



## TECHNICAL COURSES

COURSES	DURATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>AutoCAD 2D, 3D Deliverables</b>	5 Days			2-6				13-17					
<b>Electrical Safety &amp; Principles – Including, Arc Flash Analysis</b>	10 Days		10-21				8-19						
<b>Oil and Gas structure Design</b>	10 Days				13-24						19-30		
<b>Piping Design and Analysis Software (AutoPIPE)</b>	5 Days	20-24				4-8						9-13	

## SOFT SKILLS

COURSES	DURATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Mastering Microsoft Project 2016</b>	2 Days	13-14				12-13							7-8
<b>Advance Microsoft Project 2016</b>	2 Days		18-19						13-14				
<b>Basic &amp; Intermediate Excel</b>	2 Days				8-9					10-11			
<b>Advanced Excel</b>	1 Day	17			10			21					
<b>Basic &amp; Intermediate PowerPoint</b>	2 Days		3-4			7-8					5-6		
<b>Advanced PowerPoint</b>	1 Day			12			17						1
<b>Microsoft Suite (Word, Excel, PowerPoint)</b>	2 Days			11-12				15-16				11-12	
<b>Public Speaking and Problem solving skills (Weekend)</b>	1 Day	22				9				5			
<b>Building effective communication skills</b>	3 Days		10-11				10-12						9-11
<b>Effective Presentation Skills for Finance Professionals</b>	3 Days				13-15					16-18			



## LEADERSHIP AND MANAGEMENT

COURSES	DURATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Effective Management and Leadership Skills</b>	5 Days			2-6					4-7				
<b>Management - Masterclass</b>	4 Days		3-6			13-14					19-22		
<b>Leading with Emotional intelligence; Psychology of Leadership</b>	4 Days						8-11			1-4		9-11	
<b>Pre -retirement Entrepreneurial Training</b>	2 Days				1-2			8-9					
<b>Quality Assurance &amp;Control</b>	5 Days		10-14				1-5			7-11			14-18
<b>Risk Management</b>	3 Days	27-29				4-5							
<b>Essential Skills for Oil &amp; Gas Managers &amp; Supervisors</b>	3 Days			9-11					11-14				
<b>Managing and Motivating towards Excellence</b>	3 Days			17-19			15-18						
<b>Mastering People Management &amp; Team Leadership Training</b>	5 Days		24-28					13-17			12-15		
<b>Setting Priorities, Time Management and Stress Reduction</b>	5 Days				6-10					14-18			
<b>Managing &amp; Negotiating with Consultants &amp; Contractors</b>	3 Days					18-20						2-4	
<b>Achieving Excellence In Customer Service</b>	2 Days			24-25						21-22			



## CUSTOMISED COURSES

COURSES	DURATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
General HSE	5 Days	<b>AS ADVISED BY THE CLIENT</b>											
HSE 1,2 & 3	5 Days												
Essentials of Project Management	5 Days												
Skill Development Workshop For Security Officers	5 Days												
Workshop on Managing Oil and Gas Marine Operations and Logistics	5 Days												
General Electrical Maintenance & Basic Electrical Safety	3 Days												
Asset Integrity Management for the Petroleum Industry	4 Days												
Basic Welding Training	5 Days												
Management Information Reporting with Advanced Microsoft Excel	3 Days												
Data Reporting and Visualization with Power BI	2 Days												
Programming with Python	2 Days												
Data Mining and Wrangling	2 Days												