



"CINPAA " International Cooperative for  
TRAINING & CONSULTING.



# Training, Workshops, Conferences Plan 2024

Our programs are held in all  
cities of the world ..  
Throughout the year ..

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



TRAINING



WORKSHOP



CONFERENCE



EVENTS



International Cooperative for New Pedagogy, TRAINING & CONSULTING.

European Union

Cif: F-85928125,

[www.cinpaa.org](http://www.cinpaa.org)



CINPAA TRAINING & CONSULTING - CFF-85928125 - European Union

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



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

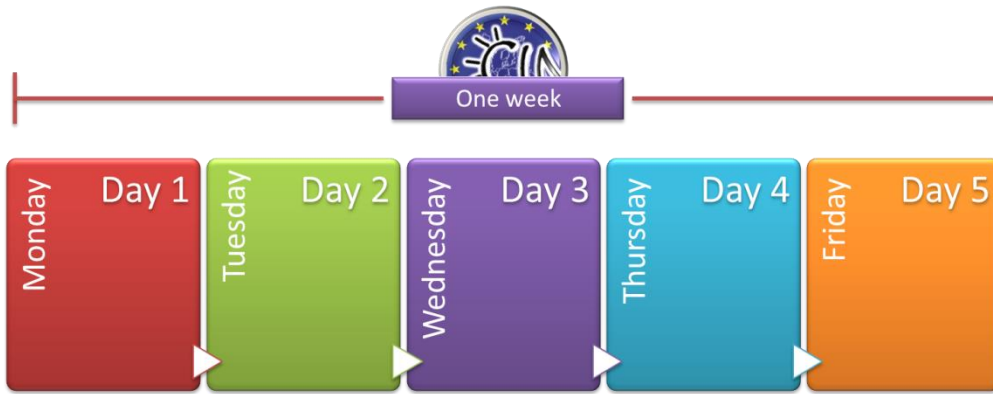
**Training, Workshops, Conferences** in:

- 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

**Our programs include:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>- Welcoming and departing from/to Airport</li> <li>- Tourist tour</li> <li>- Program Handout.</li> <li>- Certificate of attendance.</li> <li>- Snacks Coffee Break.</li> </ul> | <ul style="list-style-type: none"> <li>- Local SIM Card.</li> <li>- Lunch.</li> <li>- Flash Memory with all the handout.</li> <li>- Field visits</li> <li>- Private consulting.</li> </ul> |
|---|--|





## You can choose your program in any city of this:

### **Spain:**

- Madrid
- Barcelona
- Malaga / Marbella,
- San Sebastian,
- Granada, Cordoba
- Canary Islands.

### **Britain / Ireland:**

- London
- Dublin.

### **France:**

- Paris.

### **Italia:**

- Rome, Milan.

### **Holland:**

- Amsterdam
- Utrecht.

### **Austria:**

- Vienna
- Halstate
- Hallstatt

- Salzburg / Zell am See

### **Sweden**

- Stockholm
- Malmö
- Helsingborg

### **Norway**

- Oslo

### **Czech Republic:**

- Prague.

### **Switzerland:**

- Geneva
- Luzern
- Zurich.

### **Denmark:**

- Copenhagen

### **Germany:**

- Munich
- Berlin
- Dusseldorf.

### **Cyprus:**

- Nicosia
- Limassol.

### **Greece:**

- Athens
- Rhodes.

### **Belgium:**

- Brussels.

### **Malta.**

### **Turkey:**

- Istanbul

### **Malaysia:**

- Kuala Lumpur

### **United States of America:**

### **Arab Gulf cities and Arab cities:**

- Salalah
- Muscat
- Beirut
- Sharm El Sheikh,
- Marrakech
- Casablanca
- Tunisia
- Ramallah.

Depending on the training requirement or special request, programs can be held in any of the following countries as well:

 **South American countries:** Brazil, Argentina, Cuba, Chile

 **East Asia:** Jakarta, Singapore, Nepal, Maldives

 (Morocco, Tunisia, Algeria, Libya)

 **Australia**

 **Russia:** Moscow, St. Petersburg

 **Eastern European countries:** Georgia, Azerbaijan,



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# 1-Management & Leadership

Title		Date	
MA.1	Administrative & Supervisory Enhancement Development Program with a Smart Improvement Approach	Held in the <b><u>first and third</u></b> week of every month	All cities
MA.2	Building and Managing a Quality Help Desk using Smart Improvement Techniques		
MA.3	Analytical Problem Solving & Decision Making with Smart Technologies		
MA.4	Communication Skills & Dealing with Others in the Age of Smart Interaction		
MA.5	Balanced Scorecard (BSC) in the Era of Digital Transformation and Artificial Intelligence		
MA.6	Change Management: Strategy, People, and Processes with a Focus on Artificial Intelligence		
MA.7	Business Process Re-Engineering (BPR), Improvement & Optimization with Smart Concepts		
MA.8	Competency Assessment & Profiling		
MA.9	Comprehensive Course on Internal Control, Compliance and Risk Management		
MA.10	Business Intelligence Process Analysis & Modeling Workshop: Business Mapping & Migrating		
MA.11	Advances in Business Management and Technology		
MA.12	Business Performance Metrics and Management: Aligning KPIs to Your Strategy		
MA.13	Business Planning & Process Improvement - The Road to Achieve Extraordinary Results		
MA.14	Business Process Analysis and Modeling Workshop		
MA.15	Developing and Sustaining a High-Performance Team		
MA.16	Business Process Reengineering & Total Quality Management (TQM)		
MA.17	Business Process Reengineering (BPR)		
MA.18	Competency Development for Supervisory Excellence		
MA.19	Developing Managerial Excellence at workplace		
MA.20	AVIRA Leadership: Awareness, Vision, Imagination, Responsibility & Action		
MA.21	Competency-Based Management		
MA.22	Data Analysis Techniques & Strategies		
MA.23	Critical Thinking and Problem Solving		
MA.24	Developing Planning, Organizing and Goal Setting Skills		
MA.25	Effective Business Risk Management Strategies using ISO 31000 Framework		
MA.26	Development of Planning Skills		
MA.27	Effective Report Writing Skills		
MA.28	Enhanced Productivity & Performance Skills: Maximizing your Personal Effectiveness		
MA.29	Controlling, Follow-up and Performance Evaluation Skills		
MA.30	Creative Problem-solving and Decision-taking Skills		
MA.31	Pedagogy of leadership		



MA.32	Effective Negotiation and Conflict Management	Held in the <b><u>first and third</u></b> week of every month	All cities
MA.33	How to Create & Manage Business Modeling Workshop		
MA.34	Goal Setting, Planning & Decision Making		
MA.35	Good Office Practice & Simplification of Procedures		
MA.36	Enterprise Resource Planning (ERP)		
MA.37	Effective Report Writing Skills (Technical & Non Technical)		
MA.38	IMPACT Techniques: Communicate, Negotiate, Influence & Persuade		
MA.39	Effective Supervision Skills		
MA.40	Improving Operation Performance and Productivity		
MA.41	ISO 17021 Requirements for Bodies Providing Audit and Certification of Management Systems		
MA.42	LEAD - EXECUTIVE COURSE IN LEADERSHIP, ENTREPRENEURSHIP & DIPLOMACY		
MA.43	Lean Six Sigma		
MA.44	Management by Work Groups Skills and Team Building Techniques		
MA.45	International Business Communications		
MA.46	Managing Conflict, Change & Handling Difficult People		
MA.47	LEADERS Workshop: Communication, Innovation and Vision		
MA.48	Energy Management, Environment and Sustainable Development		
MA.49	Managerial and Behavioral Skills Development		
MA.50	Leadership & Change		
MA.51	Manager Development Programme (MDP)		
MA.52	Project Life Cycle MasterClasss Program		
MA.53	Meeting Management: The Art of Making Meetings Work		
MA.54	Effective Time, Task and Work Planning		
MA.55	Leadership Metrics, Performance Indicators & Balance Scorecard		
MA.56	Writing Project Technical Specifications		
MA.57	Workflow, Process & Productivity Optimization		
MA.58	Pedagogy of leadership		
MA.59	Travel & Events Management		
MA.60	Workflow & Productivity Optimization		
MA.61	Management of Change and Organizational Development	Held in the <b><u>first and third</u></b> week of every month	London ,Madrid, Barcelona,Vienna
MA.62	Managing Conflict, Time And Stress At Workplace		
MA.63	Managing Tasks, Monitoring and Coordination @ Workplace		
MA.64	Masterful Communication: The Art of Advanced Communication, Persuasion & Influencing		
MA.65	Mastering Business Planning & Analysis		
MA.66	Mastering Communication, Negotiation and Handling Difficult Situations		
MA.67	Mastering People & Teams Management		
MA.68	The Balanced Scorecard: Linking Strategy to Action		
MA.69	Performance Development Skills		
MA.70	Meeting Management: Taking Meeting Notes and Minutes		



MA.71	PLASMA ..... Personality, Leadership and Style of Management	Held in the <b><u>first and third</u></b> week of every month	London ,Madrid, Barcelona,Roma,
MA.72	Middle Management Development Program - MasterClass		
MA.73	Monitoring and Evaluation		
MA.74	Motivating, Coaching, Counseling & Mentoring: Practical Tools for Effective Leadership		
MA.75	Priority Management: Optimizing Time, Workflow & Productivity		
MA.76	People & Team Management		
MA.77	Performance and Productivity Management		
MA.78	Simplification of Work Processes & Procedures		
MA.79	Negotiation Management and Conflict / Dispute Resolutions		
MA.80	Solving Problems Creatively & Making Decisions Efficiently		
MA.81	TOPS (Think Creatively - Act Customer - Think Quality - Take Pride)	Held in the <b><u>second and fourth</u></b> week of every month	All cities
MA.82	Personal Effectiveness & Influencing Skills: Communicate, Negotiate, Influence & Persuade		
MA.83	Planning Skills Development		
MA.84	Strategic Planning: Data, Models & Statistics		
MA.85	Principles of Time Management		
MA.86	Simplification of Work Procedures		
MA.87	Priority, Time, Workflow & Productivity Management		
MA.88	The Balanced Scorecard ... Linking Strategy to Execution		
MA.89	Report Writing Skills		
MA.90	Results Based Management (RBM)		
MA.91	SWOT and GAP Analysis		
MA.92	Secrets of Change Management		
MA.93	Service Level Agreement (SLA's) for Managing Services and Improving Business Performance		
MA.94	Strategic Planning, Management Control & Effective Budgeting		
MA.95	Strategic Planning & Goal Setting		
MA.96	Strategizing Positioning & Organizational Progress: Balancing Goals & Shared Vision		
MA.97	Supervisory Skills Development: Important Attributes of Management		
MA.98	Toyota Business Practices & Culture (TBP)		
MA.99	Technical Report Writing		
MA.100	Techniques of Managing Change		
MA.101	Writing Effective Technical & Non-Technical Reports & Proposals		
MA.102	The Art of Negotiating, Influencing, Communicating & Conflict Resolution		
MA.103	Vision, Goal Setting, Planning Skills		
MA.104	Toyota Production System (TPS)		
MA.105	Thinking in Analysing Problems and Facilitating Business Improvements		
MA.106	Time Management & Personal Effectiveness		
MA.107	Working with Business Processes: Discovery, Assessment, Mapping, Analysis and Design		



## 2-Administration & Office Management

Title		Date	
Io.1	Digital Documents & Records Management in the Digital Era	Held in the <b><u>first and third</u></b> week of every month	All cities
Io.2	Automation of Archives and Documents: Harnessing Modern Technology		
Io.3	Advanced Communication Skills for Telephone Operators in the Digital Age		
Io.4	Building and Managing an AI-Enhanced Quality Help Desk		
Io.5	Advanced Report Writing Skills in the Digital Workplace		
Io.6	Office Management and Efficient Administration in the Digital Environment		
Io.7	Masterclass for Secretaries, PAs & Administrative Professionals: Navigating the Digital Landscape		
Io.8	Information, Documents & Records Management & Compliance		
Io.9	Meeting Management: Taking Meeting Notes and Minutes		
Io.10	Advanced Office Management & Electronic Document Management System		
Io.11	Electronic Documetation & Archiving Skills		
Io.12	Building and Managing a Quality Help Desk		
Io.13	Meeting Management: The Art of Making Meetings Work		
Io.14	Electronic Documentation, Filing & Archiving		
Io.15	Electronic Documetation & Archiving Skills		
Io.16	Report Writing Skills		
Io.17	Administration & Office Management Best Practices & Technologies		
Io.18	The Executive Secretary and Office Professionals Master Development Program		
Io.19	Information & Documentation Compliance		
Io.20	Office, Filing & Documentation Skills		
Io.21	Professional Skills for Administrators and Secretaries		
Training programs according to your training needs, and according to the selected city			

## 3-Finance, Budgeting & Investment

Title		Date	
Fi.1	Smart Budgeting, Forecasting, and the Planning Process	Held in the <b><u>first and third</u></b> week of every month	All cities
Fi.2	Statistical Process Control in the Era of Artificial Intelligence		
Fi.3	Smart Budgeting, Accounting & Cost Control using Advanced Technologies		
Fi.4	Environmental Management System ISO 14001 Internal Auditor with AI Integration		
Fi.5	Financial Risk Analysis Techniques for Internal Audit		
Fi.6	Capital Budgeting, Cost Management & Financial Analysis		
Fi.7	Financial Modeling Techniques using Excel		
Fi.8	Cash flow and Treasury Management		





Fi.9	Strategic Planning, Management Control & Effective Budgeting	Held in the <b><u>second and fourth</u></b> week of every month	All cities
Fi.10	Financial Modeling Techniques using Excel		
Fi.11	Asset and Liability Management		
Fi.12	Systems of Financial Control and Internal Auditing		
Fi.13	Accounting & Budgeting in the Petroleum Industry		
Fi.14	Financial Data Analysis using Mathematical and Statistical Methods		
Fi.15	Accounting & Budgeting in the Petroleum Industry		
Fi.16	Assets Management		
Fi.17	Budgeting Planning, Budget Controlling & Preparation of Interim Financial Report (IFR)		
Fi.18	Capital Budgeting, Cost Management & Financial Analysis		
Fi.19	Cash flow and Treasury Management		
Fi.20	Cost Analysis to Support Strategic Decisions		
Fi.21	Developing, Analyzing and Managing Payroll Benchmarks And Metrics		
Fi.22	Finance, Accounting & Budgeting for Non-Financial Managers		
Fi.23	Finance, Risk Management & Corporate Governance		
Fi.24	Financial Analysis and Feasibility Study		
Fi.25	Financial Analysis, Planning & Control		
Fi.26	Financial Data Analysis using Mathematical and Statistical Methods		
Fi.27	Financial Management and disbursement procedure for Projects		
Fi.28	Financial Modeling Workshop Using Excel		
Fi.29	Financial Risk Analysis Techniques for Internal Audit		
Fi.30	Financial Risk, Root Cause Analysis and Problem Solving		
Fi.31	Fixed Assets and Inventory Management		
Fi.32	Internal Auditing - The complete Course		
Fi.33	International Financial Reporting Standards (IFRS)		
Fi.34	Managing and Organizing Accounts Payable		
Fi.35	Managing Credit, Accounts Receivable & Debt Recovery		
Fi.36	Statistical Process Control (SPC)		
Fi.37	Statistical Process Techniques & Control		
Fi.38	Strategic Planning, Management Control & Effective Budgeting		
Fi.39	Systems of Financial Control and Internal Auditing		
Fi.40	The Complete Guide to Understanding Taxes		
Fi.41	Understanding and Analyzing Financial Statements and Reports		

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

Title	Date		
1sp	Service Level Agreements (SLAs) for Service Management and Enhanced Business Performance	Held in the <b><u>first and third</u></b> week of every month	All cities
2sp	Customer Relationship Management (CRM) in the Digital Age		
3sp	Strategic Public Relations, Protocol, Travel, and Event Management in the Modern Business Environment		



4sp	Service Level Agreements (SLAs) for Service Management and Enhanced Business Performance	Held in the <b><u>second and fourth</u></b> week of every month	All cities	
5sp	Social Media in Business			
6sp	Customer Service Relationship Management			
7sp	Digital Sales & Marketing - Strategy and Planning			
8sp	Process Mapping for Improved Customer Service			
9sp	Masterig Market Reseach			
10sp	Call Center Training: Sales And Customer Service Training For Call Center Agents			
11sp	Call Center Training: Sales And Customer Service Training For Call Center Agents			
12sp	Process Mapping for Improved Customer Service			
13sp	Planning and Managing PR Campaigns & Events			
14sp	Key Accounts Management & Client Development			
15sp	Travel & Events Management			
16sp	Planning and Managing PR Campaigns & Events			
17sp	Public Relation, Communication & Social Media			
Training programs according to your training needs, and according to the selected city				

## 6-Human Resources & Training

Title	Date		
HR.1	Strategic Human Resource Alignment: Integrating HR Practices with Organizational Strategy	Held in the <b><u>first and third</u></b> week of every month	All cities
HR.2	Aligning Training and HR Functions with Organizational Development Goals		
HR.3	Strategic Career Path Planning for Professional Growth		
HR.4	Competency Assessment and Profiling for Talent Development		
HR.5	Competency-Based Approach to Training and Career Development Strategies		
HR.6	Effective Competency-Based Management for Organizational Success		
HR.7	Controlling, Follow-up and Performance Evaluation Skills		
HR.8	Development of Administrative and Technical skills for Training Coordinators		
HR.9	Hiring for Success: Behavioral Interviewing Techniques		
HR.10	HR Metrics & Analytics		
HR.11	HR Metrics & Analytics: Delivering Strategic & Organizational Change Using HR Tools		
HR.12	Human Recourses Management MasterClass		
HR.13	Human Resources Development and Personnel Management		
HR.14	Identifying Training Needs and Evaluating Training ©.		
HR.15	Job Analysis & Competency Design		
HR.16	Leading Strategic HR Transformation	Held in the	All cities
HR.17	Mastering Competency Assessment & Profiling		



HR.18	Mastering Training Needs Analysis & Training Evaluation - Fast Track: Identification, Analysis, Evaluation & Assessment of Training Needs	<b><u>second and fourth</u></b> week of every month	<b>All cities</b>
HR.19	Modern skills and strategies in training and guidance to improve & PERFORMANCE management in the workplace.		
HR.20	Monitoring and Evaluation		
HR.21	Policy Analysis, Development and Implementation		
HR.22	Talent Management - Developing Key Personnel & Workplace Diversity		
HR.23	Talent Management: How to Attract, Retain and Develop for Performance		
HR.24	The Complete Course on Payroll Management		
HR.25	The Complete Course on Payroll Management		
HR.26	Training and Development - The Complete Course		
HR.27	Training and Development - The Complete Course		
HR.28	Training Needs Analysis	<b>Held in the</b> <b><u>second and fourth</u></b> week of every month	<b>All cities</b>
HR.29	Training Needs Analysis and Planning Skills		
HR.30	Understanding the Complete Training Cycle & Measuring Training Return		
Training programs according to your training needs, and according to the selected city			

## 7-Engineering & Technical

Title		Date	
1EG	Claims Management & Alternative Dispute Resolution (ADR)	<b>Held in the</b> <b><u>first and third</u></b> week of every month	<b>Madrid- Barcelona - Istanbul-Kuala Lumpur</b>
2EG	Complete Guide to Renewable Energy		
3EG	Construction Site Management & Supervision		
4EG	Creating & Publishing of Maps with ARC GIS & Working with CAD Data in ARC GIS Desktop		
5EG	Data Analysis Techniques & Strategies		
6EG	Effective Engineering Contract Planning, Administration & Claims Management		
7EG	Effective Report Writing Skills (Technical & Non Technical)		
8EG	Energy Management, Environment and Sustainable Development		
9EG	Engineering Contract Administration		
10EG	Engineering Site Management & Project Administration		
11EG	Engineering Site Management & Supervision		
12EG	Environmental Impact Assessment & Environmental Auditing		
13EG	GIS Mapping		
14EG	Incident Investigation / Root Cause Analysis		
15EG	Introduction to Alternative Energy	<b>Held in the</b> <b><u>second and fourth</u></b> week of every month	<b>Madrid- Barcelona - Istanbul-Kuala Lumpur</b>
16EG	Introduction to Petroleum Upstream & Downstream		
17EG	ISO 50001 Energy Management System		
18EG	ISO 50001 Energy Management Systems (EnMS) Auditor/Lead Auditor		
19EG	Maximizing Energy Efficiency In Buildings		
20EG	Root Cause Analysis		



21EG	TA & Shutdown Maintenance Planning & Management	
22EG	Technical Report Writing	
23EG	Total Productive Maintenance: Reliability Engineering & Maintenance Optimization	
24EG	Value Engineering MasterClass	
25EG	Writing Effective Technical & Non-Technical Reports & Proposals	
26EG	Writing Project Technical Specifications	
	Training programs according to your training needs, and according to the selected city	

## 8-Health, Safety & Security

Title	Date	
1hs	Security, Fire and Loss Prevention and Emergency Management	upon request.
2hs	Health Care Informatics Certificate	
3hs	Introduction to Alternative Energy	
4hs	Facility Security: Planning and Management	
5hs	Training programs according to your training needs, and according to the selected city	
6hs	Basic Occupational Safety and Health Fundamentals Course	
7hs	Risk Assessment and Safety Management Course	
8hs	First Aid and Basic Healthcare Course	
9hs	Workplace Safety Management Course	
10hs	Health and Safety in Construction and Engineering Sector Course	
11hs	Fire Prevention and Control Course	
12hs	Information Technology and Cybersecurity Safety Course	
13hs	Chemical Safety and Hazardous Materials Management Course	
14hs	Safety Management in Heavy Industries Course	
15hs	Environmental Safety and Sustainable Development Course	

## 9-Specialized Programs

Title	Date	
1sp	Balanced Scorecard (BSC)	upon request.
2sp	Business Intelligence Process Analysis & Modeling Workshop: Business Mapping & Migrating	upon request.
3sp	Business Process Analysis and Modeling Workshop	upon request.
4sp	Business Process Reengineering & Total Quality Management (TQM)	upon request.
5sp	Business Process Reengineering (BPR)	upon request.
6sp	Business Process Re-Engineering (BPR), Improvement & Optimization	upon request.
7sp	Claims Management & Alternative Dispute Resolution (ADR)	upon request.
8sp	Creating & Publishing of Maps with ARC GIS & Working with CAD Data in ARC GIS Desktop	upon request.



9sp	Data Analysis Techniques & Strategies	upon request.		
10sp	Data Management, Manipulation & Analysis using Excel®	upon request.		
11sp	How to Create & Manage Business Modeling Workshop	upon request.		
12sp	Mastering Business Planning & Analysis	upon request.		
13sp	Statistical Process Control	upon request.		
14sp	Statistical Process Control (SPC)	upon request.		
15sp	Statistical Process Techniques & Control	upon request.		
16sp	The Balanced Scorecard ... Linking Strategy to Execution	upon request.		
17sp	The Balanced Scorecard: Linking Strategy to Action	upon request.		
18sp	Toyota Business Practices & Culture (TBP)	upon request.		
19sp	Toyota Production System (TPS)	upon request.		
20sp	TQM & Business Process Reengineering (BPR)	upon request.		
21sp	Travel & Events Management	upon request.		
22sp	Workflow, Process & Productivity Optimization	upon request.		
23sp	Working with Business Processes: Discovery, Assessment, Mapping, Analysis and Design	upon request.		



**"CINPAA" INTERNATIONAL COOPERATIVE FOR NEW PEDAGOGY, TRAINING & CONSULTING**



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