

PUBLIC TRAINING CALENDER 2020

Euro Asia Training Centre

CITY	COURSE TITLE	FROM	TO
KUALA LUMPUR	Leadership, Critical Thinking and Innovation: Igniting Creativity for Workplace Excellence	5-Jan-20	9-Jan-20
	Advanced Project Controls and Contracting (MCPM Workshop)	12-Jan-20	16-Jan-20
	International Financial Reporting Standards (IFRS) and 2016 Updates	26-Jan-20	30-Jan-20
	Certified Employee Relations Professional	9-Feb-20	13-Feb-20
	International Contracting: Global Sourcing, Selecting Contract Clauses & Successful Completion	23-Feb-20	27-Feb-20
	Certified Sales Professional (CSP)	8-Mar-20	12-Mar-20
	Certified Training Manager	15-Mar-20	19-Mar-20
	Project Management for the Oil and Gas Industry	29-Mar-20	2-Apr-20
	Electrical Distribution Equipment Operation & Maintenance	19-Apr-20	23-Apr-20
	Information Technology as a Tool for Supporting Public Relations and Media Activities	3-May-20	7-May-20
	Strategic Planning Using the Balanced Scorecard: Turning Strategy into Reality (Endorsed by ILM under "Essentials of Balanced Scorecard")	10-May-20	14-May-20
	Achieving Excellence in Customer Service - Providing a Quality Service	10-May-20	14-May-20
	Business Continuity Management in the Middle East: Compliance with National and International BCM Standards	7-Jun-20	11-Jun-20
	Blue Ocean Strategy for Customer Service	28-Jun-20	2-Jul-20
	Successful Project Close-out (ECCM Workshop)	28-Jun-20	2-Jul-20
	Good to Great: Managing and Improving Business Performance	19-Jul-20	23-Jul-20
	Internal Control: Compliance, Operational and Financial	19-Jul-20	23-Jul-20
	Pumps, Compressors & Turbines	19-Jul-20	23-Jul-20
	Fundamentals of Oil and Gas Accounting	2-Aug-20	6-Aug-20
	Human Resources KPIs: Benchmarking HR Performance	9-Aug-20	13-Aug-20
	Organizational Crisis Management	23-Aug-20	27-Aug-20
	Leadership Mastery: Realizing your Leadership Potential through Self Discovery	23-Aug-20	27-Aug-20
	Advanced Purchasing and Cost Saving Techniques	30-Aug-20	3-Sep-20
	Certified Maintenance Planner	20-Sep-20	24-Sep-20
	Innovative Management Reporting	27-Sep-20	1-Oct-20
	Practical Pump & Valve Technology	4-Oct-20	8-Oct-20
	Understanding Mobile & Wireless Communications	18-Oct-20	22-Oct-20
	Advanced Project Management (PMP)	25-Oct-20	29-Oct-20
	Effective Health and Safety Training	8-Nov-20	12-Nov-20
	An Integrated Approach to KAIZEN: the Japanese Strategy for Continuous Improvement	15-Nov-19	19-Nov-19
Enterprise Resource Planning (ERP): From Sourcing to Utilization	6-Dec-20	10-Dec-20	

SINGAPORE

Financial Forecasting: Tools and Techniques	5-Jan-20	9-Jan-20
Job Analysis and Evaluation Workshop	12-Jan-20	16-Jan-20
Developing an Effective Customer Service Strategy for Government Agencies	19-Jan-20	23-Jan-20
Project Communication, Risk, and Procurement Management and Selecting Contractors	2-Feb-20	6-Feb-20
An Integrated Approach to KAIZEN: the Japanese Strategy for Continuous Improvement	9-Feb-20	13-Feb-20
Wi-Fi Network Design Professional (W NDP)	8-Mar-20	12-Mar-20
Developing an Effective Safety Culture	15-Mar-20	19-Mar-20
Essential Skills for the HR Professional	22-Mar-20	26-Mar-20
Effective Project Coordination & Management	5-Apr-20	9-Apr-20
Troubleshooting & Maintenance of Electrical Equipment: Fault Finding Techniques on an Electrical Power System	19-Apr-20	23-Apr-20
Inventory Accounting and Costing	26-Apr-20	26-Apr-20
Effective Behavioral Interview Techniques for Managers	10-May-20	14-May-20
Effective Health and Safety Training	21-Jun-20	25-Jun-20
Best Practices in Supply Chain Planning and Supplier Scheduling	28-Jun-20	2-Jul-20
Information Technology as a Tool for Supporting Public Relations and Media Activities	19-Jul-20	23-Jul-20
Financial Modeling Workshop Using Excel	26-Jul-20	30-Jul-20
Managing Vendor Qualification, Performance and Contract compliance	2-Aug-20	6-Aug-20
Customer Care & Telephone Skills	9-Aug-20	13-Aug-20
Human Resources for non-Human Resources Managers	6-Sep-20	10-Sep-20
Management of Health and Safety at Work Regulations	4-Oct-20	8-Oct-20
IT Auditing and IT Fraud Detection	15-Nov-20	19-Nov-20

ISTANBUL

The 5-Day MBA in Human Resources	5-Jan-20	9-Jan-20
An Integrated Approach to KAIZEN: the Japanese Strategy for Continuous Improvement	12-Jan-20	16-Jan-20
Creative Strategic Planning & Leadership	19-Jan-20	23-Jan-20
Finding Solutions and Avoiding the Causes of Stalled and Delayed Projects	2-Feb-20	6-Feb-20
Contract Management and Risk Reduction	9-Feb-20	13-Feb-20
Professional Skills for Finance and Accounting	8-Mar-20	12-Mar-20
The Contracts & Project Management MBA 2 Weeks	15-Mar-20	19-Mar-20
Essential Public Relation Skills for Leaders	22-Mar-20	26-Mar-20
Excellent Sales & Marketing Supervisory Skills	5-Apr-20	9-Apr-20
Human Resources for non-Human Resources Managers	19-Apr-20	23-Apr-20
Integrated Warehouse Management and Inventory Control	26-Apr-20	26-Apr-20
Information Technology as a Tool for Supporting Public Relations and Media Activities	10-May-20	14-May-20
IT Auditing and IT Fraud Detection	21-Jun-20	25-Jun-20
Foundation Environmental Management Systems	23-Aug-20	27-Aug-20

	Certified Marketing Professional (CMP)	6-Sep-20	10-Sep-20
	Lean Six Sigma Foundation Green Belt	20-Sep-20	24-Sep-20
	Mastering Project Negotiation using NLP	18-Oct-20	22-Oct-20
	Human Resources KPIs: Benchmarking HR Performance	25-Oct-20	29-Oct-20
	Hazardous Waste Management and Pollution	8-Nov-20	12-Nov-20
	Developing an Effective Safety Culture	6-Dec-20	10-Dec-20
	Commercial and Business Contracts: A Practical Guide	13-Dec-20	17-Dec-20
	DUBAI	Mastering Project Metrics, KPIs and Dashboards	5-Jan-20
Performance Evaluation Standards and Staff Development Planning		12-Jan-20	16-Jan-20
Certified Legal Administrative Assistant		19-Jan-20	23-Jan-20
Digital Marketing - Developing Tomorrow's Marketers		2-Feb-20	6-Feb-20
Procurement and Supply Chain Management Best Practices		9-Feb-20	13-Feb-20
Advanced Negotiation Skills: Mastering Negotiation Skills		8-Mar-20	12-Mar-20
Financial Aspects of Sales and Marketing		15-Mar-20	19-Mar-20
Fraud Detection and Prevention for the Insurance Industry		22-Mar-20	26-Mar-20
Warehouse Operations and Management		5-Apr-20	9-Apr-20
Advanced Procurement Systems and Contract Management		19-Apr-20	23-Apr-20
Strategic Human Resources Management		26-Apr-20	30-Apr-20
Applying Project Control : Project Monitoring, Reporting & Control		10-May-20	14-May-20
Enterprise Resource Planning (ERP): From Sourcing to Utilization		21-Jun-20	25-Jun-20
Effective Strategies for Gaining Best Sales Opportunities		5-Jul-20	9-Jul-20
Strategic Thinking, Planning & Implementation		2-Aug-20	6-Aug-20
Introduction to Control Room Emergency Response Role and Responsibilities		9-Aug-20	13-Aug-20
Production Planning & Scheduling in Petroleum Refineries		23-Aug-20	27-Aug-20
Payroll: Preparation, Analysis and Management		6-Sep-20	10-Sep-20
Professional Accounting Certificate		13-Sep-20	17-Sep-20
Electrical Equipment & Control Systems: Commissioning, Testing & Start-Up of Electrical Systems		20-Sep-20	24-Sep-20
Maximizing Your Leadership Effectiveness		4-Oct-20	8-Oct-20
An Integrated Approach to KAIZEN: the Japanese Strategy for Continuous Improvement		25-Oct-20	29-Oct-20
Developing an Effective Safety Culture		15-Nov-20	19-Nov-20
Effective Strategies for Succession Human Resources Planning		22-Nov-20	26-Nov-20

BERLIN

Project Commercial Controlling and Contract Management	26-Jan-20	30-Jan-20
Business Process Analysis & Modeling	9-Feb-20	13-Feb-20
Effective Legal Writing For Non-Lawyers	23-Feb-20	27-Feb-20
International Public Sector Accounting Standards (IPSAS)	15-Mar-20	19-Mar-20
Effective Purchasing and Contract Negotiation Strategies	22-Mar-20	26-Mar-20
certified business relationship manager	5-Apr-20	9-Apr-20
Establishing and Managing the Project Management Office	26-Apr-20	30-Apr-20
Customer Care & Telephone Skills	3-May-20	7 May 2020
Team Dynamics using NLP for Managers	7-Jun-20	11-Jun-20
Basics of Social Media & Online PR	5-Jul-20	9-Jul-20
Management of Health and Safety at Work Regulations	16-Aug-20	20-Aug-20
Professional Accounting Certificate	20-Sep-20	24-Sep-20
Payroll: Preparation, Analysis and Management	4-Oct-20	8-Oct-20
Effective Promotion and Advertisement Strategies	22-Nov-20	26-Nov-20

GENEVA

Finance for Non-Finance Professionals	19-Jan-20	23-Jan-20
Leadership Development: Self-Awareness, Skills & Strategies	9-Feb-20	13-Feb-20
Mastering Project Feasibility Studies	16-Feb-20	20-Feb-20
Essential Skills for Writing and Editing News	15-Mar-20	19-Mar-20
Employee Engagement and Retention – Keeping the Right People	22-Mar-20	26-Mar-20
Certificate in Supply Chain and Logistics Management	5-Apr-20	9-Apr-20
Next Generation Excel: Advanced Business and Financial Reporting	26-Apr-20	26-Apr-20
Effective Promotion and Advertisement Strategies	3-May-20	7-May-20
Team Dynamics using NLP for Managers	7-Jun-20	11-Jun-20
Management of Health and Safety at Work Regulations	5-Jul-20	9-Jul-20
Professional Project Analyst	16-Aug-20	20-Aug-20
Process & Mechanical Engineering Essentials	20-Sep-20	24-Sep-20
Professional Accounting Certificate	11-Oct-20	15-Oct-20
Project Management Using PRINCE2 Approach	1-Nov-20	5-Nov-20
Mastering Project Negotiation using NLP	22-Nov-20	26-Nov-20
Professional Skills for Finance and Accounting	6-Dec-20	10-Dec-20

Negotiation and Conflict Management in Organizations	2-Feb-20	6-Feb-20
Preparation for Project Management Exam (PMP Exam Prep.)	15-Mar-20	19-Mar-20
Essential Skills for Successful Training Administrator (Professional Training Administrator)	19-Apr-20	23-Apr-20
The Art of Public Speaking and Effective Communications	3-May-20	7-May-20

LONDON

Certified Sales Manager (CSM)	21-Jun-20	25-Jun-20
Forecasting and Analyzing Cash Flow	5-Jul-20	9-Jul-20
Stock Management, Forecasting and Demand Planning: Tools and Techniques	12-Jul-20	16-Jul-20
Managing Stress and Pressure at Work (Fast Track)	26-Jul-20	30-Jul-20
Achieving Excellence in Customer Service - Providing a Quality Service	16-Aug-20	20-Aug-20
Team Dynamics using NLP for Managers	6-Sep-20	10-Sep-20
Procurement and Supply Chain Management Best Practices	13-Sep-20	17-Sep-20
The Oxford Advanced Management Programme	27-Sep-20	1-Oct-2020
Certified Sales Manager (CSM)	11-Oct-20	15-Oct-20
Implementing Kaizen for Business Sustainability	25-Oct-20	29-Oct-20
Certified Business Relationship Manager	15-Nov-20	19-Nov-20

PARIS

Forensic Accounting and Fraud Control	9-Feb-20	13-Feb-20
Project Financials and Scheduling Control (ECCM Workshop)	22-Mar-20	26-Mar-20
Managing Tenders, Specifications and Contracts	5-Apr-20	9-Apr-20
Project Completion and Dispute Avoidance	17-May-20	21-May-20
Crisis Management Strategies for Public Relations Professionals	21-Jun-20	25-Jun-20
Materials and Supply Chain Management	12-Jul-20	16-Jul-20
certified business relationship manager	26-Jul-20	30-Jul-20
Team Dynamics using NLP for Managers	9-Aug-20	13-Aug-20
Successful Management for Business Achievement – The 5 day MBA	13-Sep-20	17-Sep-20
Finance for Non-Finance Professionals	20-Sep-20	24-Sep-20
Finding Solutions and Avoiding the Causes of Stalled and Delayed Projects	6-Oct-20	10-Oct-20
Performance Evaluation Standards and Staff Development Planning	15-Nov-20	19-Nov-2020
Fundamentals of Oil and Gas Accounting	6-Dec-20	10-Dec-20

