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# 2017 TRAINING PLAN





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## About EuroMaTech

EuroMaTech is a highly successful training company specialising in corporate training markets. We have been trading for over 20 years and in that time have built successful, strategic relationships with our customers. Over 94% of our business is from repeat customers. We like to believe this is due to our superior service, our fantastic consultants and the general experience delegates receive from our training for their career enhancement. Our customer service strategy is evaluated constantly to measure the performance along with the associated performances of venues and instructors.

In addition to this, we also provide in-company training which can be tailored to your company's specific needs. We successfully run in excess of 400 in-company training seminars per year all over the world. If you are interested in this, please email us for more information: [info@euromatech.com](mailto:info@euromatech.com)

## ISO 9001:2015 Quality Assurance Standard

ISO 9001:2015 Certified



**EuroMaTech** has been awarded the ISO 9001:2015 Quality Assurance Standard.

Receiving the ISO Certificate is a proof of the sustainability of achievements accomplished throughout the past years for the quality services given to our clients and the increased level of client satisfaction, as well as adopting and enhancing the best international practices and procedures.

ACS Registrars Limited, an international organisation and provider for ISO Certificates, has granted EuroMaTech the Quality Assurance Standard after examining the processes for its compatibility with the classification rules and criteria and, in addition, its implementation of process, performance measurement, continuous development and other requirements of the ISO Certification, which includes offering the best quality services.

## ISO 29990 : 2010 certification

ISO 29990:2010 Certified



**EuroMaTech** has also been awarded the ISO 29990:2010 Certification.

The objective of this new standard is to provide a model for quality professional practice and performance, and a common reference for learning service providers (LSPs) in the design, development and delivery of training.

As it addresses the competency of LSPs, the ISO 29990:2010 standard will assist organisations and individuals selecting LSPs in ensuring they meet the requirements and expectations for competency and capability development. Certification against the ISO 29990:2010 standard ensures that the design, development, and delivery of EuroMaTech's training services meet the ISO requirements.

**EuroMaTech is proud to be associated with the following accreditation bodies:**



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ILM APPROVED

## MANAGEMENT & LEADERSHIP



Ref.	Programme Title	Dates	Venue	Fee ( US\$ )
MG 309	Leading with Emotional Excellence	5 – 6 April	Doha	2,400
MG 108	Leadership and Management Skills for New Manager & Supervisor	9 - 13 April	Dubai	4,500
FI 224	Advanced Commercial Analysis: Aligning Corporate Strategy & Business Performance	9 – 13 April	Dubai	4,500
FI 223	Corporate Credit Analysis: Forecasting, Formulation & Analysis	10 – 14 April	London	5,500
MG 200	Emotional Intelligence: EQ for Innovative Leadership & Corporate Teamwork	16 - 20 April	Dubai	4,500
MG 307	The Practical Leader: Developing & Leading High Performing Teams	17 - 21 April	London	5,500
MG 323	Stakeholders Management: Achieving Consensus for Successful Project Execution	23 - 27 April	Dubai	4,500
MN 112	Competency Development and Managerial Excellence for Operation and Production Supervisors	23 – 27 April	Kuwait	4,500
HR 119	Organisation & Relationship Systems at the Workplace: Exploring the Changing Nature of Work, Organisations and Workplace	30 Apr – 4 May	Dubai	4,500
FI 225	International Standards in Auditing (ISA) and Practical Application in the Audit Process	1 – 5 May	London	5,500
MG 204	Leadership & Team Development for Managerial Success	7 - 11 May	Dubai	4,500
MG 328	Building Collaborative Business Models for Innovation & Competitiveness	7 - 11 May	Dubai	4,500
AD 104	Advanced Documents & Records Management Compliance	7 - 11 May	Dubai	4,500
MG 102	Leadership and Management Skills for Supervisors	14 - 18 May	Dubai	4,500
MN 109	Competency Development & Managerial Excellence for Maintenance Supervisors	14 – 18 May	Kuwait	4,500
MG 309	Leading with Emotional Excellence	17 – 18 May	Oman	2,400
MG 325	Developing a Business Analysis Work Plan	21 - 25 May	Dubai	4,500
MG 330	Leadership Development for Engineers: Motivating, Coaching & Conflict Management for Superior Performance	21 - 25 May	Dubai	4,500
MG 100	Mastering Emotional Intelligence: Skills for Excellent Leadership	22 – 26 May	Orlando	7,000
FI 228	Portfolio Management & Corporate Finance Principles	22 - 26 May	London	5,500
MM 107	Procurement Fraud & Bribery: Detection, Management & Control	22 – 26 May	Orlando	7,000
PR 106	Managing & Leading Strategic Communication: Public Relations, Marketing & Internal Communications	17 - 21 July	London	5,500
MG 332	Cyber Security, Information Governance, Legal Risk Management and Compliance with ISO Records Management Controls	31 Jul – 4 Aug	Kuala Lumpur	5,500
MG 326	Managing Strategic Alliances & Partnerships	7 - 11 August	London	5,500
MG 207	The Art of Strategic Management (Strategic Planning Specialist )	7 - 11 August	Orlando	7,000
MG 207a	Strategic Planning Specialist ( The Art of Strategic Management )	7 - 11 August	Orlando	7,300
MG 208	The Art of Strategic Management & Leadership	7 - 18 August	Orlando	14,000
MG 209	The Art & Science of Professional Leadership	14 - 18 August	Orlando	7,000
MG 302	Managing & Leading Innovation	14 - 18 August	London	5,500
CM 114	Writing Effective Legal Documents & Commercial Contracts – A Practical Workshop	14 – 18 August	Brighton	5,500
MG 304	Leadership & Management Skills for the 21st Century	14 - 25 August	London	11,000
FI 226	Audit Sampling: From Engagement Planning to Execution	20 – 24 August	Dubai	4,500
MG 305	Leadership Vision and Organisational Reality	21 - 25 August	London	5,500
OG 117	Upstream Petroleum Cost Trends and Benchmarking	21 - 25 August	Brighton	5,500
MG 333	Strategic Thinking and Leadership for Engineers	21 - 25 August	Singapore	5,500
MG 318	The Power of Positive Thinking, Psychology and Attitude	28 Aug - 1 Sept	London	5,500
MG 334	The Art of Influencing Business Decisions	28 Aug - 1 Sept	Singapore	5,500
MG 101	Creativity, Critical Thinking and Problem Solving	10 - 14 September	Dubai	4,500
MG 105	Mastering Management Skills	11 - 15 September	London	5,500
MG 104	Mastering Management and Leadership Skills	11 - 22 September	London	11,000
FI 227	Internal Controls: Monitoring, Evaluation & Risk-Based Auditing	17 – 21 September	Dubai	4,500



## MANAGEMENT & LEADERSHIP

Ref.	Programme Title	Dates	Venue	Fee ( US\$ )
MG 107	Mastering Team Leadership Skills	18 - 22 September	London	5,500
FI 223	Corporate Credit Analysis: Forecasting, Formulation & Analysis	18 - 22 September	London	5,500
MG 309	Leading with Emotional Excellence	20 – 21 September	Kuwait	2,400
HR 117	Certified Employee Assistance Professional (CEAP®) Exam Preparatory Course	24- 26 September	Dubai	3,500
MG 307	The Practical Leader: Developing & Leading High Performing Teams	24 - 28 September	Dubai	4,500
AD 109	Engineering Electronic Document Management Systems (EDMS)	24 - 28 September	Dubai	4,500
MG 310	Success Under Pressure: Emotional Intelligence, Conflict Management & Negotiations	25 – 29 September	London	5,500
PM 117	Business Analysis for Project Success: Enhance Essential Knowledge, Ideas and Methodologies	25 - 29 September	Bali (Indonesia)	5,500
MM 111	Operations Management Masterclass: Translating Organisational Goals into Operational Performance Objectives	25 - 29 September	London	5,500
MG 102	Leadership and Management Skills for Supervisors	1 - 5 October	Dubai	4,500
PR 108	Marketing Communications & Brand Management	1 - 5 October	Dubai	4,500
MG 109	Systems Thinking and Managing Complex Scenarios	1 - 5 October	Dubai	4,500
HR 119	Organisation & Relationship Systems at the Workplace: Exploring the Changing Nature of Work, Organisations and Workplace	1 – 5 October	Dubai	4,500
MG 335	Mastering Business Data Collection, Analysis and Presentation	2 – 6 October	Sydney (Australia)	5,500
MG 324	Time Management & Personal Effectiveness	8 - 12 October	Dubai	4,500
MM 107	Procurement Fraud & Bribery: Detection, Management & Control	8 - 12 October	Dubai	4,500
MG 331	Change Management and Building High Performing Teams	9 – 13 October	London	5,500
MG 322	Best Practices in Communication and Relational Skills	15 - 19 October	Dubai	4,500
MN 112	Competency Development and Managerial Excellence for Operation and Production Supervisors	15 - 19 October	Dubai	4,500
MG 309	Leading with Emotional Excellence	18 – 19 October	Bahrain	2,400
MG 323	Stakeholders Management: Achieving Consensus for Successful Project Execution	22 - 26 October	Dubai	4,500
MG 306	Strategic Enterprise Analysis	22 - 26 October	Dubai	4,500
FI 224	Advanced Commercial Analysis: Aligning Corporate Strategy & Business Performance	22 – 26 October	Dubai	4,500
MG 100	Mastering Emotional Intelligence: Skills for Excellent Leadership	23 - 27 October	London	5,500
MG 337	Presentation Skills Using Neuro-Linguistic Programming (NLP)	23 – 27 October	Kuala Lumpur	5,500
FI 228	Portfolio Management & Corporate Finance Principles	30 Oct - 3 Nov	London	5,500
MG 202	Mastering Communication, Negotiation & Presentation Skills	5 - 9 November	Dubai	4,500
MG 203	Fraud and Corruption in the Workplace	5 - 9 November	Dubai	4,500
MG 330	Leadership Development for Engineers: Motivating, Coaching & Conflict Management for Superior Performance	5 - 9 November	Dubai	4,500
MG 319	Business Analysis within a Project Environment	6 - 10 November	London	5,500
MG 204	Leadership & Team Development for Managerial Success	12 - 16 November	Dubai	4,500
AD 104	Advanced Documents & Records Management Compliance	12 - 16 November	Dubai	4,500
MN 109	Competency Development & Managerial Excellence for Maintenance Supervisors	12 - 16 November	Dubai	4,500
MG 207	The Art of Strategic Management ( Strategic Planning Specialist )	13 - 17 November	Amsterdam	5,500
MG 207a	Strategic Planning Specialist ( The Art of Strategic Management )	13 - 17 November	Amsterdam	5,800
MG 208	The Art of Strategic Management & Leadership	13 - 24 November	Amsterdam	11,000
MG 309	Leading with Emotional Excellence	15 – 16 November	Doha	2,400
FI 225	International Standards in Auditing (ISA) and Practical Application in the Audit Process	19 – 23 November	Dubai	5,500
MG 206	Quality Assurance and Quality Control using ISO 9001:2015 as a Framework: Making the Transition for Improving Quality Assurance and Control	19 – 23 November	Dubai	4,500

## MANAGEMENT & LEADERSHIP



Ref.	Programme Title	Dates	Venue	Fee ( US\$ )
MG 209	The Art & Science of Professional Leadership	20 - 24 November	Amsterdam	5,500
MG 300	Management Excellence Masterclass	20 - 24 November	Kuala Lumpur	5,500
MG 325	Developing a Business Analysis Work Plan	26 - 30 November	Dubai	4,500
MG 105	Mastering Management Skills	27 Nov - 1 Dec	Kuala Lumpur	5,500
MG 104	Mastering Management and Leadership Skills	27 Nov - 8 Dec	Kuala Lumpur	11,000
MG 328	Building Collaborative Business Models for Innovation & Competitiveness	3 - 7 December	Dubai	4,500
MG 326	Managing Strategic Alliances & Partnerships	4 - 8 December	London	5,500
MG 107	Mastering Team Leadership Skills	4 - 8 December	Kuala Lumpur	5,500
MG 103	Advanced Management: Achieving Superior Performance & Strategic Success	10 - 14 December	Dubai	4,500
MG 314	Effective Business Risk Management Strategies using ISO31000 Framework	10 - 14 December	Dubai	4,500
AD 103	Documents and Records Management Compliance ( Document Control Specialist )	10 - 14 December	Dubai	4,500
CM 114	Writing Effective Legal Documents & Commercial Contracts – A Practical Workshop	11 – 15 December	Los Angeles	7,000
OG 117	Upstream Petroleum Cost Trends and Benchmarking	11 – 15 December	Zurich	5,500
MG 207	The Art of Strategic Management ( Strategic Planning Specialist )	11 – 15 December	Colombo	5,500
MG 207a	Strategic Planning Specialist ( The Art of Strategic Management )	11 - 15 December	Colombo	5,800
MG 208	The Art of Strategic Management & Leadership	11 – 22 December	Colombo	11,000
MG 200	Emotional Intelligence: EQ for Innovative Leadership & Corporate Teamwork	17 - 21 December	Dubai	4,500
MG 308	Managerial Leadership	18 - 22 December	London	5,500
MG 302	Managing & Leading Innovation	18 - 22 December	Kuala Lumpur	5,500
PR 106	Managing & Leading Strategic Communication: Public Relations, Marketing & Internal Communications	18 - 22 December	Geneva	5,500
MG 332	Cyber Security, Information Governance, Legal Risk Management and Compliance with ISO Records Management Controls	18 – 22 December	London	5,500
MG 209	The Art & Science of Professional Leadership	18 – 22 December	Colombo	5,500
MG 304	Leadership & Management Skills for the 21st Century	18 - 29 December	Kuala Lumpur	11,000
MG 108	Leadership and Management Skills for New Manager & Supervisor	24 - 28 December	Dubai	4,500
MG 305	Leadership, Vision and Organisational Reality	25 - 29 December	Kuala Lumpur	5,500
MG 309	Leading with Emotional Excellence	27 – 28 December	Oman	2,400

## ADMINISTRATION & SECRETARIAL



Ref.	Programme Title	Dates	Venue	Fee ( US\$ )
AD 107	Organising & Behavioural Skills for Administrative Professionals/ Executive Secretaries/PAs	9 - 13 April	Dubai	4,500
AD 104	Advanced Documents & Records Management Compliance	7 - 11 May	Dubai	4,500
MG 332	Cyber Security, Information Governance, Legal Risk Management and Compliance with ISO Records Management Controls	31 Jul – 4 Aug	Kuala Lumpur	5,500
AD 107	Organising & Behavioural Skills for Administrative Professionals/ Executive Secretaries/PAs	10 - 14 September	Dubai	4,500
AD 106	SharePoint Implementation Best Practices: From Design to Integration	17 - 21 September	Dubai	4,500
AD 109	Engineering Electronic Document Management Systems (EDMS)	24 - 28 September	Dubai	4,500
MG 322	Best Practices in Communication and Relational Skills	15 - 19 October	Dubai	4,500
AD 105	Communication & Planning Skills for Administrative Professionals	22 - 26 October	Dubai	4,500
MG 337	Presentation Skills Using Neuro-Linguistic Programming (NLP)	23 – 27 October	Kuala Lumpur	5,500

## ADMINISTRATION & SECRETARIAL

Ref.	Programme Title	Dates	Venue	Fee ( US\$ )
AD 108	E-Library Management Techniques	5 - 9 November	Dubai	4,500
AD 104	Advanced Documents & Records Management Compliance	12 - 16 November	Dubai	4,500
AD 101	Office Management & Effective Administration Skills ( <i>Office Management Professional</i> )	3 - 7 December	Dubai	4,500
AD 102	The Office Professional and Records Management Masterclass	3 - 14 December	Dubai	9,000
AD 103	Documents and Records Management Compliance ( <i>Document Control Specialist</i> )	10 - 14 December	Dubai	4,500
MG 332	Cyber Security, Information Governance, Legal Risk Management and Compliance with ISO Records Management Controls	18 - 22 December	London	5,500

## FINANCE & BUDGETING



EuroMaTech is a member of The National Registry of CPE Sponsors, a programme offered by the National Association of State Boards of Accountancy (NASBA) to recognise sponsors who offer Continuing Professional Education (CPE). Accordingly, participants on EuroMaTech's training programmes are entitled for 1 CPE Credit for each 50 minutes of their attendance.

Ref.	Programme Title	Dates	Venue	Fee ( US\$ )
FI 224	Advanced Commercial Analysis: Aligning Corporate Strategy & Business Performance	9 - 13 April	Dubai	4,500
FI 223	Corporate Credit Analysis: Forecasting, Formulation & Analysis	10 - 14 April	London	5,500
FI 201	Budgeting & Cost Control	16 - 20 April	Dubai	4,500
FI 202	Cost Analysis to Support Strategic Decisions	23 - 27 April	Dubai	4,500
FI 217	Advanced International Financial Reporting Standards (IFRS)	30 April - 4 May	Dubai	4,500
FI 225	International Standards in Auditing (ISA) and Practical Application in the Audit Process	1 - 5 May	London	5,500
FI 218	Payroll Management & Effective Payroll Controls	7 - 11 May	Dubai	4,500
FI 213	Budgeting & Cost Control for the Oil & Gas Industry	8 - 12 May	London	5,500
FI 221	The 10-day Financial Management Workshop for the Oil & Gas Industry: Budgeting, Cost Control & Financial Accounting	8 - 19 May	London	11,000
FI 229	Auditing of Projects & Contractors: Terminology, Concept & Applications	14 - 18 May	Dubai	4,500
FI 108	Finance & Accounting for the Oil & Gas Industry	15 - 19 May	London	5,500
FI 204	International Financial Reporting Standards (IFRS)	15 - 19 May	Orlando	7,000
FI 222	Best Practice Financial Management & Reporting on IFRS & IPSAS	15 - 26 May	Orlando	14,000
FI 219	Data Analysis Fundamentals	21 - 25 May	Dubai	4,500
FI 212	International Public Sector Accounting Standards (IPSAS)	22 - 26 May	Orlando	7,000
FI 228	Portfolio Management & Corporate Finance Principles	22 - 26 May	London	5,500
FI 101	Accounts Receivable: Planning, Organising & Achieving Best Practices	9 - 13 July	Dubai	4,500
FI 220	Advanced Applied Data Analysis	9 - 13 July	Dubai	4,500
FI 102	Managing the Cash Cycle: Accounts Receivable & Payable Best Practices	9 - 20 July	Dubai	9,000
FI 103	Accounts Payable: Planning, Organising & Achieving Best Practices	16 - 20 July	Dubai	4,500
FI 100	Advanced Budgeting & Forecasting	7 - 11 August	Kuala Lumpur	5,500
FI 209	The Effective Financial Controller: Managing Financial Functions & Improvement Opportunities	13 - 17 August	Dubai	4,500
FI 226	Audit Sampling: From Engagement Planning to Execution	20 - 24 August	Dubai	4,500
FI 230	Project Financial Control & Project Management for the Oil & Gas Industry	21 - 25 August	Brighton	5,500
FI 205	The Effective Accounts Assistant	27 - 31 August	Abu Dhabi	4,500
FI 219	Data Analysis Fundamentals	10 - 14 September	Dubai	4,500

## FINANCE & BUDGETING



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Ref.	Programme Title	Dates	Venue	Fee (US\$)
FI 227	Internal Controls: Monitoring, Evaluation & Risk-Based Auditing	17 – 21 September	Dubai	4,500
FI 213	Budgeting & Cost Control for the Oil & Gas Industry	18 – 22 September	Orlando	7,000
FI 223	Corporate Credit Analysis: Forecasting, Formulation & Analysis	18 – 22 September	London	5,500
FI 221	The 10-day Financial Management Workshop for the Oil & Gas Industry: Budgeting, Cost Control & Financial Accounting	18 - 29 September	Orlando	14,000
FI 108	Finance & Accounting for the Oil & Gas Industry	25 - 29 September	Orlando	7,000
FI 107	Financial Management for Projects & Contracts	1 - 5 October	Dubai	4,500
MG 335	Mastering Business Data Collection, Analysis and Presentation	2 – 6 October	Sydney (Australia)	5,500
FI 109	Financial Analysis: Evaluation, Budgeting & Decision Making	8 - 12 October	Dubai	4,500
FI 218	Payroll Management & Effective Payroll Controls	8 - 12 October	Dubai	4,500
FI 229	Auditing of Projects & Contractors: Terminology, Concept & Applications	15 - 19 October	Dubai	4,500
FI 204	International Financial Reporting Standards (IFRS)	16 - 20 October	London	5,500
FI 222	Best Practice Financial Management & Reporting on IFRS & IPSAS	16 – 27 October	London	11,000
FI 224	Advanced Commercial Analysis: Aligning Corporate Strategy & Business Performance	22 – 26 October	Dubai	4,500
FI 212	International Public Sector Accounting Standards (IPSAS)	23 – 27 October	London	5,500
FI 207	Auditing in the Oil & Gas Industry	29 Oct - 2 Nov	Dubai	4,500
FI 228	Portfolio Management & Corporate Finance Principles	30 Oct - 3Nov	London	5,500
FI 200	The Effective Accountant	5 - 9 November	Dubai	4,500
FI 210	Strategic Financial Planning & Implementation	6 – 10 November	London	5,500
FI 208	Review of Financial Accounting & Detecting Fraud	12 - 16 November	Dubai	4,500
FI 225	International Standards in Auditing (ISA) and Practical Application in the Audit Process	19 – 23 November	Dubai	5,500
FI 106	Budgeting, Planning & Management Reporting	20 - 24 November	Kuala Lumpur	5,500
FI 203	Treasury and Cash Management	26 - 30 November	Dubai	4,500
FI 217	Advanced International Financial Reporting Standards (IFRS)	26 - 30 November	Dubai	4,500
FI 213	Budgeting & Cost Control for the Oil & Gas Industry	27 Nov - 1 Dec	Vienna	5,500
FI 221	The 10-day Financial Management Workshop for the Oil & Gas Industry: Budgeting, Cost Control & Financial Accounting	27 Nov - 8 Dec	Vienna	11,000
FI 101	Accounts Receivable: Planning, Organising & Achieving Best Practices	3 - 7 December	Dubai	4,500
FI 102	Managing the Cash Cycle: Accounts Receivable & Payable Best Practices	3 - 14 December	Dubai	9,000
FI 108	Finance & Accounting for the Oil & Gas Industry	4 - 8 December	Vienna	5,500
FI 103	Accounts Payable: Planning, Organising & Achieving Best Practices	10 - 14 December	Dubai	4,500
FI 202	Cost Analysis to Support Strategic Decisions	10 - 14 December	Dubai	4,500
FI 104	The 10-day Finance & Accounting MBA	10 - 21 December	Dubai	9,000
FI 100	Advanced Budgeting & Forecasting	11 – 15 December	Colombo	5,500
FI 105	Mastering Finance and Accounting	17 - 21 December	Dubai	4,500
FI 210	Strategic Financial Planning & Implementation	18 – 22 December	Colombo	5,500
FI 230	Project Financial Control & Project Management for the Oil & Gas Industry	18 – 22 December	Los Angeles	7,000
FI 201	Budgeting & Cost Control	24 - 28 December	Dubai	4,500
FI 220	Advanced Applied Data Analysis	24 - 28 December	Dubai	4,500

## HRM & TRAINING



The HRCI Approved Provider status indicates EuroMaTech is allowed to offer pre-approved HR Programs that qualifies for re-certification credit of HR Professionals. Programs pre-approved by HR Certification Institute will have the Approved Provider seal.



The use of this logo is not an endorsement by EAPA of the quality of the course. It means that this course has met the EAPA's criteria to be pre-approved for 25 CEAP® certification or recertification Professional Development Hours (PDHs).

Ref.	Programme Title	Dates	Venue	Fee ( US\$ )
HR 103	HRM Skills for Today's Leaders and Professionals	17 - 21 April	London	5,500
HR 119	Organisation & Relationship Systems at the Workplace: Exploring the Changing Nature of Work, Organisations and Workplace	30 Apr – 4 May	Dubai	4,500
HR 104	Enhancing the Skills of Training Coordinators & Administrators	7 - 11 May	Abu Dhabi	4,500
FI 218	Payroll Management & Effective Payroll Controls	7 - 11 May	Dubai	4,500
HR 103	HRM Skills for Today's Leaders and Professionals	24 - 28 July	Kuala Lumpur	5,500
HR 118	Talent Management: Succession Planning, Competency Frameworks, Career Path Planning & Performance Management	31 Jul – 4 Aug	Vienna	5,500
HR 113	Workplace Diversity & Talent Management	7 - 11 August	Amsterdam	5,500
HR 117	Certified Employee Assistance Professional (CEAP®) Exam Preparatory Course	24- 26 September	Dubai	3,500
HR 108	Enhancing Job Performance: Skills for Achieving Personal & Organisational Goals	24 - 28 September	Dubai	4,500
HR 119	Organisation & Relationship Systems at the Workplace: Exploring the Changing Nature of Work, Organisations and Workplace	1 – 5 October	Dubai	4,500
HR 110	Training Material Design & Development	8 - 12 October	Dubai	4,500
FI 218	Payroll Management & Effective Payroll Controls	8 - 12 October	Dubai	4,500
HR 114	Talent Retention through Remuneration and Training: Managing Pay Scales, Promotions & Provision of Training	15 - 19 October	Dubai	4,500
HR 104	Enhancing the Skills of Training Coordinators & Administrators	29 Oct - 2 Nov	Dubai	4,500
HR 106	The Effective Human Resources Administrator	26 - 30 November	Dubai	4,500
HR 107	Recruitment, Selection & Retention: Creating a Highly Competent & Motivated Workforce	10 - 14 December	Dubai	4,500
HR 101	The HR Management MBA	10 - 21 December	Dubai	9,000
HR 102	Advanced Human Resource Management	17 - 21 December	Dubai	4,500
HR 118	Talent Management: Succession Planning, Competency Frameworks, Career Path Planning & Performance Management	25 – 29 December	London	5,500

## CUSTOMER & PUBLIC RELATIONS

Ref.	Programme Title	Dates	Venue	Fee ( US\$ )
PR 100	Customer Service Excellence	30 April - 4 May	Dubai	4,500
PR 106	Managing & Leading Strategic Communication: Public Relations, Marketing & Internal Communication	17 - 21 July	London	5,500
PR 105	Managing Service Quality and Customer Satisfaction ( <i>Customer Management Specialist</i> )	25 - 29 September	Kuala Lumpur	5,500
PR 108	Marketing Communications & Brand Management	1 - 5 October	Dubai	4,500
PR 100	Customer Service Excellence	15 - 19 October	Dubai	4,500
MG 322	Best Practices in Communication and Relational Skills	15 - 19 October	Dubai	4,500
PR 104	Public Relations & Corporate Communications ( <i>Public Relations Professional</i> )	26 - 30 November	Dubai	4,500
PR 106	Managing & Leading Strategic Communication: Public Relations, Marketing & Internal Communications	18 - 22 December	Geneva	5,500

## HEALTH & SAFETY



Ref.	Programme Title	Dates	Venue	Fee ( US\$ )
HS 112	Process Safety and Risk Management of Highly Hazardous and Explosive Chemicals	23 - 27 April	Dubai	4,500
HS 115	SIMOPS: Simultaneous Operations System for the Oil & Gas Industry	23 – 25 April	Dubai	3,500
HS 116	Pre-Start-up Audit: Evaluating, Determining and Implementing Effective Risk Control Measures	14 – 18 May	Dubai	4,500
MN 109	Competency Development & Managerial Excellence for Maintenance Supervisors	14 – 18 May	Kuwait	4,500
HS 113	OSHA - Occupational Safety and Health Administration Standards	21 – 25 May	Dubai	4,500
HS 114	Health & Safety in Construction Projects: Legislation, Safety Plans, Occupational Health & Assessment	23 – 27 July	Dubai	4,500
MG 332	Cyber Security, Information Governance, Legal Risk Management and Compliance with ISO Records Management Controls	31 Jul – 4 Aug	Kuala Lumpur	5,500
HS 117	CCPS Risk-Based Process Safety (RBPS): The Next Generation PSM Framework	13 – 17 August	Dubai	4,500
HS 108	Advanced Risk & Incident Analysis: Risk Management, Incident Investigation and Root Cause Analysis	27 - 31 August	Dubai	4,500
HS 111	Working Safely	10 - 12 September	Oman	3,500
HS 103	Risk Assessment within Production Operations	24- 28 September	Dubai	4,500
HS 105	Oil & Gas Operational Safety	1 - 5 October	Dubai	4,500
HS 115	SIMOPS: Simultaneous Operations System for the Oil & Gas Industry	15 – 17 October	Dubai	3,500
HS 106	NEBOSH International General Certificate in Occupational Health and Safety	22 Oct - 3 Nov	Dubai	9,500
HS 116	Pre-Start-up Audit: Evaluating, Determining and Implementing Effective Risk Control Measures	29 Oct – 2 Nov	Dubai	4,500
HS 114	Health & Safety in Construction Projects: Legislation, Safety Plans, Occupational Health & Assessment	12 – 16 November	Dubai	4,500
MN 109	Competency Development & Managerial Excellence for Maintenance Supervisors	12 - 16 November	Dubai	4,500
HS 112	Process Safety and Risk Management of Highly Hazardous and Explosive Chemicals	19 - 23 November	Dubai	4,500
HS 110	Layers of Protection Analysis (LOPA)	26 - 30 November	Dubai	4,500
HS 113	OSHA - Occupational Safety and Health Administration Standards	3 – 7 December	Oman	4,500
HS 101	Advanced Process Risk Assessment & Risk Management	10 - 14 December	Dubai	4,500
HS 100	Safety Compliance and Site Inspection	17 - 21 December	Dubai	4,500
MG 332	Cyber Security, Information Governance, Legal Risk Management and Compliance with ISO Records Management Controls	18 – 22 December	London	5,500
HS 117	CCPS Risk-Based Process Safety (RBPS): The Next Generation PSM Framework	24 – 28 December	Dubai	4,500

## OIL & GAS AND PROCESS ENGINEERING



Ref.	Programme Title	Dates	Venue	Fee ( US\$ )
OG 115	Introduction to the Oil & Gas Industry	9 - 13 April	Dubai	4,500
HS 115	SIMOPS: Simultaneous Operations System for the Oil & Gas Industry	23 – 25 April	Dubai	3,500
HS 112	Process Safety and Risk Management of Highly Hazardous and Explosive Chemicals	23 - 27 April	Dubai	4,500
OG 116	Gas Processing	23 - 27 April	Dubai	4,500
OG 104	Process Plant Start-up and Commissioning	7 - 11 May	Dubai	4,500
OG 105	Process Plant Start-up, Commissioning & Troubleshooting	7 - 18 May	Dubai	9,000
FI 213	Budgeting & Cost Control for the Oil & Gas Industry	8 - 12 May	London	5,500



## OIL & GAS AND PROCESS ENGINEERING

Ref.	Programme Title	Dates	Venue	Fee (US\$)
FI 221	The 10-day Financial Management Workshop for the Oil & Gas Industry	8 - 19 May	London	11,000
OG 106	Process Troubleshooting and Problem Solving	14 - 18 May	Dubai	4,500
HS 116	Pre-Start-up Audit: Evaluating, Determining and Implementing Effective Risk Control Measures	14 - 18 May	Dubai	4,500
FI 108	Finance & Accounting for the Oil & Gas Industry	15 - 19 May	London	5,500
OG 111	Oil & Gas Commercial Contracts & Negotiation Skills	22 - 26 May	Orlando	7,000
OG 114	Understanding Success Factors in the Oil & Gas Industry	7 - 11 August	Geneva	5,500
HS 117	CCPS Risk-Based Process Safety (RBPS): The Next Generation PSM Framework	13 - 17 August	Dubai	4,500
OG 107	The 10-day Oil and Gas MBA	7 - 18 August	Geneva	11,000
PM 103	Oil & Gas Project Management	14 - 18 August	Geneva	5,500
FI 230	Project Financial Control & Project Management for the Oil & Gas Industry	21 - 25 August	Brighton	5,500
OG 117	Upstream Petroleum Cost Trends and Benchmarking	21 - 25 August	Brighton	5,500
OG 111	Oil & Gas Commercial Contracts & Negotiation Skills	18 - 22 September	Kuala Lumpur	5,500
FI 213	Budgeting & Cost Control for the Oil & Gas Industry	18 - 22 September	Orlando	7,000
FI 221	The 10-day Financial Management Workshop for the Oil & Gas Industry	18 - 29 September	Orlando	14,000
OG 102	Oil Movement, Storage & Troubleshooting	24 - 28 September	Dubai	4,500
FI 108	Finance & Accounting for the Oil & Gas Industry	25 - 29 September	Orlando	7,000
HS 105	Oil & Gas Operational Safety	1 - 5 October	Dubai	4,500
OG 116	Gas Processing	1 - 5 October	Oman	4,500
OG 115	Introduction to the Oil & Gas Industry	8 - 12 October	Dubai	4,500
HS 115	SIMOPS: Simultaneous Operations System for the Oil & Gas Industry	15 - 17 October	Dubai	3,500
FI 207	Auditing in the Oil & Gas Industry	29 Oct - 2 Nov	Dubai	4,500
HS 116	Pre-Start-up Audit: Evaluating, Determining and Implementing Effective Risk Control Measures	29 Oct - 2 Nov	Dubai	4,500
HS 112	Process Safety and Risk Management of Highly Hazardous and Explosive Chemicals	19 - 23 November	Dubai	4,500
OG 109	Process Engineering for Non-Process Engineering Professionals	19 - 23 November	Dubai	4,500
MM 105	The Art of Oil & Gas Procurement	20 - 24 November	Vienna	5,500
OG 114	Understanding Success Factors in the Oil & Gas Industry	27 Nov - 1 Dec	Vienna	5,500
FI 213	Budgeting & Cost Control for the Oil & Gas Industry	27 Nov - 1 Dec	Vienna	5,500
OG 107	The 10-day Oil and Gas MBA	27 Nov - 8 Dec	Vienna	11,000
FI 221	The 10-day Financial Management Workshop for the Oil & Gas Industry	27 Nov - 8 Dec	Vienna	11,000
FI 108	Finance & Accounting for the Oil & Gas Industry	4 - 8 December	Vienna	5,500
PM 103	Oil & Gas Project Management	4 - 8 December	Vienna	5,500
OG 104	Process Plant Start-up and Commissioning	10 - 14 December	Dubai	4,500
HS 101	Advanced Process Risk Assessment & Risk Management	10 - 14 December	Dubai	4,500
OG 105	Process Plant Start-up, Commissioning & Troubleshooting	10 - 21 December	Dubai	9,000
OG 117	Upstream Petroleum Cost Trends and Benchmarking	11 - 15 December	Zurich	5,500
OG 106	Process Troubleshooting and Problem Solving	17 - 21 December	Dubai	4,500
FI 230	Project Financial Control & Project Management for the Oil & Gas Industry	18 - 22 December	Los Angeles	7,000
HS 117	CCPS Risk-Based Process Safety (RBPS): The Next Generation PSM Framework	24 - 28 December	Dubai	4,500

## PROJECTS, CONTRACTS, PURCHASING & TENDERS



As a Registered Education Provider (R.E.P.) with the Project Management Institute (PMI®), EuroMaTech has been approved to issue applicable Professional Development Hours (PDHs)/Professional Development Units (PDUs).

Ref.	Programme Title	Dates	Venue	Fee ( US\$ )
MM 110	Effective Expediting: Monitoring, Controlling & Improving Timely Supplier Deliveries	2 – 6 April	Dubai	4,500
PM 113	Project Management Skills for Non-Project Professionals	16 - 20 April	Dubai	4,500
MM 108	Material Cataloguing, Specifications & Storage Planning	23 - 27 April	Dubai	4,500
MG 323	Stakeholders Management: Achieving Consensus for Successful Project Execution	23 - 27 April	Dubai	4,500
MM 109	Strategic Skills for Procurement: Methods & Techniques for Better Procurement Value	1 - 5 May	Geneva	5,500
CM 107	Contract Management for Non-Contract Professionals	7 - 11 May	Dubai	4,500
MM 103	Effective Supply Chain, Warehouse & Inventory Management	7 - 11 May	Dubai	4,500
FI 229	Auditing of Projects & Contractors: Terminology, Concept & Applications	14 - 18 May	Dubai	4,500
MN 111	Construction and Civil Engineering Fundamentals for Non-Civil Engineers	14 - 18 May	Dubai	4,500
CM 108	Contracts Administration: From Award to Completion	21 - 25 May	Dubai	4,500
MM 107	Procurement Fraud & Bribery: Detection, Management & Control	22 – 26 May	Orlando	7,000
OG 111	Oil & Gas Commercial Contracts & Negotiation Skills	22 - 26 May	Orlando	7,000
FI 228	Portfolio Management & Corporate Finance Principles	22 - 26 May	London	5,500
CM 103	Advanced Contracts Management	3 - 7 July	London	5,500
CM 104	The 10-day Advanced Contracts and Project Management	3 - 14 July	London	11,000
CM 105	The 10-day Advanced Contracts and Purchasing Management	3 - 14 July	London	11,000
MM 101	Advanced Purchasing Management	10 - 14 July	London	5,500
PM 102	Advanced Project Management	10 - 14 July	London	5,500
CM 101	Management of Contracts & Contract Claims	16 - 20 July	Dubai	4,500
PM 116	Oracle Primavera P6 Rel. 8.0 Fundamentals	16 – 20 July	Dubai	4,500
HS 114	Health & Safety in Construction Projects: Legislation, Safety Plans, Occupational Health & Assessment	23 – 27 July	Dubai	4,500
PM 115	Construction Administration for Engineers: From Pre-Construction to Project Close-Out	24 – 28 July	Brighton	5,500
PM 103	Oil & Gas Project Management	14 - 18 August	Geneva	5,500
CM 114	Writing Effective Legal Documents & Commercial Contracts – A Practical Workshop	14 – 18 August	Brighton	5,500
FI 230	Project Financial Control & Project Management for the Oil & Gas Industry	21 – 25 August	Brighton	5,500
MM 106	Logistics & Transport Management	17 - 21 September	Dubai	4,500
CM 109	Contract Cost and Price Analysis	17 - 21 September	Dubai	4,500
CM 103	Advanced Contracts Management	18 – 22 September	Orlando	7,000
CM 115	Strategic Contract Management: Key Concepts, Processes & Current Practices	18 – 22 September	Bali (Indonesia)	5,500
OG 111	Oil & Gas Commercial Contracts & Negotiation Skills	18 - 22 September	Kuala Lumpur	5,500
CM 104	The 10-day Advanced Contracts and Project Management	18 - 29 September	Orlando	14,000
PM 112	Working Effectively in Project Teams	24 - 28 September	Dubai	4,500
PM 102	Advanced Project Management	25 - 29 September	Orlando	7,000
PM 117	Business Analysis for Project Success: Enhance Essential Knowledge, Ideas and Methodologies	25 - 29 September	Bali (Indonesia)	5,500
MM 111	Operations Management Masterclass: Translating Organisational Goals into Operational Performance Objectives	25 - 29 September	London	5,500
FI 107	Financial Management for Projects & Contracts	1 - 5 October	Dubai	4,500
MN 111	Construction & Civil Engineering Fundamentals for Non-Civil Engineers	1 – 5 October	Oman	4,500



## PROJECTS, CONTRACTS, PURCHASING & TENDERS



As a Registered Education Provider (R.E.P.) with the Project Management Institute (PMI®), EuroMaTech has been approved to issue applicable Professional Development Hours (PDHs)/Professional Development Units (PDUs).

Ref.	Programme Title	Dates	Venue	Fee (US\$)
MM 107	Procurement Fraud & Bribery: Detection, Management & Control	8 - 12 October	Dubai	4,500
PM 113	Project Management Skills for Non Project Professionals	15 - 19 October	Dubai	4,500
FI 229	Auditing of Projects & Contractors: Terminology, Concept & Applications	15 - 19 October	Dubai	4,500
CM 110	The 5-day Contract Professional MBA	16 - 20 October	Geneva	5,500
MM 109	Strategic Skills for Procurement: Methods & Techniques for Better Procurement Value	16 - 20 October	Kuala Lumpur	5,500
CM 107	Contract Management for Non-Contract Professionals	22 - 26 October	Dubai	4,500
MG 323	Stakeholders Management: Achieving Consensus for Successful Project Execution	22 - 26 October	Dubai	4,500
FI 228	Portfolio Management & Corporate Finance Principles	30 Oct - 3 Nov	London	5,500
CM 106	The 3 Phases of Contract Management: Tendering, Execution & Evaluation	5 - 9 November	Dubai	4,500
MM 104	e-Procurement: Developing, Implementing & Managing the Complete Process	5 - 9 November	Dubai	4,500
MG 319	Business Analysis within a Project Environment	6 - 10 November	London	5,500
MM 103	Effective Supply Chain, Warehouse & Inventory Management	12 - 16 November	Dubai	4,500
HS 114	Health & Safety in Construction Projects: Legislation, Safety Plans, Occupational Health & Assessment	12 - 16 November	Dubai	4,500
PM 114	Managing Projects with MS Project 2016	19 - 23 November	Abu Dhabi	4,500
MM 105	The Art of Oil & Gas Procurement	20 - 24 November	Vienna	5,500
MM 110	Effective Expediting: Monitoring, Controlling & Improving Timely Supplier Deliveries	26 - 30 November	Dubai	4,500
CM 108	Contracts Administration: From Award to Completion	26 - 30 November	Dubai	4,500
MM 112	Supplier Relationship Management (SRM) and Operational Excellence	3 - 7 December	Dubai	4,500
CM 103	Advanced Contracts Management	4 - 8 December	Amsterdam	5,500
PM 103	Oil & Gas Project Management	4 - 8 December	Vienna	5,500
CM 104	The 10-day Advanced Contracts and Project Management	4 - 15 December	Amsterdam	11,000
CM 105	The 10-day Advanced Contracts and Purchasing Management	4 - 15 December	Amsterdam	11,000
CM 100	Contractual Risk, Insurance and Indemnities	10 - 14 December	Dubai	4,500
PM 100	The Project Professional MBA ( Project Management Professional )	10 - 21 December	Dubai	9,000
PM 116	Oracle Primavera P6 Rel. 8.0 Fundamentals	10 - 14 December	Dubai	4,500
MM 101	Advanced Purchasing Management	11 - 15 December	Amsterdam	5,500
PM 102	Advanced Project Management	11 - 15 December	Amsterdam	5,500
CM 114	Writing Effective Legal Documents & Commercial Contracts – A Practical Workshop	11 - 15 December	Los Angeles	7,000
PM 115	Construction Administration for Engineers: From Pre-Construction to Project Close-Out	11 - 15 December	Zurich	5,500
CM 103	Advanced Contracts Management	11 - 15 December	Colombo	5,500
CM 104	The 10-Day Advanced Contracts & Project Management	11 - 22 December	Colombo	11,000
MM 108	Material Cataloguing, Specifications & Storage Planning	17 - 21 December	Dubai	4,500
PM 101	Project Management & Compliance: Planning, Scheduling & Control	17 - 21 December	Dubai	4,500
PM 102	Advanced Project Management	18 - 22 December	Colombo	5,500
FI 230	Project Financial Control & Project Management for the Oil & Gas Industry	18 - 22 December	Los Angeles	7,000
CM 102	Contract Planning, Strategy & Claims Management ( Contracts Management Professional )	24 - 28 December	Dubai	4,500

## ELECTRICAL & INSTRUMENTATION



Ref.	Programme Title	Dates	Venue	Fee ( US\$ )
EL 103	Electric Submersible Pumps (ESPs): Selection, Installation, Operation and Maintenance	23 – 27 April	Dubai	4,500
EL 104	Protective Control Relay Systems and Automation: From Basic Principles to the Complex Application	30 Apr – 04 May	Dubai	4,500
EL 105	Power & Distribution Transformers: Testing, Analysis & Troubleshooting	07 – 11 May	Dubai	4,500
EL 107	Variable Frequency Drives (VFDs)	20 – 24 August	Dubai	4,500
EL 101	Electrical & Instrumentation Design, Installation & Operation: A Practical Approach	24 – 28 September	Dubai	4,500
EL 106	LV, MV and HV Circuit Breakers: Selection, Application, Operation and Maintenance	1 – 5 October	Dubai	4,500
EL 102	Electric Motors & Motor Protection in Non-Hazardous & Harzardous Environments	29 Oct – 2 Nov	Dubai	4,500
EL 105	Power & Distribution Transformers: Testing, Analysis & Troubleshooting	19 – 23 November	Dubai	4,500
EL 103	Electric Submersible Pumps (ESPs): Selection, Installation, Operation and Maintenance	26 – 30 November	Dubai	4,500
EL 104	Protective Control Relay Systems and Automation: From Basic Principles to the Complex Application	10 – 14 December	Dubai	4,500

## ENGINEERING & MAINTENANCE



EuroMaTech is recognized by the Society for Maintenance & Reliability Professionals (SMRP) as an Approved Provider of continuing education and training aligned with key subject areas related to reliability and physical asset management.

Ref.	Programme Title	Dates	Venue	Fee ( US\$ )
HS 115	SIMOPS: Simultaneous Operations System for the Oil & Gas Industry	23 – 25 April	Dubai	3,500
EL 103	Electric Submersible Pumps (ESPs): Selection, Installation, Operation and Maintenance	23 – 27 April	Dubai	4,500
MN 112	Competency Development and Managerial Excellence for Operation and Production Supervisors	23 – 27 April	Kuwait	4,500
MN 110	Excellence in Maintenance & Reliability Management: Preventive & Predictive Maintenance and Machinery Failure Analysis (RCFA)	30 April – 4 May	Dubai	4,500
MN 111	Construction & Civil Engineering Fundamentals for Non-Civil Engineers	14 – 18 May	Dubai	4,500
MN 109	Competency Development & Managerial Excellence for Maintenance Supervisors	14 – 18 May	Kuwait	4,500
HS 116	Pre-Start-up Audit: Evaluating, Determining and Implementing Effective Risk Control Measures	14 – 18 May	Dubai	4,500
ME 114	Offshore Structure Design, Construction, Inspection, Maintenance & Repair	21 – 25 May	Dubai	4,500
MN 105	Managing Shutdowns, Turnarounds & Outages	22 - 26 May	Orlando	7,000
ME 115	Valves, Actuators and Steam Traps: Sizing, Selection, Operation & Maintenance	2 – 6 July	Dubai	4,500
EL 107	Variable Frequency Drives (VFDs)	20 – 24 August	Dubai	4,500
MN 100	Advanced Maintenance Management	21 - 25 August	Kuala Lumpur	5,500
MG 333	Strategic Thinking and Leadership for Engineers	21 - 25 August	Singapore	5,500
MN 101	Maintenance Planning, Scheduling & Work Control ( Maintenance Management Professional )	17 - 21 September	Dubai	4,500
ME 102	Modern Valve Technology	17 - 21 September	Dubai	4,500
MN 102	Maintenance Management: Developing & Enhancing Maintenance Strategies	17 - 28 September	Dubai	9,000
MN 103	Maintenance Auditing and Continuous Improvement ( Maintenance Auditing Specialist )	24 - 28 September	Dubai	4,500
AD 109	Engineering Electronic Document Management Systems (EDMS)	24 - 28 September	Dubai	4,500

## ENGINEERING & MAINTENANCE



EuroMaTech is recognized by the Society for Maintenance & Reliability Professionals (SMRP) as an Approved Provider of continuing education and training aligned with key subject areas related to reliability and physical asset management.

Ref.	Programme Title	Dates	Venue	Fee ( US\$ )
MN 111	Construction & Civil Engineering Fundamentals for Non-Civil Engineers	1 – 5 October	Oman	4,500
ME 112	Flares and Relief Systems: Efficient Design, Safe Operation & Maintenance	1 – 5 October	Oman	4,500
ME 100	API 579-1/ASME FFS-1: Fitness for Service: Pressure Vessels, Tanks and Piping Systems	15 - 19 October	Dubai	4,500
ME 116	Boilers: Operation, Maintenance & Troubleshooting	8 – 12 October	Dubai	4,500
MN 112	Competency Development and Managerial Excellence for Operation and Production Supervisors	15 - 19 October	Dubai	4,500
HS 115	SIMOPS: Simultaneous Operations System for the Oil & Gas Industry	15 – 17 October	Dubai	3,500
MN 110	Excellence in Maintenance & Reliability Management: Preventive & Predictive Maintenance and Machinery Failure Analysis (RCFA)	22 - 26 October	Oman	4,500
EL 102	Electric Motors & Motor Protection in Non-Hazardous & Harzardous Environments	29 Oct - 2 Nov	Dubai	4,500
HS 116	Pre-Start-up Audit: Evaluating, Determining and Implementing Effective Risk Control Measures	29 Oct – 2 Nov	Dubai	4,500
MN 109	Competency Development & Managerial Excellence for Maintenance Supervisors	12 - 16 November	Dubai	4,500
ME 115	Valves, Actuators and Steam Traps: Sizing, Selection, Operation & Maintenance	12 - 16 November	Abu Dhabi	4,500
ME 114	Offshore Structure Design, Construction, Inspection, Maintenance & Repair	19 – 23 November	Abu Dhabi	4,500
EL 103	Electric Submersible Pumps (ESPs): Selection, Installation, Operation and Maintenance	26 - 30 November	Dubai	4,500
MN 105	Managing Shutdowns, Turnarounds & Outages	27 Nov - 1 Dec	Amsterdam	5,500
ME 117	Cooling Towers: Operation, Maintenance & Troubleshooting	3 - 7 December	Dubai	4,500
MN 101	Maintenance Planning, Scheduling & Work Control ( Maintenance Management Professional )	10 - 14 December	Dubai	4,500
MN 102	Maintenance Management: Developing & Enhancing Maintenance Strategies	10 - 21 December	Dubai	9,000
ME 111	Principles, Applications and Performance of Pumps, Compressors & Turbines	17 - 21 December	Dubai	4,500
MN 103	Maintenance Auditing and Continuous Improvement ( Maintenance Auditing Specialist )	17 - 21 December	Dubai	4,500

## NEW PROGRAMMES FOR 2017

Ref.	Programme Title	Dates	Venue	Fee ( US\$ )
MM 110	Effective Expediting: Monitoring, Controlling & Improving Timely Supplier Deliveries	2 – 6 April	Dubai	4,500
MG 309	Leading with Emotional Excellence	5 – 6 April	Doha	2,400
FI 224	Advanced Commercial Analysis: Aligning Corporate Strategy & Business Performance	9 – 13 April	Dubai	4,500
FI 223	Corporate Credit Analysis Forecasting, Formulation and Analysis	10 - 14 April	London	5,500
HS 115	SIMOPS: Simultaneous Operations System for the Oil & Gas Industry	23 – 25 April	Dubai	3,500
HS 112	Process Safety and Risk Management of Highly Hazardous and Explosive Chemicals	23 - 27 April	Dubai	4,500
MG 323	Stakeholders Management: Achieving Consensus for Successful Project Execution	23 - 27 April	Dubai	4,500
OG 116	Gas Processing	23 - 27 April	Dubai	4,500
FI 217	Advanced International Financial Reporting Standards (IFRS)	30 April – 4 May	Dubai	4,500

## NEW PROGRAMMES FOR 2017



Ref.	Programme Title	Dates	Venue	Fee ( US\$ )
MN 110	Excellence in Maintenance & Reliability Management: Preventive & Predictive Maintenance and Machinery Failure Analysis (RCFA)	30 April – 4 May	Dubai	4,500
HR 119	Organisation & Relationship Systems at the Workplace: Exploring the Changing Nature of Work, Organisations and Workplace	30 Apr – 4 May	Dubai	4,500
MM 109	Strategic Skills for Procurement: Methods and Techniques for Better Procurement Value	1 - 5 May	Geneva	5,500
FI 225	International Standards in Auditing (ISA) and Practical Application in the Audit Process	1 - 5 May	London	5,500
MG 328	Building Collaborative Business Models for Innovation & Competitiveness	7 - 11 May	Dubai	4,500
FI 218	Payroll Management & Effective Payroll Controls	7 - 11 May	Dubai	4,500
FI 221	The 10-day Financial Management Workshop for the Oil & Gas Industry: Budgeting, Cost Control and Financial Accounting	8 - 19 May	London	11,000
MN 111	Construction and Civil Engineering Fundamentals for Non-Civil Engineers	14 - 18 May	Dubai	4,500
MN 109	Competency Development & Managerial Excellence for Maintenance Supervisors	14 - 18 May	Kuwait	4,500
HS 116	Pre-Start-up Audit: Evaluating, Determining and Implementing Effective Risk Control Measures	14 – 18 May	Dubai	4,500
FI 229	Auditing of Projects & Contractors: Terminology, Concept & Applications	14 - 18 May	Dubai	4,500
FI 222	Best Practice Financial Management and Reporting on IFRS and IPSAS	15 - 26 May	Orlando	14,000
MG 309	Leading with Emotional Excellence	17 – 18 May	Oman	2,400
FI 219	Data Analysis Fundamentals	21 - 25 May	Dubai	4,500
MG 325	Developing a Business Analysis Work Plan	21 - 25 May	Dubai	4,500
HS 113	OSHA - Occupational Safety and Health Administration Standards	21 – 25 May	Dubai	4,500
ME 114	Offshore Structure Design, Construction, Inspection, Maintenance & Repair	21 – 25 May	Dubai	4,500
MG 330	Leadership Development for Engineers: Motivating, Coaching & Conflict Management for Superior Performance	21 – 25 May	Dubai	4,500
FI 228	Portfolio Management & Corporate Finance Principles	22 – 26 May	London	5,500
ME 115	Valves, Actuators and Steam Traps: Sizing, Selection, Operation & Maintenance	2 – 6 July	Dubai	4,500
FI 220	Advanced Applied Data Analysis	9 - 13 July	Dubai	4,500
PM 116	Oracle Primavera P6 Rel. 8.0 Fundamentals	16 – 20 July	Dubai	4,500
HS 114	Health and Safety in Construction Projects Legislation, Safety Plans, Occupational Health and Assessment	23 - 27 July	Dubai	4,500
PM 115	Construction Administration for Engineers: From Pre-Construction to Project Close-Out	24 – 28 July	Brighton	5,500
MG 332	Cyber Security, Information Governance, Legal Risk Management and Compliance with ISO Records Management Controls	31 Jul – 4 Aug	Kuala Lumpur	5,500
MG 326	Managing Strategic Alliances & Partnerships	7 - 11 August	London	5,500
HS 117	CCPS Risk-Based Process Safety (RBPS): The Next Generation PSM Framework	13 – 17 August	Dubai	4,500
CM 114	Writing Effective Legal Documents & Commercial Contracts – A Practical Workshop	14 – 18 August	Brighton	5,500
EL 107	Variable Frequency Drives (VFDs)	20 – 24 August	Dubai	4,500
FI 230	Project Financial Control & Project Management for the Oil & Gas Industry	21 – 25 August	Brighton	5,500
MG 333	Strategic Thinking and Leadership for Engineers	21 - 25 August	Singapore	5,500
MG 334	The Art of Influencing Business Decisions	28 Aug - 1 Sept	Singapore	5,500
HS 111	Working Safely	10 - 12 September	Oman	3,500
FI 223	Corporate Credit Analysis Forecasting, Formulation and Analysis	18 - 22 September	London	5,500
CM 115	Strategic Contract Management: Key Concepts, Processes & Current Practices	18 – 22 September	Bali (Indonesia)	5,500



## NEW PROGRAMMES FOR 2017

Ref.	Programme Title	Dates	Venue	Fee (US\$)
FI 221	The 10-day Financial Management Workshop for the Oil & Gas Industry: Budgeting, Cost Control and Financial Accounting	18 - 29 September	Orlando	14,000
MG 309	Leading with Emotional Excellence	20 – 21 September	Kuwait	2,400
HR 117	Certified Employee Assistance Professional (CEAP®) Exam Preparatory Course	24- 26 September	Dubai	3,500
PM 112	Working Effectively in Project Teams	24 - 28 September	Dubai	4,500
AD 109	Engineering Electronic Document Management Systems (EDMS)	24 - 28 September	Dubai	4,500
EL 101	Electrical & Instrumentation Design, Installation & Operation: A Practical Approach	24 – 28 September	Dubai	4,500
MM 111	Operations Management Masterclass: Translating Organisational Goals into Operational Performance Objectives	25 - 29 September	London	5,500
PM 117	Business Analysis for Project Success: Enhance Essential Knowledge, Ideas and Methodologies	25 - 29 September	Bali (Indonesia)	5,500
MN 111	Construction and Civil Engineering Fundamentals for Non-Civil Engineers	1 - 05 October	Oman	4,500
OG 116	Gas Processing	1 - 5 October	Oman	4,500
HR 119	Organisation & Relationship Systems at the Workplace: Exploring the Changing Nature of Work, Organisations and Workplace	1 – 5 October	Dubai	4,500
EL 106	LV, MV and HV Circuit Breakers: Selection, Application, Operation and Maintenance	1 – 5 October	Dubai	4,500
ME 112	Flares and Relief Systems: Efficient Design, Safe Operation & Maintenance	1 – 5 October	Oman	4,500
MG 335	Mastering Business Data Collection, Analysis and Presentation	2 – 6 October	Sydney (Australia)	5,500
FI 218	Payroll Management & Effective Payroll Controls	8 - 12 October	Dubai	4,500
ME 116	Boilers: Operation, Maintenance & Troubleshooting	8 – 12 October	Dubai	4,500
MG 331	Change Management and Building High Performing Teams	9 – 13 October	London	5,500
HR 114	Talent Retention through Remuneration and Training: Managing Pay Scales, Promotions & Provision of Training	15 - 19 October	Dubai	4,500
FI 229	Auditing of Projects & Contractors: Terminology, Concept & Applications	15 - 19 October	Dubai	4,500
HS 115	SIMOPS: Simultaneous Operations System for the Oil & Gas Industry	15 – 17 October	Dubai	3,500
MM 109	Strategic Skills for Procurement: Methods and Techniques for Better Procurement Value	16 - 20 October	Kuala Lumpur	5,500
FI 222	Best Practice Financial Management and Reporting on IFRS and IPSAS	16 - 27 October	London	11,000
MG 309	Leading with Emotional Excellence	18 – 19 October	Bahrain	2,400
MG 323	Stakeholders Management: Achieving Consensus for Successful Project Execution	22 - 26 October	Dubai	4,500
MN 110	Excellence in Maintenance & Reliability Management: Preventive & Predictive Maintenance and Machinery Failure Analysis (RCFA)	22 – 26 October	Oman	4,500
FI 224	Advanced Commercial Analysis: Aligning Corporate Strategy & Business Performance	22 - 26 October	Dubai	4,500
MG 337	Presentation Skills Using Neuro-Linguistic Programming (NLP)	23 – 27 October	Kuala Lumpur	5,500
HS 116	Pre-Start-up Audit: Evaluating, Determining and Implementing Effective Risk Control Measures	29 Oct – 2 Nov	Dubai	4,500
EL 102	Electric Motors & Motor Protection in Non-Hazardous & Harzardous Environments	29 Oct – 2 Nov	Dubai	4,500
FI 228	Portfolio Management & Corporate Finance Principles	30 Oct – 3 Nov	London	5,500
MG 330	Leadership Development for Engineers: Motivating, Coaching & Conflict Management for Superior Performance	5 – 9 November	Dubai	4,500
HS 113	OSHA - Occupational Safety and Health Administration Standards	6 - 10 November	Oman	4,500
HS 114	Health and Safety in Construction Projects Legislation, Safety Plans, Occupational Health and Assessment	12 - 16 November	Dubai	4,500
MN 109	Competency Development & Managerial Excellence for Maintenance Supervisors	12 - 16 November	Dubai	4,500

## NEW PROGRAMMES FOR 2017



Ref.	Programme Title	Dates	Venue	Fee ( US\$ )
ME 115	Valves, Actuators and Steam Traps: Sizing, Selection, Operation & Maintenance	12 - 16 November	Abu Dhabi	4,500
MG 309	Leading with Emotional Excellence	15 - 16 November	Doha	2,400
HS 112	Process Safety and Risk Management of Highly Hazardous and Explosive Chemicals	19 - 23 November	Dubai	4,500
PM 114	Managing Projects with MS Project 2016	19 - 23 November	Abu Dhabi	4,500
ME 114	Offshore Structure Design, Construction, Inspection, Maintenance & Repair	19 - 23 November	Abu Dhabi	4,500
FI 225	International Standards in Auditing (ISA) and Practical Application in the Audit Process	19 - 23 November	Dubai	5,500
FI 217	Advanced International Financial Reporting Standards (IFRS)	26 - 30 November	Dubai	4,500
HS 110	Layers of Protection Analysis (LOPA)	26 - 30 November	Dubai	4,500
MG 325	Developing a Business Analysis Work Plan	26 - 30 November	Dubai	4,500
MM 110	Effective Expediting: Monitoring, Controlling & Improving Timely Supplier Deliveries	26 - 30 November	Dubai	4,500
FI 221	The 10-day Financial Management Workshop for the Oil & Gas Industry: Budgeting, Cost Control and Financial Accounting	27 Nov - 08 Dec	Vienna	11,000
MG 328	Building Collaborative Business Models for Innovation & Competitiveness	3 - 7 December	Dubai	4,500
HS 113	OSHA - Occupational Safety and Health Administration Standards	3 - 7 December	Oman	4,500
ME 117	Cooling Towers: Operation, Maintenance & Troubleshooting	3 - 7 December	Dubai	4,500
MM 112	Supplier Relationship Management (SRM) and Operational Excellence	3 - 7 December	Dubai	4,500
MG 326	Managing Strategic Alliances & Partnerships	4 - 8 December	London	5,500
PM 116	Oracle Primavera P6 Rel. 8.0 Fundamentals	10 - 14 December	Dubai	4,500
CM 114	Writing Effective Legal Documents & Commercial Contracts - A Practical Workshop	11 - 15 December	Los Angeles	7,000
PM 115	Construction Administration for Engineers: From Pre-Construction to Project Close-Out	11 - 15 December	Zurich	5,500
MG 332	Cyber Security, Information Governance, Legal Risk Management and Compliance with ISO Records Management Controls	18 - 22 December	London	5,500
FI 230	Project Financial Control & Project Management for the Oil & Gas Industry	18 - 22 December	Los Angeles	7,000
HS 117	CCPS Risk-Based Process Safety (RBPS): The Next Generation PSM Framework	24 - 28 December	Dubai	4,500
MG 309	Leading with Emotional Excellence	27 - 28 December	Oman	2,400

## MBA & MASTERCLASS



Ref.	Programme Title	Dates	Venue	Fee ( US\$ )
OG 107	The 10-day Oil and Gas MBA	7 - 18 August	Geneva	11,000
MG 105	Mastering Management Skills	11 - 15 September	London	5,500
MG 104	Mastering Management and Leadership Skills	11 - 22 September	London	11,000
MG 107	Mastering Team Leadership Skills	18 - 22 September	London	5,500
MM 111	Operations Management Masterclass: Translating Organisational Goals into Operational Performance Objectives	25 - 29 September	London	5,500
MG 335	Mastering Business Data Collection, Analysis and Presentation	2 - 6 October	Sydney (Australia)	5,500
CM 110	The 5-day Contract Professional MBA	16 - 20 October	Geneva	5,500
MG 100	Mastering Emotional Intelligence: Skills for Excellent Leadership	23 - 27 October	London	5,500
MG 202	Mastering Communication, Negotiation & Presentation Skills	5 - 9 November	Dubai	4,500

## MBA & MASTERCLASS

Ref.	Programme Title	Dates	Venue	Fee ( US\$ )
MG 300	Management Excellence Masterclass	20 - 24 November	Kuala Lumpur	5,500
MG 105	Mastering Management Skills	27 Nov - 1 Dec	Kuala Lumpur	5,500
MG 104	Mastering Management and Leadership Skills	27 Nov - 8 Dec	Kuala Lumpur	11,000
OG 107	The 10-day Oil and Gas MBA	27 Nov - 8 Dec	Vienna	11,000
AD 102	The Office Professional and Records Management Masterclass	3 - 14 December	Dubai	9,000
MG 107	Mastering Team Leadership Skills	4 - 8 December	Kuala Lumpur	5,500
FI 104	The 10-day Finance & Accounting MBA	10 - 21 December	Dubai	9,000
HR 101	The HR Management MBA	10 - 21 December	Dubai	9,000
PM 100	The Project Professional MBA ( <i>Project Management Professional</i> )	10 - 21 December	Dubai	9,000
FI 105	Mastering Finance and Accounting	17 - 21 December	Dubai	4,500

## ILM APPROVED



EuroMaTech is an approved centre with the ILM. We can therefore offer the additional option of combining practical business training with internationally recognised management and leadership qualifications.

Ref.	Programme Title	Dates	Venue	Fee ( US\$ )
MG 207a	Strategic Planning Specialist ( <i>The Art of Strategic Management</i> )	7 - 11 August	Orlando	7,300
MN 101a	Maintenance Management Professional ( <i>Maintenance Planning, Scheduling &amp; Work Control</i> )	17 - 21 September	Dubai	4,800
MN 103a	Maintenance Auditing Specialist ( <i>Maintenance Auditing and Continuous Improvement</i> )	24 - 28 September	Dubai	4,800
PR 105a	Customer Management Specialist ( <i>Managing Service Quality and Customer Satisfaction</i> )	25 - 29 September	Kuala Lumpur	5,800
MG 207a	Strategic Planning Specialist ( <i>The Art of Strategic Management</i> )	13 - 17 November	Amsterdam	5,800
PR 104a	Public Relations Professional ( <i>Public Relations &amp; Corporate Communications</i> )	26 - 30 November	Dubai	4,800
AD 101a	Office Management Professional ( <i>Office Management &amp; Effective Administration Skills</i> )	3 - 7 December	Dubai	4,800
AD 103a	Document Control Specialist ( <i>Documents and Records Management Compliance</i> )	10 - 14 December	Dubai	4,800
MN 101a	Maintenance Management Professional ( <i>Maintenance Planning, Scheduling &amp; Work Control</i> )	10 - 14 December	Dubai	4,800
PM 100a	Project Management Professional ( <i>The Project Professional MBA</i> )	10 - 21 December	Dubai	9,600
MG 207a	Strategic Planning Specialist ( <i>The Art of Strategic Management</i> )	11 - 15 December	Colombo	5,800
MN 103a	Maintenance Auditing Specialist ( <i>Maintenance Auditing and Continuous Improvement</i> )	17 - 21 December	Dubai	4,800
CM 102a	Contracts Management Professional ( <i>Contract Planning, Strategy &amp; Claims Management</i> )	24 - 28 December	Dubai	4,800



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