



# SUPPORTING FUNCTIONS

**SCHEDULE 2020**

## QEHS Management Systems

Code	Course Name	Duration (In days)	Start Date	
MS01	ISO 9001: 2015 Quality Management Systems Requirements	2	19 Jan.	12 Aug.
MS02	OHSAS 18001: 2007 Occupational Health & Safety Management Systems Requirements	2	26 Jan.	23 Aug.
MS03	ISO 14001: 2015 Environmental Management Systems Requirements	2	5 Feb.	9 Sep.
MS04	Quality Management Systems Internal Auditing (ISO 9001:2015)	3	9 Feb.	15 Sep.
MS05	Health & Safety Management Systems Internal Auditing (OHSAS 18001:2007)	2	18 Feb.	23 Sep.
MS06	Environmental Management Systems Internal Auditing (ISO 14001: 2015)	3	23 Feb.	11 Oct.
MS07	Environmental Management System (KPIS)	2	1 Mar.	4 Nov.
MS08	Environmental Impact Assessment (EIA)	3	11 Mar.	17 Nov.
MS09	ISO 50001: 2011 Energy Management Systems Requirements	2	15 Mar.	2 Dec.
MS10	Energy Management Systems Internal Auditing (ISO 50001:2011)	3	25 Mar.	6 Dec.
MS11	QMS Key Performance Indicators (KPIS) (New)	2	29 Mar.	16 Dec.
MS12	Sustainable Development (New)	2	8 Apr.	23 Dec.
MS13	Health & Safety Management Systems (OHSAS 45001:2018 ) (New)	2	15 Apr.	27 Dec.

## Procurement

PU01	Suppliers/Contractors Qualifications & Evaluation	5	12 Jan.	12 Jul.
PU02	Fundamentals of Purchasing	5	19 Jan.	9 Aug.
PU03	Developing Skills of Purchasing Specialists	5	26 Jan.	23 Aug.

# Procurement

Code	Course Name	Duration (In days)	Start Date	
PU04	Welding Inspection & Quality Control Procedures	5	2 Feb.	30 Aug.
PU05	Non-Destructive Testing (NDT)	5	9 Feb.	6 Sep.
PU06	Periodic Inspection Procedures for Gas & Oil Equipment	5	16 Feb.	13 Sep.
PU07	Material Management Systems (MMS)	5	23 Feb.	20 Sep.
PU08	Stock Management & Inventory Control	5	1 Mar.	27 Sep.
PU09	Supply Chain Management	5	8 Mar.	11 Oct.
PU10	Customs Procedures	3	15 Mar.	18 Oct.
PU11	Procurement Management	5	22 Mar.	1 Nov.
PT12	Logistics Management	5	29 Mar.	8 Nov.
PT13	Inventory Management	5	5 Apr.	15 Nov.
PU14	Tender Evaluation & Contract Preparation (New)	5	12 Apr.	22 Nov.
PU15	Project Procurement & Contract Management (New)	5	8 Mar.	29 Nov.
PU16	Contract Writing, Plaining & Management (New)	5	15 Mar.	6 Dec.
PU17	Methods of materials Storing and their calcification (New)	5	22 Mar.	13 Dec.

# Information Technology

IT01	Database Concepts & Administration	3	12 Jan.	8 Sep.
IT02	SQL Basic	3	21 Jan.	13 Sep.
IT03	Microsoft Office Word (Basic)	3	28 Jan.	22 Sep.
IT04	Microsoft Office Word (Advanced)	3	2 Feb.	29 Sep.

# Information Technology

Code	Course Name	Duration (In days)	Start Date	
IT05	Microsoft Office Excel (Basic)	3	11 Feb.	11 Oct.
IT06	Microsoft Office Excel (Advanced)	3	16 Feb.	20 Oct.
IT07	Microsoft Office PowerPoint(Basic)	3	25 Feb.	1 Nov.
IT08	Microsoft Office PowerPoint (Advanced)	3	1 Mar.	10 Nov.
IT09	Microsoft Office Access (Basic)	3	10 Mar.	17 Nov.
IT10	Microsoft Office Access (Advanced)	3	15 Mar.	22 Nov.
IT11	Microsoft Office Outlook	3	22 Mar.	29 Nov.
IT12	Outlook Quick Tips	2	25 Mar.	2 Dec.
IT13	MS Office - New Features	3	31 Mar.	8 Dec.
IT14	Power Pivot, Share Point & Business Intelligence Basic	3	5 Apr.	13 Dec.
IT15	Web Logic Administration	3	12 Apr.	22 Dec.

# Human Resources

HR01	Introduction to HRM	3	12 Jan.	23 Aug.
HR02	Interviewing Skills	2	19 Jan.	30 Aug.
HR03	Recruitment & Selection	2	26 Jan.	6 Sep.
HR04	Training Needs Assessment	3	2 Feb.	13 Sep.
HR05	Training Evaluation & ROI	3	9 Feb.	20 Sep.
HR06	Developing Skills of the Training Specialist	3	16 Feb.	27 Sep.
HR07	Strategic HR Management	3	23 Feb.	11 Oct.
HR08	Talent Management	2	1 Mar.	18 Oct.

## Human Resources

Code	Course Name	Duration (In days)	Start Date	
HR09	Development Continuous Learning	3	8 Mar.	1 Nov.
HR10	Competency- Based Training	3	15 Mar.	8 Nov.
HR11	Performance Appraisal & Evaluation	2	22 Mar.	15 Nov.
HR12	Trends in Human Resource Management (New)	3	29 Mar.	22 Nov.
HR13	Analyzing Work and Designing Jobs (New)	3	5 Apr.	29 Nov.
HR14	Advanced Career Development & Succession Planning (New)	3	12 Apr.	6 Dec.
HR15	Training Program Design (New)	3	9 Feb.	29 Nov.
HR16	Job description Design and implementation (New)	3	16 Feb.	6 Dec.
HR17	Job Evaluation & Pay Scale (New)	3	23 Feb.	13 Dec.
HR18	Workforce Planning and Employment (New)	3	1 Mar.	20 Dec.
HR19	Building Career Development & succession Planning (New)	3	8 Mar.	27 Dec.

## Finance

FI01	Accounting for Non- Accountants	3	12 Jan.	1 Sep.
FI02	Accounting Terminology	3	21 Jan.	6 Sep.
FI03	كيف تقرأ الميزانية؟	3	26 Jan.	15 Sep.
FI04	أحكام الضرائب العامة	3	4 Feb.	20 Sep.
FI05	التحليل المالي	3	9 Feb.	29 Sep.
FI06	إعداد وتخطيط التدفقات النقدية	3	18 Feb.	11 Oct.
FI07	Financial Planning & Management	3	23 Feb.	20 Oct.

## Finance

Code	Course Name	Duration (In days)	Start Date	
FI08	Finance & Budget	3	3 Mar.	1 Nov.
FI09	Asset & Portfolio Management	3	8 Mar.	10 Nov.
FI10	Corporate Governance (New)	3	17 Mar.	15 Nov.
FI11	قانون القيمة المضافة على الضريبة (New)	3	22 Mar.	24 Nov.
FI12	معايير المحاسبة المصرية (New)	3	31 Mar.	29 Nov.
FI13	Accounting & Finance in Oil & Gas Industry (New)	3	5 Apr.	8 Dec.
FI14	Advanced Payroll Skills (New)	3	14 Apr.	13 Dec.
FI15	أساسيات الاعتمادات المستندية و خطابات الضمان (New)	3	1 Mar.	22 Dec.
FI16	التأمين فى شركات البترول (New)	3	10 Mar.	27 Dec.

## Marketing & Business Development

MR01	Principles of Marketing	3	12 Jan.	1 Sep.
MR02	Developing an Effective Marketing Plan	3	4 Feb.	15 Sep.
MR03	Measuring Customers Satisfaction	3	1 Mar.	18 Oct.
MR04	Managing Customers Relations (MCR)	3	29 Mar.	24 Nov.
MR05	Strategic Marketing	3	25 Feb.	13 Dec.
MR06	Digital Marketing Strategy (New)	3	16 Feb.	27 Sep.
MR07	Market Research and analysis (New)	3	17 Mar.	1 Dec.
MR08	International Business (New)	3	8 Mar.	15 Nov.
MR09	Strategic Sales Management (New)	3	22 Mar.	3 Nov.