



# Training Plan 2017



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## **Company Overview**

**“ You cannot teach a man anything, you can only help him find it within himself.**

**”  
Galileo Galilei**

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As leading Training services provider, we deliver quality training, consultancy and business solutions to support our clients to achieve their business objectives and adapting to changing realities, and prosper in a complex and competitive world of globalization.

Our Training programs designed to help organizations as well as individual to close skills gaps and continuously improve their talent development environment. We offering the most relevant and up-to-date content delivered by the best instructors to our clients in Middle East and gulf region and provide them with their choice of customized programs or convenient public training scheduling options.

We precisely focusing on guiding and offering managerial solutions to HR managers as well as training managers in order to improve the abilities of their employees and improving their competencies to cope with the demanding business world.



## **Our Vision**

**“ To be a leading Training services providing and consultations to both public and private sectors through efficient Educational and Training Solutions. ”**



## **Our Mission**

**“ To supply the workforce market of both public and private sectors with the well trained cadres by developed programs and practical training. ”**



## **Our Values**

### **Quality:**

a certified from Tech Global should be acknowledged as a sign that the person has received quality training.

### **Continuous improvement:**

Tech Global always looking for ways to improve services to our clients.

### **Integrity:**

Tech Global committed to the highest standards of ethical behaviour.

### **Community:**

Tech Global build partnerships with people and organizations who share our ideals so that together we can achieve more for our clients.





## Why training

**“ The fate of your company is in the hands of your people. Train them well. ”**

**Roy H. Williams**

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In an ever changing and fast paced corporate world, training and development is an indispensable function.

Training allows employees to acquire new skills, sharpen existing ones, perform better, increase productivity and be better leaders. Since a company is the sum total of what employees achieve individually, organizations should do everything in their power to ensure that employees perform at their peak.

For above reasons Tech Global provides organizations as well as individuals with the knowledge, skills, and tools to achieve performance excellence, adapt to changing realities, and prosper in a complex and competitive world of globalization.

The image shows an open calendar with a grid layout. A prominent red horizontal band is overlaid across the center of the calendar pages. A white marker with a black cap is positioned diagonally across the top right corner of the calendar. The calendar pages are slightly blurred, showing various dates and days of the week in multiple languages. The background is a soft, out-of-focus light gray.

# Training Plan

Code	Title	1st Convention		2nd Convention	
		Date	venue	Date	venue
ML01	Balanced Score Card “BSC”	30/04-4/05/2017	Barcelona	03-07/09/2017	Istanbul
ML02	Business Ethics in Temporary Corporate	07-11/05/2017	Istanbul	10-14/09/2017	Dubai
ML03	Communication Skills and Problem Solving	14-18/05/2017	Dubai	17-21/09/2017	Istanbul
ML04	Corporate Strategic Management	21-25/05/2017	Istanbul	24-28/09/2017	Dubai
ML05	Data Management Manipulation and Analysis Using Excel	02-06/07/2017	Madrid	01-05/10/2017	Istanbul
ML06	Effective Contractor Management in Maintenance & Technical Projects	09-13/07/2017	Istanbul	08-12/10/2017	Amman
ML07	Effective Negotiation, Persuasion & Critical Thinking	01-05/01/2017	Paris	15-19/10/2017	Istanbul
ML08	Excellence Leadership Under Pressure	08-12/01/2017	Istanbul	22-26/10/2017	kuala lumpur
ML09	Facilities Management	15-19/01/2017	Istanbul	29/10-02/11/2017	Amman
ML10	High Impact Business Communication	22-26/01/2017	Paris	05-09/11/2017	Istanbul
ML11	Implementation of Effective Policies & Procedures	29/01-02/02/2017	London	12-16/11/2017	Istanbul
ML12	Key Performance Indicators & Optimizations	05-09/02/2017	Istanbul	19-23/11/2017	kuala lumpur
ML13	Leadership & Decision-Making in Crisis & Emergency Situations	12-16/02/2017	Madrid	26-30/11/2017	Istanbul
ML14	leadership and Management Through Strategic Planning & Innovation	19-23/02/2017	Istanbul	03-07/12/2017	Dubai
ML15	Leadership Skills Task Building	26/02-02/03/2017	Amman	10-14/12/2017	Istanbul
ML16	Leadership Styles in Dynamic Environment	05-09/03/2017	Istanbul	17-21/12/2017	Madrid
ML17	Leadership, Coordination and Communication	12-16/03/2017	kuala lumpur	24-28/12/2017	Istanbul
ML18	Managing Diversities in a Multi-Cultural Workplace	19-23/03/2017	Istanbul	16-20/07/2017	Paris
ML19	Managing Employee Performance, Behavior & Attitudes	26-30/03/2017	Istanbul	23-27/07/2017	London
ML20	Managing Multiple Tasks and Multishift Operations	02-06/04/2017	Paris	30/07-03/08/2017	Istanbul
ML21	Managing Personal & Interpersonal Skills	09-13/04/2017	Istanbul	06-10/08/2017	Madrid
ML22	Negotiation & Dispute Resolutions	16-20/04/2017	Istanbul	13-17/08/2017	Istanbul
ML23	Organizational Behavior	23-27/04/2017	Istanbul	20-24/08/2017	Amman
ML24	Problem Solving and Decision Making	30/04-4/05/2017	Dubai	27-31/08/2017	Istanbul
ML25	Process Development and Innovation	07-11/05/2017	Istanbul	03-07/09/2017	London
ML26	Quality Management	14-18/05/2017	Paris	10-14/09/2017	Istanbul
ML27	Strategic Crisis Management	21-25/05/2017	Dubai	17-21/09/2017	Istanbul



Code	Title	1st Convention		2nd Convention	
		Date	venue	Date	venue
ML28	Strategic Leadership	02-06/07/2017	Istanbul	24-28/09/2017	Amman
ML29	Strategic Planning, Development & Implementation	09-13/07/2017	Istanbul	01-05/10/2017	Dubai
ML30	Strategic Purchasing & Supply Management	01-05/01/2017	Amman	08-12/10/2017	Istanbul
ML31	Teamwork & Cooperation Skills in Corporations	08-12/01/2017	Istanbul	15-19/10/2017	kuala lumpur
ML32	The 360° Leader - Emotional Intelligence in Leadership Pinnacle	15-19/01/2017	Barcelona	22-26/10/2017	Istanbul
ML33	Women as Leaders	22-26/01/2017	Istanbul	29/10-02/11/2017	kuala lumpur

Code	Title	1st Convention		2nd Convention	
		Date	venue	Date	venue
AA01	Audit Manager Tools and Techniques	15-19/01/2017	Istanbul	23-27/07/2017	Dubai
AA02	Best Practices in Internal Auditing	22-26/01/2017	Madrid	30/07-03/08/2017	Istanbul
AA03	Continuous Auditing	29/01-02/02/2017	Istanbul	06-10/08/2017	kuala lumpur
AA04	COSO-based Internal Auditing	05-09/02/2017	Dubai	13-17/08/2017	Istanbul
AA05	Creative Problem-Solving Techniques for Auditors	12-16/02/2017	Istanbul	20-24/08/2017	Dubai
AA06	Financial Auditing for Internal Auditors	19-23/02/2017	Istanbul	27-31/08/2017	London
AA07	Financial Statement Fraud Detection for Internal Auditors	26/02-02/03/2017	Madrid	03-07/09/2017	Istanbul
AA08	Fraud Detection and Investigation for Government Auditors	05-09/03/2017	Paris	10-14/09/2017	Istanbul
AA09	Fraud Detection and Investigation for Internal Auditors	12-16/03/2017	Dubai	17-21/09/2017	Istanbul
AA10	Fraud Investigation Tools and Techniques	19-23/03/2017	Istanbul	24-28/09/2017	Amman
AA11	Introduction to IT Auditing	26-30/03/2017	kuala lumpur	01-05/10/2017	Istanbul
AA12	ISO 9001 Lead Auditor Training "IRCA"	02-06/04/2017	Istanbul	08-12/10/2017	Dubai
AA13	Operational Auditing: Evaluating Procurement and Sourcing	09-13/04/2017	Istanbul	15-19/10/2017	kuala lumpur
AA14	Operational Auditing: Evaluating the Supply Chain	16-20/04/2017	Dubai	22-26/10/2017	Istanbul
AA15	Performing an Effective Quality Assessment	23-27/04/2017	Istanbul	29/10-02/11/2017	Madrid
AA16	Preparing for "CIA" Certification	30/04-4/05/2017	Istanbul	05-09/11/2017	Paris
AA17	Risk-Based Auditing: a Value Add Proposition	07-11/05/2017	Barcelona	12-16/11/2017	Istanbul

Code	Title	1st Convention		2nd Conevntion	
		Date	venue	Date	venue
BO01	Back Office Management	14-18/05/2017	Istanbul	19-23/11/2017	Dubai
BO02	Bank Management and Decision Making for Bankers	21-25/05/2017	Madrid	26-30/11/2017	Istanbul
BO03	Bank Operations Management	02-06/07/2017	Istanbul	03-07/12/2017	Dubai
BO04	Bank Risk Analysis	09-13/07/2017	Paris	10-14/12/2017	Istanbul
BO05	Central Banks Role of Protecting Customers	01-05/01/2017	Istanbul	17-21/12/2017	kuala lumpur
BO06	Corporate Banking	08-12/01/2017	Istanbul	24-28/12/2017	Amman
BO07	Crisis Management in Banking	15-19/01/2017	Madrid	16-20/07/2017	Istanbul
BO08	Fund Management	22-26/01/2017	Istanbul	23-27/07/2017	Barcelona
BO09	Investment Banking	29/01-02/02/2017	Amman	30/07-03/08/2017	Istanbul
BO10	Islamic Banking and Finance	05-09/02/2017	Dubai	06-10/08/2017	Istanbul
BO11	Islamic Banking Principles and Applications	12-16/02/2017	Istanbul	13-17/08/2017	Paris
BO12	Letter of Guarantees Credit	19-23/02/2017	Istanbul	20-24/08/2017	London
BO13	Merchant Banking and Financial Services	26/02-02/03/2017	Madrid	27-31/08/2017	Istanbul
BO14	Money and Banking for Non bankers	05-09/03/2017	Istanbul	03-07/09/2017	Madrid
BO15	Personal and Retail Banking	12-16/03/2017	Dubai	10-14/09/2017	Istanbul
BO16	Private Client Investment Advice and Management	19-23/03/2017	Istanbul	17-21/09/2017	Amman
BO17	Private Wealth Management	26-30/03/2017	kuala lumpur	24-28/09/2017	Istanbul
BO18	Strategic Bank Management	02-06/04/2017	Istanbul	01-05/10/2017	kuala lumpur
BO19	Strategic Pricing in Retail Banking	09-13/04/2017	Dubai	08-12/10/2017	Istanbul
BO20	SWIFT Standards and Regulations	16-20/04/2017	Istanbul	15-19/10/2017	Dubai

Code	Title	1st Convention		2nd Conevntion	
		Date	venue	Date	venue
EM01	Advanced Welding Processes and Materials Selection	23-27/04/2017	Istanbul	22-26/10/2017	Dubai
EM02	Circuits and Electronics	30/04-4/05/2017	Dubai	29/10-02/11/2017	Istanbul
EM03	Design and Analysis of Manufacturing Systems	07-11/05/2017	Istanbul	05-09/11/2017	Amman
EM04	Design of Machine Elements	14-18/05/2017	Amman	12-16/11/2017	Istanbul
EM05	Designing Real Systems	21-25/05/2017	Istanbul	19-23/11/2017	Amman
EM06	Digital Design with "VHDL"	02-06/07/2017	Istanbul	26-30/11/2017	Dubai
EM07	Digital Signal Processing	09-13/07/2017	Paris	03-07/12/2017	Istanbul
EM08	Digital System Design	01-05/01/2017	Istanbul	10-14/12/2017	kuala lumpur
EM09	Electronic and Photonic Devices	08-12/01/2017	Dubai	17-21/12/2017	Istanbul
EM10	Electronic Interfaces: Bridging the Physical and Digital Worlds	15-19/01/2017	Istanbul	24-28/12/2017	kuala lumpur
EM11	Energy Conversion Technologies	22-26/01/2017	Istanbul	16-20/07/2017	London
EM12	Engineering Design with Polymers	29/01-02/02/2017	Amman	23-27/07/2017	Istanbul
EM13	Engineering Measurements and Instrumentation	05-09/02/2017	Istanbul	30/07-03/08/2017	Amman
EM14	Engineering Problem Solving and Programming	12-16/02/2017	kuala lumpur	06-10/08/2017	Istanbul
EM15	Experimental Vibration and Dynamic System Analysis	19-23/02/2017	Dubai	13-17/08/2017	Istanbul
EM16	Fluid Dynamics	26/02-02/03/2017	Istanbul	20-24/08/2017	Amman
EM17	Gas Turbines and Jet Propulsion	05-09/03/2017	Dubai	27-31/08/2017	Istanbul
EM18	Geometric Modeling for Engineering Applications	12-16/03/2017	Istanbul	03-07/09/2017	kuala lumpur
EM19	Haptics: Introduction to Haptics	19-23/03/2017	kuala lumpur	10-14/09/2017	Istanbul
EM20	Introduction to Power Electronics	26-30/03/2017	Istanbul	17-21/09/2017	Paris
EM21	Machine Shop and Welding	02-06/04/2017	Paris	24-28/09/2017	Istanbul
EM22	Manufacturing Processes	09-13/04/2017	Dubai	01-05/10/2017	Istanbul
EM23	Mechanical Systems Analysis	16-20/04/2017	kuala lumpur	08-12/10/2017	Istanbul
EM24	Mechanics of Materials	23-27/04/2017	Istanbul	15-19/10/2017	Dubai
EM25	Modeling and Simulation in Polymer Processing	30/04-4/05/2017	Istanbul	22-26/10/2017	kuala lumpur
EM26	Optics for Robots and Drones	07-11/05/2017	Amman	29/10-02/11/2017	Istanbul
EM27	Optimum Design of Mechanical Elements and Systems	14-18/05/2017	Dubai	05-09/11/2017	Istanbul

Code	Title	1st Convention		2nd Convention	
		Date	venue	Date	venue
EM28	Organic Solar Cells - Theory and Practice	21-25/05/2017	London	12-16/11/2017	Istanbul
EM29	Rheology of Foods and Biomaterials	02-06/07/2017	Istanbul	19-23/11/2017	kuala lumpur
EM30	Robotic Motion Systems	09-13/07/2017	Istanbul	26-30/11/2017	Dubai
EM31	Sensing and Actuation from Devices	01-05/01/2017	kuala lumpur	03-07/12/2017	Istanbul
EM32	Signals and Systems	08-12/01/2017	Istanbul	10-14/12/2017	Madrid
EM33	Solar Cells, Fuel Cells and Batteries	15-19/01/2017	Dubai	17-21/12/2017	Istanbul
EM34	Solar Energy Technology	22-26/01/2017	Amman	24-28/12/2017	Istanbul
EM35	Thermo sciences Laboratories for Nuclear Engineers	29/01-02/02/2017	kuala lumpur	16-20/07/2017	Istanbul
EM36	Surface Properties of Electronically Active Solids	05-09/02/2017	Istanbul	23-27/07/2017	Barcelona
EM37	Transmission Electron Microscopy for Materials Science	12-16/02/2017	Amman	30/07-03/08/2017	Istanbul



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		Date	venue	Date	venue
EM28	Organic Solar Cells - Theory and Practice	21-25/05/2017	London	12-16/11/2017	Istanbul
EM29	Rheology of Foods and Biomaterials	02-06/07/2017	Istanbul	19-23/11/2017	kuala lumpur
EM30	Robotic Motion Systems	09-13/07/2017	Istanbul	26-30/11/2017	Dubai
EM31	Sensing and Actuation from Devices	01-05/01/2017	kuala lumpur	03-07/12/2017	Istanbul
EM32	Signals and Systems	08-12/01/2017	Istanbul	10-14/12/2017	Madrid
EM33	Solar Cells, Fuel Cells and Batteries	15-19/01/2017	Dubai	17-21/12/2017	Istanbul
EM34	Solar Energy Technology	22-26/01/2017	Amman	24-28/12/2017	Istanbul
EM35	Thermo sciences Laboratories for Nuclear Engineers	29/01-02/02/2017	kuala lumpur	16-20/07/2017	Istanbul
EM36	Surface Properties of Electronically Active Solids	05-09/02/2017	Istanbul	23-27/07/2017	Barcelona
EM37	Transmission Electron Microscopy for Materials Science	12-16/02/2017	Amman	30/07-03/08/2017	Istanbul

Code	Title	1st Convention		2nd Coneyntion	
		Date	venue	Date	venue
HRM01	Auditing HR Processes	19-23/02/2017	Istanbul	06-10/08/2017	Dubai
HRM02	Compensation & Benefits management	26/02-02/03/2017	Dubai	13-17/08/2017	Istanbul
HRM03	Competency-Based Management	05-09/03/2017	Madrid	20-24/08/2017	Istanbul
HRM04	Compliance and Business Ethics	12-16/03/2017	Istanbul	27-31/08/2017	London
HRM05	Current Issues and Trends in "HRM"	19-23/03/2017	Amman	03-07/09/2017	Istanbul
HRM06	Employee Engagement and Motivation	26-30/03/2017	Istanbul	10-14/09/2017	Amman
HRM07	Employment Law & Employee Rights	02-06/04/2017	Barcelona	17-21/09/2017	Istanbul
HRM08	Financial Skills for HR Professionals	09-13/04/2017	Istanbul	24-28/09/2017	kuala lumpur
HRM09	HR Metrics & Analytics	16-20/04/2017	Paris	01-05/10/2017	Istanbul
HRM10	HR Skills for HR Administrators	23-27/04/2017	Barcelona	08-12/10/2017	Dubai
HRM11	Human Resources and Training Development	30/04-4/05/2017	Madrid	15-19/10/2017	Istanbul
HRM12	Identifying Training Needs and Evaluating Training	07-11/05/2017	Istanbul	22-26/10/2017	kuala lumpur
HRM13	Job specification and Design	14-18/05/2017	Istanbul	29/10-02/11/2017	Dubai
HRM14	Knowledge Management for the Oil & Gas Industry	21-25/05/2017	Istanbul	05-09/11/2017	Barcelona
HRM15	Leading Strategic HR Transformation	02-06/07/2017	Madrid	12-16/11/2017	Istanbul
HRM16	Managing & Measuring Training	09-13/07/2017	Dubai	19-23/11/2017	Istanbul
HRM17	Managing and Coordinating Training	01-05/01/2017	Istanbul	26-30/11/2017	Paris
HRM18	Managing Employee Performance, Behavior & Attitudes	08-12/01/2017	Istanbul	03-07/12/2017	London
HRM19	Organization and Workforce Planning	15-19/01/2017	kuala lumpur	10-14/12/2017	Istanbul
HRM20	Organizational Behavior	22-26/01/2017	Istanbul	17-21/12/2017	Madrid
HRM21	Organizational Change and Development	29/01-02/02/2017	Madrid	24-28/12/2017	Istanbul
HRM22	Performance Management System: design and Implementation	05-09/02/2017	Istanbul	16-20/07/2017	Amman
HRM23	Recruitment Skills and Interviewing Techniques	12-16/02/2017	Dubai	23-27/07/2017	Istanbul
HRM24	Roles and Responsibilities in employees relations	19-23/02/2017	Istanbul	30/07-03/08/2017	kuala lumpur
HRM25	Strategic Human Resources Management	26/02-02/03/2017	kuala lumpur	06-10/08/2017	Istanbul
HRM26	Urban Labor Markets and Employment Policy	05-09/03/2017	Istanbul	13-17/08/2017	Madrid
HRM27	Work, Employment, and Industrial Relations Theory	12-16/03/2017	Dubai	20-24/08/2017	Istanbul

Code	Title	1st Convention		2nd Conevntion	
		Date	venue	Date	venue
IS01	Combinatorial Optimization	19-23/03/2017	Istanbul	27-31/08/2017	Dubai
IS02	Engineering Management of Continuous Process Improvement	26-30/03/2017	Amman	03-07/09/2017	Istanbul
IS03	Facilities Management	02-06/04/2017	Istanbul	10-14/09/2017	Amman
IS04	Facilities Planning	09-13/04/2017	kuala lumpur	17-21/09/2017	Istanbul
IS05	Health Systems Engineering	16-20/04/2017	Istanbul	24-28/09/2017	London
IS06	Industrial Engineering Projects	23-27/04/2017	Amman	01-05/10/2017	Istanbul
IS07	Information Sensing and Analysis for Manufacturing Processes	30/04-4/05/2017	Dubai	08-12/10/2017	Istanbul
IS08	Inspection, Quality Control and Reliability	07-11/05/2017	Istanbul	15-19/10/2017	Dubai
IS09	Introduction to Manufacturing Systems, Design and Analysis	14-18/05/2017	Istanbul	22-26/10/2017	kuala lumpur
IS10	Junior Design Laboratory	21-25/05/2017	Madrid	29/10-02/11/2017	Istanbul
IS11	Linear Programming Methods	02-06/07/2017	Paris	05-09/11/2017	Istanbul
IS12	Operations Research-Deterministic Modeling	09-13/07/2017	Dubai	12-16/11/2017	Istanbul
IS13	Patient Safety and Error Reduction in Healthcare	01-05/01/2017	Istanbul	19-23/11/2017	kuala lumpur
IS14	Performance Analysis of Manufacturing Systems	08-12/01/2017	Istanbul	26-30/11/2017	Dubai
IS15	Production Planning and Control	15-19/01/2017	Istanbul	03-07/12/2017	kuala lumpur
IS16	Simulation and Probabilistic Modeling	22-26/01/2017	Amman	10-14/12/2017	Istanbul
IS17	Simulation Modeling and Analysis	29/01-02/02/2017	Istanbul	17-21/12/2017	Dubai
IS18	Sociotechnical Systems	05-09/02/2017	Madrid	24-28/12/2017	Istanbul
IS19	Sociotechnical Systems in Industry	12-16/02/2017	Istanbul	16-20/07/2017	Amman
IS20	Stochastic Modeling Techniques	19-23/02/2017	Barcelona	23-27/07/2017	Istanbul

Code	Title	1st Convention		2nd Coneyntion	
		Date	venue	Date	venue
IT01	ACMA Optical Fiber Cabling	26/02-02/03/2017	Dubai	30/07-03/08/2017	Istanbul
IT02	ACMA Coaxial Cabling	05-09/03/2017	Istanbul	06-10/08/2017	Dubai
IT03	Artificial Intelligence	12-16/03/2017	Istanbul	13-17/08/2017	kuala lumpur
IT04	CCNA Routing & Switching	19-23/03/2017	Amman	20-24/08/2017	Istanbul
IT05	CCNP Routing & Switching	26-30/03/2017	Istanbul	27-31/08/2017	Amman
IT06	Computer Design And Organization	02-06/04/2017	kuala lumpur	03-07/09/2017	Istanbul
IT07	Data Management Manipulation and Analysis Using Excel	09-13/04/2017	Madrid	10-14/09/2017	Istanbul
IT08	Data Mining & Survey Design and Data Analysis	16-20/04/2017	Istanbul	17-21/09/2017	kuala lumpur
IT09	Data Programming	23-27/04/2017	Amman	24-28/09/2017	Istanbul
IT10	Data Structures And Algorithms	30/04-4/05/2017	Istanbul	01-05/10/2017	kuala lumpur
IT11	Database Systems Internals	07-11/05/2017	kuala lumpur	08-12/10/2017	Istanbul
IT12	Digital Communications: Modulation and Coding	14-18/05/2017	Dubai	15-19/10/2017	Istanbul
IT13	Digital Transmission	21-25/05/2017	Istanbul	22-26/10/2017	Amman
IT14	Distributed Computer Systems Engineering	02-06/07/2017	Istanbul	29/10-02/11/2017	Dubai
IT15	Distributed Multi-Media Systems	09-13/07/2017	Amman	05-09/11/2017	Istanbul
IT16	Distributed Software Development and Management	01-05/01/2017	kuala lumpur	12-16/11/2017	Amman
IT17	Electronic Document Management Systems "EDMS"	08-12/01/2017	Madrid	19-23/11/2017	Istanbul
IT18	Enterprise Information Security	15-19/01/2017	Istanbul	26-30/11/2017	kuala lumpur
IT19	Enterprise Information Systems (EIS)	22-26/01/2017	Dubai	03-07/12/2017	Istanbul
IT20	Hardware Design And Implementation	29/01-02/02/2017	Istanbul	10-14/12/2017	Paris
IT21	Information Security Management	05-09/02/2017	Amman	17-21/12/2017	Istanbul
IT22	Information Technology in Organizations	12-16/02/2017	Barcelona	24-28/12/2017	Istanbul
IT23	Intelligent Networks	19-23/02/2017	Amman	16-20/07/2017	Istanbul
IT24	IT Project Management	26/02-02/03/2017	Istanbul	23-27/07/2017	Amman
IT25	IT Security Policies and Procedures	05-09/03/2017	Istanbul	30/07-03/08/2017	Amman
IT26	Java Programming Basics	12-16/03/2017	kuala lumpur	06-10/08/2017	Istanbul
IT27	Java-Spring MVC Framework & Web Services	19-23/03/2017	Istanbul	13-17/08/2017	kuala lumpur

Code	Title	1st Convention		2nd Coneyntion	
		Date	venue	Date	venue
IT28	Microsoft Windows Server Services	26-30/03/2017	Istanbul	20-24/08/2017	Dubai
IT29	Network and Computer Security	02-06/04/2017	kuala lumpur	27-31/08/2017	Istanbul
IT30	Network Design	09-13/04/2017	Istanbul	03-07/09/2017	Dubai
IT31	Network Design and Management	16-20/04/2017	kuala lumpur	10-14/09/2017	Istanbul
IT32	Network Performance Management	23-27/04/2017	Istanbul	17-21/09/2017	kuala lumpur
IT33	Object-Oriented Analysis and Design	30/04-4/05/2017	Istanbul	24-28/09/2017	Madrid
IT34	Oracle Programming with PL/SQL	07-11/05/2017	Istanbul	01-05/10/2017	Paris
IT35	Physical Layer of Communications	14-18/05/2017	Dubai	08-12/10/2017	Istanbul
IT36	Programming Languages & Their Implementation	21-25/05/2017	Istanbul	15-19/10/2017	kuala lumpur
IT37	Radio Planning and Optimization	02-06/07/2017	Amman	22-26/10/2017	Istanbul
IT38	Service Desk Analyst "SDA"	09-13/07/2017	Istanbul	29/10-02/11/2017	kuala lumpur
IT39	SharePoint Operation and Applications	01-05/01/2017	Dubai	05-09/11/2017	Istanbul
IT40	Software Design And Implementation	08-12/01/2017	Istanbul	12-16/11/2017	Amman
IT41	Software Tools and Techniques	15-19/01/2017	Amman	19-23/11/2017	Istanbul
IT42	The Hardware/Software Interface	22-26/01/2017	Paris	26-30/11/2017	Istanbul
IT43	Web Programming	29/01-02/02/2017	Istanbul	03-07/12/2017	kuala lumpur
IT44	Wireless Telecommunication	05-09/02/2017	Istanbul	10-14/12/2017	Dubai



Code	Title	1st Convention		2nd Coneyntion	
		Date	venue	Date	venue
LL01	Advanced Procurement, Contract Management & Effective Negotiation	12-16/02/2017	Istanbul	17-21/12/2017	Dubai
LL02	Airline Contract Law	19-23/02/2017	Dubai	24-28/12/2017	Istanbul
LL03	Alternative Dispute Resolution "ADR"	26/02-02/03/2017	Barcelona	16-20/07/2017	Istanbul
LL04	Business Law	05-09/03/2017	Istanbul	23-27/07/2017	Madrid
LL05	Case File Preparation and Disclosure	12-16/03/2017	Istanbul	30/07-03/08/2017	Paris
LL06	Civil Law and Procedure	19-23/03/2017	Istanbul	06-10/08/2017	Dubai
LL07	Collecting Electronic / Digital Evidence	26-30/03/2017	London	13-17/08/2017	Istanbul
LL08	Construction Adjudication	02-06/04/2017	Istanbul	20-24/08/2017	kuala lumpur
LL09	Corporate Acquisitions and Disposals	09-13/04/2017	Madrid	27-31/08/2017	Istanbul
LL10	Corporate Governance for Lawyers	16-20/04/2017	Istanbul	03-07/09/2017	Dubai
LL11	Courtroom Skills and Giving Evidence	23-27/04/2017	Amman	10-14/09/2017	Istanbul
LL12	Criminal Law and Procedure	30/04-4/05/2017	Istanbul	17-21/09/2017	kuala lumpur
LL13	Digital Copyright and Licensing	07-11/05/2017	kuala lumpur	24-28/09/2017	Istanbul
LL14	Dilapidations - Claims, Obligations and Settlement Mechanisms	14-18/05/2017	Istanbul	01-05/10/2017	Dubai
LL15	Discrimination and the Law	21-25/05/2017	Istanbul	08-12/10/2017	Barcelona
LL16	Drafting Legislation	02-06/07/2017	Paris	15-19/10/2017	Istanbul
LL17	Effective Audit Committees	09-13/07/2017	London	22-26/10/2017	Istanbul
LL18	Effective Legal Writing for Non-Lawyers	01-05/01/2017	Amman	29/10-02/11/2017	Istanbul
LL19	Effective Management of Legal Risk	08-12/01/2017	Istanbul	05-09/11/2017	London
LL20	Employment Law: Practice & Skills	15-19/01/2017	Dubai	12-16/11/2017	Istanbul
LL21	FIDIC Conditions of Contract for Works of Civil Engineering Construction	22-26/01/2017	Istanbul	19-23/11/2017	Madrid
LL22	Fundamentals of International Oil and Gas Law "IOG"	29/01-02/02/2017	Amman	26-30/11/2017	Istanbul
LL23	Judicial Ethics and Case Management	05-09/02/2017	Istanbul	03-07/12/2017	Amman
LL24	Law Evidence Procedure , Complaints Handling and Investigation	12-16/02/2017	Istanbul	10-14/12/2017	Dubai
LL25	Law-Making and Legislative Drafting	19-23/02/2017	Paris	17-21/12/2017	Istanbul
LL26	Legality for Letters of Credit	26/02-02/03/2017	London	24-28/12/2017	Istanbul
LL27	Mergers & Acquisitions	05-09/03/2017	Istanbul	16-20/07/2017	Amman
LL28	Regulation of Investigatory Powers Act	12-16/03/2017	Madrid	23-27/07/2017	Istanbul
LL29	Reinsurance Contract Wordings and Disputes	19-23/03/2017	Istanbul	30/07-03/08/2017	kuala lumpur
LL30	Telecommunications Law and Regulation	26-30/03/2017	Amman	06-10/08/2017	Istanbul

Code	Title	1st Convention		2nd Coneyntion	
		Date	venue	Date	venue
MRO01	Asset Management & ISO 55000 Series	02-06/04/2017	Istanbul	13-17/08/2017	Dubai
MRO02	Best Practices in Multishift Operations	09-13/04/2017	Dubai	20-24/08/2017	Istanbul
MRO03	Decision Analysis for Operation & Maintenance Professionals	16-20/04/2017	Istanbul	27-31/08/2017	Amman
MRO04	Effective Contractor Management in Maintenance & Technical Projects	23-27/04/2017	Amman	03-07/09/2017	Istanbul
MRO05	Electrical Drawings & Control Circuits	30/04-4/05/2017	Istanbul	10-14/09/2017	Amman
MRO06	Electrical Faults: Causes, Analysis, Detection & Remedies	07-11/05/2017	kuala lumpur	17-21/09/2017	Istanbul
MRO07	Fractured & Unconventional Reservoir Modeling	14-18/05/2017	Dubai	24-28/09/2017	Istanbul
MRO08	Harmonics, Power Quality Effects on Gas Insulated Switchgears "GIS"	21-25/05/2017	Istanbul	01-05/10/2017	Dubai
MRO09	Heat exchanger : Types & Applications , Design , Operation and Maintenance	02-06/07/2017	kuala lumpur	08-12/10/2017	Istanbul
MRO10	ISO 17025 & Laboratory Information Management Systems for Analytical Laboratories "LIMS"	09-13/07/2017	Dubai	15-19/10/2017	Istanbul
MRO11	Maintenance Management	01-05/01/2017	Istanbul	22-26/10/2017	Dubai
MRO12	Maintenance Planning, Scheduling and Control	08-12/01/2017	Dubai	29/10-02/11/2017	Istanbul
MRO13	Medium Voltage & High Voltage Switchgear Operations & Maintenance	15-19/01/2017	Istanbul	05-09/11/2017	kuala lumpur
MRO14	Process & Mechanical Engineering Essentials	22-26/01/2017	kuala lumpur	12-16/11/2017	Istanbul
MRO15	Process Control Valves and Actuators	29/01-02/02/2017	Istanbul	19-23/11/2017	Paris
MRO16	Process Equipment : Compressors , Pumps , Seals and Variable – Speed Drives	05-09/02/2017	Paris	26-30/11/2017	Istanbul
MRO17	Process Equipment and Piping System	12-16/02/2017	Istanbul	03-07/12/2017	Dubai
MRO18	Process Plant Optimization & Energy Conservation	19-23/02/2017	kuala lumpur	10-14/12/2017	Istanbul
MRO19	Process Plant Troubleshooting & Engineering Problem Solving	26/02-02/03/2017	Istanbul	17-21/12/2017	Amman
MRO20	Pump & Machinery Troubleshooting	05-09/03/2017	Barcelona	24-28/12/2017	Istanbul
MRO21	Pumps, Compressors & Turbines	12-16/03/2017	Amman	16-20/07/2017	Istanbul
MRO22	Risk Reliability Management	19-23/03/2017	Istanbul	23-27/07/2017	kuala lumpur
MRO23	Rotating Equipment: Start-up, Operation, Maintenance, & Troubleshooting	26-30/03/2017	Istanbul	30/07-03/08/2017	Dubai
MRO24	Safe Operations & Maintenance of Circuit Breakers & Switchgears	02-06/04/2017	kuala lumpur	06-10/08/2017	Istanbul
MRO25	Sustainability, Energy and Change.	09-13/04/2017	Istanbul	13-17/08/2017	Dubai
MRO26	TEMA & HTRI Heat Exchanger Design & Cost Saving Management	16-20/04/2017	Istanbul	20-24/08/2017	Amman
MRO27	Water Flooding Best Practices	23-27/04/2017	kuala lumpur	27-31/08/2017	Istanbul

Code	Title	1st Convention		2nd Conevntion	
		Date	venue	Date	venue
ML01	Balanced Score Card "BSC"	30/04-4/05/2017	Barcelona	03-07/09/2017	Istanbul
ML02	Business Ethics in Temporary Corporate	07-11/05/2017	Istanbul	10-14/09/2017	Dubai
ML03	Communication Skills and Problem Solving	14-18/05/2017	Dubai	17-21/09/2017	Istanbul
ML04	Corporate Strategic Management	21-25/05/2017	Istanbul	24-28/09/2017	Dubai
ML05	Data Management Manipulation and Analysis Using Excel	02-06/07/2017	Madrid	01-05/10/2017	Istanbul
ML06	Effective Contractor Management in Maintenance & Technical Projects	09-13/07/2017	Istanbul	08-12/10/2017	Amman
ML07	Effective Negotiation, Persuasion & Critical Thinking	01-05/01/2017	Paris	15-19/10/2017	Istanbul
ML08	Excellence Leadership Under Pressure	08-12/01/2017	Istanbul	22-26/10/2017	kuala lumpur
ML09	Facilities Management	15-19/01/2017	Istanbul	29/10-02/11/2017	Amman
ML10	High Impact Business Communication	22-26/01/2017	Paris	05-09/11/2017	Istanbul
ML11	Implementation of Effective Policies & Procedures	29/01-02/02/2017	London	12-16/11/2017	Istanbul
ML12	Key Performance Indicators & Optimizations	05-09/02/2017	Istanbul	19-23/11/2017	kuala lumpur
ML13	Leadership & Decision-Making in Crisis & Emergency Situations	12-16/02/2017	Madrid	26-30/11/2017	Istanbul
ML14	leadership and Management Through Strategic Planning & Innovation	19-23/02/2017	Istanbul	03-07/12/2017	Dubai
ML15	Leadership Skills Task Building	26/02-02/03/2017	Amman	10-14/12/2017	Istanbul
ML16	Leadership Styles in Dynamic Environment	05-09/03/2017	Istanbul	17-21/12/2017	Madrid
ML17	Leadership, Coordination and Communication	12-16/03/2017	kuala lumpur	24-28/12/2017	Istanbul
ML18	Managing Diversities in a Multi-Cultural Workplace	19-23/03/2017	Istanbul	16-20/07/2017	Paris
ML19	Managing Employee Performance, Behavior & Attitudes	26-30/03/2017	Istanbul	23-27/07/2017	London
ML20	Managing Multiple Tasks and Multishift Operations	02-06/04/2017	Paris	30/07-03/08/2017	Istanbul
ML21	Managing Personal & Interpersonal Skills	09-13/04/2017	Istanbul	06-10/08/2017	Madrid
ML22	Negotiation & Dispute Resolutions	16-20/04/2017	Istanbul	13-17/08/2017	Istanbul
ML23	Organizational Behavior	23-27/04/2017	Istanbul	20-24/08/2017	Amman
ML24	Problem Solving and Decision Making	30/04-4/05/2017	Dubai	27-31/08/2017	Istanbul
ML25	Process Development and Innovation	07-11/05/2017	Istanbul	03-07/09/2017	London

Code	Title	1st Convention		2nd Coneyntion	
		Date	venue	Date	venue
ML26	Quality Management	14-18/05/2017	Paris	10-14/09/2017	Istanbul
ML27	Strategic Crisis Management	21-25/05/2017	Dubai	17-21/09/2017	Istanbul
ML28	Strategic Leadership	02-06/07/2017	Istanbul	24-28/09/2017	Amman
ML29	Strategic Planning, Development & Implementation	09-13/07/2017	Istanbul	01-05/10/2017	Dubai
ML30	Strategic Purchasing & Supply Management	01-05/01/2017	Amman	08-12/10/2017	Istanbul
ML31	Teamwork & Cooperation Skills in Corporations	08-12/01/2017	Istanbul	15-19/10/2017	kuala lumpur
ML32	The 360° Leader - Emotional Intelligence in Leadership Pinnacle	15-19/01/2017	Barcelona	22-26/10/2017	Istanbul
ML33	Women as Leaders	22-26/01/2017	Istanbul	29/10-02/11/2017	kuala lumpur

Code	Title	1st Convention		2nd Coneyntion	
		Date	venue	Date	venue
MS01	Applied Marketing Strategy and Decision-Making Tools	29/01-02/02/2017	Paris	05-09/11/2017	Istanbul
MS02	B2B Marketing Strategy	05-09/02/2017	Istanbul	12-16/11/2017	Madrid
MS03	Brand Management	12-16/02/2017	Istanbul	19-23/11/2017	Paris
MS04	Channel Management: Maximizing Market Presence	19-23/02/2017	Madrid	26-30/11/2017	Istanbul
MS05	Customer & Competitor Orientation	26/02-02/03/2017	Istanbul	03-07/12/2017	Amman
MS06	Customer Profiling Techniques	05-09/03/2017	Amman	10-14/12/2017	Istanbul
MS07	Customer Relationship Management "CRM" : The Power of Information	12-16/03/2017	Dubai	17-21/12/2017	Istanbul
MS08	Customer Relationship Management "CRM"	19-23/03/2017	kuala lumpur	24-28/12/2017	Istanbul
MS09	Direct Marketing & Personal Selling	26-30/03/2017	Istanbul	16-20/07/2017	Amman
MS10	Distribution Strategy and International Marketing	02-06/04/2017	Madrid	23-27/07/2017	Istanbul
MS11	E- marketing	09-13/04/2017	Paris	30/07-03/08/2017	Istanbul
MS12	Effective Marketing Plan Essentials and Preparation	16-20/04/2017	Istanbul	06-10/08/2017	kuala lumpur
MS13	Effective Sales Force leadership	23-27/04/2017	Istanbul	13-17/08/2017	Amman
MS14	Fundamentals of Marketing Management	30/04-4/05/2017	kuala lumpur	20-24/08/2017	Istanbul
MS15	International Marketing Mix Strategies	07-11/05/2017	Istanbul	27-31/08/2017	London
MS16	International Relations and Dispute Resolution Mechanisms	14-18/05/2017	Dubai	03-07/09/2017	Istanbul
MS17	Key Account Management	21-25/05/2017	Barcelona	10-14/09/2017	Istanbul
MS18	Marketing Communications and Media Planning	02-06/07/2017	Istanbul	17-21/09/2017	Dubai
MS19	Marketing Mix Coordination to Achieve Objectives	09-13/07/2017	Istanbul	24-28/09/2017	kuala lumpur
MS20	Marketing Research and Analysis	01-05/01/2017	Dubai	01-05/10/2017	Istanbul
MS21	Measuring Marketing Effectiveness & ROI	08-12/01/2017	Madrid	08-12/10/2017	Istanbul
MS22	Negotiation Dynamics	15-19/01/2017	Dubai	15-19/10/2017	Istanbul
MS23	New Products Introduction : Successes and Failures	22-26/01/2017	Istanbul	22-26/10/2017	kuala lumpur
MS24	Organizational Sales and Marketing Methods	29/01-02/02/2017	Istanbul	29/10-02/11/2017	Dubai
MS25	Pricing strategies , Context & Process	05-09/02/2017	Amman	05-09/11/2017	Istanbul
MS26	Product Launch and Management	12-16/02/2017	Dubai	12-16/11/2017	Istanbul
MS27	Products & Brands – Features, Advantages & Benefits	19-23/02/2017	Istanbul	19-23/11/2017	Dubai



Code	Title	1st Convention		2nd Conevntion	
		Date	venue	Date	venue
MS28	Real Time Online Marketing	26/02-02/03/2017	Madrid	26-30/11/2017	Istanbul
MS29	Retail Sales Management	05-09/03/2017	Istanbul	03-07/12/2017	Amman
MS30	Sales and Operations Planning	12-16/03/2017	Paris	10-14/12/2017	Istanbul
MS31	Sales Appropriate Training and Development Personnel	19-23/03/2017	London	17-21/12/2017	Istanbul
MS32	Sales Forecasting and Budgeting Preparation	26-30/03/2017	Istanbul	24-28/12/2017	kuala lumpur
MS33	Sales Law and Ethics Principles	02-06/04/2017	Amman	16-20/07/2017	Istanbul
MS34	Sales Market Share and Market Information	09-13/04/2017	Istanbul	23-27/07/2017	Madrid
MS35	Sales Pipeline Management	16-20/04/2017	Barcelona	30/07-03/08/2017	Istanbul
MS36	Sales planning and Appropriate Recruiting Sales Personnel	23-27/04/2017	Madrid	06-10/08/2017	Istanbul
MS37	Sales Team Performance Analysis and Evaluation	30/04-4/05/2017	Istanbul	13-17/08/2017	Dubai
MS38	Segments Evaluation and Targeting Strategies	07-11/05/2017	Istanbul	20-24/08/2017	Barcelona
MS39	Selling and Pricing Strategy	14-18/05/2017	London	27-31/08/2017	Istanbul
MS40	Service Desk Analyst (SDA)	21-25/05/2017	Istanbul	03-07/09/2017	kuala lumpur
MS41	Social Media Marketing	02-06/07/2017	Madrid	10-14/09/2017	Istanbul
MS42	Strategic Market Analysis and Consumer Segmentation	09-13/07/2017	Istanbul	17-21/09/2017	Dubai
MS43	Strategic Marketing Analysis	01-05/01/2017	Paris	24-28/09/2017	Istanbul
MS44	Strategic Marketing and Planning	08-12/01/2017	London	01-05/10/2017	Istanbul
MS45	Strategic Marketing Plans Development & Implementation	15-19/01/2017	Istanbul	08-12/10/2017	Madrid
MS46	Strategic Sales Management	22-26/01/2017	Madrid	15-19/10/2017	Istanbul
MS47	The power of Personalizing the Customer Experience	29/01-02/02/2017	Istanbul	22-26/10/2017	Dubai
MS48	The Role of Technology in Sales and Sales Management	05-09/02/2017	Amman	29/10-02/11/2017	Istanbul
MS49	The Strategic and Breakthrough Selling	12-16/02/2017	Istanbul	05-09/11/2017	kuala lumpur
MS50	The Strategic Marketing Plan	19-23/02/2017	kuala lumpur	12-16/11/2017	Istanbul

Code	Title	1st Convention		2nd Coneyntion	
		Date	venue	Date	venue
MGD01	3D MAX	26/02-02/03/2017	Istanbul	19-23/11/2017	Dubai
MGD02	Advertising and Graphic Design + Free Workshop	05-09/03/2017	Dubai	26-30/11/2017	Istanbul
MGD03	Architectural Visualization "3D"	12-16/03/2017	Dubai	03-07/12/2017	Istanbul
MGD04	Character Animation "Maya"	19-23/03/2017	Amman	10-14/12/2017	Istanbul
MGD05	Character Design	26-30/03/2017	Istanbul	17-21/12/2017	Dubai
MGD06	Digital Marketing Strategies & Social Networks	02-06/04/2017	Istanbul	24-28/12/2017	Amman
MGD07	Digital Painting Fundamentals "Photoshop"	09-13/04/2017	Istanbul	16-20/07/2017	Dubai
MGD08	Digital publishing	16-20/04/2017	Istanbul	23-27/07/2017	Amman
MGD09	Drawing and Painting in Photoshop	23-27/04/2017	Dubai	30/07-03/08/2017	Istanbul
MGD10	Filmmaking	30/04-4/05/2017	Dubai	06-10/08/2017	Istanbul
MGD11	Foundations of Branding	07-11/05/2017	Istanbul	13-17/08/2017	Amman
MGD12	Foundations of Drawing Cartoon Characters for Animation	14-18/05/2017	Dubai	20-24/08/2017	Istanbul
MGD13	Graphic Design concepts	21-25/05/2017	Amman	27-31/08/2017	Istanbul
MGD14	Illustrator	02-06/07/2017	Dubai	03-07/09/2017	Istanbul
MGD15	In Design	09-13/07/2017	Amman	10-14/09/2017	Istanbul
MGD16	Logo Design fundamentals	01-05/01/2017	Dubai	17-21/09/2017	Istanbul
MGD17	Motion Graphics	08-12/01/2017	Amman	24-28/09/2017	Istanbul
MGD18	Photography and Retouching	15-19/01/2017	Istanbul	01-05/10/2017	Dubai
MGD19	Photoshop + workshop	22-26/01/2017	Dubai	08-12/10/2017	Istanbul
MGD20	Preparation and Submission of Talk shows	29/01-02/02/2017	Amman	15-19/10/2017	Istanbul
MGD21	Radio Broadcasting	05-09/02/2017	Dubai	22-26/10/2017	Istanbul
MGD22	Social Media for Corporate Users	12-16/02/2017	Amman	29/10-02/11/2017	Istanbul
MGD23	Social Media for Fashion	19-23/02/2017	Istanbul	05-09/11/2017	Amman
MGD24	Social Strategy and Advanced Social Media Campaigns	26/02-02/03/2017	Istanbul	12-16/11/2017	Dubai
MGD25	Television Production	05-09/03/2017	Amman	19-23/11/2017	Istanbul

Code	Title	1st Convention		2nd Coneyntion	
		Date	venue	Date	venue
MGD01	3D MAX	26/02-02/03/2017	Istanbul	19-23/11/2017	Dubai
MGD02	Advertising and Graphic Design + Free Workshop	05-09/03/2017	Dubai	26-30/11/2017	Istanbul
MGD03	Architectural Visualization "3D"	12-16/03/2017	Dubai	03-07/12/2017	Istanbul
MGD04	Character Animation "Maya"	19-23/03/2017	Amman	10-14/12/2017	Istanbul
MGD05	Character Design	26-30/03/2017	Istanbul	17-21/12/2017	Dubai
MGD06	Digital Marketing Strategies & Social Networks	02-06/04/2017	Istanbul	24-28/12/2017	Amman
MGD07	Digital Painting Fundamentals "Photoshop"	09-13/04/2017	Istanbul	16-20/07/2017	Dubai
MGD08	Digital publishing	16-20/04/2017	Istanbul	23-27/07/2017	Amman
MGD09	Drawing and Painting in Photoshop	23-27/04/2017	Dubai	30/07-03/08/2017	Istanbul
MGD10	Filmmaking	30/04-4/05/2017	Dubai	06-10/08/2017	Istanbul
MGD11	Foundations of Branding	07-11/05/2017	Istanbul	13-17/08/2017	Amman
MGD12	Foundations of Drawing Cartoon Characters for Animation	14-18/05/2017	Dubai	20-24/08/2017	Istanbul
MGD13	Graphic Design concepts	21-25/05/2017	Amman	27-31/08/2017	Istanbul
MGD14	Illustrator	02-06/07/2017	Dubai	03-07/09/2017	Istanbul
MGD15	In Design	09-13/07/2017	Amman	10-14/09/2017	Istanbul
MGD16	Logo Design fundamentals	01-05/01/2017	Dubai	17-21/09/2017	Istanbul
MGD17	Motion Graphics	08-12/01/2017	Amman	24-28/09/2017	Istanbul
MGD18	Photography and Retouching	15-19/01/2017	Istanbul	01-05/10/2017	Dubai
MGD19	Photoshop + workshop	22-26/01/2017	Dubai	08-12/10/2017	Istanbul
MGD20	Preparation and Submission of Talk shows	29/01-02/02/2017	Amman	15-19/10/2017	Istanbul
MGD21	Radio Broadcasting	05-09/02/2017	Dubai	22-26/10/2017	Istanbul
MGD22	Social Media for Corporate Users	12-16/02/2017	Amman	29/10-02/11/2017	Istanbul
MGD23	Social Media for Fashion	19-23/02/2017	Istanbul	05-09/11/2017	Amman
MGD24	Social Strategy and Advanced Social Media Campaigns	26/02-02/03/2017	Istanbul	12-16/11/2017	Dubai
MGD25	Television Production	05-09/03/2017	Amman	19-23/11/2017	Istanbul

# / MUNICIPALITIES AND JURISDICTION

Code	Title	1st Convention		2nd Coneyntion	
		Date	venue	Date	venue
MJ01	Aspects of Public Administration, Performance Management and Public Participation	12-16/03/2017	Amman	26-30/11/2017	Istanbul
MJ02	Aspects Relating to Developmental Planning and Unique Legal Requirements	19-23/03/2017	Istanbul	03-07/12/2017	Dubai
MJ03	Basic Functional Activities of Local Government and Municipal Service Delivery	26-30/03/2017	Barcelona	10-14/12/2017	Istanbul
MJ04	Capital Infrastructure, Fund Accounting and Reporting	02-06/04/2017	Istanbul	17-21/12/2017	kuala lumpur
MJ05	Cooperative Government and Municipal Monitoring and Supervision	09-13/04/2017	Amman	24-28/12/2017	Istanbul
MJ06	Integrated Development Plan “IDP“	16-20/04/2017	Istanbul	16-20/07/2017	Dubai
MJ07	Investments in Municipalities	23-27/04/2017	Istanbul	23-27/07/2017	Barcelona
MJ08	Municipal Administrative Structure	30/04-4/05/2017	Istanbul	30/07-03/08/2017	Madrid
MJ09	Municipal and Country Administration	07-11/05/2017	Madrid	06-10/08/2017	Istanbul
MJ10	Municipal Finance, Debt Collections and General Fiscal Management	14-18/05/2017	Istanbul	13-17/08/2017	Paris
MJ11	Municipal Financial Management	21-25/05/2017	Dubai	20-24/08/2017	Istanbul
MJ12	Municipal Law	02-06/07/2017	Istanbul	27-31/08/2017	London
MJ13	Municipality Management	09-13/07/2017	Istanbul	03-07/09/2017	Jakarta
MJ14	Municipality Management ( Turkey experiment )	01-05/01/2017	Amman	10-14/09/2017	Istanbul
MJ15	Objects and Developmental Challenges of Local Government	08-12/01/2017	Dubai	17-21/09/2017	Istanbul
MJ16	Pavement Engineering Fundamentals for Municipalities	15-19/01/2017	Barcelona	24-28/09/2017	Istanbul
MJ17	Personnel, Staff and Labor Matters in Local Government	22-26/01/2017	Istanbul	01-05/10/2017	Dubai
MJ18	Planning and Organizational Development	29/01-02/02/2017	Istanbul	08-12/10/2017	kuala lumpur
MJ19	Political Structures and Internal Procedures	05-09/02/2017	Dubai	15-19/10/2017	Istanbul
MJ20	Provincial Growth & Development Plan	12-16/02/2017	Istanbul	22-26/10/2017	Madrid
MJ21	Public Policy Implementation, Monitoring & Evaluation	19-23/02/2017	Istanbul	29/10-02/11/2017	Paris
MJ22	The Legal Nature, Rights and Duties of Municipalities	26/02-02/03/2017	Istanbul	05-09/11/2017	London
MJ23	The Specific Powers and Functions of Local Government	05-09/03/2017	kuala lumpur	12-16/11/2017	Istanbul

Code	Title	1st Convention		2nd Conevntion	
		Date	venue	Date	venue
SSOH01	Accident / Incident Investigation	12-16/03/2017	Istanbul	19-23/11/2017	Amman
SSOH02	Behavioral Safety	19-23/03/2017	Dubai	26-30/11/2017	Istanbul
SSOH03	Chemical Ipills, Safety Precautions & Response Action	26-30/03/2017	Istanbul	03-07/12/2017	kuala lumpur
SSOH04	Dangerous Goods Awareness	02-06/04/2017	Istanbul	10-14/12/2017	Paris
SSOH05	Drug Development Process	09-13/04/2017	kuala lumpur	17-21/12/2017	Istanbul
SSOH06	Drug Evaluation and Research According to "FDA"	16-20/04/2017	Istanbul	24-28/12/2017	Dubai
SSOH07	Electrical & Safety Related Work Practices	23-27/04/2017	Amman	16-20/07/2017	Istanbul
SSOH08	Emergency Response Management	30/04-4/05/2017	kuala lumpur	23-27/07/2017	Istanbul
SSOH09	Exit Routes, Emergency Action Plans, Fire Prevention and Protection	07-11/05/2017	Dubai	30/07-03/08/2017	Istanbul
SSOH10	Fire & Explosion Hazard Management	14-18/05/2017	Istanbul	06-10/08/2017	kuala lumpur
SSOH11	Fire Prevention and Fire Fighting	21-25/05/2017	Dubai	13-17/08/2017	Istanbul
SSOH12	Fire Safety	02-06/07/2017	Istanbul	20-24/08/2017	Amman
SSOH13	First Aid	09-13/07/2017	Istanbul	27-31/08/2017	Dubai
SSOH14	Flammable and Combustible Liquids	01-05/01/2017	Madrid	03-07/09/2017	Istanbul
SSOH15	Food Safety Management	08-12/01/2017	Paris	10-14/09/2017	Istanbul
SSOH16	Good Laboratory Practices "GLP"	15-19/01/2017	Istanbul	17-21/09/2017	Madrid
SSOH17	Hazard Analysis and Critical Control Points "HACCP"	22-26/01/2017	kuala lumpur	24-28/09/2017	Istanbul
SSOH18	Hazard Communication Hazards	29/01-02/02/2017	Istanbul	01-05/10/2017	Dubai
SSOH19	Industrial Safety in the Oil and Gas Industry	05-09/02/2017	Istanbul	08-12/10/2017	kuala lumpur
SSOH20	Introduction to OSHA Standards, Origin, Code of Federal Standards	12-16/02/2017	Amman	15-19/10/2017	Istanbul
SSOH21	IOSH Managing Safely	19-23/02/2017	Dubai	22-26/10/2017	Istanbul
SSOH22	Leadership & Decision-Making in Crisis & Emergency Situations	26/02-02/03/2017	Istanbul	29/10-02/11/2017	Amman
SSOH23	Leadership Excellence in Handling Pressure & Stress	05-09/03/2017	kuala lumpur	05-09/11/2017	Istanbul
SSOH24	Marine Pollution Management	12-16/03/2017	Dubai	12-16/11/2017	Istanbul
SSOH25	Materials Handling	19-23/03/2017	kuala lumpur	19-23/11/2017	Istanbul

Code	Title	1st Convention		2nd Conevntion	
		Date	venue	Date	venue
SSOH26	Means of Egress and Fire Protection	26-30/03/2017	Istanbul	26-30/11/2017	Dubai
SSOH27	Occupational Health Hazards in Construction	02-06/04/2017	kuala lumpur	03-07/12/2017	Istanbul
SSOH28	Personal Protective and Lifesaving Equipment	09-13/04/2017	Istanbul	10-14/12/2017	Madrid
SSOH29	Principles of Radiation Protection	16-20/04/2017	Dubai	17-21/12/2017	Istanbul
SSOH30	Risk Assessment & Incident Investigation	23-27/04/2017	Amman	24-28/12/2017	Istanbul
SSOH31	Risk Based Process Safety Management "RBPS"	30/04-4/05/2017	Istanbul	16-20/07/2017	kuala lumpur
SSOH32	Safety and Health standard according to "OSHA"	07-11/05/2017	Istanbul	23-27/07/2017	Dubai
SSOH33	Safety and Protection of Corporate Facilities	14-18/05/2017	Amman	30/07-03/08/2017	Istanbul
SSOH34	Safety Awareness for Construction Workers	21-25/05/2017	Paris	06-10/08/2017	Istanbul
SSOH35	Safety Case Development & Application	02-06/07/2017	Istanbul	13-17/08/2017	Dubai
SSOH36	Safety Engineering and Hazard Control	09-13/07/2017	Amman	20-24/08/2017	Istanbul
SSOH37	Safety Leadership in the Oil and Gas Industry	01-05/01/2017	Istanbul	27-31/08/2017	Amman
SSOH38	Safety Management Best Practices	08-12/01/2017	Dubai	03-07/09/2017	Istanbul
SSOH39	Safety Management Systems "SMS"	15-19/01/2017	Istanbul	10-14/09/2017	Dubai
SSOH40	Security Management, Planning & Asset Protection	22-26/01/2017	Dubai	17-21/09/2017	Istanbul
SSOH41	Security Management: Safety and Protection of Corporate Facilities	29/01-02/02/2017	Amman	24-28/09/2017	Istanbul
SSOH42	Strategic Crisis Management	05-09/02/2017	Istanbul	01-05/10/2017	Dubai
SSOH43	Sustainability, Energy and Change	12-16/02/2017	Istanbul	08-12/10/2017	Amman
SSOH44	Walking and Working Surfaces	19-23/02/2017	Amman	15-19/10/2017	Istanbul



Code	Title	1st Convention		2nd Coneyntion	
		Date	venue	Date	venue
OG01	Amine Gas Sweetening & Sulphur Recovery	26/02-02/03/2017	Dubai	22-26/10/2017	Istanbul
OG02	API 510 ( Pressure Vessel Inspection Code )	05-09/03/2017	Amman	29/10-02/11/2017	Istanbul
OG03	API 570 ( Piping Inspection Code )	12-16/03/2017	Dubai	05-09/11/2017	Istanbul
OG04	Applied Coring and Well Logging for Enhanced Reservoir Characterization	19-23/03/2017	Istanbul	12-16/11/2017	Dubai
OG05	Asset Integrity Management for the Petroleum Industry	26-30/03/2017	Istanbul	19-23/11/2017	Madrid
OG06	Best Practices of Water Flooding	02-06/04/2017	Istanbul	26-30/11/2017	Amman
OG07	Crisis Management & Emergency Response for the Oil and Gas Industry	09-13/04/2017	Paris	03-07/12/2017	Istanbul
OG08	CSWIP 3.0 - Visual Welding Inspector	16-20/04/2017	Amman	10-14/12/2017	Istanbul
OG09	Delivering Successful Projects in the Oil & Gas Industry	23-27/04/2017	Dubai	17-21/12/2017	Istanbul
OG10	Drilling Supply Chain Management	30/04-4/05/2017	Istanbul	24-28/12/2017	Amman
OG11	Economics of Petroleum Refining	07-11/05/2017	kuala lumpur	16-20/07/2017	Istanbul
OG12	Electrical Submersible Pumps "ESP" Basic operations, Design Sizing and Optimization	14-18/05/2017	Istanbul	23-27/07/2017	kuala lumpur
OG13	Energy Optimization of Oil Refineries	21-25/05/2017	Istanbul	30/07-03/08/2017	Barcelona
OG14	Environmental Risk and Oil Spill Contingency Analysis	02-06/07/2017	Istanbul	06-10/08/2017	Dubai
OG15	Finance for Non-Financial Professionals in the Oil & Gas Industry	09-13/07/2017	Dubai	13-17/08/2017	Istanbul
OG16	Financial Accounting, Reporting & Business Support in the Oil and Gas Industry	01-05/01/2017	Amman	20-24/08/2017	Istanbul
OG17	Fractured & Unconventional Reservoir Modeling	08-12/01/2017	kuala lumpur	27-31/08/2017	Istanbul
OG18	Fundamentals of International Oil and Gas Law "IOG"	15-19/01/2017	Amman	03-07/09/2017	Istanbul
OG19	Fundamentals of Petroleum Geomechanics	22-26/01/2017	Istanbul	10-14/09/2017	Paris
OG20	Gas Chromatography "GC" Techniques	29/01-02/02/2017	Istanbul	17-21/09/2017	Dubai
OG21	Gas Production Operations	05-09/02/2017	Istanbul	24-28/09/2017	kuala lumpur
OG22	Horizontal Extended Reach Drilling Industry Training	12-16/02/2017	Amman	01-05/10/2017	Istanbul
OG23	Hydro Treating & Hydro Cracking Process Technology	19-23/02/2017	Istanbul	08-12/10/2017	Dubai
OG24	Industrial Safety in the Oil and Gas Industry	26/02-02/03/2017	Dubai	15-19/10/2017	Istanbul
OG25	Instrumentation and Control Systems in Oil and Gas Industry	05-09/03/2017	Istanbul	22-26/10/2017	kuala lumpur

Code	Title	1st Convention		2nd Coneyntion	
		Date	venue	Date	venue
OG26	Leadership & Strategic management in the Oil, Gas & Petrochemicals Industry	12-16/03/2017	kuala lumpur	29/10-02/11/2017	Istanbul
OG27	Marine Pollution and Management	19-23/03/2017	Istanbul	05-09/11/2017	Amman
OG28	Natural Gas Processing, Conditioning and Handling	26-30/03/2017	Kuala lampur	12-16/11/2017	Istanbul
OG29	Non Destructive testing "NDT"	02-06/04/2017	Dubai	19-23/11/2017	Istanbul
OG30	Offshore Operations and Pipeline Design	09-13/04/2017	Istanbul	26-30/11/2017	Barcelona
OG31	Oil and Gas Drilling	16-20/04/2017	Istanbul	03-07/12/2017	Dubai
OG32	Petroleum Geology and The Exploration Process	23-27/04/2017	Istanbul	10-14/12/2017	Amman
OG33	Petroleum Production Engineering	30/04-4/05/2017	Dubai	17-21/12/2017	Istanbul
OG34	Petroleum Project Economics & Risk Analysis	07-11/05/2017	Amman	24-28/12/2017	Istanbul
OG35	Petroleum Refinery Processing	14-18/05/2017	Istanbul	16-20/07/2017	Amman
OG36	Petroleum Refining & Petrochemicals for Non-Technical Personnel	21-25/05/2017	Istanbul	23-27/07/2017	kuala lumpur
OG37	Petroleum Systems Modeling	02-06/07/2017	Amman	30/07-03/08/2017	Istanbul
OG38	Petroleum Tanks Measurement	09-13/07/2017	Istanbul	06-10/08/2017	Dubai
OG39	Piping Inspectors	01-05/01/2017	kuala lumpur	13-17/08/2017	Istanbul
OG40	Project Decision Making in the Oil and Gas Industry	08-12/01/2017	kuala lumpur	20-24/08/2017	Istanbul
OG41	Project Management and Decision Making for the Oil and Gas Industry	15-19/01/2017	Barcelona	27-31/08/2017	Istanbul
OG42	Pump Technology and Oil Recovery Techniques	22-26/01/2017	Dubai	03-07/09/2017	Istanbul
OG43	Reservoir Modeling and Data Integration	29/01-02/02/2017	Istanbul	10-14/09/2017	Dubai
OG44	Risk Assessment & Risk Management for Oil & Gas Projects	05-09/02/2017	Istanbul	17-21/09/2017	Amman
OG45	Rock and Fluid Sampling	12-16/02/2017	Istanbul	24-28/09/2017	kuala lumpur
OG46	Single Point Mooring Tower Systems "SPM" ( theoretical part )	19-23/02/2017	Amman	01-05/10/2017	Istanbul
OG47	Welding and fabrication	26/02-02/03/2017	Istanbul	08-12/10/2017	Dubai
OG48	Well Testing and completions	05-09/03/2017	Amman	15-19/10/2017	Istanbul

Code	Title	1st Convention		2nd Coneyntion	
		Date	venue	Date	venue
PM01	Budgeting and Scheduling Projects	12-16/03/2017	Amman	22-26/10/2017	Istanbul
PM02	Business Process Analysis, Innovation and Design	19-23/03/2017	kuala lumpur	29/10-02/11/2017	Istanbul
PM03	Construction Project Management	26-30/03/2017	Istanbul	05-09/11/2017	Paris
PM04	Construction Site Management & Supervision	02-06/04/2017	Istanbul	12-16/11/2017	Dubai
PM05	Critical Path Project Management	09-13/04/2017	Amman	19-23/11/2017	Istanbul
PM06	Effective Contractor Management in Maintenance & Technical Projects	16-20/04/2017	Amman	26-30/11/2017	Istanbul
PM07	Feasibility Analysis: Preparation & Evaluation	23-27/04/2017	Amman	03-07/12/2017	Istanbul
PM08	Initiating and Planning Projects	30/04-4/05/2017	Istanbul	10-14/12/2017	kuala lumpur
PM09	IT Project Management	07-11/05/2017	kuala lumpur	17-21/12/2017	Istanbul
PM10	Lean-Agile Implementation for Business and Operations	14-18/05/2017	Istanbul	24-28/12/2017	Dubai
PM11	Managing Contracts	21-25/05/2017	Istanbul	16-20/07/2017	kuala lumpur
PM12	Managing Multiple Tasks, Priorities & Deadlines	02-06/07/2017	London	23-27/07/2017	Istanbul
PM13	Managing Project Integration	09-13/07/2017	Istanbul	30/07-03/08/2017	Paris
PM14	Managing Project Risks and Changes	01-05/01/2017	Istanbul	06-10/08/2017	London
PM15	Negotiating & Dispute Resolutions	08-12/01/2017	Dubai	13-17/08/2017	Istanbul
PM16	Project Decision Making in the Oil and Gas Industry	15-19/01/2017	kuala lumpur	20-24/08/2017	Istanbul
PM17	Project Management Capstone	22-26/01/2017	Dubai	27-31/08/2017	Istanbul
PM18	Project management Essentials	29/01-02/02/2017	Istanbul	03-07/09/2017	Amman
PM19	Project Management for the Oil and Gas Industry	05-09/02/2017	Istanbul	10-14/09/2017	Madrid
PM20	Project Management planning ,Implementation and Techniques	12-16/02/2017	kuala lumpur	17-21/09/2017	Istanbul
PM21	Project Management Skills for Non-Project Managers	19-23/02/2017	Dubai	24-28/09/2017	Istanbul
PM22	Project Management Using Primavera Software	26/02-02/03/2017	Istanbul	01-05/10/2017	Madrid
PM23	Project Scheduling, Cost Planning & Value Engineering Skills	05-09/03/2017	Istanbul	08-12/10/2017	Paris
PM24	Project Stakeholder Management	12-16/03/2017	Dubai	15-19/10/2017	Istanbul
PM25	Project Team Management and Leadership	19-23/03/2017	kuala lumpur	22-26/10/2017	Istanbul
PM26	Quality Control for Project Managers	26-30/03/2017	Istanbul	29/10-02/11/2017	kuala lumpur
PM27	Risk Assessment & Risk Management for Oil & Gas Projects	02-06/04/2017	Barcelona	05-09/11/2017	Istanbul
PM28	Strategic Management Performance Monitoring and Evaluation	09-13/04/2017	Istanbul	12-16/11/2017	Dubai
PM29	Strategic Project Management	16-20/04/2017	Istanbul	19-23/11/2017	Madrid
PM30	Value Engineering Skills	23-27/04/2017	Paris	26-30/11/2017	Istanbul

Code	Title	1st Convention		2nd Coneyntion	
		Date	venue	Date	venue
PRC01	Bad News Communications	30/04-4/05/2017	Amman	03-07/12/2017	Istanbul
PRC02	Careers in Public Relations	07-11/05/2017	Dubai	10-14/12/2017	Istanbul
PRC03	Communication Conflicts and Solutions	14-18/05/2017	Istanbul	17-21/12/2017	Amman
PRC04	Communication Planning	21-25/05/2017	Madrid	24-28/12/2017	Istanbul
PRC05	Corporate Social Responsibility "CSR"	02-06/07/2017	Istanbul	16-20/07/2017	kuala lumpur
PRC06	Creativity in PR and Communications	09-13/07/2017	Paris	23-27/07/2017	Istanbul
PRC07	Effective Communication Tools	01-05/01/2017	Istanbul	30/07-03/08/2017	Paris
PRC08	Effective Speakers and Listeners	08-12/01/2017	Istanbul	06-10/08/2017	London
PRC09	Ethical Issues in Public Relations	15-19/01/2017	kuala lumpur	13-17/08/2017	Istanbul
PRC10	Event Management and Public Relations	22-26/01/2017	Istanbul	20-24/08/2017	Amman
PRC11	Events and Conferences Management	29/01-02/02/2017	Jakarta	27-31/08/2017	Istanbul
PRC12	International Public Relations	05-09/02/2017	Istanbul	03-07/09/2017	Barcelona
PRC13	Key Target Audiences in PR	12-16/02/2017	Istanbul	10-14/09/2017	Madrid
PRC14	Law of Mass Communication	19-23/02/2017	Istanbul	17-21/09/2017	Istanbul
PRC15	Media Relations Management	26/02-02/03/2017	Madrid	24-28/09/2017	Istanbul
PRC16	Non verbal communication	05-09/03/2017	Istanbul	01-05/10/2017	London
PRC17	Organizational Planning and Communications	12-16/03/2017	London	08-12/10/2017	Istanbul
PRC18	Persuasive Communication	19-23/03/2017	Istanbul	15-19/10/2017	Madrid
PRC19	Public Relations and Media Skills	26-30/03/2017	kuala lumpur	22-26/10/2017	Istanbul
PRC20	Public Relations Components and Planning	02-06/04/2017	Istanbul	29/10-02/11/2017	Amman
PRC21	Public Relations Decision Making	09-13/04/2017	Istanbul	05-09/11/2017	Dubai
PRC22	Public Relations in Practice	16-20/04/2017	Amman	12-16/11/2017	Istanbul
PRC23	Public Relations Research, Planning, Analysis and Marketing	23-27/04/2017	Barcelona	19-23/11/2017	Istanbul
PRC24	Reputation Management in Social Media "ORM"	30/04-4/05/2017	Istanbul	26-30/11/2017	Dubai
PRC25	Social Media Networking in Public Relations	07-11/05/2017	Istanbul	03-07/12/2017	kuala lumpur
PRC26	Social Projects and Public Relations	14-18/05/2017	Paris	10-14/12/2017	Istanbul
PRC27	Technical Writing for Public Relations	21-25/05/2017	London	17-21/12/2017	Istanbul
PRC28	VIP Greetings and Protocol	02-06/07/2017	Jakarta	24-28/12/2017	Istanbul

Code	Title	1st Convention		2nd Coneyntion	
		Date	venue	Date	venue
QM01	Business Process Control	09-13/07/2017	Amman	16-20/07/2017	Istanbul
QM02	Business Process Reengineering "BPR"	01-05/01/2017	Istanbul	23-27/07/2017	Dubai
QM03	Creating a Customer-Focused Organization	08-12/01/2017	kuala lumpur	30/07-03/08/2017	Istanbul
QM04	Customer Acceptance Criteria and Satisfaction	15-19/01/2017	Istanbul	06-10/08/2017	Madrid
QM05	Eight Quality Management Principles	22-26/01/2017	Madrid	13-17/08/2017	Istanbul
QM06	Internal Auditing of Quality Management Systems	29/01-02/02/2017	Istanbul	20-24/08/2017	Dubai
QM07	ISO 9001 Standard, Consolidation , Implementing and Reflection	05-09/02/2017	Dubai	27-31/08/2017	Istanbul
QM08	KAIZEN Continuous Improvement	12-16/02/2017	Istanbul	03-07/09/2017	Madrid
QM09	Managing Registration Projects	19-23/02/2017	kuala lumpur	10-14/09/2017	Istanbul
QM10	Quality Management Systems	26/02-02/03/2017	Istanbul	17-21/09/2017	Paris
QM11	Quality Measurement in Service Industries	05-09/03/2017	Dubai	24-28/09/2017	Istanbul
QM12	Quality Specifications and Costs	12-16/03/2017	Barcelona	01-05/10/2017	Istanbul
QM13	Root Cause Analysis	19-23/03/2017	Istanbul	08-12/10/2017	Madrid
QM14	Service Quality Management and Gap	26-30/03/2017	Istanbul	15-19/10/2017	kuala lumpur
QM15	Six Sigma Quality Tools	02-06/04/2017	Dubai	22-26/10/2017	Istanbul
QM16	Successful Quality Management System	09-13/04/2017	Istanbul	29/10-02/11/2017	Dubai
QM17	Tools and Techniques for Performance Improvement	16-20/04/2017	Dubai	05-09/11/2017	Istanbul
QM18	Total Quality Management "TQM"	23-27/04/2017	london	12-16/11/2017	Istanbul
QM19	Total Quality Management Tools and External Benchmarking	30/04-4/05/2017	Istanbul	19-23/11/2017	Dubai
QM20	Zero Defects Quality Management	07-11/05/2017	Dubai	26-30/11/2017	Istanbul

Code	Title	1st Convention		2nd Conevntion	
		Date	venue	Date	venue
SOM01	Administrative & Secretarial Role Responsibilities, Skills and Qualities	14-18/05/2017	Istanbul	03-07/12/2017	kuala lumpur
SOM02	Administrative Communication and Relational Skills	21-25/05/2017	Amman	10-14/12/2017	Istanbul
SOM03	Administrative Professionals Organizing and Behavioral Skills.	02-06/07/2017	Barcelona	17-21/12/2017	Istanbul
SOM04	Appropriate Professional Image and Office Ethics	09-13/07/2017	Istanbul	24-28/12/2017	Barcelona
SOM05	Composing Faxes, Memorandums and E-mails for Secretaries	01-05/01/2017	kuala lumpur	16-20/07/2017	Istanbul
SOM06	Diary Management Tools and Systems for Secretaries	08-12/01/2017	Barcelona	23-27/07/2017	Istanbul
SOM07	Documents and Records Management Compliance	15-19/01/2017	Istanbul	30/07-03/08/2017	Paris
SOM08	Effective Filing Systems	22-26/01/2017	Istanbul	06-10/08/2017	Madrid
SOM09	Effective Office Management and Work Planning	29/01-02/02/2017	Dubai	13-17/08/2017	Istanbul
SOM10	Effective Telephone Skills and Etiquette	05-09/02/2017	kuala lumpur	20-24/08/2017	Istanbul
SOM11	Effective Written Business Communication	12-16/02/2017	Istanbul	27-31/08/2017	Madrid
SOM12	Electronic Archiving	19-23/02/2017	London	03-07/09/2017	Istanbul
SOM13	Manage and Control Stationery Supplies & Stock	26/02-02/03/2017	Istanbul	10-14/09/2017	Amman
SOM14	Optimum Methods of Filing & Selecting	05-09/03/2017	Istanbul	17-21/09/2017	Dubai
SOM15	Professional Office Record and Management	12-16/03/2017	Dubai	24-28/09/2017	kuala lumpur
SOM16	SharePoint Implementation Best Practices: from Design to Integration	19-23/03/2017	Paris	01-05/10/2017	Istanbul
SOM17	Time Management Skills and Techniques	26-30/03/2017	Istanbul	08-12/10/2017	Madrid
SOM18	Understanding and Managing Petty Cash Systems	02-06/04/2017	Dubai	15-19/10/2017	Istanbul



Code	Title	1st Convention		2nd Convention	
		Date	venue	Date	venue
SCW01	Appropriate Warehouse Policy Development	09-13/04/2017	Madrid	22-26/10/2017	Istanbul
SCW02	Automated Storage and Retrieval System	16-20/04/2017	Istanbul	29/10-02/11/2017	kuala lumpur
SCW03	Customs Formalities and Bonded Warehousing	23-27/04/2017	Paris	05-09/11/2017	Istanbul
SCW04	Developing an Inventory Strategy	30/04-4/05/2017	London	12-16/11/2017	Istanbul
SCW05	Efficient Management and Supply chain control	07-11/05/2017	Istanbul	19-23/11/2017	Paris
SCW06	International Transport, Logistics and Freight Rates	14-18/05/2017	Istanbul	26-30/11/2017	Dubai
SCW07	Inventory Classification and Record Accuracy	21-25/05/2017	Istanbul	03-07/12/2017	Amman
SCW08	Inventory Planning and Stock Control	02-06/07/2017	Istanbul	10-14/12/2017	kuala lumpur
SCW09	Logistics Requirements of a Supply Chain	09-13/07/2017	Dubai	17-21/12/2017	Istanbul
SCW10	Procurement Planning and Bid Management	01-05/01/2017	Istanbul	24-28/12/2017	Dubai
SCW11	Production Management and Material Requirements Planning	08-12/01/2017	Istanbul	16-20/07/2017	Barcelona
SCW12	Productivity and Audit of a Warehouse	15-19/01/2017	Madrid	23-27/07/2017	Istanbul
SCW13	Purchasing Management and Cost Saving Techniques	22-26/01/2017	Istanbul	30/07-03/08/2017	Amman
SCW14	Quality Logistics Operations Improvement	29/01-02/02/2017	Dubai	06-10/08/2017	Istanbul
SCW15	Resource Requirements of Warehousing	05-09/02/2017	Istanbul	13-17/08/2017	Barcelona
SCW16	Storage and Material Handling Systems	12-16/02/2017	Istanbul	20-24/08/2017	Madrid
SCW17	Strategic Procurement Skills	19-23/02/2017	Amman	27-31/08/2017	Istanbul
SCW18	Supply Chain Management "SCM"	26/02-02/03/2017	Istanbul	03-07/09/2017	Paris
SCW19	Supply Chain Risk Management	05-09/03/2017	Barcelona	10-14/09/2017	Istanbul
SCW20	Technological Advancements Within a Warehouse in Supply Chain	12-16/03/2017	Amman	17-21/09/2017	Istanbul
SCW21	Warehouse Control System	19-23/03/2017	Dubai	24-28/09/2017	Istanbul

Code	Title	1st Convention		2nd Conevntion	
		Date	venue	Date	venue
TM01	Appropriate Training Strategies Selection	26-30/03/2017	London	01-05/10/2017	Istanbul
TM02	Balanced Score Card "BSC"	02-06/04/2017	Jakarta	08-12/10/2017	Istanbul
TM03	Business and Operational Models for Training	09-13/04/2017	Istanbul	15-19/10/2017	Barcelona
TM04	From Training to Learning in Organizations	16-20/04/2017	Istanbul	22-26/10/2017	Madrid
TM05	How to Precise the Training Needs	23-27/04/2017	Amman	29/10-02/11/2017	Istanbul
TM06	Managing & Measuring Training	30/04-4/05/2017	Dubai	05-09/11/2017	Istanbul
TM07	Managing and Coordinating Training	07-11/05/2017	Istanbul	12-16/11/2017	Paris
TM08	Measuring & Maximizing Training "ROI"	14-18/05/2017	Istanbul	19-23/11/2017	Paris
TM09	Strategic and Operational training plans preparation	21-25/05/2017	kuala lumpur	26-30/11/2017	Istanbul
TM10	Strategic Training Budget Development to Support Organizational Objectives	02-06/07/2017	Istanbul	03-07/12/2017	London
TM11	Systems Thinking and a Systemic Approach to Managing Training	09-13/07/2017	Madrid	10-14/12/2017	Istanbul
TM12	Training for Organizational Improvement: Developing a Strong Vision	01-05/01/2017	Paris	17-21/12/2017	Istanbul
TM13	Training Management & Organizational Learning for Oil & Gas Industries	08-12/01/2017	Istanbul	24-28/12/2017	Kuala Lumpur
TM14	Training of Trainers	15-19/01/2017	Amman	16-20/07/2017	Istanbul
TM15	Training Program Evaluation Process Management	22-26/01/2017	Istanbul	23-27/07/2017	London
TM16	Training Programs Delivery Management	29/01-02/02/2017	Dubai	30/07-03/08/2017	Istanbul

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