

Schedule 2009

January Programs

Code	Program Title	City	From	To
0101	Strategic Planning by the Use of SWOT Analysis	Riyadh	3 Jan	7 Jan
0102	The Modern Methods of Human Resources Management.	Bahrain	3 Jan	7 Jan
0218	Educational Planning	Oman	3 Jan	7 Jan
0510	Service Uniqueness Through Competition	Makkah	3 Jan	7 Jan
0601	Modern Methods in Managing and Planning Projects	Riyadh	3 Jan	7 Jan
01107	Supply Management	Bahrain	3 Jan	7 Jan
01201	Mind Mapping and Invention Ways Programs	Kuwait	3 Jan	7 Jan
0214	Effective Planning Skills	Riyadh	10 Jan	14 Jan
0217	Effective Communication Skills	Cairo	10 Jan	14 Jan
0307	Establishing Health System and Occupational Safety According to the Specification OHSAS 18001, OHSAS 18002	Dammam	10 Jan	14 Jan
0604	Effective Strategies in Projects Management	Damascas	10 Jan	14 Jan
0801	Accounting and Bookkeeping	Dammam	10 Jan	14 Jan
0206	Meetings Management	Jeddah	17 Jan	21 Jan
0221	Woman and Management Challenges	Dubai	17 Jan	21 Jan
0513	Selling Skills Development	Damascas	17 Jan	21 Jan
0502	The Advanced Marketing Management	Khoubar	17 Jan	21 Jan

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0701	Executive Secretarial and Offices Management	Greece	17 Jan	21 Jan
00101	Competition System and Governmental Purchases	Dammam	17 Jan	21 Jan
0209	Effective Supervision Skills	Oman	24 Jan	28 Jan
0401	The Scientific Methods for Evaluating the Workers Performance	Jubail	24 Jan	28 Jan
0516	Marketing and Sales	Jeddah	24 Jan	28 Jan
0808	Investment Types in Islamic Banks	Oman	24 Jan	28 Jan
0907	Photographical Art	Greece	24 Jan	28 Jan
0912	Safety and Occupational Health	Oman	24 Jan	28 Jan
01301	Skills for Diagnosis Individual Cases and Treatment	Kuwait	24 Jan	28 Jan
0523	Public Relation	Cairo	24 Jan	28 Jan
01001	Basic course for Established Security Guard	Jubail	24 Jan	26 Jan
1401	Advanced Health and Safety Management	Jubail	24 Jan	28 Jan
1501	Centrifugal Compressor & Steam Turbine	Jubail	24 Jan	28 Jan

February Programs

Code	Program Title	City	From	To
0215	Innovation and Ingenuity Skills	Riyadh	1 Feb	5 Feb
0204	Analysis of Problems and Decisions Making	London	1 Feb	5 Feb
0203	Business Skills	China	1 Feb	5 Feb
0304	Application and Management of Total Quality in Governmental and Private Institutions.	Riyadh	1 Feb	5 Feb
0809	Use of e- Worksheets in Accounting Domain	Oman	1 Feb	5 Feb
0901	Ground Water Sources Management (1)	Khobar	1 Feb	5 Feb
0908	Basic Security Course for Airline Workers	Cairo	1 Feb	5 Feb
0103	Change Management: Rebuilding Institutions	Dubai	7 Feb	11 Feb
0219	Career Rivalry Strategies	Dubai	7 Feb	11 Feb
0220	Innovation and Creativity in Modern Management	London	7 Feb	11 Feb
0204	Analysis of Problems and Decisions Making	Jeddah	7 Feb	11 Feb
0208	Work Stresses Management	Jeddah	7 Feb	11 Feb
0702	How to Be a Successful Secretary	Makkah	7 Feb	11 Feb
01103	Scientific Methods for Planning Warehouse Works	Bahrain	7 Feb	11 Feb
01202	Strengthening Memory and Developing Intelligence Program	Kuwait	7 Feb	11 Feb
0213	Skills of Dealing with Heads and Employees	Cairo	14 Feb	18 Feb
0305	The Supervision of Management Systems and the Quality According to the ISO Specification 19011	Khobar	14 Feb	18 Feb
0503	Marketing Researches	Dammam	14 Feb	18 Feb

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0605	Effective Strategies in Managing Mini Institutions	Damascus	14 Feb	18 Feb
0601	Modern Methods in Managing and Planning Projects	Oman	14 Feb	18 Feb
01102	Scientific Methods for Planning Purchases Works	Riyadh	14 Feb	18 Feb
01207	Skills for Dealing with Bad Mood Persons	Kuwait	14 Feb	18 Feb
0209	Effective Supervision Skills	Oman	21 Feb	25 Feb
0402	Defining Strategies and Training Plans	Riyadh	21 Feb	25 Feb
0509	Excellence Service and Agents Care	Abu Dhabi	21 Feb	25 Feb
0504	Marketing Strategies Through Competition	Riyadh	21 Feb	25 Feb
0514	Telephone Sales Skills	Makkah	21 Feb	25 Feb
01302	Fundamentals of Managing Preliminary Interviews Using Family Guidance	Kuwait	21 Feb	25 Feb
0523	Public Relation	Cairo	21 Feb	25 Feb
01002	Basic course for the Professional Established	Jubail	21 Feb	25 Feb
1402	Developing an Effective Safety Culture	Jubail	21 Feb	25 Feb
1502	Economic & Technical Evaluations in Engineering & Maintenance Projects	Jubail	21 Feb	25 Feb

March Programs

Code	Program Title	City	From	To
0201	Development of Leading and Administrative Skills	Riyadh	1 Mar	5 Mar
0308	Agents Service According to the Quality System	Jeddah	1 Mar	5 Mar
0511	Agents' Relations Management	Abu Dhabi	1 Mar	5 Mar
0521	Customer Care Skills	Riyadh	1 Mar	5 Mar
0602	Economic Feasibility Study and Projects Evaluation	Riyadh	1 Mar	5 Mar
0810	Integrated Accounting Program	Dubai	1 Mar	5 Mar
0902	Ground Water Sources Management (2)	Khobar	1 Mar	5 Mar
01102	Scientific Methods for Planning Purchases Works	Bahrain	1 Mar	5 Mar
0202	Negotiatory Skills Development	Riyadh	7 Mar	11 Mar
0203	Business Skills	Cairo	7 Mar	11 Mar
0207	Establishing Work Teams	Damascus	7 Mar	11 Mar
0306	Applying the Quality System Through Using (Balanced Score-Card Method)	Oman	7 Mar	11 Mar
0505	Selling Strategies Through Competition	Khobar	7 Mar	11 Mar
0703	Dealing with Files and Information Saving	Khobar	7 Mar	11 Mar
0802	Developing Financial Skills for Non Financial Managers	Jeddah	7 Mar	11 Mar
01203	Fast Reading and Memory Strengthening Ways Program	Kuwait	7 Mar	11 Mar
0105	Crises and Disasters Management	London	14 Mar	18 Mar
0101	Strategic Planning by the Use of SWOT Analysis	Dubai	14 Mar	18 Mar

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0905	Environmental and Geological Applications Through Rock Works Program Use	Jeddah	14 Mar	18 Mar
0909	Security Course for Captains and Flight Attendants Crews in Airlines	Cairo	14 Mar	18 Mar
01103	Scientific Methods for Planning Warehouse Works	Jeddah	14 Mar	18 Mar
0222	Preparing Second Generation Managers	Cairo	21 Mar	25 Mar
0303	Total Quality Management in Education	Oman	21 Mar	25 Mar
0403	Preparing and Qualifying A trainer	Riyadh	21 Mar	25 Mar
01303	Skills for Handling Psychological Stress in Private Care Centers	Kuwait	21 Mar	25 Mar
0310	Investigating customer's opinions by using Computer and internet	Jubail	21 Mar	25 Mar
01003	Specialized course for Established Security Supervisor (Part 1)	Jubail	21 Mar	25 Mar
1403	Environmental Impact Assessment	Jubail	21 Mar	25 Mar
1503	Improving Your Project Management Skills	Jubail	21 Mar	25 Mar

April Programs

Code	Program Title	City	From	To
0102	The Modern Methods of Human Resources Management	Riyadh	4 Apr	8 Apr
0225	Administrative Assistant Skills	Cairo	4 Apr	8 Apr
0519	The Persuasion Way and Dealing with Others Through the PC Use	Riyadh	4 Apr	8 Apr
0803	Financial Accounting for Non Accountants	Riyadh	4 Apr	8 Apr
01107	Supply Management	Cairo	4 Apr	8 Apr
0207	Establishing Work Teams	Medina	11 Apr	15 Apr
0209	Effective Supervision Skills	Jeddah	11 Apr	15 Apr
0217	Effective Communication Skills	Taif	11 Apr	15 Apr
0304	Application and Management of Total Quality in Governmental and Private Institutions.	Dubai	11 Apr	15 Apr
0506	Modern Techniques of Propaganda, Announcement and Promotion	Taif	11 Apr	15 Apr
0903	Applicable Hydrology for Geologists and Engineers	Makkah	11 Apr	15 Apr
0910	Security Course of Aircraft Agencies	Cairo	11 Apr	15 Apr
01204	Photographical Reading Program	Kuwait	11 Apr	15 Apr
0212	Report Writing Technique	Paris	18 Apr	22 Apr
0302	The Integrated Quality as an Entrance to the contemporary Management	Riyadh	18 Apr	22 Apr
0301	Total Quality Management	Bahrain	18 Apr	22 Apr

0704	Modern Secretarial Skills	Khobar	18 Apr	22 Apr
01104	Developing Purchases Official Skills	Riyadh	18 Apr	22 Apr
0404	Preparing and Qualifying Human resources Specialist	Riyadh	25 Apr	29 Apr
0501	Fundamentals of Successful Marketing	Bahrain	25 Apr	29 Apr
0803	Financial Accounting for Non Accountants	Cairo	25 Apr	29 Apr
01305	Inventive Skills in the Service of Delinquent Persons	Dubai	25 Apr	29 Apr
01004	Specialized course for Established Security Supervisor (Part 2)	Jubail	25 Apr	29 Apr
1404	Environmental Management Systems	Jubail	25 Apr	29 Apr
1504	Machinery Failure, Vibration & Predictive	Jubail	25 Apr	29 Apr

May Programs

Code	Program Title	City	From	To
0202	Negotiatory Skills Development	Cairo	2 May	6 May
0211	Effective Utilization of Time	Dammam	2 May	6 May
0507	The Modern Methods in Marketing Planning	Khobar	2 May	6 May
0508	The Modern Methods in Selling Planning	Dubai	2 May	6 May
0520	Identifying Agents Views Through Using Computerization and Internet	Jeddah	2 May	6 May
0804	Financial Analysis and Methods of Expectations	Khobar	2 May	6 May
0904	Production of Topography Maps Using the Server Program	Dammam	2 May	6 May
0201	Development of Leading and Administrative Skills	London	9 May	13 May
0204	Analysis of Problems and Decisions Making	London	9 May	13 May
0203	Business Skills	Dammam	9 May	13 May
0216	Developing the Innovation Abilities in the Environment of Work	Cairo	9 May	13 May
0302	The Integrated Quality as an Entrance to the contemporary Management	Oman	9 May	13 May
0508	The Modern Methods in Selling Planning	Dammam	9 May	13 May
0911	Maintaining and Preparing Water Pumping Stations	Oman	9 May	13 May
0104	The Modern Methods of Man Power Planning.	Riyadh	16 May	20 May
0223	Effective Presentation: Essential, Planning and Presentation	Bahrain	16 May	20 May

0301	Total Quality Management	Jeddah	16 May	20 May
0509	Excellence Service and Agents Care	Riyadh	16 May	20 May
0807	Administrative Accounting	Cairo	23 May	27 May
01105	Developing Warehouse Official Skills	Riyadh	23 May	27 May
01304	How to Treat Depression for Aged People	Kuwait	23 May	27 May
01005	Specialized course for Detecting and Opposite Watching	Jubail	23 May	27 May
1405	Hazardous Waste Management & Pollution Prevention	Jubail	23 May	27 May
1505	Mechanical Equipment	Jubail	23 May	27 May

June Programs

Code	Program Title	City	From	To
0211	Effective Utilization of Time	Bahrain	6 Jun	10 Jun
0210	Business Processes Re-engineering (BPR)	Jubail	6 Jun	10 Jun
0510	Service Uniqueness Through Competition	Riyadh	6 Jun	10 Jun
0912	Safety and Occupational Health	Oman	6 Jun	10 Jun
0905	Environmental and Geological Applications Through Rock Works Program Use	Khobar	6 Jun	10 Jun
01306	Principles of Family Counseling Management Via Telephone	Kuwait	6 Jun	10 Jun
0203	Business Skills	London	6 Jun	10 Jun
0205	How to Select and Manage Your Projects Successfully	Khobar	6 Jun	10 Jun
01102	Scientific Methods for Planning Purchases Works	Paris	6 Jun	10 Jun
0220	Innovation and Creativity in Modern Management	Greece	13 Jun	17 June
01307	Creative Interviews Skills for Researchers and Social Psychological Workers	Kuwait	13 Jun	17 June
0212	Report Writing Technique	Khobar	13 Jun	17 Jun
0210	Business Processes Re-engineering (BPR)	Bahrain	13 Jun	17 Jun
0303	Total Quality Management in Education	Riyadh	13 Jun	17 Jun
0806	Financial Planning and Budgets Preparing	Riyadh	13 Jun	17 Jun
01106	Purchase and Stores Management	Khobar	13 Jun	17 Jun
0511	Agents' Relations Management	Khobar	20 Jun	24 Jun

0512	Improving Sales Manager Skills	Khobar	20 Jun	24 Jun
0507	The Modern Methods in Marketing Planning	Bahrain	20 Jun	24 Jun
0807	Administrative Accounting	Dammam	20 Jun	24 Jun
0802	Developing Financial Skills for Non Financial Managers	Cairo	20 Jun	24 Jun
01006	Terrorist Resistance Course	Jubail	20 Jun	24 Jun
1406	International Occupational Safety & Health standard (OSHA)	Jubail	20 Jun	24 Jun
1506	Petroleum Economics & Risk Analysis	Jubail	20 Jun	24 Jun

July Programs

Code	Program Title	City	From	To
0103	Change Management: Rebuilding Institutions	Taif	4 Jul	8 Jul
0206	Meetings Management	Cairo	4 Jul	8 Jul
0206	Meetings Management	Taif	4 Jul	8 Jul
0601	Modern Methods in Managing and Planning Projects	Oman	4 Jul	8 Jul
0601	Modern Methods in Managing and Planning Projects	Taif	4 Jul	8 Jul
0906	Mineral Wealth Sources Evaluation Through Geostatistical Ways	Taif	4 Jul	8 Jul
01107	Supply Management	Oman	4 Jul	8 Jul
0213	Skills of Dealing with Heads and Employees	Abha	11 Jul	15 Jul
0219	Career Rivalry Strategies	Malysia	11 Jul	15 Jul
0513	Selling Skills Development	Jubail	11 Jul	15 Jul
01107	Supply Management	Abha	11 Jul	15 Jul
0224	Creating A Positive Workplace	China	11 Jul	15 Jul
0214	Effective Planning Skills	Bahrain	18 Jul	22 Jul
0215	Innovation and Ingenuity Skills	Cairo	18 Jul	22 Jul
0403	Preparing and Qualifying A trainer	Taif	18 Jul	22 Jul
0514	Telephone Sales Skills	Abha	18 Jul	22 Jul
0908	Basic Security Course for Airline Workers	Cairo	18 Jul	22 Jul
0101	Strategic Planning by the Use of SWOT Analysis	Taif	25 Jul	29 Jul
0209	Effective Supervision Skills	Salalah	25 Jul	29 Jul
0204	Analysis of Problems and Decisions Making	Abha	25 Jul	29 Jul

0701	Executive Secretarial and Offices Management	Abha	25 Jul	29 Jul
0807	Administrative Accounting	Cairo	25 Jul	29 Jul
0805	The Estimated Budget and Its Importance in Industrial Facilities	Abha	25 Jul	29 Jul
0902	Ground Water Sources Management (2)	Abha	25 Jul	29 Jul
01103	Scientific Methods for Planning Warehouse Works	Malaysia	25 Jul	29 Jul
0310	Investigating customer's opinions by using Computer and internet	Jubail	25 Jul	29 Jul
01007	Basic course for Self Defense	Jubail	25 Jul	29 Jul
1407	Lifting & Rigging Equipment	Jubail	25 Jul	29 Jul
1507	Practical Pump Technology	Jubail	25 Jul	29 Jul

August Programs

Code	Program Title	City	From	To
0103	Change Management: Rebuilding Institutions	London	1 Aug	5 Aug
0212	Report Writing Technique	Paris	1 Aug	5 Aug
0307	Establishing Health System and Occupational Safety According to the Specification OHSAS 18001, OHSAS 18002	Abha	1 Aug	5 Aug
0401	The Scientific Methods for Evaluating the Workers Performance	Abha	1 Aug	5 Aug
0515	Basic Skills for Professional Salesman	Jeddah	1 Aug	5 Aug
0604	Effective Strategies in Projects Management	Malaysia	1 Aug	5 Aug
0901	Ground Water Sources Management (1)	Abha	1 Aug	5 Aug
0909	Security Course for Captains and Flight Attendants Crews in Airlines	Cairo	1 Aug	5 Aug
0202	Negotiatory Skills Development	Taif	8 Aug	12 Aug
0201	Development of Leading and Administrative Skills	Taif	8 Aug	12 Aug
0208	Work Stresses Management	Jeddah	8 Aug	12 Aug
0209	Effective Supervision Skills	Abha	8 Aug	12 Aug
0215	Innovation and Ingenuity Skills	Taif	8 Aug	12 Aug
0216	Developing the Innovation Abilities in the Environment of Work	Abha	8 Aug	12 Aug
0522	Excellence Service	Abha	8 Aug	12 Aug
0907	Photographical Art	Tunis	8 Aug	12 Aug

01207	Skills for Dealing with Bad Mood Persons	Salalah	8 Aug	12 Aug
0501	Fundamentals of Successful Marketing	Dammam	15 Aug	19 Aug
0217	Effective Communication Skills	Oman	15 Aug	19 Aug
0221	Woman and Management Challenges	Paris	15 Aug	19 Aug
0207	Establishing Work Teams	Damascus	15 Aug	19 Aug
0516	Marketing and Sales	Khobar	15 Aug	19 Aug
0701	Executive Secretarial and Offices Management	Malaysia	15 Aug	19 Aug
0801	Accounting and Bookkeeping	Khobar	15 Aug	19 Aug
0802	Developing Financial Skills for Non Financial Managers	Taif	15 Aug	19 Aug
01101	Competition System and Governmental Purchases	Makkah	15 Aug	19 Aug
0101	Strategic Planning by the Use of SWOT Analysis	Malaysia	22 Aug	26 Aug
0511	Agents' Relations Management	Greece	22 Aug	26 Aug
0603	Modern Methods of Analysis and Evaluating Investment Projects	Abha	22 Aug	26 Aug
0704	Modern Secretarial Skills	Abha	22 Aug	26 Aug
01008	Specialized course for administrative investigation	Jubail	22 Aug	26 Aug
1408	Mechanical Integrity, Safety & Reliability in Refineries, Petrochemical & Process Plants	Jubail	22 Aug	26 Aug
1508	Practical Valve Technology	Jubail	22 Aug	26 Aug

September Programs

Code	Program Title	City	From	To
0214	Effective Planning Skills	Jeddah	5 Sep	9 Sep
0216	Developing the Innovation Abilities in the Environment of Work	Alexandria	5 Sep	9 Sep
0217	Effective Communication Skills	Abha	5 Sep	9 Sep
0602	Economic Feasibility Study and Projects Evaluation	Taif	5 Sep	9 Sep
0910	Security Course of Aircraft Agencies	Cairo	5 Sep	9 Sep
01102	Scientific Methods for Planning Purchases Works	Taif	5 Sep	9 Sep
0102	The Modern Methods of Human Resources Management	Makkah	12 Sep	16 Sep
0213	Skills of Dealing with Heads and Employees	Sharm Al Shaikh	12 Sep	16 Sep
0301	Total Quality Management	London	12 Sep	16 Sep
0517	Excellence in Performing Services and Skills of Dealing with Others	Taif	12 Sep	16 Sep
0810	Integrated Accounting Program	Oman	12 Sep	16 Sep
0224	Creating A Positive Workplace	China	19 Sep	23 Sep
0402	Defining Strategies and Training Plans	Abha	19 Sep	23 Sep
0501	Fundamentals of Successful Marketing	Malaysia	19 Sep	23 Sep
0518	Successful Marketing Management	Abha	19 Sep	23 Sep
0803	Financial Accounting for Non Accountants	Sharm Al Shaikh	19 Sep	23 Sep

01302	Fundamentals of Managing Preliminary Interviews Using Family Guidance	China	19 Sep	23 Sep
0307	Establishing Health System and Occupational Safety According to the Specification OHSAS 18001, OHSAS 18002	Cairo	26 Sep	30 Sep
01009	Specialized Course for VIPs Guarding	Jubail	26 Sep	30 Sep
1409	Safety Engineering & Risk Management	Jubail	26 Sep	30 Sep
1509	Process Equipment and Piping Systems	Jubail	26 Sep	30 Sep

October Programs

Code	Program Title	City	From	To
0102	The Modern Methods of Human Resources Management.	Cairo	3 Oct	7 Oct
0223	Effective Presentation: Essential, Planning and Presentation	Greece	3 Oct	7 Oct
01303	Skills for Handling Psychological Stress in Private Care Centers	Al Dar Al Baidaa	3 Oct	7 Oct
0222	Preparing Second Generation Managers	Greece	3 Oct	7 Oct
0225	Administrative Assistant Skills	Greece	3 Oct	7 Oct
0303	Total Quality Management in Education	Amman	3 Oct	7 Oct
0808	Investment Types in Islamic Banks	Tunis	3 Oct	7 Oct
0201	Development of Leading and Administrative Skills	London	17 Oct	21 Oct
01201	Mind Mapping and Invention Ways Programs	Al Dar Al Baidaa	17 Oct	21 Oct
0202	Negotiatory Skills Development	Greece	24 Oct	28 Oct
0304	Application and Management of Total Quality in Governmental and Private Institutions	Riyadh	24 Oct	28 Oct
0521	Customer Care Skills	Jeddah	24 Oct	29 Oct
0507	The Modern Methods in Marketing Planning	Dubai	24 Oct	29 Oct
01010	Advanced course for Occupational skills of Industrial Established Security Guard	Jubail	24 Oct	29 Oct



1510	Process Plant Troubleshooting & Engineering Problem Solving	Jubail	24 Oct	29 Oct
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November Programs

Code	Program Title	City	From	To
0206	Meetings Management	Bahrain	1 Nov	4 Nov
0208	Work Stresses Management	Kuwait	1 Nov	4 Nov
0302	The Integrated Quality as an Entrance to the contemporary Management	Damascus	1 Nov	4 Nov
0305	The Supervision of Management Systems and the Quality According to the ISO Specification 19011	Dammam	1 Nov	4 Nov
0508	The Modern Methods in Selling Planning	Salalah	1 Nov	4 Nov
0903	Applicable Hydrology for Geologists and Engineer	Khobar	1 Nov	4 Nov
0520	Identifying Agents Views Through Using Computerization and Internet	Taif	1 Nov	4 Nov
0220	Innovation and Creativity in Modern Management	London	7 Nov	11 Nov
01102	Scientific Methods for Planning Purchases Works	Tunis	7 Nov	11 Nov
01202	Strengthening Memory and Developing Intelligence Program	Dubai	7 Nov	11 Nov
0306	Applying the Quality System Through Using (Balanced Score-Card Method)	Damascus	14 Nov	18 Nov
0304	Application and Management of Total Quality in Governmental and Private Institutions.	Cairo	14 Nov	18 Nov
0809	Use of e- Worksheets in Accounting Domain	Abu Dhabi	14 Nov	18 Nov
0211	Effective Utilization of Time	Cairo	21 Nov	25 Nov
0802	Developing Financial Skills for Non Financial	Alexandria	21 Nov	25 Nov

	Managers			
01305	Inventive Skills in the Service of Delinquent Persons	Al Dar Al Baidaa	21 Nov	25 Nov
0310	Investigating customer's opinions by using Computer and internet	Jubail	21 Nov	25 Nov
1511	Technical Project Management	Jubail	21 Nov	25 Nov

December Programs

Code	Program Title	City	From	To
0203	Business Skills	London	5 Dec	9 Dec
0807	Administrative Accounting	Abu Dhabi	5 Dec	9 Dec
01103	Scientific Methods for Planning Warehouse Works	Tunis	5 Dec	9 Dec
01203	Fast Reading and Memory Strengthening Ways Program	Tunis	5 Dec	9 Dec
0218	Educational Planning	Oman	12 Dec	16 Dec
0307	Establishing Health System and Occupational Safety According to the Specification OHSAS 18001, OHSAS 18002	Dubai	12 Dec	16 Dec
0513	Selling Skills Development	Damascus	12 Dec	16 Dec
0104	The Modern Methods of Man Power Planning.	Riyadh	19 Dec	23 Dec
0224	Creating A Positive Workplace	China	19 Dec	23 Dec
0301	Total Quality Management	Abu Dhabi	19 Dec	23 Dec
0306	Applying the Quality System Through Using (Balanced Score-Card Method)	khobar	19 Dec	23 Dec
0402	Defining Strategies and Training Plans	Bahrain	19 Dec	23 Dec
0703	Dealing with Files and Information Saving	khobar	19 Dec	23Dec
01304	How to Treat Depression for Aged People ?	Dubai	19 Dec	23 Dec
0207	Establishing Work Teams	Dammam	26 Dec	30 Dec
0308	Agents Service According to the Quality System	Riyadh	26 Dec	30 Dec
0807	Administrative Accounting	Alexandria	26 Dec	30 Dec

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0904	Production of Topography Maps Using the Server Program	khobar	26 Dec	30 Dec
0907	Photographical Art	Greece	26 Dec	30 Dec
01104	Developing Purchases Official Skills	Riyadh	26 Dec	30 Dec