

We **IN**vest
People



OUR VISION

" To be recognized throughout Enppi, Egypt and the Middle East as a business profit center providing professional, supportive and pro-active Human Resources services in response to the needs of individuals, organizations and interested parties."



OUR MISSION

" To serve our Company as well as the Egyptian & Arab Petroleum and Industrial sectors through providing professional training services focusing mainly on the development of Human Resources as means to achieve strategic objectives and explore new growth opportunities."

WORD FROM THE GENERAL MANAGER



In today's dynamic business environment, where customers' needs move towards what is unique and innovative, Enppi is striving to reinforce its position as a prominent learning and educational figure. With this challenge comes both responsibility and opportunity. Our responsibility is to be an ethical corporate providing training services of superior quality and value to the Oil & Gas sector in the MENA Region. Our opportunity is to capture customers loyalty by offering customers satisfaction and delight.

Our competitive advantage comes from providing a variety of training opportunities that can lead to career advancement through enhancing participants knowledge and skills related to on-the-job performance in all technical fields and for all managerial levels. All our training courses have been designed and developed by experts

with accumulated experience to ensure smooth knowledge transfer.

We are proud to foster the first educational facility in the local Oil & Gas Market; Enppi Academy is dedicated exclusively to enhancing the knowledge and skills of fresh-graduate engineers through developing comprehensive training modules on both basic and detailed levels. Classroom and practical hands-on tools training is provided to bridge the gap between academic theoretical education and practical job experience.

Finally, we take pride that our value proposition is our empowered customer-oriented staff who are highly committed to the quality of service and are willing to maintain and grow strong customer relationships through creatively meeting and exceeding customers' demands.

Eng. Olfat Ezzat | 

ABOUT US

The Center for Training and Development (CTD) was found in 1983 as one of Enppi strategic business units for providing professional training and consultancy services for enppi personnel as well as customers from the Oil & Gas Industry worldwide. Since its establishment, CTD has enlightened and encouraged the participation of an outstanding number of individuals in numerous training programs, events, seminars and workshops. The training programs range from: Technical, Management, Quality Environmental, Health & Safety to other organizational functions.

CTD provides a wide range of training services starting from public courses available as scheduled on Enppi annual training catalogue to customized and tailor-made courses in addition to affiliated/internationally accredited and certified training programs.

The adopted training methodology is a combination of formal class room lecturing and practical workshops conducted through applying the latest presentation and inter-active techniques. The applied training evaluation process measures the reaction of participants as well as the knowledge, skills and attitudes acquired through each program.

The training facilities include fully equipped training classrooms, auditorium, simulators and highly automated computer labs in addition to other relevant supplementary services.

OUR VALUES

- Integrity & Honesty: To carry out duties and interact with Stakeholders with honesty and integrity in all business dealings.
- Commitment: To demonstrate enthusiasm in all our business relations as we set and meet challenging commitments for self and others.
- Continuous improvement: To embark on continuous improvement of our work procedures for achieving best quality services.
- Innovation: To meet today's challenges and participate in tomorrows breakthroughs via our people and processes.



06 **QEHs MANAGEMENT SYSTEMS**

16 **PROCUREMENT**

29 **INFORMATION TECHNOLOGY**

35 **HUMAN RESOURCES**

47 **FINANCE**

57 **MARKETING & BUSINESS DEVELOPMENT**

MS01

ISO 9001:2008 QUALITY MANAGEMENT SYSTEMS

OBJECTIVE:

Participants will gain understanding of basic processes and underlying principles of Quality Management Systems in accordance with international standard ISO 9001:2008.

WHO SHOULD ATTEND:

- Quality Managers/Engineers
- Potential Auditors
- Quality Management Representatives

DURATION:

2 Days

TOPICS:

- Overview of Quality Management Systems (QMS)
- ISO 9001 QMS model
- Process approach
- Documentation requirements
- Management responsibility
- Resource Management
- Product realization
- Measurement, analysis and improvement
- Management review

MS02**OHSAS 18001:2007 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEMS****OBJECTIVE:**

Participants will gain understanding of basic processes and underlying principles of Occupational Health & Safety Management Systems in accordance with international standard OHSAS 18001:2007

WHO SHOULD ATTEND:

- Occupational Health & Safety Engineers/Specialists & Officers
- Potential Auditors
- Occupational Health & Safety Management Representatives

DURATION:

2 Days

TOPICS:

- Overview of Occupational Health & Safety Management Systems (OHSMS)
- OHSAS 18001 OHSMS Model
- Hazard identification, Risk Assessment and determining controls
- Legal and other requirements
- Objectives and programs
- Competence, training and awareness
- Communication, participation and consultation
- Documentation
- Operational Control
- Emergency preparedness and response
- Performance measurement and monitoring
- Management review

MS03

ISO 14001:2004 ENVIRONMENTAL MANAGEMENT SYSTEMS

OBJECTIVE:

Participants will gain understanding of basic processes and underlying principles of Environmental Management Systems in accordance with international standard ISO 14001:2004

WHO SHOULD ATTEND:

- Environmental Engineers / Specialists
- Potential Auditors
- Environmental Management Engineers/Representatives/Managers

DURATION:

2 Days

TOPICS:

- Overview of Environmental Management Systems (EMS)
- ISO 14001 EMS model
- Environmental aspects/impacts
- Legal and other requirements
- Objectives, targets and programs
- Competence, training and awareness
- Communication
- Documentation
- Operational Control
- Emergency preparedness & response
- Monitoring and measurement
- Management review

MS04 QUALITY MANAGEMENT SYSTEM AUDITING**OBJECTIVE:**

Participants will have an overview of Quality Management System (QMS) & Auditing, and will become familiar with different audit types & phases and will be exposed to auditing skills

WHO SHOULD ATTEND:

- Managers who monitor QMS performance of their organization
- Potential QMS Auditors

DURATION:

3 Days

TOPICS:

- ISO 9001 QMS model
- QMS audit objectives, types & phases
- Planning & preparation phase
- Audit techniques
- Evaluation phase & nonconformity
- Reporting phase
- Corrective & preventive action
- Auditing skills
- Audit workshop

MS05

HEALTH & SAFETY MANAGEMENT SYSTEMS AUDITING

OBJECTIVE:

Participants will have an overview of Health & Safety Management System (HSMS) & Auditing, and will become familiar with different audit types & phases and will be exposed to auditing skills.

WHO SHOULD ATTEND:

- Managers who monitor HSMS performance of their organizations
- Potential HSMS Auditors

DURATION:

2 Days

TOPICS:

- OHSAS 18001 HSMS model
- HSMS audit objectives, types & phases
- Planning & preparation phase
- Audit techniques
- Evaluation phase & nonconformity
- Reporting phase
- Corrective & preventive action
- Auditing skills
- Audit workshop

MS06**ENVIRONMENTAL MANAGEMENT SYSTEMS AUDITING****OBJECTIVE:**

Participants will have an overview of Environmental Management Systems (EMS) & Auditing, and will become familiar with different audit types & phases and will be exposed to auditing skills.

WHO SHOULD ATTEND:

- Managers/Specialists who monitor EMS performance of their organizations
- Potential EMS Auditors

DURATION:

3 Days

TOPICS:

- ISO 14001 EMS model
- EMS audit objectives, types & phases
- Planning & preparation phase
- Audit techniques
- Evaluation phase & nonconformity
- Reporting phase
- Corrective & preventive action
- Auditing skills
- Audit workshop

MS07

KEY PERFORMANCE INDICATORS (KPIs)

OBJECTIVE:

Participants will be introduced to Performance Measurements tools and techniques with emphasis on the main principles of selecting key Performance Indicators and their implementation.

WHO SHOULD ATTEND:

- Project Managers/Engineers
- Environment, Health and Safety Managers/Engineers

DURATION:

2 Days

TOPICS:

- Introduction to Performance Measurement
- Overview ISO 14001 and OHSAS 18001 standards
- Overview of ISO 14301 standard
- Types of Key Performance Indicators (KPI's)
- Case study

MS08**ENVIRONMENTAL IMPACT ASSESSMENT (EIA)****OBJECTIVE:**

Participants will gain understanding of basic processes and underlying principles of environmental impact assessment (EIA).

WHO SHOULD ATTEND:

- All Engineers with technical experience/Environmental Engineers
- Environmental Management Engineers & Environmental Representatives

DURATION:

3 Days

TOPICS:

- Overview of Environmental Impact Assessment (EIA)
- Policy, legal and administrative framework
- Project description
- Description of the existing environment
- Environmental impacts
- Alternatives
- Mitigation
- Environmental management & monitoring
- Public participation
- Aspect identification workshop
- Aspect/impact analysis workshop
- Mitigation measures workshop

MS09

ISO 50001:2011 ENERGY MANAGEMENT SYSTEMS

OBJECTIVE:

Participants will gain understanding of basic processes and underlying principles of Energy Management Systems in accordance with International standard ISO 50001:2011

WHO SHOULD ATTEND:

- Energy Managers/Engineers
- Potential Auditors
- Energy Management Representatives

DURATION:

2 Days

TOPICS:

- Overview of Energy Management Systems (EnMS)
- ISO 50001/EnMS model
- Management responsibility
- Energy review/baseline
- Legal and other requirements
- Objectives, targets and management action plans
- Competence, training and awareness
- Communication
- Documentation
- Operational control
- Monitoring, measurement and analysis
- Management review

MS10**ENERGY MANAGEMENT SYSTEMS AUDITING****OBJECTIVE:**

Participants will have an overview of Energy Management Systems (EnMS) and Auditing, and will become familiar with different audit types & phases and will be exposed to auditing skills

WHO SHOULD ATTEND:

- Managers who monitor EnMS performance of their organization
- Potential EnMS Auditors

DURATION:

3 Days

TOPICS:

- ISO 50001 EnMS model
- EnMS audit objectives, types & phases
- Planning & preparation phase
- Audit techniques
- Evaluation phase & nonconformity
- Reporting phase
- Corrective & preventive action
- Auditing skills
- Audit workshop

PU01

**SUPPLIERS/CONTRACTORS QUALIFICATIONS
& EVALUATION**

OBJECTIVE:

Participants will be introduced to the general and specific guidelines and criteria normally followed while selecting qualified suppliers and/or contractors.

WHO SHOULD ATTEND:

- Senior Project Procurement Leaders
- Procurement Specialists
- Senior Buyers

DURATION:

5 Days

TOPICS:

- Procurement material management system
- Commodity coding system
- Shop survey form
- Basic registration documents needed:
 - Local suppliers
 - Local contractors
 - Foreign suppliers/contractors
- Qualification evaluation techniques
- Survey visits
- Qualified suppliers list
- Short suppliers list
- Performance evaluation techniques
- Updating qualified suppliers list

PU02**FUNDAMENTALS OF PURCHASING****OBJECTIVE:**

Participants will become familiar with all procedures, instructions and methods involved in the material and services purchasing and subcontracting phase of work in the Oil & Gas industry.

WHO SHOULD ATTEND:

- Purchasing Engineers
- Project Buyers and Purchasing Representative
- Expeditors & Project Accountants

DURATION:

5 Days

TOPICS:

- Project nomination & definitions of purchasing scope
- Qualified suppliers lists
- Preparing commercial package
- Technical package contents
- Request for Quotation Documents (RFQ)
- Receiving of bids formalities
- Technical bid evaluation
- Commercial un-priced bid evaluation
- Technical & commercial clarifications
- Technical evaluation report
- Final and rock bottom prices
- Commercial bid tabulation and evaluation report

PU02

FUNDAMENTALS OF PURCHASING (Cont'd)

TOPICS: (Cont'd)

- Study & awarding committee decision
- Pre-award meetings
- Fax of commitment and its main contents
- P.O. Issuance
- Acknowledgment of Purchase Order (P.O.)
- Regret faxes to non-successful suppliers
- Payment terms
- Meaning of different shipping terms
- Meaning of:
 - Letter of credit
 - Letter of guarantee
 - Bid bond
 - Performance bond

PU03**DEVELOPING SKILLS OF PURCHASING SPECIALISTS****OBJECTIVE:**

Participants will gain knowledge of different methods of bid evaluation, of purchasing terms & conditions and governmental and/or company bylaws. Participants will also learn about planning and budgetary estimated man-hours for purchasing scope.

WHO SHOULD ATTEND:

- Project Procurement Leaders
- Senior Purchasing Specialists
- Senior Buyers

DURATION:

5 Days

TOPICS:

- Purchasing scope and man-hour budgetary estimation
- Main features of the Egyptian purchasing and contracting bylaws
- Terms and conditions of purchasing and usual negotiated items with suppliers
- Bid evaluation techniques and general basis of evaluation
- Role of purchasing in pre-award meetings
- Basic requirements in fax of commitment and purchase order
- Coordination between purchasing and others (expediting, inspections, traffic & logistics, insurance and project accountant)
- Subcontract services
- Bid evaluation of services subcontracts
- Fixed prices, escalated prices, currency changes trend
- Guarantee period & performance bond

PU04

WELDING INSPECTION AND QUALITY CONTROL PROCEDURES

OBJECTIVE:

Participants will learn about the different methods of inspection and quality control procedures usually utilized during fabrication and periodic maintenance of Oil & Gas equipment.

WHO SHOULD ATTEND:

- Inspection Engineers
- Mechanical Engineers
- Maintenance Engineers

DURATION:

5 Days

TOPICS:

- Introduction to applied codes & standards
- Discontinuity in weldments
- Base metal discontinuity
- Nondestructive testing
- Destructive testing
- Hydrostatic testing
- Pneumatic testing
- Welding procedure specifications
- Welding procedures qualification records
- Welders qualification records
- Case study

PU05**NON-DESTRUCTIVE TESTING (NDT)****OBJECTIVE:**

Participants will be introduced to the welding technology and the most effective methods of welding inspection with due emphasis on the non-destructive testing.

WHO SHOULD ATTEND:

- Inspection Engineers
- Maintenance Engineers

DURATION:

5 Days

TOPICS:

- Introduction to welding
- Nondestructive testing of welds:
 - Liquid Penetrant Testing (Procedures and Techniques)
 - Liquid Penetrant Testing Methods
 - Liquid Penetrant Testing Equipments
 - Interpretation and Evaluation of Indications
 - Liquid Penetrant Process Control
 - Test Procedures and Standards
 - Magnetic Testing:
 - Principles of Magnetic Particles Testing
 - Effects of discontinuities on Materials

TOPICS: (Cont'd)

- Magnetization by means of Electric Currents
- Principle of demagnetization
- Types of Discontinuities of welds
- Evaluation Techniques & Quality control
- Ultrasonic Testing:
 - Equipments Calibration
 - Evaluation of Base Material Product Forms
 - Ultrasonic Testing Applications
- Radiographic Testing:
 - Radiographic Testing Principles
 - Radiographic Equipments
 - Specialized Radiographic Applications
 - Special Radiographic Techniques
 - Safety
 - Types of discontinuities

PU06**PERIODIC INSPECTION PROCEDURES FOR GAS & OIL EQUIPMENT****OBJECTIVE:**

Participants will learn about the applied techniques and methods of inspection required to perform periodic inspection of the main equipment utilized in the gas & oil industry.

WHO SHOULD ATTEND:

- Engineers who are familiar with nondestructive tests
- Mechanical Engineers
- Inspection Engineers
- Maintenance Engineers

DURATION:

5 Days

TOPICS:

- Introduction to inspection activities
- Plant maintenance guidelines
- Inspection of storage tanks
- Inspection of heat exchangers
- Inspection of pressure vessels in service
- Inspection of fired heaters and stacks
- Inspection of pipes, valves & fitting
- Inspection of safety valves
- Forms of inspection
- Typical system for classification of equipment according to importance

PU07

MATERIAL MANAGEMENT SYSTEM (MMS)

OBJECTIVE:

Participants will learn about material management system throughout the different phases of material cycle. Participants will also learn about descriptive logic flow of materials, from material requisition issuance up to purchase order closeout with practical application and case studies. Participants will gain understanding of material control for refineries, gas plants and petroleum projects.

WHO SHOULD ATTEND:

- Purchasing Specialists
- Procurement Leaders
- Material Control Specialists
- High Qualified Technicians
- Procurement Specialists
- Material Accountants

DURATION:

5 Days

TOPICS:

- Material management system description and information flow
- System interface with other systems:
- MRQ module and interface with engineering & supplier control system
- P.O. module & printing module
- Fabrication phase module including expediting, inspection and traffic

PU07**MATERIAL MANAGEMENT SYSTEM (MMS) (Cont'd)****TOPICS: (Cont'd)**

- Why to use computers in material procurement
- Material coding system and material classification
- Different software packages and their applications & software used in MMS
- System flow charts
- Computer system description
- Advantages of computerized material control system
- Prepare for the start of the project
- Material receiving and control
- Material storage
- Material return to store
- The movement of material
- Surplus materials
- Warehouse layout
- Safety regulations
- Safety precautions and special requirements
- Cost control

PU08

STOCK MANAGEMENT & INVENTORY CONTROL

OBJECTIVE:

This course aims at increasing the knowledge and skills of participants towards effective management and improvement of warehousing operations. Participants will further understand stock management and inventory control systems and examine the most effective practices involved.

WHO SHOULD ATTEND:

- Supervisors working in warehousing
- Material Controllers
- Inventory Managers

DURATION:

5 Days

TOPICS:

- Introduction and main definitions: function of inventories
- Inventory analysis
- Cost associated with inventories
- Types of inventory control systems
- Just-in time inventory management
- Warehouse and stock management
- Type of stock and stock classification and labeling
- Material receiving and control procedures
- Standard causes checklist
- Auditing a supplier product storage procedures
- Auditing material movement and handling system

PU09 SUPPLY CHAIN MANAGEMENT**OBJECTIVE:**

Participants will understand the basics of supply chain management and will gain required skills for effective planning, designing and operating integrated supply chains.

WHO SHOULD ATTEND:

- Procurement Specialists/Engineers
- Operation Engineers
- Marketing Specialists

DURATION:

3 Days

TOPICS:

- Introduction to supply chain management
- Decision phases in a supply chain
- Process view
- Competitive advantage and supply chain strategies
- Forecasting demands and usage
- Accessing suppliers capabilities
- Collaboration tools and techniques
- Barriers and drivers to supply chain collaboration
- Supply chain performance evaluation and improvement
- Role of distribution in a supply chain
- Factors influencing distribution network design and selection

OBJECTIVE:

Participants will be introduced to the main customs procedures and verification applied for imported and exported commodities including: customs rules and regulations, customs release, methods of shipment and freight along with emphasis on infringement and applied laws in case of breaching.

WHO SHOULD ATTEND:

- Procurement Specialists

DURATION:

3 Days

TOPICS:

- Introduction to main terms and definitions
- Customs database and recordkeeping
- Cargo lists and types including free zones
- Methods of shipment and freight (pros and cons)
- Insurance policies and procedures
- Customs rules and regulations for air, land and maritime cargo
- Cargo inspection
- Tariff treatment
- Importers/Exporters obligations
- Customs release procedures
- Customs applied laws and bylaws
- Customs laws violation and breach

IT01**DATABASE CONCEPTS & ADMINISTRATION****OBJECTIVE:**

Participants will gain full understanding of Oracle Databases through which they can explain the database structure and perform essential DBA tasks including creating & starting the database, managing files and users, backing up and transporting data from and to Oracle.

WHO SHOULD ATTEND:

- System Administrators
- IT Managers
- Technical Support Professionals
- Database Administrators

DURATION:

5 Days

TOPICS:

- Oracle architectural components
- Getting started with the Oracle server
- Managing an Oracle instance
- Creating a database
- Managing table spaces and data files
- Reorganizing data
- Managing password security and resources
- Managing users
- Managing privileges
- Managing roles

IT02

SQL BASIC

OBJECTIVE:

Participants will learn about relational and object relational database concepts. Participants will also be able to: create & maintain database objects and use basic SQL plus commands to format reports, control transactions, control data and user access.

WHO SHOULD ATTEND:

- Technical Support Professionals
- Database Administrators
- System Analysis
- Application Developers

DURATION:

5 Days

TOPICS:

- Defining database
- Writing a basic SQL statement
- Defining single row function
- Defining group function
- Displaying data from multiple tables
- Producing readable output with SQL plus
- Manipulating data
- Creating and managing database objects

IT03**MICROSOFT OFFICE WORD 2013****OBJECTIVE:**

Participants will gain the knowledge & skills necessary to create, edit, format, and print basic Microsoft Office Word 2013 documents

WHO SHOULD ATTEND:

- All Microsoft office users

DURATION:

5 Days

TOPICS:

- Create a new document
- Cut, copy and paste a text
- Format words & paragraphs
- Use bullets and numbering
- Adjust page settings
- Check spelling
- Format text with styles
- Find and replace
- Set tabs
- Insert breaks
- Employ headers and footers
- Format pages in columns

IT03

MICROSOFT OFFICE WORD 2013 (Cont'd)

TOPICS: (Cont'd)

- Employ drop caps
- Insert pictures
- Draw and paint
- Employ tables
- Employ templates
- Insert a Table of contents

IT04**MICROSOFT OFFICE EXCEL 2013****OBJECTIVE:**

Participants will gain the knowledge & skills necessary to create worksheets and workbooks, analyze data using a variety of features, modify and format common business reports such as budgets, inventory reports, invoices, and charts by Microsoft Office Excel 2013 documents.

WHO SHOULD ATTEND:

- Planning Engineers
- Financial Analysts
- Procurement Specialists

DURATION:

5 Days

TOPICS:

- Explore the User Interface and the Ribbon of Microsoft Office Excel
- Create, edit, save, open, and close workbooks
- Select cells for further action such as formatting, deleting, copying and pasting
- Change the view mode for specific types of editing tasks
- Create and edit simple and more complex formulas
- Apply text and numeric formatting options
- Control the data flow using appropriate page breaks
- Set headers and footers for a worksheet
- Change margins, orientation, or layout for printing a worksheet
- Create, edit, and format simple charts
- Preview and print worksheets or workbook

IT05

MICROSOFT OFFICE POWERPOINT 2013

OBJECTIVE:

Participants will gain the knowledge & skills necessary to make presentations including animation effects, adding smart art graphic or applying a theme by Microsoft Office PowerPoint 2013 documents.

WHO SHOULD ATTEND:

- Personnel required to make presentations
- Office Managers/Secretaries

DURATION:

5 Days

TOPICS:

- Exploring the new features in PowerPoint 2010
- Starting and creating new presentation and displaying different views of a presentation
- Working with slide text
- Adding tables, charts and diagrams
- Adding smart art graphics to a slide
- Applying themes
- Adding animation, sound and movie clip
- Creating hyperlink
- Using slide master
- Creating a presentation based on a readymade design
- Using PowerPoint options

HR01**INTRODUCTION TO HRM****OBJECTIVE:**

Participants will be introduced to the main aspects of Human Resources Management system starting from HR role in the organization to HR various functions and activities. Participants will also be able to develop a framework affecting the Management of people across a variety of contexts such as planning, recruitment & selection and training & development.

WHO SHOULD ATTEND:

- HR Personnel
- Line Managers

DURATION:

3 Days

TOPICS:

- Introduction to HRM
- HR Evolution from supportive to strategic
- Organization design and structure
- Linking HR strategy to organizational objectives
- HR various functions/activities
 - Training & development
 - Compensations & benefits
 - Performance evaluation
 - Planning
 - Recruitment & selection
 - Employee files & records
- Building an integrated HRMS

HR02 INTERVIEWING SKILLS

OBJECTIVE:

Participants will gain essential knowledge and skills necessary for conducting effective interviews as means for proper selection of candidates to ensure adequate matching with job requirements.

WHO SHOULD ATTEND:

- HR Managers/Specialists
- Line Managers

DURATION:

2 Days

TOPICS:

- Introduction to interviews as a selection tools
- Types of interviews
- How to structure an interview?
- Developing interviews question types
- Potential pitfalls that impact interviews
- How to be an effective interviewer?
- Tips on conducting interviews

HR03**RECRUITMENT & SELECTION****OBJECTIVE:**

Participants will be introduced to the recruitment and selection process as one of the main functions of HR which is essential for hiring and retaining high-quality caliber and talented personnel.

WHO SHOULD ATTEND:

- HR Managers/Specialists
- Line Managers

DURATION:

2 Days

TOPICS:

- Objectives of Recruitment within an Organization
- Recruitment as a major HR activity
- Identifying manpower requirements
- Anticipating the hiring needs
- Importance of hiring the right people
- Candidates selection process:
 - Branding your organization
 - Job advertisement (internally- externally)
 - Screening of candidates applications and resumes
 - Preparation for Interviews/tests
 - Reference checks
- Taking the hiring decision

HR04 TRAINING NEEDS ASSESSMENT

OBJECTIVE:

Participants will be introduced to the concept of training as a powerful tool for organizational development. Participants will learn how to align training to business needs through conducting training needs analysis and assessment techniques.

WHO SHOULD ATTEND:

- HR Specialists
- Training Specialists
- Department Managers

DURATION:

3 Days

TOPICS:

- Identifying objectives of training & development
- Design the Training & Development (T&D) process
- Identify the different techniques of training
- Identify the different Training Needs Assessment methods (TNA)
- Linking training to business needs
- Analyzing the performance gap
- Training versus non-training solutions
- Design and planning the Training & Development (T&D) program

HR05**TRAINING EVALUATION & ROI****OBJECTIVE:**

Participants will be introduced to the training management process and will further acquire essential knowledge and skills necessary for assessing, measuring and evaluating training effectiveness and Return On Investment (ROI).

WHO SHOULD ATTEND:

- HR Specialists
- Training Specialists

DURATION:

3 Days

TOPICS:

- Introduction to training management
- Importance of training evaluation why and how to measure
- Evaluating attendees' reaction
- Tracking training's IMPACT
- Knowledge, Skills & Ability (KSA's) assessment
- Assessing and planning for on-the-job action
- Evaluate impact measures and target outcomes on the organization
- Results analysis
- K. Patrick Model of evaluating training events effectiveness
- Estimating Return on Investment (ROI)

HR06

DEVELOPING SKILLS OF THE TRAINING SPECIALIST

OBJECTIVE:

Participants will be introduced to the importance of Training & Development for organizational growth, and will further gain the essential knowledge and skills required for improving organization's training procedures with emphasis on the best applied practices. Course will conclude with developing an action plan for implementation and improving work efficiency.

WHO SHOULD ATTEND:

- HR Specialists
- Training Coordinators

DURATION:

3 Days

TOPICS:

- An overview of the Training and Development (T&D)
 - The changing role of training
 - Learners types and the learning environment
 - Needs Analysis & Assessment
 - Evaluating training options
 - Creating an action plan
 - Training evaluation process

HR06**DEVELOPING SKILLS OF THE TRAINING SPECIALIST
(Cont'd)****TOPICS: (Cont'd)**

- The role of training specialist as a success partner
 - How to treat everyone as your customer
 - Polishing Communication Skills
 - Qualities of a Team Player
 - Enhancing Interpersonal Skills
 - Choosing training best options
 - In-house vs. Public training
 - Deciding on the program content
 - The Overall Learning Experience
 - Follow up and reinforcement
 - How to evaluate the training material
- Building Evaluation and Tracking Systems into Training Programs

HR07

STRATEGIC HR MANAGEMENT

OBJECTIVE:

Participants will gain essential knowledge and skills necessary for understanding the strategic role of HR as a key partner to Top Management. Participants will get acquainted with the strategic thinking process and will learn how to link organizational strategies to HR Strategy and plans

WHO SHOULD ATTEND:

- Functional Managers
- HR Managers/Specialists

DURATION:

2 Days

TOPICS:

- Introduction to strategic HR Management
- The evolving role of HR from supportive to strategic
- Defining strategic thinking
- Identifying key forces and their impact on strategic HR planning:
 - Customer focus
 - Globalization technology
 - Quality Management
- Identifying the need for, and benefits of, Human Resources strategic planning
- Designing a strategic Human Resources planning model
- Designing the Human Resources plan document
- Monitoring and evaluating the plan
- Assessing your organization's readiness to plan
- Implementing the planning process

HR08**TALENT MANAGEMENT****OBJECTIVE:**

Participant will be introduced to Talent Management as an evolutionary trend for adopting processes and tools to more effectively recruit, retain, develop and deploy talent people.

WHO SHOULD ATTEND:

- Top/Middle Management Level
- HR Managers

DURATION:

2 Days

TOPICS:

- Talent Management as a new business imperative
- Business Drivers of Talent Management
- Corporate talent challenge
- Talent Management Initiatives
- How Talent Management Transforms the HR Function
- Developing a pool of talent personnel
- Integration of processes and systems
- The future of talent Management

HR09

PERFORMANCE MANAGEMENT (HR PERSPECTIVE)

OBJECTIVE:

Participants will become acquainted with the most effective and recently applied Performance Management tools and techniques. Participants will learn about the performance measurement cycle, appraisal methods and the evaluation & feedback process.

WHO SHOULD ATTEND:

- HR Specialists
- Training Specialists

DURATION:

2 Days

TOPICS:

- The Performance Management cycle
- Performance Management vs. Performance Appraisal
- Appraisal methods
- Competency-based appraisals
- Appraisal process
- Roles & responsibilities
- The appraisal interview
- Appraising performance problems

HR10**DEVELOPMENT & CONTINUOUS LEARNING****new****OBJECTIVE:**

Participants will be equipped with up-to-date knowledge related to training & development. They will be introduced to the learning process culture and its necessity for improving employee's knowledge and skills. The course will encourage the self-learning as part of organization development and create an action plan for next steps.

WHO SHOULD ATTEND:

- All personnel required to maintain professional dealings

DURATION:

3 Days

TOPICS:

- Module 1 – Learning Culture
 - Developing a Culture of Learning
 - Pace of change in the market
 - Engaging in Continuous Learning.
 - Learning as a team
 - Adaptive teams to rapid change.
- Module 2 – Learning Levels
 - Levels of learning : 1. Individual 2. Team 3. Organization
 - Continuous Learning at Individual Level
 - Learning: time, effort, and willingness.

TOPICS: (Cont'd)

- The value of continuous learning
- Continuous Learning at Team Level
- Learning processes support team performance
- Elements: reflections, feedback, experimentation, group discussions, and Q&A sessions.

Module 3 – Learning and Development

- Continuous Learning at Organization Level
- Change of interaction patterns, policies and procedures.
- Feedback from the employees, and customers.
- Getting comments and ideas.
- Action plan

F01**ACCOUNTING FOR NON ACCOUNTANTS****OBJECTIVE:**

Participants will learn about the main objectives, concepts and tools of financial systems, required skills to apply Financial Management Techniques. Participants will also learn how to analyze and use financial data to improve the decision-making process. They will be also exposed to the main aspects of financing and investing decisions.

WHO SHOULD ATTEND:

- Engineers/Personnel with no financing background

DURATION:

3 Days

TOPICS:

- Financial management system : an overview
- Accounting information system : an overview
- Financial statements and reporting
- Financial analysis : an overview
- Short-term liquidity analysis
- Long-term liquidity analysis and capital structure
- Sales profitability analysis
- Asset profitability analysis
- Equity profitability analysis
- Asset efficiency analysis
- Cash flow for operating, investing and financing activities

F02**ACCOUNTING TERMINOLOGY****OBJECTIVE:**

Participants will have an in-depth knowledge of terms currently applied by accountants and finance personnel. The curriculum is built around (15) teaching units; each dealing with single face of commercial, accounting and financial activities.

WHO SHOULD ATTEND:

- Engineers/Personnel with no financing background

DURATION:

3 Days

TOPICS:

- Nature of accounting
- Financial statements
- How to analyze & classify transactions
- Capital, working capital & invested capital
- Inventories
- Depreciation of property, plant & machinery
- Investments
- Cost budgeting
- Cashflow
- Financial analysis
- Cashflow for operating, investing and financing activities
- Short/long term financing decisions

كيف تقرأ الميزانية؟

FI03

الهدف من البرنامج:

يهدف البرنامج إلي تعريف المشاركين بالأسس والقواعد العامة لإعداد القوائم المالية مع التركيز على دور وأهمية بنود الميزانية.

المستهدفون من البرنامج:

- قطاع المحاسبين
- العاملين على إعداد وقراءة الميزانية

المدة:

3 أيام

محتويات البرنامج:

- المحاسبة المالية بين النظرية والتطبيق
- نظام المعلومات الحسابية (مفهوم – مقومات – أهمية)
- أهم المبادئ المستخدمة في إعداد القوائم المالية:
 - التعريف بالقوائم المالية
 - ميزانية / قائمة مركز مالي
- دراسة تفصيلية لبنود الميزانية
- قراءة وتحليل الميزانية

أحكام الضرائب العامة

FI04

الهدف من البرنامج:

التعريف بأسس ومفاهيم الضرائب العامة حسب القوانين واللوائح المصرية

المستهدفون من البرنامج:

• محاسبى إدارة الضرائب بشركات البترول

المدة:

3 أيام

محتويات البرنامج:

- أحكام الضريبة العامة علي أرباح الأشخاص الاعتبارية
- أحكام الضريبة العامة علي المرتبات
- رسم الدمغة على المحررات والوثائق الرسمية
- الضريبة العامة على المبيعات بمراحلها الثلاثة

التحليل المالي

FI05

الهدف من البرنامج:

يهدف البرنامج إلى رفع كفاءة المشاركين في التعامل مع القوائم والتقارير المالية وتزويدهم بالمهارات اللازمة لاتخاذ القرار من خلال تقييم وتحليل الشركات موضع الاهتمام

المستهدفون من البرنامج:

• المستويات الوظيفية المتخصصة (المحاسبين) والغير متخصصة التي تتعامل مع القوائم والتقارير المالية

المدة:

3 أيام

محتويات البرنامج:

- مقدمة عن التحليل المالي والأسس الجوهرية لإعادة القوائم المالية
- قائمة المركز المالي (الميزانية)
- قائمة الدخل
- قائمة التدفقات النقدية
- قائمة التغيير في حقوق الملكية
- متابعة حركة الأرصدة وزيادة القدرة علي التنبؤ
- أساليب التحليل المالي
- المؤشرات والنسب المالية المتعارف عليها
- دراسة حالات عملية وتطبيقات



برنامج إعداد و تخطيط التدفقات النقدية

FI06

الهدف من البرنامج:

إكساب المشاركين القدرة على إعداد التقارير المالية التي يتطلبها معيار العرض و التعرف على العلاقة فيما بين قوائم التغيرات فى المركز المالى و قوائم التدفقات النقدية و أساليب تخطيط إعداد قوائم التدفقات و تحليل التدفقات النقدية بنوعيتها الداخلية والخارجية حسب نشاطات التشغيل والتمويل و الاستثمار.

المستهدفون من البرنامج:

- المديرين الماليين والمحاسبين المسؤولين عن إعداد قوائم التدفقات النقدية
- رؤساء الأقسام المالية والمحاسبية

المدة:

3 أيام

محتويات البرنامج:

- ما هى التدفقات النقدية
- أهمية قائمة التدفقات النقدية
- أهداف قائمة التدفقات النقدية
- عرض قائمة التدفقات النقدية
- طرق إعداد قائمة التدفقات النقدية
- الطريقة المباشرة لاحتساب وإعداد قائمة التدفقات النقدية
- ورشة عمل على الطريقة المباشرة
- الطريقة الغير مباشرة لإعداد قائمة التدفقات النقدية

برنامج إعداد و تخطيط التدفقات النقدية (تابع)

FI06

محتويات البرنامج (تابع):

- ورشة عمل على الطريقة الغير مباشرة
- تحليل قائمة التدفقات النقدية وقياس كفاءة توليد النقدية وقياس المرونة المالية، والتدفق النقدى الحر الذي يستخدم فى التوسع وتوزيعات الأرباح
- إعداد قوائم التغيرات فى المركز المالى وعلاقتها بالتدفقات النقدية
- علاقة الدخل المحسوب على أساس الاستحقاق بصافى التدفقات النقدية التشغيلية
- حالات الفشل المالى:
 - الفشل من الناحية المالية
 - الفشل من الناحية الاقتصادية
 - العسر المالى الفنى
 - حالات تطبيقية وعملية

FI07

FINANCIAL PLANNING

OBJECTIVE:

Participants will learn how business plans are developed and will be introduced to the role that projected financial statements play in this process. They will further develop skills required for preparing financial statements along with applying modern methods for financial planning.

WHO SHOULD ATTEND:

- Financial Planners
- Financial Analysis
- Senior Financial Officers

DURATION:

3 Days

TOPICS:

- Introduction to the role of financial planning
- Financial statements and their significance for decision-making purposes
- Strengths and weaknesses of the percentage of sales method as an alternative method for preparing projected financial statements
- Financial statements and the problems of risk and uncertainty
- Steps in the planning process
- Projected financial statements
- Steps in preparing projected financial statements
- Prepare projected financial statements

FI08**FINANCIAL MANAGEMENT****OBJECTIVE:**

Participants will understand how to read corporate annual reports and will further be introduced to the cost behavior and cost-volume relationships and will learn other relevant information for decision making with a focus on operational decisions.

WHO SHOULD ATTEND:

- Financial Managers
- Senior financial officers

DURATION:

3 Days

TOPICS:

- Introduction to Corporate Annual Reports: Basic Financial Statements:
 - Income statement
 - Statement of financial position
 - Cashflow statement
 - Retained earnings statement
- Introduction to Cost Behavior and Cost-Volume Relationships:
 - Activity cost drivers and cost behavior
 - Changes in cost driver levels and their effect on variable and fixed costs
 - Break-even sales volume calculations in total dollars and total units
 - Calculate sales volume in total dollars and total units to reach a target profit
 - Difference between contribution margin and gross margin
 - The effects of sales mix on profits

FI08

FINANCIAL MANAGEMENT (Cont'd)

TOPICS: (Cont'd)

- Relevant Information for Decision Making with a Focus on Operational Decisions:
 - Make-or-Buy Decisions
 - Deletion or Addition of Products, Services or Departments
 - Optimal Use of Limited Resources
 - Equipment Replacement
 - Time Value of Money
 - Cost of Capital
 - Capital Budgeting

MR01**PRINCIPLES OF MARKETING****OBJECTIVE:**

Participants will learn about the importance of marketing as one of the strategic functions of today's successful business enterprises and will further be introduced to the marketing principles, concepts and key functions with emphases on market research planning and analysis.

WHO SHOULD ATTEND:

- Business Developers
- Marketers

DURATION:

3 Days

TOPICS:

- Introduction to Marketing:
 - What is marketing?
 - Applied terminology
 - Importance of marketing
 - Principles of Marketing & the Marketing Mix. (4 P's)
- Marketing Research:
 - Planning and primary research methods
 - Market analysis tools and techniques
 - Data Collection: Low-cost /high cost secondary research

MR01

PRINCIPLES OF MARKETING (Cont'd)

TOPICS: (Cont'd)

- Customers and Markets:
 - Managing customers
 - Consumer's Buying behavior
 - Targeting Markets and Market segmentation
- Products and Services:
 - Positioning and market offering
 - Product life cycle
- Promotion and Pricing Strategies:
 - Types of promotion
 - Advertising
 - Selling rules and process

MR02**DEVELOPING AN EFFECTIVE MARKETING PLAN****OBJECTIVE:**

Participants will be introduced to the Marketing Plan as an indispensable tool for effective marketing management of any organization. Participants will further have a quick review on the basic elements of the marketing functions and will learn how to develop a solid marketing plan for your products or services including: understanding target market, identifying company's competitive position in the market, setting smart goals, defining marketing tactics, allocating budget and setting timeframe for proper execution.

WHO SHOULD ATTEND:

- Business Developers
- Marketing Professionals

DURATION:

3 Days

TOPICS:

- Review of Marketing principles:
 - Main definitions
 - Product Life Cycle
 - The Marketing Process
 - Steps in Market Segmentation, Targeting, and Positioning
 - Identifying Possible Competitive Advantages
 - The Marketing Mix

TOPICS: (Cont'd)

- Marketing Planning:
 - Situation Analysis
 - Marketing Objectives
 - Marketing Strategies & Tactics
 - Schedules & Budgets
- Case Study

OBJECTIVE:

Participants will understand the broader definition of a customer and will learn about types of customers and how to deal effectively and professionally with each type. Participants will also learn about customer satisfaction, measurement tools and techniques as an essential key performance indicator.

WHO SHOULD ATTEND:

- Public Relation Representatives
- Project Engineers
- Business Developers
- Middle Management

DURATION:

3 Days

TOPICS:

- What is meant by a customer? (internal and external customers)
- What is meant by customer satisfaction?
- Identify the role of customer service in the organization:
 - Core competency
 - Key performance Indicator
- What are the main elements for customer satisfaction?
- Types of customers
- Customer service evaluation and feedback
- Communication and telephone skills
- Handling complains
- Moving from customer satisfaction to customer delight and loyalty

MR04

MANAGING CUSTOMERS RELATIONS (MCR)

OBJECTIVE:

Participants will be exposed to a set of effective tools and techniques needed for creating a true customer-driven culture. Participants will further learn how to improve their customer-oriented skills, match customers' needs with product plans and offerings, plan effectively to meet customer requirements on time, manage their customer relationships in an organized way, and give customers the benefits they want.

WHO SHOULD ATTEND:

- Public Relation Managers
- Business Development Managers
- Project Engineers

DURATION:

3 Days

TOPICS:

- Overview of the dimensions of customers service
- Understanding customers' needs and demands
- Developing customer orientation competencies
- Reviewing corporate strategic goals and objectives
- Improving business processes
- Classifying customers types
- Recognizing customer attitudes
- Satisfying your customers
- Handling change effectively
- Networking and collaboration with customers

MR05**STRATEGIC MARKETING****OBJECTIVE:**

Participants will be introduced to Strategic Marketing as an effective planning tool for allowing organizations to concentrate their limited resources on the greatest opportunities to increase sales and achieve a sustainable competitive advantage.

WHO SHOULD ATTEND:

- Business Development Managers
- Marketing Managers/Professionals

DURATION:

3 Days

TOPICS:

- Introduction to Strategic Management:
 - Concept of planning
 - Concept of strategy
 - Concept of strategic planning
 - Concept of strategic marketing
 - Aspects of strategic marketing
 - Strategic marketing and marketing management

MR05 STRATEGIC MARKETING (Cont'd)

TOPICS: (Cont'd)

- The process of strategic marketing
- Strategic marketing implementation
- Understanding competition
- Identifying markets
- Understanding Customer's needs
- Market emergency
- Environment Scanning (Internal/External)
- Measuring strengths and weaknesses (SWOT Analysis)
- Developing options and making strategic decisions

NOTES:

A series of horizontal dotted lines for taking notes, contained within a rounded rectangular frame with a dashed border.

NOTES:

A series of horizontal dotted lines for writing notes, contained within a rounded rectangular frame with a dashed border.

NOTES:

A series of horizontal dotted lines for taking notes, contained within a rounded rectangular frame with a dashed border.

NOTES:

A series of horizontal dotted lines for taking notes, contained within a rounded rectangular frame with a dashed border.

NOTES:

A series of horizontal dotted lines for taking notes, contained within a rounded rectangular frame with a dashed border.

We **IN**vest
People