

**Administrative - 2024**

No	Training Course	Place	Date
<b>First Quarter</b>			
A1	Recent Trends in Strategic Planning	London	08-12 JAN
A2	Strategic Planning for IT	London	08-12 JAN
A3	Creative Thinking	London	08-12 JAN
A4	Secretarial and Modern Offices Management	Glasgow	08-12 JAN
A5	Professional Project management PMP	London	08-12 JAN
A35	Building trusted business relationship for your IT team	London	08-12 JAN
A29	Re-innovate your organization through digital innovation	London	08-12 JAN
A80	Managing outsourcing and consulting work through Smart Environment Framework (SEF)	London	08-12 JAN
A6	Modern Methods of Crisis Management	London	08-12 JAN
A7	Effective approach to develop & execute digital Strategy	London	08-12 JAN
A8	Oversight of Administrative Work	Frankfort	15-19 JAN
A9	Digital Business Transformation Management	London	15-19 JAN
A10	Total Quality Management	London	15-19 JAN
A11	The development of human resource skills	London	15-19 JAN
A12	Decision-making skills and problem-solving	London	22-26 JAN
A13	Value engineering for project Managers	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
A32	Organization transformation through Enterprise Architecture	London	05-09 FEB
A14	Strategic Leadership	Frankfort	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	Results Based Leadership	London	12-16 FEB
A86	EVENTS AND CONFERENCES MANAGEMENT	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
A50	Electronic Archiving	London	19 - 23 FEB
A57	Total Quality in Higher Education	London	25-29 FEB
A73	Business Innovation	London	25-29 FEB
A58	Customer Service Excellence	London	25-29 FEB
A51	Health and Occupational Safety Management	London	25-29 FEB
A61	Hospital Management	London	25-29 FEB
A12	Decision-making skills and problem-solving	London	04-08 MAR
A68	Environmental protection management	London	04-08 MAR
A54	E-government	London	04-08 MAR
A46	The Leadership of the Working Groups	London	04-08 MAR
A47	Customer Relationship Management	Frankfort	04-08 MAR
A56	Gardens Management	London	04-08 MAR
A74	Behavioural and Interpersonal in the Workplace	London	04-08 MAR
A64	Management Skills for Engineers	London	04-08 MAR
A45	Teamwork Management	London	04-08 MAR
A43	Administrative Laws and Regulations	Glasgow	04-08 MAR
A25	Senior management offices	London	04-08 MAR
A41	Administrative Creativity in Planning, Organization and Coordination	London	04-08 MAR
A42	Corporate Communication	London	04-08 MAR



A26	Corporate Governance	London	04-08 MAR
A27	Organizing meetings and committees , time management and effective coordination	London	04-08 MAR
A65	safety management system and loss prevention	London	04-08 MAR
A28	Innovative perspective to solve administrative problems	London	04-08 MAR
A29	Re-innovate your organization through digital innovation	London	04-08 MAR
A30	Legal skills for administrators	Tunis	04-08 MAR
A90	Developing, Improving and Monitoring the Internal Audit Function	London	04-08 MAR
A91	Writing HR Policies and Procedures	London	04-08 MAR
A60	Supply Management	London	04-08 MAR
A76	Maintenance Management Best Practice	London	11-15 MAR
A59	E-procurement	London	11-15 MAR
A55	Success Engineering	Frankfort	11-15 MAR
A53	Environmental Safety	London	11-15 MAR
A6	Modern methods of crisis management	London	11-15 MAR
A67	Quality internal auditing	Tunis	11-15 MAR
A31	Disciplinary authority between the law and the administration	London	11-15 MAR
A12	Decision-making skills and problem-solving	London	18-22 MAR
A32	Organization transformation through Enterprise Architecture	London	18-22 MAR
A33	Planning in Project Management	London	18-22 MAR
A16	Recent trends in administrative investigations	Frankfort	18-22 MAR
A34	Modern methods in sales	London	18-22 MAR
A5	Project management professional PMP	London	25-29 MAR
A35	Building trusted business relationship for your IT team	London	25-29 MAR
A27	Organizing meetings and committees, time management and effective coordination	London	25-29 MAR
A1	Recent trends in strategic planning	London	25-29 MAR
A2	Strategic Planning for IT	London	25-29 MAR
<b>Second Quarter</b>			
A3	Creative Thinking	London	15-19 APR
A82	Internal Audit and Governance	London	15-19 APR
A88	Managing Project Risks in the Oil and Gas Industry	London	15-19 APR





A83	Administrative Creativity in Planning, Organization and Coordination	London	15-19 APR
A69	Risk management and risk analysis	London	15-19 APR
A4	Secretarial and office management sophisticated	Glasgow	15-19 APR
A63	Effective Management of Financial and Accounting Departments	London	15-19 APR
A51	Health and Occupational Safety Management	London	15-19 APR
A16	Recent trends in administrative investigations	London	15-19 APR
A5	Project management professional PMP	London	15-19 APR
A44	Total Quality Management in Human Resource	London	15-19 APR
A58	Customer Service Excellence	Frankfort	15-19 APR
A12	Decision-making skills and problem-solving	London	15-19 APR
A13	Value engineering for project Managers	London	15-19 APR
A15	Administrative Development Strategies	London	15-19 APR
A17	Effective negotiation skills	London	15-19 APR
A18	Public relations strategies in the face of crises	London	15-19 APR
A3	Creative thinking	London	15-19 APR
A14	Strategic Leadership	London	15-19 APR
A19	Results Based Leadership	London	15-19 APR
A85	Mastering Management and Leadership Skills	London	15-19 APR
A62	Procurement and Stores Management	London	22-26 APR
A66	Emergency plan management and evacuation plan	London	22-26 APR
A87	The Complete Course on Purchasing and Inventory Management	London	22-26 APR
A74	Effective Brand Management	London	22-26 APR
A6	Modern methods of crisis management	London	22-26 APR
A8	Control over the work of the Department	London	22-26 APR
A9	Digital Business Transformation Management	London	22-26 APR
A10	Total Quality Management	London	22-26 APR
A41	Administrative Creativity in Planning, Organization and Coordination	London	22-26 APR
A89	Advanced Facilities Management	London	22-26 APR
A93	Mastering Communication, Negotiation and Presentation Skills	London	22-26 APR



A91	Writing HR Policies and Procedures	London	22-26 APR
A7	Effective approach to develop & execute digital Strategy	London	22-26 APR
A94	Product Management & Marketing	London	22-26 APR
A96	Investors Relationship	London	22-26 APR
A90	Developing, Improving and Monitoring the Internal Audit Function	London	22-26 APR
A92	Leadership and Strategic Thinking in the Oil and Gas Industry	London	22-26 APR
A58	Customer Service Excellence	London	22-26 APR
A11	Develop the skills of human resources staff	London	06 - 10 MAY
A46	The Leadership of the Working Groups	London	06 - 10 MAY
A20	Excellence in Human Resources Management	London	06 - 10 MAY
A21	Strategic thinking leadership and follow up the implementation of plans	London	06 - 10 MAY
A48	Total Quality Management in the Health Sector	London	06 - 10 MAY
A27	Organizing meetings and committees , time management and effective coordination	London	06 - 10 MAY
A28	Innovative perspective to solve administrative problems	London	06 - 10 MAY
A29	Re-innovate your organization through digital innovation	London	06 - 10 MAY
A72	Advanced Industrial & safety for managers	London	06 - 10 MAY
A30	Legal skills for administrators	Tunis	06 - 10 MAY
A70	Capability Maturity Model Integration (CMMI)	London	06 - 10 MAY
A6	Modern methods of crisis management	London	13 - 17 MAY
A32	Organization transformation through Enterprise Architecture	London	13 - 17 MAY
A33	Planning in Project Management	London	13 - 17 MAY
A16	Recent trends in administrative investigations	London	13 - 17 MAY
A34	Modern methods in sales	London	13 - 17 MAY
A51	Health and Occupational Safety Management	London	13 - 17 MAY
A57	Total Quality in Higher Education	London	13 - 17 MAY
A5	Project management professional PMP	London	20 - 24 MAY
A35	Building trusted business relationship for your IT team	London	20 - 24 MAY
A40	The Administration of Volunteering Work	London	20 - 24 MAY
A65	safety management system and loss prevention	London	27 - 31 MAY
A62	Procurement and Stores Management	London	27 - 31 MAY



A12	Decision-making skills and problem-solving	London	03-07 JUN
A43	Administrative Laws and Regulations	Glasgow	03-07 JUN
A22	The application of total quality management in government agencies	London	03-07 JUN
A42	Corporate Communication	London	03-07 JUN
A23	Effective negotiation strategies	London	03-07 JUN
A24	Administrative investigation skills	London	10-14 JUN
A25	Senior management offices	Frankfort	10-14 JUN
A54	E-government	London	10-14 JUN
A36	Modern concepts in corporate governance	London	10-14 JUN
A12	Decision-making skills and problem-solving	London	10-14 JUN
A53	Environmental Safety	London	10-14 JUN
A21	Strategic thinking leadership and follow up the implementation of plans	London	17 - 21 JUN
A64	Management Skills for Engineers	London	17 - 21 JUN
A27	Organizing meetings and committees, time management and effective coordination	London	17 - 21 JUN
A28	Innovative perspective to solve administrative problems	London	17 - 21 JUN
A29	Re-innovate your organization through digital innovation	London	17 - 21 JUN
A45	Teamwork Management	London	17 - 21 JUN
A30	Legal skills for administrators	Tunis	17 - 21 JUN
A3	Creative thinking	London	24 - 28 JUN
A14	Strategic Leadership	London	24 - 28 JUN
A76	Maintenance Management Best Practice	London	24 - 28 JUN
A73	Business Innovation	Frankfort	24 - 28 JUN
A82	Internal Audit and Governance	London	24 - 28 JUN
A86	EVENTS AND CONFERENCES MANAGEMENT	London	24 - 28 JUN
A96	Investors Relationship	London	24 - 28 JUN
A88	Managing Project Risks in the Oil and Gas Industry	London	24 - 28 JUN
A33	Planning in Project Management	London	24 - 28 JUN
A74	Behavioural and Interpersonal in the Workplace	London	24 - 28 JUN
A16	Recent trends in administrative investigations	London	24 - 28 JUN





A55	Success Engineering	London	24 - 28 JUN
A68	Environmental protection management	London	24 - 28 JUN
<b>Third Quarter</b>			
A37	Develop the skills of human resources staff	London	01 - 05 JUL
A60	Supply Management	London	01 - 05 JUL
A75	Effective Brand Management	London	01 - 05 JUL
A13	Value engineering for project Managers	London	01 - 05 JUL
A15	Administrative Development Strategies	London	08 -12 JUL
A17	Effective negotiation skills	London	08 -12 JUL
A18	Public relations strategies in the face of crises	Frankfort	08 -12 JUL
A3	Creative thinking	London	15 - 19 JUL
A71	Project Management and Feasibility Studies for Industrial Development Projects	London	15 - 19 JUL
A14	Strategic Leadership	London	15 - 19 JUL
A93	Mastering Communication, Negotiation and Presentation Skills	London	15 - 19 JUL
A19	Results Based Leadership	London	22 - 26 JUL
A20	Excellence in Human Resources Management	London	22 - 26 JUL
A21	Strategic thinking leadership and follow up the implementation of plans	London	22 - 26 JUL
A47	Customer Relationship Management	London	22 - 26 JUL
A56	Gardens Management	London	22 - 26 JUL
A7	Effective approach to develop & execute digital Strategy	London	22 - 26 JUL
A22	The application of total quality management in government agencies	London	05 - 09 AUG
A58	Customer Service Excellence	London	05 - 09 AUG
A63	Effective Management of Financial and Accounting Departments	London	05 - 09 AUG
A50	Electronic Archiving	London	05 - 09 AUG
A40	The Administration of Volunteering Work	Frankfort	05 - 09 AUG
A24	Administrative investigation skills	London	05 - 09 AUG
A23	Effective negotiation strategies	London	05 - 09 AUG
A12	Decision-making skills and problem-solving	London	05 - 09 AUG
A4	Secretarial and office management sophisticated	London	05 - 09 AUG
A1	Recent trends in strategic planning	London	05 - 09 AUG



A2	Strategic Planning for IT	London	05 - 09 AUG
A59	E-procurement	London	05 - 09 AUG
A90	Developing, Improving and Monitoring the Internal Audit Function	London	05 - 09 AUG
A92	Leadership and Strategic Thinking in the Oil and Gas Industry	London	05 - 09 AUG
A91	Writing HR Policies and Procedures	London	05 - 09 AUG
A5	Project management professional PMP	London	05 - 09 AUG
A3	Creative Thinking	Frankfort	05 - 09 AUG
A6	Modern methods of crisis management	London	05 - 09 AUG
A8	Control over the work of the Department	London	05 - 09 AUG
A14	Strategic Leadership	London	05 - 09 AUG
A80	<b>Managing outsourcing and consulting work through Smart Environment Framework (SEF)</b>	London	05 - 09 AUG
A13	Value engineering for project Managers	London	12 - 16 AUG
A9	Digital Business Transformation Management	London	12 - 16 AUG
A51	Health and Occupational Safety Management	London	12 - 16 AUG
A16	Recent trends in administrative investigations	London	12 - 16 AUG
A44	Total Quality Management in Human Resource	London	12 - 16 AUG
A66	Emergency plan management and evacuation plan	London	12 - 16 AUG
A10	Total Quality Management	London	12 - 16 AUG
A72	Advanced Industrial & safety for managers	London	12 - 16 AUG
A25	Senior management offices	Frankfort	12 - 16 AUG
A82	Internal Audit and Governance	London	12 - 16 AUG
A96	Investors Relationship	London	12 - 16 AUG
A89	Advanced Facilities Management	London	12 - 16 AUG
A87	The Complete Course on Purchasing and Inventory Management	London	12 - 16 AUG
A85	Mastering Management and Leadership Skills	Tunis	12 - 16 AUG
A88	Managing Project Risks in the Oil and Gas Industry	London	12 - 16 AUG
A83	Administrative Creativity in Planning, Organization and Coordination	London	12 - 16 AUG
A49	Electronic Administration	London	12 - 16 AUG
A26	Corporate Governance	London	19 - 23 AUG





A27	Organizing meetings and committees , time management and effective coordination	London	19 - 23 AUG
A28	Innovative perspective to solve administrative problems	London	19 - 23 AUG
A4	Secretarial and Office Management advanced	London	19 - 23 AUG
A29	Re-innovate your organization through digital innovation	London	19 - 23 AUG
A58	Customer Service Excellence	London	19 - 23 AUG
A30	Legal skills for administrators	London	19 - 23 AUG
A61	Hospital Management	London	19 - 23 AUG
A46	The Leadership of the Working Groups	London	26 - 30 AUG
A43	Administrative Laws and Regulations	Tunis	26 - 30 AUG
A41	Administrative Creativity in Planning, Organization and Coordination	London	26 - 30 AUG
A38	Strategies and negotiation skills	London	26 - 30 AUG
A6	Modern methods of crisis management	London	26 - 30 AUG
A94	Product Management & Marketing	London	26 - 30 AUG
A67	Quality internal auditing	London	26 - 30 AUG
A16	Recent trends in administrative investigations	London	26 - 30 AUG
A34	Modern methods in sales	London	26 - 30 AUG
A51	Health and Occupational Safety Management	London	26 - 30 AUG
A69	Risk management and risk analysis	London	26 - 30 AUG
A36	Modern concepts in corporate governance	London	02 - 06 SEP
A5	Project management professional PMP	London	02 - 06 SEP
A35	Building trusted business relationship for your IT team	London	02 - 06 SEP
A32	Organization transformation through Enterprise Architecture	London	02 - 06 SEP
A33	Planning in Project Management	London	02 - 06 SEP
A39	Develop the skills of human resource managers	London	09 - 13 SEP
A14	Strategic Leadership	London	09 - 13 SEP
A48	Total Quality Management in the Health Sector	London	09 - 13 SEP
A62	Procurement and Stores Management	London	09 - 13 SEP
A13	Management skills for supervisors	Tunis	09 - 13 SEP
A9	Digital Business Transformation Management	London	16 - 20 SEP



A25	Senior management offices	London	16 - 20 SEP
A73	Business Innovation	Frankfort	16 - 20 SEP
A93	Mastering Communication, Negotiation and Presentation Skills	London	16 - 20 SEP
A16	Recent trends in administrative investigations	London	16 - 20 SEP
A12	Decision-making skills and problem-solving	London	23 - 27 SEP
A50	Electronic Archiving	London	23 - 27 SEP
A4	Secretarial and office management sophisticated	London	23 - 27 SEP
A2	Strategic Planning for IT	London	23 - 27 SEP
A38	Strategies and negotiation skills	London	23 - 27 SEP
<b>Fourth Quarter</b>			
A8	Control over the work of the Department	London	07 - 11 OCT
A64	Management Skills for Engineers	London	07 - 11 OCT
A9	Digital Business Transformation Management	London	07 - 11 OCT
A54	E-government	London	07 - 11 OCT
A89	Advanced Facilities Management	London	07 - 11 OCT
A91	Writing HR Policies and Procedures	London	07 - 11 OCT
A10	Total Quality Management	London	07 - 11 OCT
A24	Administrative investigation skills	London	07 - 11 OCT
A4	Secretarial and office management sophisticated	London	07 - 11 OCT
A1	Recent trends in strategic planning	London	07 - 11 OCT
A2	Strategic Planning for IT	London	07 - 11 OCT
A3	Creative Thinking	London	14 - 18 OCT
A5	Project management professional PMP	London	14 - 18 OCT
A6	Modern methods of crisis management	London	14 - 18 OCT
A42	Corporate Communication	London	14 - 18 OCT
A90	Developing, Improving and Monitoring the Internal Audit Function	London	21 - 25 OCT
A92	Leadership and Strategic Thinking in the Oil and Gas Industry	London	21 - 25 OCT
A94	Product Management & Marketing	Frankfort	21 - 25 OCT
A96	Investors Relationship	London	21 - 25 OCT



A13	Value engineering for project Managers	London	21 - 25 OCT
A15	Administrative Development Strategies	London	21 - 25 OCT
A3	Creative thinking	London	21- 25 OCT
A58	Customer Service Excellence	London	21- 25 OCT
A14	Strategic Leadership	London	21- 25 OCT
A57	Total Quality in Higher Education	London	21- 25 OCT
A70	Capability Maturity Model Integration (CMMI)	London	21- 25 OCT
A19	Results Based Leadership	London	04 - 08 NOV
A74	Behavioural and Interpersonal in the Workplace	London	04 - 08 NOV
A63	Effective Management of Financial and Accounting Departments	London	04 - 08 NOV
A20	Excellence in Human Resources Management	London	04 - 08 NOV
A40	The Administration of Volunteering Work	London	04 - 08 NOV
A17	Effective negotiation skills	London	04 - 08 NOV
A18	Public relations strategies in the face of crises	Frankfort	04 - 08 NOV
A21	Strategic thinking leadership and follow up the implementation of plans	London	04 - 08 NOV
A30	Legal skills for administrators	London	04 - 08 NOV
A12	Decision-making skills and problem-solving	London	04 - 08 NOV
A22	The application of total quality management in government agencies	London	04 - 08 NOV
A44	Total Quality Management in Human Resource	London	04 - 08 NOV
A23	Effective negotiation strategies	London	11 - 15 NOV
A25	Senior management offices	London	11 - 15 NOV
A82	Internal Audit and Governance	London	11 - 15 NOV
A85	Mastering Management and Leadership Skills	London	11 - 15 NOV
A93	Mastering Communication, Negotiation and Presentation Skills	London	11 - 15 NOV
A83	Administrative Creativity in Planning, Organization and Coordination	London	11 - 15 NOV
A16	Recent trends in administrative investigations	London	18 - 22 NOV
A26	Corporate Governance	London	18 - 22 NOV
A55	Success Engineering	London	18 - 22 NOV
A3	Creative thinking	London	18 - 22 NOV





A72	Advanced Industrial & safety for managers	London	18 - 22 NOV
A56	Gardens Management	London	18 - 22 NOV
A75	Effective Brand Management	London	18 - 22 NOV
A49	Electronic Administration	London	18 - 22 NOV
A36	Modern concepts in corporate governance	London	18 - 22 NOV
A68	Environmental protection management	London	18 - 22 NOV
A56	Gardens Management	London	18 - 22 NOV
A7	Effective approach to develop & execute digital Strategy		18 - 22 NOV
A86	EVENTS AND CONFERENCES MANAGEMENT	London	18 - 22 NOV
A92	Leadership and Strategic Thinking in the Oil and Gas Industry	London	18 - 22 NOV
A91	Writing HR Policies and Procedures	London	18 - 22 NOV
A87	The Complete Course on Purchasing and Inventory Management	London	18 - 22 NOV
A60	Supply Management	London	18 - 22 NOV
A80	Managing outsourcing and consulting work through Smart Environment Framework (SEF)		18 - 22 NOV
A61	Hospital Management	London	18 - 22 NOV
A27	Organizing meetings and committees, time management and effective coordination	London	25- 29 NOV
A28	Innovative perspective to solve administrative problems	London	25- 29 NOV
A33	Planning in Project Management	London	25- 29 NOV
A53	Environmental Safety	London	25- 29 NOV
A59	E-procurement	London	25- 29 NOV
A4	Secretarial and Office Management advanced	Frankfort	02 - 06 DEC
A16	Recent trends in administrative investigations	London	02 - 06 DEC
A51	Health and Occupational Safety Management	London	02 - 06 DEC
A45	E-government	London	02 - 06 DEC
A43	Administrative Laws and Regulations	London	02 - 06 DEC
A34	Modern methods in sales	London	02 - 06 DEC
A66	Emergency plan management and evacuation plan	London	02 - 06 DEC
A5	Project management professional PMP	London	09 - 13 DEC
A29	Re-innovate your organization through digital innovation	London	09 - 13 DEC



A30	Legal skills for administrators	London	09 - 13 DEC
A6	Modern methods of crisis management	Frankfort	09 - 13 DEC
A32	Organization transformation through Enterprise Architecture	London	16 - 20 DEC
A35	Building trusted business relationship for your IT team	London	16 - 20 DEC
A64	Management Skills for Engineers	London	16 - 20 DEC
A88	Managing Project Risks in the Oil and Gas Industry	London	16 - 20 DEC
A96	Investors Relationship	London	16 - 20 DEC
A9	Digital Business Transformation Management	London	16 - 20 DEC
A13	Value engineering for project Managers	London	16 - 20 DEC
A93	Mastering Communication, Negotiation and Presentation Skills	London	16 - 20 DEC
A94	Product Management & Marketing	London	23 - 27 DEC
A90	Developing, Improving and Monitoring the Internal Audit Function	London	23 - 27 DEC
A89	Advanced Facilities Management	London	23 - 27 DEC
A76	Maintenance Management Best Practice	London	23 - 27 DEC
A38	Strategies and negotiation skills	London	23 - 27 DEC
A73	Business Innovation	London	23 - 27 DEC
A67	Quality internal auditing	London	23 - 27 DEC
A47	Customer Relationship Management	London	23 - 27 DEC
A62	Procurement and Stores Management	London	23 - 27 DEC
A14	Strategic Leadership	London	23 - 27 DEC

**ADAM HASNER**

Marketing Manager