

**Administrative - 2018**

| No | Training Course | Place | Date |
|----------------------|--|---------|-----------|
| First Quarter | | | |
| A1 | Recent Trends in Strategic Planning | London | 01-05 JAN |
| A2 | Strategic Planning for Municipalities | London | 01-05 JAN |
| A3 | Creative Thinking | London | 01-05 JAN |
| A4 | Secretarial and Modern Offices Management | Glasgow | 08-19 JAN |
| A5 | Professional Project management PMP | London | 08-12 JAN |
| A6 | Modern Methods of Crisis Management | London | 08-12 JAN |
| A7 | Saudi Labour Law | London | 08-12 JAN |
| A8 | Oversight of Administrative Work | London | 15-19 JAN |
| A9 | Strategy of University Administration | London | 15-19 JAN |
| A10 | Total Quality Management | London | 15-19 JAN |
| A11 | The development of human resource skills | London | 22-26 JAN |
| A12 | Decision-making skills and problem-solving | London | 22-26 JAN |
| A13 | Management skills for supervisors | Glasgow | 22-26 JAN |
| A71 | Project Management and Feasibility Studies for Industrial Development Projects | London | 22-26 JAN |
| A69 | Risk management and risk analysis | London | 22-26 JAN |
| A14 | Strategic Leadership | London | 05-09 FEB |
| A70 | Capability Maturity Model Integration (CMMI) | London | 05-09 FEB |
| A40 | The Administration of Volunteering Work | London | 05-09 FEB |
| A15 | Administrative Development Strategies | London | 05-09 FEB |
| A16 | Recent trends in administrative investigations | London | 05-09 FEB |
| A17 | Effective negotiation skills | London | 05-09 FEB |
| A72 | Advanced Industrial & safety for managers | London | 05-09 FEB |
| A18 | Public relations strategies in the face of crises | London | 12-16 FEB |
| A3 | Creative thinking | London | 12-16 FEB |
| A14 | Strategic Leadership | London | 12-16 FEB |
| A19 | Self-management and time | London | 12-16 FEB |
| A20 | Excellence in Human Resources Management | London | 12-16 FEB |
| A21 | Strategic thinking leadership and follow up the implementation of plans | London | 12-16 FEB |
| A22 | The application of total quality management in government agencies | London | 19-23 FEB |
| A23 | Effective negotiation strategies | London | 19-23 FEB |
| A24 | Administrative investigation skills | Glasgow | 19-23 FEB |



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| A50 | Electronic Archiving | London | 19-23 FEB |
| A57 | Total Quality in Higher Education | London | 19-23 FEB |
| A73 | Business Innovation | London | 19-23 FEB |
| A58 | Customer Service Excellence | London | 19-23 FEB |
| A51 | Health and Occupational Safety Management | London | 19-23 FEB |
| A61 | Hospital Management | London | 19-23 FEB |
| A12 | Decision-making skills and problem-solving | London | 05-09 MAR |
| A68 | Environmental protection management | London | 05-09 MAR |
| A54 | E-government | London | 05-09 MAR |
| A46 | The Leadership of the Working Groups | London | 05-09 MAR |
| A47 | Customer Relationship Management | London | 05-09 MAR |
| A56 | Gardens Management | London | 05-09 MAR |
| A74 | Behavioural and Interpersonal in the Workplace | London | 05-09 MAR |
| A64 | Management Skills for Engineers | London | 05-09 MAR |
| A45 | Teamwork Management | London | 05-09 MAR |
| A43 | Administrative Laws and Regulations | Glasgow | 05-09 MAR |
| A25 | Senior management offices | London | 05-09 MAR |
| A41 | Administrative Creativity in Planning, Organization and Coordination | London | 05-09 MAR |
| A42 | Corporate Communication | London | 05-09 MAR |
| A26 | Corporate Governance | London | 05-09 MAR |
| A27 | Organizing meetings and committees , time management and effective coordination | London | 05-09 MAR |
| A65 | safety management system and loss prevention | London | 05-09 MAR |
| A28 | Innovative perspective to solve administrative problems | London | 12-16 MAR |
| A29 | Skills to deal with superiors and subordinates | London | 12-16 MAR |
| A30 | Legal skills for administrators | Glasgow | 12-16 MAR |
| A60 | Supply Management | London | 12-16 MAR |
| A76 | Maintenance Management Best Practice | London | 12-16 MAR |
| A59 | E-procurement | London | 12-16 MAR |
| A55 | Success Engineering | London | 12-16 MAR |
| A53 | Environmental Safety | London | 12-16 MAR |
| A6 | Modern methods of crisis management | London | 12-16 MAR |
| A67 | Quality internal auditing | London | 12-16 MAR |
| A31 | Disciplinary authority between the law and the administration | London | 19-23 MAR |
| A12 | Decision-making skills and problem-solving | London | 19-23 MAR |
| A32 | Strategic creative executive secretary | London | 19-23 MAR |



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| A33 | Planning in Project Management | London | 19-23 MAR |
| A16 | Recent trends in administrative investigations | Manchester | 26-30 MAR |
| A34 | Modern methods in sales | London | 26-30 MAR |
| A5 | Project management professional PMP | London | 26-30 MAR |
| A35 | Strategic management of Mayors | London | 26-30 MAR |
| A27 | Organizing meetings and committees, time management and effective coordination | London | 26-30 MAR |
| Second Quarter | | | |
| A1 | Recent trends in strategic planning | London | 26-30 MAR |
| A2 | Strategic planning for municipalities | London | 26-30 MAR |
| A3 | Creative Thinking | London | 02-06 APR |
| A69 | Risk management and risk analysis | London | 02-06 APR |
| A4 | Secretarial and office management sophisticated | Glasgow | 02-06 APR |
| A63 | Effective Management of Financial and Accounting Departments | London | 02-06 APR |
| A51 | Health and Occupational Safety Management | London | 02-06 APR |
| A16 | Recent trends in administrative investigations | London | 02-06 APR |
| A5 | Project management professional PMP | London | 02-06 APR |
| A44 | Total Quality Management in Human Resource | London | 02-06 APR |
| A58 | Customer Service Excellence | London | 02-06 APR |
| A12 | Decision-making skills and problem-solving | London | 02-06 APR |
| A13 | Management skills for supervisors | London | 09-13 APR |
| A15 | Administrative Development Strategies | London | 09-13 APR |
| A17 | Effective negotiation skills | London | 09-13 APR |
| A18 | Public relations strategies in the face of crises | London | 09-13 APR |
| A3 | Creative thinking | London | 16-20 APR |
| A14 | Strategic Leadership | London | 16-20 APR |
| A19 | Self-management and time | London | 16-20 APR |
| A62 | Procurement and Stores Management | London | 16-20 APR |
| A66 | Emergency plan management and evacuation plan | London | 16-20 APR |
| A74 | Effective Brand Management | London | 16-20 APR |
| A6 | Modern methods of crisis management | London | 23-27 APR |
| A8 | Control over the work of the Department | London | 23-27 APR |
| A9 | Management strategies university | London | 23-27 APR |
| A10 | Total Quality Management | London | 23-27 APR |
| A41 | Administrative Creativity in Planning, Organization and Coordination | London | 23-27 APR |
| A58 | Customer Service Excellence | London | 23-27 APR |



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| A11 | Develop the skills of human resources staff | London | 07-11 MAY |
| A46 | The Leadership of the Working Groups | London | 07-11 MAY |
| A20 | Excellence in Human Resources Management | London | 07-11 MAY |
| A21 | Strategic thinking leadership and follow up the implementation of plans | London | 07-11 MAY |
| A48 | Total Quality Management in the Health Sector | London | 07-11 MAY |
| A27 | Organizing meetings and committees , time management and effective coordination | London | 07-11 MAY |
| A28 | Innovative perspective to solve administrative problems | London | 07-11 MAY |
| A29 | Skills to deal with superiors and subordinates | London | 07-11 MAY |
| A72 | Advanced Industrial & safety for managers | London | 07-11 MAY |
| A30 | Legal skills for administrators | London | 07-11 MAY |
| A70 | Capability Maturity Model Integration (CMMI) | London | 07-11 MAY |
| A6 | Modern methods of crisis management | London | 14-18 MAY |
| A32 | Strategic creative executive secretary | London | 14-18 MAY |
| A33 | Planning in Project Management | London | 14-18 MAY |
| A16 | Recent trends in administrative investigations | London | 14-18 MAY |
| A34 | Modern methods in sales | London | 21-25 MAY |
| A51 | Health and Occupational Safety Management | London | 21-25 MAY |
| A57 | Total Quality in Higher Education | London | 21-25 MAY |
| A5 | Project management professional PMP | London | 21-31 MAY |
| A35 | Strategic management of Mayors | London | 21-25 MAY |
| A40 | The Administration of Volunteering Work | London | 21-25 MAY |
| A65 | safety management system and loss prevention | London | 21-25 MAY |
| A62 | Procurement and Stores Management | London | 21-25 MAY |
| A12 | Decision-making skills and problem-solving | London | 04-08 JUN |
| A43 | Administrative Laws and Regulations | Glasgow | 04-08 JUN |
| A22 | The application of total quality management in government agencies | London | 04-08 JUN |
| A42 | Corporate Communication | London | 04-08 JUN |
| A23 | Effective negotiation strategies | London | 04-08 JUN |
| A24 | Administrative investigation skills | London | 11-15 JUN |
| A25 | Senior management offices | London | 11-15 JUN |
| A54 | E-government | London | 11-15 JUN |
| A36 | Modern concepts in corporate governance | London | 11-15 JUN |
| A12 | Decision-making skills and problem-solving | London | 11-15 JUN |
| A53 | Environmental Safety | London | 11-15 JUN |
| A21 | Strategic thinking leadership and follow up the implementation of plans | London | 18-22 JUN |
| A64 | Management Skills for Engineers | London | 18-22 JUN |



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| A27 | Organizing meetings and committees, time management and effective coordination | London | 18-22 JUN |
| A28 | Innovative perspective to solve administrative problems | London | 18-22 JUN |
| A29 | Skills to deal with superiors and subordinates | London | 25-29 JUN |
| A45 | Teamwork Management | London | 25-29 JUN |
| A30 | Legal skills for administrators | London | 25-29 JUN |
| A3 | Creative thinking | London | 25-29 JUN |
| A14 | Strategic Leadership | London | 25-29 JUN |
| A76 | Maintenance Management Best Practice | London | 25-29 JUN |
| A73 | Business Innovation | London | 25-29 JUN |
| A33 | Planning in Project Management | London | 25-29 JUN |
| A74 | Behavioural and Interpersonal in the Workplace | London | 25-29 JUN |
| A16 | Recent trends in administrative investigations | London | 25-29 JUN |
| A55 | Success Engineering | London | 25-29 JUN |
| A68 | Environmental protection management | London | 25-29 JUN |
| Third Quarter | | | |
| A37 | Develop the skills of human resources staff | London | 02-06 JUL |
| A60 | Supply Management | London | 02-06 JUL |
| A75 | Effective Brand Management | London | 02-06 JUL |
| A13 | Management skills for supervisors | London | 02-06 JUL |
| A15 | Administrative Development Strategies | London | 09-13 JUL |
| A17 | Effective negotiation skills | London | 09-13 JUL |
| A18 | Public relations strategies in the face of crises | London | 09-13 JUL |
| A3 | Creative thinking | London | 16-20 JUL |
| A71 | Project Management and Feasibility Studies for Industrial Development Projects | London | 16-20 JUL |
| A14 | Strategic Leadership | London | 16-20 JUL |
| A19 | Self-management and time | London | 23-27 JUL |
| A20 | Excellence in Human Resources Management | London | 23-27 JUL |
| A21 | Strategic thinking leadership and follow up the implementation of plans | London | 23-27 JUL |
| A47 | Customer Relationship Management | London | 23-27 JUL |
| A56 | Gardens Management | London | 23-27 JUL |
| A22 | The application of total quality management in government agencies | London | 06-10 AUG |
| A58 | Customer Service Excellence | London | 06-10 AUG |
| A63 | Effective Management of Financial and Accounting Departments | London | 06-10 AUG |
| A50 | Electronic Archiving | London | 06-10 AUG |
| A40 | The Administration of Volunteering Work | London | 06-10 AUG |
| A24 | Administrative investigation skills | London | 06-10 AUG |



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| A23 | Effective negotiation strategies | London | 06-10 AUG |
| A12 | Decision-making skills and problem-solving | London | 06-10 AUG |
| A4 | Secretarial and office management sophisticated | London | 06-10 AUG |
| A1 | Recent trends in strategic planning | London | 06-10 AUG |
| A2 | Strategic planning for municipalities | London | 06-10 AUG |
| A59 | E-procurement | London | 06-10 AUG |
| A5 | Project management professional PMP | London | 06-17 AUG |
| A3 | Creative Thinking | London | 06-10 AUG |
| A6 | Modern methods of crisis management | London | 06-10 AUG |
| A8 | Control over the work of the Department | London | 06-10 AUG |
| A14 | Strategic Leadership | London | 06-10 AUG |
| A13 | Management skills for supervisors | London | 13-17 AUG |
| A9 | Management strategies university | London | 13-17 AUG |
| A51 | Health and Occupational Safety Management | London | 13-17 AUG |
| A16 | Recent trends in administrative investigations | London | 13-17 AUG |
| A44 | Total Quality Management in Human Resource | London | 13-17 AUG |
| A66 | Emergency plan management and evacuation plan | London | 13-17 AUG |
| A10 | Total Quality Management | London | 13-17 AUG |
| A72 | Advanced Industrial & safety for managers | London | 13-17 AUG |
| A25 | Senior management offices | London | 13-17 AUG |
| A49 | Electronic Administration | London | 13-17 AUG |
| A26 | Corporate Governance | London | 20-24 AUG |
| A27 | Organizing meetings and committees , time management and effective coordination | London | 20-24 AUG |
| A28 | Innovative perspective to solve administrative problems | London | 20-24 AUG |
| A4 | Secretarial and Office Management advanced | London | 20-24 AUG |
| A29 | Skills to deal with superiors and subordinates | London | 20-24 AUG |
| A58 | Customer Service Excellence | London | 20-24 AUG |
| A30 | Legal skills for administrators | London | 27-13 AUG |
| A61 | Hospital Management | London | 27-13 AUG |
| A46 | The Leadership of the Working Groups | London | 27-13 AUG |
| A43 | Administrative Laws and Regulations | London | 27-13 AUG |
| A41 | Administrative Creativity in Planning, Organization and Coordination | London | 27-13 AUG |
| A38 | Strategies and negotiation skills | London | 27-13 AUG |
| A6 | Modern methods of crisis management | London | 27-13 AUG |
| A67 | Quality internal auditing | London | 27-13 AUG |



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| A16 | Recent trends in administrative investigations | London | 27-13 AUG |
| A34 | Modern methods in sales | London | 27-13 AUG |
| A51 | Health and Occupational Safety Management | London | 27-13 AUG |
| A69 | Risk management and risk analysis | London | 27-13 AUG |
| A36 | Modern concepts in corporate governance | London | 03-07 SEP |
| A5 | Project management professional PMP | London | 03-07 SEP |
| A35 | Strategic management of Mayors | London | 03-07 SEP |
| A32 | Strategic creative executive secretary | London | 03-07 SEP |
| A33 | Planning in Project Management | London | 03-07 SEP |
| A39 | Develop the skills of human resource managers | London | 10-14 SEP |
| A14 | Strategic Leadership | London | 10-14 SEP |
| A48 | Total Quality Management in the Health Sector | London | 10-14 SEP |
| A62 | Procurement and Stores Management | London | 10-14 SEP |
| A13 | Management skills for supervisors | London | 10-14 SEP |
| A9 | Management strategies university | London | 17-21 SEP |
| A25 | Senior management offices | London | 17-21 SEP |
| A73 | Business Innovation | London | 17-21 SEP |
| A16 | Recent trends in administrative investigations | London | 17-21 SEP |
| A12 | Decision-making skills and problem-solving | London | 24-28 SEP |
| A50 | Electronic Archiving | London | 24-28 SEP |
| A4 | Secretarial and office management sophisticated | London | 24-28 SEP |
| A2 | Strategic planning for municipalities | London | 24-28 SEP |
| A38 | Strategies and negotiation skills | London | 24-28 SEP |
| Fourth Quarter | | | |
| A8 | Control over the work of the Department | London | 01-05 OCT |
| A64 | Management Skills for Engineers | London | 01-05 OCT |
| A9 | Management strategies university | London | 01-05 OCT |
| A54 | E-government | London | 01-05 OCT |
| A10 | Total Quality Management | London | 08-12 OCT |
| A24 | Administrative investigation skills | London | 08-12 OCT |
| A4 | Secretarial and office management sophisticated | London | 08-12 OCT |
| A1 | Recent trends in strategic planning | London | 08-12 OCT |
| A2 | Strategic planning for municipalities | London | 08-12 OCT |
| A3 | Creative Thinking | London | 15-19 OCT |
| A5 | Project management professional PMP | London | 15-19 OCT |
| A6 | Modern methods of crisis management | London | 15-19 OCT |
| A42 | Corporate Communication | London | 15-19 OCT |



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| A13 | Management skills for supervisors | London | 22-26 OCT |
| A15 | Administrative Development Strategies | London | 22-26 OCT |
| A3 | Creative thinking | London | 22-26 OCT |
| A58 | Customer Service Excellence | London | 22-26 OCT |
| A14 | Strategic Leadership | London | 22-26 OCT |
| A57 | Total Quality in Higher Education | London | 22-26 OCT |
| A70 | Capability Maturity Model Integration (CMMI) | London | 22-26 OCT |
| A19 | Self-management and time | London | 05-09 NOV |
| A74 | Behavioural and Interpersonal in the Workplace | London | 05-09 NOV |
| A63 | Effective Management of Financial and Accounting Departments | London | 05-09 NOV |
| A20 | Excellence in Human Resources Management | London | 05-09 NOV |
| A40 | The Administration of Volunteering Work | London | 05-09 NOV |
| A17 | Effective negotiation skills | London | 05-09 NOV |
| A18 | Public relations strategies in the face of crises | London | 05-09 NOV |
| A21 | Strategic thinking leadership and follow up the implementation of plans | London | 05-09 NOV |
| A30 | Legal skills for administrators | London | 05-09 NOV |
| A12 | Decision-making skills and problem-solving | London | 05-09 NOV |
| A22 | The application of total quality management in government agencies | London | 12-16 NOV |
| A44 | Total Quality Management in Human Resource | London | 12-16 NOV |
| A23 | Effective negotiation strategies | London | 12-16 NOV |
| A25 | Senior management offices | London | 12-16 NOV |
| A16 | Recent trends in administrative investigations | London | 19-23 NOV |
| A26 | Corporate Governance | London | 19-23 NOV |
| A55 | Success Engineering | London | 19-23 NOV |
| A3 | Creative thinking | London | 19-23 NOV |
| A72 | Advanced Industrial & safety for managers | London | 19-23 NOV |
| A56 | Gardens Management | London | 19-23 NOV |
| A75 | Effective Brand Management | London | 19-23 NOV |
| A49 | Electronic Administration | London | 19-23 NOV |
| A36 | Modern concepts in corporate governance | London | 19-23 NOV |
| A68 | Environmental protection management | London | 19-23 NOV |
| A56 | Gardens Management | London | 19-23 NOV |
| A60 | Supply Management | London | 19-23 NOV |
| A61 | Hospital Management | London | 19-23 NOV |
| A27 | Organizing meetings and committees, time management and effective coordination | London | 26-30 NOV |
| A28 | Innovative perspective to solve administrative problems | London | 26-30 NOV |



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| A33 | Planning in Project Management | London | 26-30 NOV |
| A53 | Environmental Safety | London | 26-30 NOV |
| A59 | E-procurement | London | 26-30 NOV |
| A4 | Secretarial and Office Management advanced | London | 03-07 DEC |
| A16 | Recent trends in administrative investigations | London | 03-07 DEC |
| A51 | Health and Occupational Safety Management | London | 03-07 DEC |
| A45 | E-government | London | 03-07 DEC |
| A43 | Administrative Laws and Regulations | London | 03-07 DEC |
| A34 | Modern methods in sales | London | 03-07 DEC |
| A66 | Emergency plan management and evacuation plan | London | 03-07 DEC |
| A5 | Project management professional PMP | London | 10-21 DEC |
| A29 | Skills to deal with superiors and subordinates | London | 10-14 DEC |
| A30 | Legal skills for administrators | London | 10-14 DEC |
| A6 | Modern methods of crisis management | London | 17-21 DEC |
| A32 | Strategic creative executive secretary | London | 17-21 DEC |
| A35 | Strategic management of Mayors | London | 17-21 DEC |
| A64 | Management Skills for Engineers | London | 17-21 DEC |
| A76 | Maintenance Management Best Practice | London | 24-28 DEC |
| A38 | Strategies and negotiation skills | London | 24-28 DEC |
| A73 | Business Innovation | London | 24-28 DEC |
| A67 | Quality internal auditing | London | 24-28 DEC |
| A47 | Customer Relationship Management | London | 24-28 DEC |
| A62 | Procurement and Stores Management | London | 24-28 DEC |
| A14 | Strategic Leadership | London | 24-28 DEC |

ADAM HASNER

Marketing Manager