 Dec 2012	Singapore
PRO 11	Real Estate Development & Property Management	23 - 27 Dec 2012	Dubai

### PLC, Process Control, Instrumentation & Measurement

No.	Course Title	Date	Venue
PC 01	Practical SCADA & Radio Telemetry System for Industry	12 - 16 Feb 2012	Dubai
PC 02	Practical Process Control for Engineers & Technicians	17 - 21 June 2012	Dubai
PC 03	Practical SCADA & Radio Telemetry System for Industry	23 - 27 Sept 2012	Kuala Lumpur
PC 04	Programmable Logic Controllers (PLC's) For Automation & Process Control	4 - 8 Nov 2012	Dubai
PC 05	Measurement and Control Appreciation	9 - 13 Sept 2012	Dubai

### Materials, Logistics, Purchasing, & Supply Chain Management

No.	Course Title	Date	Venue
LOG 01	Supply Chain Management	5 - 9 Feb 2012	Dubai
LOG 02	Logistics & Supply Chain Management	18 - 22 March 2012	Dubai
LOG 03	Warehouse Operations and Management	1 - 5 April 2012	Dubai

LOG 04	Effective Cost Management in Purchasing	30 Apr - 03 May 2012	Dubai
LOG 05	Advanced Purchasing and Cost Saving Techniques	27 - 31 May 2012	Dubai
LOG 06	Inventory Planning and Stock Control	10 - 14 June 2012	Dubai
LOG 07	Inventory Control and Warehousing	8 - 12 July 2012	Dubai
LOG 08	Best Practice Procurement	23 - 27 Sept 2012	Dubai
LOG 09	Logistics, Supply Management & Procurement	14 - 18 Oct 2012	Dubai
LOG 10	Materials and Supply Chain Management	4 - 8 Nov 2012	Dubai
LOG 11	Strategic Logistics: Planning and Management	18 - 22 Nov 2012	Dubai
LOG 12	Profitable e-Inventory Control, Warehousing & Supply Chain Management	9 - 13 Dec 2012	Dubai
LOG 13	Safety in Fleet Operations	23 - 27 Dec 2012	Dubai

### Information Technology (IT)

No.	Course Title	Date	Venue
IT 01	IT Project Management	18 - 22 Mar 2012	Dubai
IT 02	IT Service Management	15 - 19 Apr 2012	Dubai
IT 03	Data Analysis Techniques for Engineers & Technologists	20 - 24 May 2012	Dubai
IT 04	IT Protection, Security, Auditing & Control	10 - 14 June 2012	Dubai
IT 05	Strategic Information Security Management	7 - 11 Oct 2012	Dubai
IT 06	Strategic IT Manager	14 - 18 Oct 2012	Dubai
IT 07	Service Level Agreements and IT Contracts	11 - 15 Nov 2012	Dubai
IT 08	IT Servicing Management	10 - 14 Dec 2012	London
IT 09	Business Continuity Management and IT Disaster Recovery	16 - 20 Dec 2012	Dubai

### Telecommunications & Networking

No.	Course Title	Date	Venue
NET 01	Wireless Telecommunication	12 - 16 Feb 2012	Bahrain
NET 02	Distribution Network Design & Planning	15 - 19 April 2012	Dubai
NET 03	Industrial Wireless Telecommunications	3 - 7 June 2012	Dubai
NET 04	Wireless Telecommunication	1 - 5 Oct 2012	Istanbul
NET 05	Distribution Network Design & Planning B456	16 - 20 Dec 2012	Dubai

### Administrative and Office Management

No.	Course Title	Date	Venue
OFF 01	Report Writing for Modern Business	15 - 19 Jan 2012	Dubai
OFF 02	People Management Skills	22 - 26 Jan 2012	Dubai
OFF 03	Time and Priority Management @ Work	12 - 16 Feb 2012	Dubai
OFF 04	Skills for Women @ Work	26 Feb - 01 Mar 2012	Bahrain
OFF 05	Advanced Business & Technical Report Writing	18 - 22 Mar 2012	Dubai
OFF 06	Simplification of Work Procedures	1 - 5 Apr 2012	Dubai

OFF 07	Efficient Administration Skills	8 - 12 Apr 2012	Dubai
OFF 08	The Executive Secretary, PA's and Office Professionals Master Development Program	20 - 24 May 2012	Dubai
OFF 09	Development Supervisory Skills	28 May - 01 June 2012	Singapore
OFF 10	Planning, Organizing Meetings and Minutes Taking	10 - 14 June 2012	Dubai
OFF 11	English Business & Report Writing Skills	11 - 15 June 2012	Kuala Lumpur
OFF 12	Advanced Simplification of Work Procedures	1 - 5 July 2012	Dubai
OFF 13	Office Management and Effective Administration Skills	16 - 20 Sept 2012	Dubai
OFF 14	Advanced Office Management & Effective Administration Skills	7 - 11 Oct 2012	Dubai
OFF 15	Communication and Presentation Skills	14 - 18 Oct 2012	Doha, Qatar
OFF 16	Putting Strategies into Action	4 - 8 Nov 2012	Dubai
OFF 17	Effective Secretarial Skills	18 - 22 Nov 2012	Bahrain
OFF 18	Development Supervisory Skills	9 - 13 Dec 2012	Dubai
OFF 19	The Senior Secretary Development Program	23 - 27 Dec 2012	Dubai

### Human Resource Management (HRM)

No.	Course Title	Date	Venue
HR 01	Coaching for Performance	19 - 23 Feb 2012	Dubai
HR 02	The HR Management MBA	1 - 5 Apr 2012	Dubai
HR 03	Mastering Human Resource Management	29 Apr - 03 May 2012	Dubai
HR 04	HR & Training Administrators Workshop	3 - 7 June 2012	Dubai
HR 05	Training Co-ordinators Workshop: Improving Training Effectiveness	14 - 18 Oct 2012	Dubai
HR 06	Advanced Human Resource Management	4 - 8 Nov 2012	Dubai
HR 07	Behavioral Based Recruitment & Selection	11 - 15 Nov 2012	Dubai
HR 08	Recruitment & Interviewing Skills	25 - 29 Nov 2012	Dubai

### Marketing, Sales & Public Relations

No.	Course Title	Date	Venue
MAR 01	Targeted Marketing & Selling Technique	11 - 15 Mar 2012	Dubai
MAR 02	Managing Public Relations & Corporate Communication	29 Apr - 03 May 2012	Dubai
MAR 03	Marketing & Prospecting Strategies	20 - 24 May 2012	Dubai
MAR 04	Strategic Marketing for Senior Managers	4 - 8 Sept 2012	Dubai
MAR 05	Marketing for Better Results	11 - 15 Nov 2012	Dubai

### Customer Service & Customer Relationship (CRM)

No.	Course Title	Date	Venue
CRM 01	Customer Relationship Management (CRM)	29 Jan - 02 Feb 2012	Dubai
CRM 02	Achieving Excellence in Customer Service	13 - 17 May 2012	Dubai
CRM 03	Achieving Excellence in Customer Service - Providing a Quality Service	18 - 22 Nov 2012	Dubai

## INTERNATIONAL PROGRAMS 2012

No.	Course Title	Date	Venue
INT 01	Real Estate Development & Property Management	4 - 8 June 2012	Marbella, SPAIN
INT 02	Wireless Telecommunications	4 - 8 June 2012	Marbella, SPAIN
INT 03	Advanced Project Management	4 - 8 June 2012	Marbella, SPAIN
INT 04	18th Annual International Project & Construction Management Conference	04 - 15 June 2012	Marbella, SPAIN
INT 05	Latest Best Practices in Construction Management	4 - 8 June 2012	Marbella, SPAIN
INT 06	Repair Protection & Maintenance of Concrete Structures in the Gulf	11 - 15 June 2012	Rome, ITALY
INT 07	Design Errors, Construction Mistakes & Building Failures	11 - 15 June 2012	Rome, ITALY
INT 08	24th Annual International Contracts & Claims Management Conference	11 - 22 June 2012	Rome, ITALY
INT 09	Advanced Contract Management	11 - 15 June 2012	Rome, ITALY
INT 10	Managing Multiple Projects	18 - 22 June 2012	London, U.K.
INT 11	Advanced Health & Safety Management	18 - 22 June 2012	London, U.K.
INT 12	How to Prevent Failures in HVAC Systems	18 - 22 June 2012	London, U.K.
INT 13	Project Risk Management	25 - 29 June 2012	Istanbul, Turkey
INT 14	Transportation & Road Infrastructure Management & Life Cycle Cost Analysis	25 - 29 June 2012	Istanbul, Turkey
INT 15	Accident Analysis, Investigation & Reporting	25 - 29 June 2012	Istanbul, Turkey
INT 16	Wastewater Treatment	25 - 29 June 2012	Istanbul, Turkey
INT 17	Steel Structure: Design, Construction & Maintenance	25 - 29 June 2012	Istanbul, Turkey
INT 18	Quantitative Delay Analysis & E.O.T. Entitlement	25 - 29 June 2012	Istanbul, Turkey
INT 19	Project & Program Management Office (PMO)	25 - 29 June 2012	Istanbul, Turkey
INT 20	Strategy & Strategic Planning	2 - 6 July 2012	London, U.K.
INT 21	Pipeline Design, Maintenance & Rehabilitation Practices	2 - 6 July 2012	London, U.K.
INT 22	The Personal Excellence Programme	2 - 6 July 2012	London, U.K.
INT 23	Project Management for EPC Contracts	2 - 6 July 2012	London, U.K.
INT 25	4th Annual International Best Practices in Risk Management & PMO Conference	2 - 13 July 2012	Paris, FRANCE
INT 28	Capital Budgeting, Cost Management & Cost Control & Project Feasibility Study	2 - 13 July 2012	Paris, FRANCE
INT 29	8th Annual International Risk Safety & Security Management Conference	2 - 13 July 2012	Gold Coast, Australia
INT 26	Asset Maintenance Program Practices	9 - 13 July 2012	Gold Coast, Australia
INT 24	Facilities Management Workshop	9 - 13 July 2012	Paris, FRANCE

INT 27	Project Feasibility Studies	9 - 13 July 2012	Gold Coast,Australia
INT 30	10th Annual International Practical Interpersonal Skills: Communicating, Presenting & Negotiating @ Work Conference	16 - 20 July 2012	Kuala Lumpur, MALAYSIA
INT 31	Claims Management & Alternative Dispute Resolution (ADR)	16 - 20 July 2012	Kuala Lumpur, MALAYSIA
INT 32	Corrosion Management in Industries	16 - 20 July 2012	Kuala Lumpur, MALAYSIA
INT 33	Management Leadership Development	16 - 20 July 2012	Kuala Lumpur, MALAYSIA
INT 34	Advanced Power Electronics: Technology & Applications	16 - 20 July 2012	Kuala Lumpur, MALAYSIA
INT 35	Pumps & Compressors: Operation, Troubleshooting & Control	16 - 20 July 2012	Kuala Lumpur, MALAYSIA
INT 36	Power Cables Technology: Design, Fabrication, Installation & Testing	16 - 20 July 2012	Kuala Lumpur, MALAYSIA
INT 37	Property Development: Implications & Future Needs	16 - 20 July 2012	Kuala Lumpur, MALAYSIA
INT 38	Mini-MBA - The Business Manager Program	16 - 20 July 2012	Kuala Lumpur, MALAYSIA

## IN - HOUSE TRAINING PROGRAMS

All the listed programs can be conducted as In-house Training Programs for your respectful delegates in your organization. This arrangement can provide you with some attractive advantages; save on travel, accommodation costs and multiple registrations fees. Your delegates will benefit from the open discussion with confidentiality. Training your delegates as a group, will give them a chance to share their ideas and opinions and to support each other and implementing them as a team. We can customize the training program to suit your specific needs and requirements of your organization and background of the participants. All your delegates will get attendance certificates from PROMIS at the end of the program.

Tel. No. +9714 336 5455 , Toll Free: 800-PROMIS OR 800-776647 , Fax No. +9714 336 4755

Email: [promis@emirates.net.ae](mailto:promis@emirates.net.ae), [promistr@emirates.net.ae](mailto:promistr@emirates.net.ae)

**[promis-group.com](http://promis-group.com)**

To register: Please complete this form and fax to **+971 4 3364755** or visit our website : **www.promis-group.com** for online registration; Email address: **promistr@emirates.net.ae**

#### ◆ REGISTRATION FEES

5-day public programs held in Dubai, Qatar, Bahrain : **Dhs 11,500/-** per person per program  
5-day International programs held (outside GCC countries) : **Dhs 18,000/-** per person per program  
10-day International Programs (outside GCC countries) : **Dhs. 32,000/-** per person per program  
The above fees include all program sessions, the manual, refreshments and luncheon during the program, but it **doesn't** include the participant's travel, lodging, meals or visa expenses.



#### ◆ CANCELLATION FEES

Cancellations fees will be applicable if cancellation made less than 30 days from the start date of the program, as follows.

5-days public programs held in Dubai, Qatar or Bahrain : **Dhs 6,000/-** per person  
5-days International Program (outside GCC countries). : **Dhs 10,500/-** per person  
10-days International Program (outside GCC countries). : **Dhs 14,500/-** per person

**Substitutes are welcome anytime.** For NO SHOW, there will be a charge of full registration fees.

#### ◆ APPLICANT'S DETAILS

Course Name: .....

Name of Delegate : .....

Title: .....

Company/Organisation: .....

Address: ..... P.O. Box: .....

Postal Code: ..... City: .....

Country: ..... Mobile: .....

Telephone: ..... Fax: .....

Email: .....

#### ◆ PAYMENT DETAILS

Bank transfer can be made as follows:

Account Name : **PROMIS – Project Management Engineering Systems**  
Account Number : **1011024559601**  
Bank Name : Emirates NBD, Karama Branch  
Address : P.O. Box 2923, Dubai, U.A.E

OR you can mail a cheque payable to PROMIS – Project Management Engineering Systems

◆ PROGRAM LANGUAGE : English

#### ◆ CERTIFICATES

A certificate of completion will be issued to those who successfully and faithfully attend and complete the Course/Workshop/Conference

#### ◆ DAILY AGENDA

Technical Sessions: 08:30 hrs to 14:00 hrs Coffee Breaks: 10:00 hrs & 12:00 hrs Lunch: 14:00 hrs to 15:00 hrs

P.O. Box 8277 Dubai, United Arab Emirates; Tel:+971 4 335 9336/7; Fax: 336 4755; Email: [promistr@emirates.net.ae](mailto:promistr@emirates.net.ae)