



"CINPAA " International Cooperative for  
TRAINING & CONSULTING.



# Training, Workshops, Conferences Plan from Oct. to Dec. 2019



- Management & Leadership
- Administration & Office Management
- Finance, Budgeting & Investment
- Sales, Marketing, PR & Customer Service
- Human Resources & Training
- Engineering & Technical
- Health, Safety & Security
- Specialized Programs



Training Seminars, Workshops, Conferences,  
In-House Training, One to One Coaching.  
which will be held as per the program you select in the following  
cities:

The Programs are held in English, Arabic, English or Arabic / English  
or other languages.

Our programs are held in the following countries:

EUROPEAN UNION | UNITED KINGDOM | SPAIN | FRANCE | ITALY |  
NETHERLANDS | AUSTRIA | SWEDEN | NORWAY | CZECH |  
SWITZERLAND | DENMARK | GERMANY | CYPRUS | GREECE | BELGIUM.  
TURKEY | MALAYSIA | MOROCCO | GULF COUNTRIES | NORTH AFRICA.  
and more



You can choose any of the programs stipulated hereby and

we are ready to provide it to you within one or two weeks according to available  
schedules or according to the schedule and place that fits you

### Subscription in our programs shall include:

- Welcoming and departing from/to Airport
- Tourist tour
- Program Handout.
- Certificate of attendance.
- Snacks Coffee Break.
- Local SIM Card.
- Lunch.
- Flash Memory with all the handout.
- Field visits
- Private consulting.





## Training, Workshops, Conferences Plan 2019

You can choose your program in any city of this:

- London	- Trabzon	- Munich
- Dublin		- Berlin
- Madrid	- Antalya	- Düsseldorf
- Barcelona		- Nicosia
- Malaga	- Vienna	- Larnaca
- Marbella	- Halstate	- Athena
- San Sebastian	- Salzburg	- Rhodes
- Granada	- Zell am See	- Brussels/Bruxelles
- Cordoba	- Stockholm	- Dubai
- Canary Islands	- Malmo	- Abu Dhabi
- Paris	- Helsingborg	- Manama
- Roma	- Oslo	- Shalala
- Milano	- Prague	- Masqat
- Amsterdam	- Geneva	- Kuala Lumpur
- Utrecht	- Luzern	- Moscow
- Istanbul	- Zurich	- Saint-Petersburg
	- Copenhagen	

**Training, Workshops, Conferences in:**

- 1) Management & Leadership
- 2) Administration & Office Management
- 3) Finance, Budgeting & Investment
- 4) Sales, Marketing, PR & Customer Service
- 5) Human Resources & Training
- 6) Engineering & Technical
- 7) Health, Safety & Security
- 8) Specialized Programs

### 1. Management & Leadership

Title	Date		
<b>OCTOBER 2019</b>			
MA.1	Management by Work Groups Skills and Team Building Techniques	upon request.	
MA.2	Thinking in Analysing Problems and Facilitating Business Improvements	upon request.	



MA.3	Motivating, Coaching, Counseling & Mentoring: Practical Tools for Effective Leadership	upon request.	
MA.4	Personal Effectiveness & Influencing Skills: Communicate, Negotiate, Influence & Persuade	upon request.	
MA.5	Enterprise Resource Planning (ERP)	upon request.	
MA.6	The Art of Negotiating, Influencing, Communicating & Conflict Resolution	upon request.	
MA.7	Critical Thinking and Problem Solving	upon request.	
MA.8	Balanced Scorecard (BSC)	upon request.	
MA.9	Mastering Communication, Negotiation and Handling Difficult Situations	upon request.	
MA.10	AVIRA Leadership: Awareness, Vision, Imagination, Responsibility & Action	upon request.	
MA.11	Business Intelligence Process Analysis & Modeling Workshop: Business Mapping & Migrating	upon request.	
MA.12	Leadership & Change	upon request.	
MA.13	Strategic Planning, Management Control & Effective Budgeting	upon request.	
MA.14	Balanced Scorecard Basics	upon request.	
MA.15	Performance and Productivity Management	upon request.	
MA.16	Developing Planning, Organizing and Goal Setting Skills	upon request.	
MA.17	Business Process Re-Engineering (BPR), Improvement & Optimization	upon request.	
MA.18	Competency Assessment & Profiling	upon request.	
MA.19	Thinking in Analysing Problems and Facilitating Business Improvements	upon request.	
MA.20	Writing Project Technical Specifications	upon request.	
MA.21	Good Office Practice & Simplification of Procedures	upon request.	
MA.22	The Balanced Scorecard ... Linking Strategy to Execution	upon request.	
MA.23	Business Process Analysis and Modeling Workshop	upon request.	
MA.24	Priority Management: Optimizing Time, Workflow & Productivity	upon request.	
MA.25	Performance and Productivity Management	upon request.	
MA.26	Planning Skills Development	upon request.	
MA.27	Administrative Enhancement, Negotiation and Influencing Skills	upon request.	
MA.28	Data Analysis Techniques & Strategies	upon request.	
MA.29	Business Process Reengineering (BPR)	upon request.	
MA.30	Workflow, Process & Productivity Optimization	upon request.	
MA.31	Service Level Agreement (SLA's) for Managing Services and Improving Business Performance	upon request.	
MA.32	Middle Management Development Program - MasterClass	upon request.	
MA.33	Building and Managing a Quality Help Desk	upon request.	
MA.34	Effective Time, Task and Work Planning	upon request.	
MA.35	Administrative & Supervisory Enhancement Development Program	upon request.	
MA.36	Strategic Planning, Management Control & Effective Budgeting	upon request.	



MA.37	LEAD - EXECUTIVE COURSE IN LEADERSHIP, ENTREPRENEURSHIP & DIPLOMACY	upon request.	
MA.38	Vision, Goal Setting, Planning Skills	upon request.	
MA.39	The Balanced Scorecard ... Linking Strategy to Execution	upon request.	
MA.40	Effective Report Writing Skills	upon request.	
MA.41	Administrative & Supervisory Enhancement Development Program	upon request.	
MA.42	Technical Report Writing	upon request.	
MA.43	The Art of Negotiating, Influencing, Communicating & Conflict Resolution	upon request.	
MA.44	Management by Work Groups Skills and Team Building Techniques	upon request.	
MA.45	Performance and Productivity Management	upon request.	
MA.46	Vision, Goal Setting, Planning Skills	upon request.	
MA.47	Solving Problems Creatively & Making Decisions Efficiently	upon request.	
MA.48	Developing Planning, Organizing and Goal Setting Skills	upon request.	
MA.49	Writing Project Technical Specifications	upon request.	
MA.50	Development of Planning Skills	upon request.	
MA.51	Business Process Reengineering (BPR)	upon request.	
MA.52	Enhanced Productivity & Performance Skills: Maximizing your Personal Effectiveness	upon request.	
MA.53	Balanced Scorecard (BSC)	upon request.	
MA.54	Effective Business Risk Management Strategies using ISO 31000 Framework	upon request.	
MA.55	The Balanced Scorecard: Linking Strategy to Action	upon request.	
MA.56	TOPS (Think Creatively - Act Customer - Think Quality - Take Pride)	upon request.	
MA.57	Strategic Planning: Data, Models & Statistics	upon request.	
MA.58	Advances in Business Management and Technology	upon request.	
MA.59	Comprehensive Course on Internal Control, Compliance and Risk Management	upon request.	
MA.60	Priority, Time, Workflow & Productivity Management	upon request.	
MA.61	Developing Managerial Excellence at workplace	upon request.	
MA.62	Writing Project Technical Specifications	upon request.	
MA.63	Data Analysis Techniques & Strategies	upon request.	
MA.64	Goal Setting, Planning & Decision Making	upon request.	
MA.65	Managing Conflict, Change & Handling Difficult People	upon request.	
MA.66	International Business Communications	upon request.	
MA.67	Monitoring and Evaluation	upon request.	
MA.68	How to Create & Manage Business Modeling Workshop	upon request.	
<b>NOVEMBER 2019</b>			
MA.69	Creative Problem-solving and Decision-taking Skills	upon request.	
MA.70	Strategic Planning & Goal Setting	upon request.	



MA.71	Thinking in Analysing Problems and Facilitating Business Improvements	upon request.
MA.72	Administrative Enhancement, Negotiation and Influencing Skills	upon request.
MA.73	Mastering Business Planning & Analysis	upon request.
MA.74	Meeting Management: Taking Meeting Notes and Minutes	upon request.
MA.75	Toyota Business Practices & Culture (TBP)	upon request.
MA.76	People & Team Management	upon request.
MA.77	Workflow, Process & Productivity Optimization	upon request.
MA.78	Supervisory Skills Development: Important Attributes of Management	upon request.
MA.79	Managing Conflict, Time And Stress At Workplace	upon request.
MA.80	Improving Operation Performance and Productivity	upon request.
MA.81	Competency-Based Management	upon request.
MA.82	Building and Managing a Quality Help Desk	upon request.
MA.83	Lean Six Sigma	upon request.
MA.84	The Art of Negotiating, Influencing, Communicating & Conflict Resolution	upon request.
MA.85	Simplification of Work Processes & Procedures	upon request.
MA.86	Competency Development for Supervisory Excellence	upon request.
MA.87	ISO 17021 Requirements for Bodies Providing Audit and Certification of Management Systems	upon request.
MA.88	Management by Work Groups Skills and Team Building Techniques	upon request.
MA.89	Performance Development Skills	upon request.
MA.90	Mastering People & Teams Management	upon request.
MA.91	Business Process Reengineering (BPR)	upon request.
MA.92	LEADERS Workshop: Communication, Innovation and Vision	upon request.
MA.93	Communication Skills & Dealing with Others	upon request.
MA.94	Developing Planning, Organizing and Goal Setting Skills	upon request.
MA.95	Meeting Management: The Art of Making Meetings Work	upon request.
MA.96	Thinking in Analysing Problems and Facilitating Business Improvements	upon request.
MA.97	Writing Effective Technical & Non-Technical Reports & Proposals	upon request.
MA.98	How to Create & Manage Business Modeling Workshop	upon request.
MA.99	Writing Effective Technical & Non-Technical Reports & Proposals	upon request.
MA.100	Enhanced Productivity & Performance Skills: Maximizing your Personal Effectiveness	upon request.
MA.101	Toyota Production System (TPS)	upon request.
MA.102	Performance and Productivity Management	upon request.
MA.103	The Art of Negotiating, Influencing, Communicating & Conflict Resolution	upon request.
MA.104	Techniques of Managing Change	upon request.



MA.105	Business Process Reengineering & Total Quality Management (TQM)	upon request.
MA.106	PLASMA ..... Personality, Leadership and Style of Management	upon request.
MA.107	AVIRA Leadership: Awareness, Vision, Imagination, Responsibility & Action	upon request.
MA.108	Controlling, Follow-up and Performance Evaluation Skills	upon request.
MA.109	Secrets of Change Management	upon request.
MA.110	Developing Planning, Organizing and Goal Setting Skills	upon request.
MA.111	Managing Tasks, Monitoring and Coordination @ Workplace	upon request.
MA.112	Communication Skills & Dealing with Others	upon request.
MA.113	Development of Planning Skills	upon request.
MA.114	Managing Conflict, Time And Stress At Workplace	upon request.
MA.115	Administrative & Supervisory Enhancement Development Program	upon request.
MA.116	Results Based Management (RBM)	upon request.
MA.117	Business Planning & Process Improvement - The Road to Achieve Extraordinary Results	upon request.
<b>DECEMBER 2019</b>		
MA.118	Mastering People & Teams Management	upon request.
MA.119	Workflow, Process & Productivity Optimization	upon request.
MA.120	Results Based Management (RBM)	upon request.
MA.121	Change Management: Strategy, People and Processes	upon request.
MA.122	Masterful Communication: The Art of Advanced Communication, Persuasion & Influencing	upon request.
MA.123	Report Writing Skills	upon request.
MA.124	Analytical Problem Solving & Decision Making	upon request.
MA.125	Strategizing Positioning & Organizational Progress: Balancing Goals & Shared Vision	upon request.
MA.126	Techniques of Managing Change	upon request.
MA.127	Mastering People & Teams Management	upon request.
MA.128	SWOT and GAP Analysis	upon request.
MA.129	IMPACT Techniques: Communicate, Negotiate, Influence & Persuade	upon request.
MA.130	Managerial and Behavioral Skills Development	upon request.
MA.131	Business Process Reengineering (BPR)	upon request.
MA.132	Management by Work Groups Skills and Team Building Techniques	upon request.
MA.133	Negotiation Management and Conflict / Dispute Resolutions	upon request.
MA.134	Working with Business Processes: Discovery, Assessment, Mapping, Analysis and Design	upon request.
MA.135	Developing and Sustaining a High-Performance Team	upon request.
MA.136	Effective Report Writing Skills (Technical & Non Technical)	upon request.
MA.137	Business Performance Metrics and Management: Aligning KPIs to Your Strategy	upon request.





MA.138	Manager Development Programme (MDP)	upon request.
MA.139	Project Life Cycle MasterClass Program	upon request.
MA.140	Principles of Time Management	upon request.
MA.141	Energy Management, Environment and Sustainable Development	upon request.
MA.142	Travel & Events Management	upon request.
MA.143	Management of Change and Organizational Development	upon request.
MA.144	Simplification of Work Procedures	upon request.
MA.145	Analytical Problem Solving & Decision Making	upon request.
MA.146	Development of Planning Skills	upon request.
MA.147	Leadership Metrics, Performance Indicators & Balance Scorecard	upon request.
MA.148	Workflow & Productivity Optimization	upon request.
MA.149	Effective Supervision Skills	upon request.
MA.150	Managing Conflict, Change & Handling Difficult People	upon request.
MA.151	SWOT and GAP Analysis	upon request.
MA.152	Time Management & Personal Effectiveness	upon request.
MA.153	Business Process Analysis and Modeling Workshop	upon request.
MA.154	Strategizing Positioning & Organizational Progress: Balancing Goals & Shared Vision	upon request.
MA.155	Effective Report Writing Skills (Technical & Non Technical)	upon request.
MA.156	AVIRA Leadership: Awareness, Vision, Imagination, Responsibility & Action	upon request.
MA.157	Business Intelligence Process Analysis & Modeling Workshop: Business Mapping & Migrating	upon request.
MA.158	Effective Negotiation and Conflict Management	upon request.

## 2. Administration & Office Management

Title	Date		
<b>OCTOBER 2019</b>			
lo.1	Electronic Documents & Records Management	upon request.	
lo.2	Modern Technology in Automating Archives and Documents	upon request.	
lo.3	Communication Skills for Telephone Operators	upon request.	
lo.4	Building and Managing a Quality Help Desk	upon request.	
lo.5	Effective Report Writing Skills	upon request.	
lo.6	Office Management and Effective Administration Skills	upon request.	
lo.7	Masterclass for Secretaries, PAs & Administrative Professionals	upon request.	
lo.8	Information, Documents & Records Management & Compliance	upon request.	
<b>NOVEMBER 2019</b>			
lo.9	Meeting Management: Taking Meeting Notes and Minutes	upon request.	
lo.10	Advanced Office Management & Electronic Document Management System	upon request.	



lo.11	Electronic Documetation & Archiving Skills	upon request.	
lo.12	Building and Managing a Quality Help Desk	upon request.	
lo.13	Meeting Management: The Art of Making Meetings Work	upon request.	
lo.14	Electronic Documentation, Filing & Archiving	upon request.	
lo.15	Electronic Documetation & Archiving Skills	.upon request	
<b>DECEMBER 2019</b>			
lo.16	Report Writing Skills	upon request.	
lo.17	Administration & Office Management Best Practices & Technologies	upon request.	
lo.18	The Executive Secretary and Office Professionals Master Development Program	upon request.	
lo.19	Information & Documentation Compliance	upon request.	
lo.20	Office, Filing & Documentation Skills	upon request.	
lo.21	Professional Skills for Administrators and Secretaries	upon request.	

### 3. Finance, Budgeting & Investment

Title		Date	
<b>JANUARY 2019</b>			
Fi.1	Budgeting, Forecasting and the Planning Process	upon request.	
Fi.2	Statistical Process Control	upon request.	
Fi.3	Budgeting, Accounting & Cost Control	upon request.	
Fi.4	Environmental Management System ISO 14001 Internal Auditor	upon request.	
Fi.5	Financial Risk Analysis Techniques for Internal Audit	upon request.	
Fi.6	Capital Budgeting, Cost Management & Financial Analysis	upon request.	
Fi.7	Financial Modeling Techniques using Excel	upon request.	
Fi.8	Cash flow and Treasury Management	upon request.	
Fi.9	Strategic Planning, Management Control & Effective Budgeting	upon request.	
Fi.10	Financial Modeling Techniques using Excel	upon request.	
Fi.11	Budgeting, Forecasting and the Planning Process	upon request.	
Fi.12	Asset and Liability Management	upon request.	
Fi.13	Budgeting, Accounting & Cost Control	upon request.	
Fi.14	Systems of Financial Control and Internal Auditing	upon request.	
Fi.15	Financial Modeling Techniques using Excel	upon request.	
Fi.16	Financial Data Analysis using Mathematical and Statistical Methods	upon request.	
<b>FEBRUARY 2019</b>			
Fi.17	Assets Management	upon request.	
Fi.18	Financial Modeling Workshop Using Excel	upon request.	
Fi.19	Financial Analysis and Feasibility Study	upon request.	



Fi.20	Financial Risk, Root Cause Analysis and Problem Solving	upon request.	
Fi.21	Financial Management and disbursement procedure for Projects	upon request.	
Fi.22	Budgeting, Forecasting and the Planning Process	upon request.	
Fi.23	Assets Management	upon request.	
Fi.24	Financial Modeling Techniques using Excel	upon request.	
Fi.25	Financial Risk Analysis Techniques for Internal Audit	upon request.	
Fi.26	Financial Risk, Root Cause Analysis and Problem Solving	upon request.	
<b>MARCH 2019</b>			
Fi.27	Finance, Accounting & Budgeting for Non-Financial Managers	upon request.	
Fi.28	Budgeting, Forecasting and the Planning Process	upon request.	
Fi.29	The Complete Guide to Understanding Taxes	upon request.	
Fi.30	Budgeting Planning, Budget Controlling & Preparation of Interim Financial Report (IFR)	upon request.	
Fi.31	Understanding and Analyzing Financial Statements and Reports	upon request.	
Fi.32	Accounting & Budgeting in the Petroleum Industry	upon request.	
Fi.33	Financial Modeling Techniques using Excel	upon request.	
Fi.34	Finance, Risk Management & Corporate Governance	upon request.	
Fi.35	Strategic Planning, Management Control & Effective Budgeting	upon request.	
Fi.36	Financial Risk Analysis Techniques for Internal Audit	upon request.	
Fi.37	Internal Auditing - The complete Course	upon request.	
Fi.38	Budgeting, Forecasting and the Planning Process	upon request.	
Fi.39	Budgeting, Accounting & Cost Control	upon request.	
Fi.40	Capital Budgeting, Cost Management & Financial Analysis	upon request.	
<b>APRIL 2019</b>			
Fi.41	Statistical Process Techniques & Control	upon request.	
Fi.42	Environmental Management System ISO 14001 Internal Auditor	upon request.	
Fi.43	Strategic Planning, Management Control & Effective Budgeting	upon request.	
Fi.44	Cost Analysis to Support Strategic Decisions	upon request.	
Fi.45	Budgeting, Accounting & Cost Control	upon request.	
Fi.46	Environmental Management System ISO 14001 Internal Auditor	upon request.	
Fi.47	Systems of Financial Control and Internal Auditing	upon request.	
Fi.48	Assets Management	upon request.	
Fi.49	Budgeting, Forecasting and the Planning Process	upon request.	
Fi.50	Financial Modeling Techniques using Excel	upon request.	
Fi.51	International Financial Reporting Standards (IFRS)	upon request.	
Fi.52	Managing and Organizing Accounts Payable	upon request.	
<b>MAY 2019</b>			
Fi.53	Financial Analysis, Planning & Control	upon request.	



Fi.54	Financial Management and disbursement procedure for Projects	upon request.
Fi.55	Fixed Assets and Inventory Management	upon request.
Fi.56	The Complete Guide to Understanding Taxes	upon request.
Fi.57	Developing, Analyzing and Managing Payroll Benchmarks And Metrics	upon request.
Fi.58	Financial Risk, Root Cause Analysis and Problem Solving	upon request.
Fi.59	Financial Risk Analysis Techniques for Internal Audit	upon request.
Fi.60	Strategic Planning, Management Control & Effective Budgeting	upon request.
<b>JULY 2019</b>		
Fi.61	Managing Credit, Accounts Receivable & Debt Recovery	upon request.
Fi.62	Financial Risk, Root Cause Analysis and Problem Solving	upon request.
Fi.63	Budgeting, Forecasting and the Planning Process	upon request.
Fi.64	Financial Risk Analysis Techniques for Internal Audit	upon request.
Fi.65	Understanding and Analyzing Financial Statements and Reports	upon request.
Fi.66	Understanding and Analyzing Financial Statements and Reports	upon request.
Fi.67	Strategic Planning, Management Control & Effective Budgeting	upon request.
Fi.68	Cash flow and Treasury Management	upon request.
Fi.69	Budgeting, Forecasting and the Planning Process	upon request.
Fi.70	Strategic Planning, Management Control & Effective Budgeting	upon request.
Fi.71	Financial Modeling Workshop Using Excel	upon request.
Fi.72	Understanding and Analyzing Financial Statements and Reports	upon request.
Fi.73	Financial Modeling Techniques using Excel	upon request.
Fi.74	Strategic Planning, Management Control & Effective Budgeting	upon request.
Fi.75	Budgeting, Forecasting and the Planning Process	upon request.
Fi.76	Strategic Planning, Management Control & Effective Budgeting	upon request.
Fi.77	Budgeting, Accounting & Cost Control	upon request.
Fi.78	Capital Budgeting, Cost Management & Financial Analysis	upon request.
Fi.79	Assets Management	upon request.
Fi.80	Asset and Liability Management	upon request.
Fi.81	Strategic Planning, Management Control & Effective Budgeting	upon request.
<b>AUGST 2019</b>		
Fi.82	Finance, Risk Management & Corporate Governance	upon request.
Fi.83	Developing, Analyzing and Managing Payroll Benchmarks And Metrics	upon request.
Fi.84	Budgeting, Accounting & Cost Control	upon request.
Fi.85	Systems of Financial Control and Internal Auditing	upon request.
Fi.86	Financial Data Analysis using Mathematical and Statistical Methods	upon request.
Fi.87	Statistical Process Control (SPC)	upon request.
Fi.88	Financial Management and disbursement procedure for Projects	upon request.



Fi.89	Assets Management	upon request.	
Fi.90	Financial Risk Analysis Techniques for Internal Audit	upon request.	
Fi.91	Accounting & Budgeting in the Petroleum Industry	upon request.	
Fi.92	Financial Analysis and Feasibility Study	upon request.	
Fi.93	Financial Risk, Root Cause Analysis and Problem Solving	upon request.	
<b>SEPTEMBER 2019</b>			
Fi.94	Finance, Accounting & Budgeting for Non-Financial Managers	upon request.	
Fi.95	Budgeting, Forecasting and the Planning Process	upon request.	
Fi.96	Assets and Liabilities Management	upon request.	
Fi.97	International Financial Reporting Standards (IFRS)	upon request.	
Fi.98	Financial Modeling Techniques using Excel	upon request.	
Fi.99	Developing, Analyzing and Managing Payroll Benchmarks And Metrics	upon request.	
Fi.100	Financial Risk Analysis Techniques for Internal Audit	upon request.	
Fi.101	Financial Risk, Root Cause Analysis and Problem Solving	upon request.	
Fi.102	The Complete Guide to Understanding Taxes	upon request.	
Fi.103	Financial Modeling Techniques using Excel	upon request.	
Fi.104	Financial Risk Analysis Techniques for Internal Audit	upon request.	
Fi.105	Understanding and Analyzing Financial Statements and Reports	upon request.	
Fi.106	Financial Risk Analysis Techniques for Internal Audit	upon request.	
Fi.107	Budgeting, Forecasting and the Planning Process	upon request.	
Fi.108	Budgeting Planning, Budget Controlling & Preparation of Interim Financial Report (IFR)	upon request.	
Fi.109	Strategic Planning, Management Control & Effective Budgeting	upon request.	
Fi.110	Strategic Planning, Management Control & Effective Budgeting	upon request.	
Fi.111	Financial Risk Analysis Techniques for Internal Audit	upon request.	
<b>OCTOBER 2019</b>			
Fi.112	Assets Management	upon request.	
Fi.113	Budgeting, Forecasting and the Planning Process	upon request.	
Fi.114	Capital Budgeting, Cost Management & Financial Analysis	upon request.	
Fi.115	Strategic Planning, Management Control & Effective Budgeting	upon request.	
Fi.116	Budgeting, Forecasting and the Planning Process	upon request.	
Fi.117	Finance, Risk Management & Corporate Governance	upon request.	
Fi.118	Budgeting, Accounting & Cost Control	upon request.	
Fi.119	Understanding and Analyzing Financial Statements and Reports	upon request.	
Fi.120	Statistical Process Techniques & Control	upon request.	
Fi.121	Internal Auditing - The complete Course	upon request.	
Fi.122	Strategic Planning, Management Control & Effective Budgeting	upon request.	
Fi.123	Systems of Financial Control and Internal Auditing	upon request.	



Fi.124	Internal Auditing – the Complete Course	upon request.	
Fi.125	Budgeting, Forecasting and the Planning Process	upon request.	
Fi.126	Financial Modeling Techniques using Excel	upon request.	
Fi.127	Cost Analysis to Support Strategic Decisions	upon request.	
Fi.128	Budgeting, Forecasting and the Planning Process	upon request.	
Fi.129	Budgeting, Accounting & Cost Control	upon request.	
Fi.130	Financial Management and disbursement procedure for Projects	upon request.	
Fi.131	Financial Modeling Workshop Using Excel	upon request.	
<b>NOVEMBER 2019</b>			
Fi.132	Accounting & Budgeting in the Petroleum Industry	upon request.	
Fi.133	Managing and Organizing Accounts Payable	upon request.	
Fi.134	Statistical Process Control (SPC)	upon request.	
Fi.135	Financial Modeling Techniques using Excel	upon request.	
Fi.136	Assets Management	upon request.	
Fi.137	Fixed Assets and Inventory Management	upon request.	
Fi.138	The Complete Guide to Understanding Taxes	upon request.	
Fi.139	Financial Modeling Techniques using Excel	upon request.	
Fi.140	Financial Risk, Root Cause Analysis and Problem Solving	upon request.	
<b>DECEMBER 2019</b>			
Fi.141	Assets Management	x	
Fi.142	Statistical Process Control	upon request.	
Fi.143	Budgeting, Forecasting and the Planning Process	upon request.	
Fi.144	Cash flow and Treasury Management	upon request.	
Fi.145	Statistical Process Control (SPC)	upon request.	
Fi.146	Financial Modeling Techniques using Excel	upon request.	
Fi.147	Environmental Management System ISO 14001 Internal Auditor	upon request.	
Fi.148	Financial Risk Analysis Techniques for Internal Audit	upon request.	
Fi.149	Financial Risk, Root Cause Analysis and Problem Solving	upon request.	
Fi.150	Financial Analysis, Planning & Control	upon request.	
Fi.151	Managing Credit, Accounts Receivable & Debt Recovery	upon request.	
Fi.152	Capital Budgeting, Cost Management & Financial Analysis	upon request.	
Fi.153	Accounting & Budgeting in the Petroleum Industry	upon request.	

#### 4. Sales, Marketing, PR & Customer Service

Title	Date		
<b>OCTOBER 2019</b>			
1sp	Strategic Marketing Management	upon request.	
2sp	Service Level Agreement (SLA's) for Managing Services and Improving Business Performance	upon request.	



3sp	Customer Relationship Management (CRM)	upon request.		
<b>NOVEMBER 2019</b>				
4sp	Strategic Public Relations, Protocol, Travel and Event Management	upon request.		
5sp	Social Media in Business	upon request.		
6sp	Customer Service Relationship Management	upon request.		
7sp	Digital Sales & Marketing - Strategy and Planning	upon request.		
8sp	Process Mapping for Improved Customer Service	upon request.		
9sp	Masterig Market Reseach	upon request.		
10sp	Call Center Training: Sales And Customer Service Training For Call Center Agents	upon request.		
11sp	Call Center Training: Sales And Customer Service Training For Call Center Agents	upon request.		
12sp	Process Mapping for Improved Customer Service	upon request.		
13sp	Planning and Managing PR Campaigns & Events	upon request.		
<b>DECEMBER 2019</b>				
14sp	Key Accounts Management & Client Development	upon request.		
15sp	Travel & Events Management	upon request.		
16sp	Planning and Managing PR Campaigns & Events	upon request.		
17sp	Public Relation, Communication & Social Media	upon request.		

## 5. Human Resources & Training

Title		Date		
<b>OCTOBER 2019</b>				
HR.1	Mastering Competency Assessment & Profiling	upon request.		
HR.2	Aligning Training & HR With Organizational Development	upon request.		
HR.3	Training and Development - The Complete Course	upon request.		
HR.4	HR Metrics & Analytics: Delivering Strategic & Organizational Change Using HR Tools	upon request.		
HR.5	Career Path Planning	upon request.		
HR.6	Mastering Training Needs Analysis & Training Evaluation - Fast Track: Identification, Analysis, Evaluation & Assessment of Training Needs	upon request.		
HR.7	Competency Assessment & Profiling	upon request.		
HR.8	Mastering Competency Assessment & Profiling	upon request.		
HR.9	Talent Management - Developing Key Personnel & Workplace Diversity	upon request.		
HR.10	Human Resources Development and Personnel Management	upon request.		
HR.11	Training and Development - The Complete Course	upon request.		
HR.12	Policy Analysis, Development and Implementation	upon request.		
HR.13	HR Metrics & Analytics: Delivering Strategic & Organizational Change Using HR Tools	upon request.		



HR.14	Modern skills and strategies in training and guidance to improve & PERFORMANCE management in the workplace.	upon request.		
HR.15	Identifying Training Needs and Evaluating Training ©.	upon request.		
HR.16	Job Analysis & Competency Design	upon request.		
HR.17	Human Recourses Management MasterClass	upon request.		
HR.18	Human Resources Development and Personnel Management	upon request.		
HR.19	Competency Based Approach To Training & Career Development	upon request.		
HR.20	Monitoring and Evaluation	upon request.		
<b>NOVEMBER 2019</b>				
HR.21	Hiring for Success: Behavioral Interviewing Techniques	upon request.		
HR.22	Competency-Based Management	upon request.		
HR.23	HR Metrics & Analytics	upon request.		
HR.24	Aligning Human Resources to Strategy	upon request.		
HR.25	Training Needs Analysis and Planning Skills	upon request.		
HR.26	Training Needs Analysis	upon request.		
HR.27	Modern skills and strategies in training and guidance to improve & PERFORMANCE management in the workplace.	upon request.		
HR.28	Identifying Training Needs and Evaluating Training ©.	upon request.		
HR.29	Controlling, Follow-up and Performance Evaluation Skills	upon request.		
<b>DECEMBER 2019</b>				
HR.30	The Complete Course on Payroll Management	upon request.		
HR.31	Development of Administrative and Technical skills for Training Coordinators	upon request.		
HR.32	Leading Strategic HR Transformation	upon request.		
HR.33	Understanding the Complete Training Cycle & Measuring Training Return	upon request.		
HR.34	Talent Management: How to Attract, Retain and Develop for Performance	upon request.		
HR.35	Modern skills and strategies in training and guidance to improve & PERFORMANCE management in the workplace.	upon request.		
HR.36	Identifying Training Needs and Evaluating Training ©.	upon request.		
HR.37	The Complete Course on Payroll Management	upon request.		
HR.38	Aligning Training & HR With Organizational Development	upon request.		

## 6. Engineering & Technical

Title	Date		
<b>JANUARY 2019</b>			
1E	Engineering Contract Administration	upon request.	
2E	Introduction to Petroleum Upstream & Downstream	upon request.	





3E	GIS Mapping	upon request.		
4E	ISO 50001 Energy Management Systems (EnMS) Auditor/Lead Auditor	upon request.		
5E	Data Analysis Techniques & Strategies	upon request.		
<b>FEBRUARY 2019</b>				
6E	GIS Mapping	upon request.		
7E	Introduction to Alternative Energy	upon request.		
8E	Engineering Site Management & Supervision	upon request.		
9E	ISO 50001 Energy Management System	upon request.		
10	Energy Management, Environment and Sustainable Development	upon request.		
11	Total Productive Maintenance: Reliability Engineering & Maintenance Optimization	upon request.		
12	TA & Shutdown Maintenance Planning & Management	upon request.		
13	Total Productive Maintenance: Reliability Engineering & Maintenance Optimization	upon request.		
14	Writing Effective Technical & Non-Technical Reports & Proposals	upon request.		
15	Data Analysis Techniques & Modeling	upon request.		
16	Writing Effective Technical & Non-Technical Reports & Proposals	upon request.		
17	ISO 50001 Energy Management System	upon request.		
18	Environmental Impact Assessment & Environmental Auditing	upon request.		
<b>MARCH 2019</b>				
19	Construction Site Management & Supervision	upon request.		
20	Root Cause Analysis	upon request.		
21	Total Productive Maintenance: Reliability Engineering & Maintenance Optimization	upon request.		
22	Maximizing Energy Efficiency In Buildings	upon request.		
23	Effective Report Writing Skills (Technical & Non Technical)	upon request.		
24	Engineering Site Management & Project Administration	upon request.		
25	Writing Project Technical Specifications	upon request.		
26	Complete Guide to Renewable Energy	upon request.		
27	Root Cause Analysis	upon request.		
28	Writing Effective Technical & Non-Technical Reports & Proposals	upon request.		
29	Creating & Publishing of Maps with ARC GIS & Working with CAD Data in ARC GIS Desktop	upon request.		
30	Effective Report Writing Skills (Technical & Non Technical)	upon request.		
<b>APRIL 2019</b>				
31	Claims Management & Alternative Dispute Resolution (ADR)	upon request.		
32	Engineering Contract Administration	upon request.		
33	Total Productive Maintenance: Reliability Engineering & Maintenance Optimization	upon request.		
34	Data Analysis Techniques & Strategies	upon request.		
35	Introduction to Petroleum Upstream & Downstream	upon request.		



36	GIS Mapping	upon request.		
<b>MAY 2019</b>				
37	ISO 50001 Energy Management Systems (EnMS) Auditor/Lead Auditor	upon request.		
38	Writing Effective Technical & Non-Technical Reports & Proposals	upon request.		
39	ISO 50001 Energy Management System	upon request.		
40	Total Productive Maintenance: Reliability Engineering & Maintenance Optimization	upon request.		
41	Introduction to Alternative Energy	upon request.		
42	Writing Effective Technical & Non-Technical Reports & Proposals	upon request.		
43	Construction Site Management & Supervision	upon request.		
44	Effective Report Writing Skills (Technical & Non Technical)	upon request.		
45	ISO 50001 Energy Management System	upon request.		
<b>JULY 2019</b>				
46	Technical Report Writing	upon request.		
47	TA & Shutdown Maintenance Planning & Management	upon request.		
48	Environmental Impact Assessment & Environmental Auditing	upon request.		
49	Writing Project Technical Specifications	upon request.		
50	Maximizing Energy Efficiency In Buildings	upon request.		
51	Effective Report Writing Skills (Technical & Non Technical)	upon request.		
52	Engineering Contract Administration	upon request.		
<b>AUGUST 2019</b>				
53	Data Analysis Techniques & Strategies	upon request.		
54	Complete Guide to Renewable Energy	upon request.		
55	Incident Investigation / Root Cause Analysis	upon request.		
56	Energy Management, Environment and Sustainable Development	upon request.		
57	Total Productive Maintenance: Reliability Engineering & Maintenance Optimization	upon request.		
58	ISO 50001 Energy Management System	upon request.		
<b>SEPTEMBER 2019</b>				
59	Writing Effective Technical & Non-Technical Reports & Proposals	upon request.		
60	Data Analysis Techniques & Modeling	upon request.		
61	Creating & Publishing of Maps with ARC GIS & Working with CAD Data in ARC GIS Desktop	upon request.		
62	Effective Report Writing Skills (Technical & Non Technical)	upon request.		
63	Claims Management & Alternative Dispute Resolution (ADR)	upon request.		
64	ISO 50001 Energy Management System	upon request.		
65	Environmental Impact Assessment & Environmental Auditing	upon request.		
66	ISO 50001 Energy Management Systems (EnMS) Auditor/Lead Auditor	upon request.		
67	Total Productive Maintenance: Reliability Engineering & Maintenance Optimization	upon request.		



68	Maximizing Energy Efficiency In Buildings	upon request.		
69	Effective Report Writing Skills (Technical & Non Technical)	upon request.		
70	Writing Effective Technical & Non-Technical Reports & Proposals	upon request.		
71	Introduction to Petroleum Upstream & Downstream	upon request.		
72	GIS Mapping	upon request.		
<b>OCTOBER 2019</b>				
73	Total Productive Maintenance: Reliability Engineering & Maintenance Optimization	upon request.		
74	Engineering Site Management & Supervision	upon request.		
75	Root Cause Analysis	upon request.		
76	Value Engineering MasterClass	upon request.		
77	Construction Site Management & Supervision	upon request.		
78	Writing Effective Technical & Non-Technical Reports & Proposals	upon request.		
79	Engineering Contract Administration	upon request.		
80	Total Productive Maintenance: Reliability Engineering & Maintenance Optimization	upon request.		
81	Technical Report Writing	upon request.		
82	Introduction to Alternative Energy	upon request.		
83	Writing Project Technical Specifications	upon request.		
84	Root Cause Analysis	upon request.		
85	Energy Management, Environment and Sustainable Development	upon request.		
86	Complete Guide to Renewable Energy	upon request.		
87	Writing Effective Technical & Non-Technical Reports & Proposals	upon request.		
88	Creating & Publishing of Maps with ARC GIS & Working with CAD Data in ARC GIS Desktop	upon request.		
89	Data Analysis Techniques & Strategies	upon request.		
<b>NOVEMBER 2019</b>				
90	Claims Management & Alternative Dispute Resolution (ADR)	upon request.		
91	Effective Engineering Contract Planning, Administration & Claims Management	upon request.		
92	Writing Effective Technical & Non-Technical Reports & Proposals	upon request.		
93	TA & Shutdown Maintenance Planning & Management	upon request.		
94	Writing Effective Technical & Non-Technical Reports & Proposals	upon request.		
95	Total Productive Maintenance: Reliability Engineering & Maintenance Optimization	upon request.		
96	ISO 50001 Energy Management System	upon request.		
97	Environmental Impact Assessment & Environmental Auditing	upon request.		
<b>DECEMBER 2019</b>				
98	Total Productive Maintenance: Reliability Engineering & Maintenance Optimization	upon request.		
99	Effective Report Writing Skills (Technical & Non Technical)	upon request.		
100	Engineering Site Management & Supervision	upon request.		



10	Introduction to Petroleum Upstream & Downstream	upon request.		
10	Effective Report Writing Skills (Technical & Non Technical)	upon request.		

## 7. Health, Safety & Security

Title	Date		
<b>OCTOBER 2019</b>			
1hs	Security, Fire and Loss Prevention and Emergency Management	upon request.	
2hs	Health Care Informatics Certificate	upon request.	
3hs	Introduction to Alternative Energy	upon request.	
<b>NOVEMBER 2019</b>			
4hs	Facility Security: Planning and Management	upon request.	
5hs	Security, Fire and Loss Prevention & Emergency Management	upon request.	
<b>DECEMBER 2019</b>			
6hs	Security, Fire and Loss Prevention and Emergency Management	upon request.	

## 8. Specialized Programs

Title	Date		
<b>OCTOBER 2019</b>			
1sp	Balanced Scorecard (BSC)	upon request.	
2sp	Business Intelligence Process Analysis & Modeling Workshop: Business Mapping & Migrating	upon request.	
3sp	Balanced Scorecard Basics	upon request.	
4sp	Business Process Re-Engineering (BPR), Improvement & Optimization	upon request.	
5sp	Business Process Analysis and Modeling Workshop	upon request.	
6sp	Data Analysis Techniques & Strategies	upon request.	
7sp	Business Process Reengineering (BPR)	upon request.	
8sp	Workflow, Process & Productivity Optimization	upon request.	
9sp	Statistical Process Techniques & Control	upon request.	
10sp	TQM & Business Process Reengineering (BPR)	upon request.	
11sp	The Balanced Scorecard ... Linking Strategy to Execution	upon request.	
12sp	The Balanced Scorecard ... Linking Strategy to Execution	upon request.	
13sp	Data Management, Manipulation & Analysis using Excel®	upon request.	
14sp	Business Process Reengineering (BPR)	upon request.	
15sp	Balanced Scorecard (BSC)	upon request.	
16sp	The Balanced Scorecard: Linking Strategy to Action	upon request.	



17sp	Data Analysis Techniques & Strategies	upon request.		
18sp	Creating & Publishing of Maps with ARC GIS & Working with CAD Data in ARC GIS Desktop	upon request.		
19sp	Data Analysis Techniques & Strategies	upon request.		
20sp	How to Create & Manage Business Modeling Workshop	upon request.		
<b>NOVEMBER 2019</b>				
21sp	Toyota Business Practices & Culture (TBP)	upon request.		
22sp	Mastering Business Planning & Analysis	upon request.		
23sp	Claims Management & Alternative Dispute Resolution (ADR)	upon request.		
24sp	Workflow, Process & Productivity Optimization	upon request.		
25sp	Statistical Process Control (SPC)	upon request.		
26sp	Data Analysis Techniques & Strategies	upon request.		
27sp	Business Process Reengineering (BPR)	upon request.		
28sp	How to Create & Manage Business Modeling Workshop	upon request.		
29sp	Toyota Production System (TPS)	upon request.		
30sp	Business Process Reengineering & Total Quality Management (TQM)	upon request.		
<b>DECEMBER 2019</b>				
31sp	Statistical Process Control	upon request.		
32sp	Workflow, Process & Productivity Optimization	upon request.		
33sp	Statistical Process Control (SPC)	upon request.		
34sp	Business Process Reengineering (BPR)	upon request.		
35sp	Working with Business Processes: Discovery, Assessment, Mapping, Analysis and Design	upon request.		
36sp	Travel & Events Management	upon request.		
37sp	Business Process Analysis and Modeling Workshop	upon request.		
38sp	Business Intelligence Process Analysis & Modeling Workshop: Business Mapping & Migrating	upon request.		





## "سينبا" التعاونية الدولية للتدريس والتدريب والاستشارات

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Ben Ashoor ST Close to prime minister  
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