

2024

نارجت للإسـنـشـارات والتدريب  
Target Consulting & Training

# Training Plan



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## Training Plan 2024

Management and Leadership	Course Title	Venue 1	Date 1	Venue 2	Date 2
	The Art of Motivating to Increase Productivity	Cairo	11 – 07 January	Dubai	28 Jul – 01 Aug
	Advanced Enhancement Skills for Administration Coordinators	Kuala Lumpur	19 – 15 January	Cairo	08 – 04 August
	Advanced Presentation Skills	Casablanca	26 – 22 January	Cairo	15 – 11 August
	Advanced Supervisory Skills	Dubai	28 Jan – 01 Feb	Baku	23 – 19 August
	Team Building and Time Management	Muscat	08 – 04 February	Dubai	29 – 25 August
	BASIC PRESENTATION SKILLS	Dubai	15 – 11 February	Madrid	06 – 02 September
	Professional management of strategic events	Cairo	22 – 18 February	Dubai	12 – 08 September
	Effective Time and Priority Management	Sharm El-Shaikh	29 – 25 February	Istanbul	20 – 16 September
	Enhancing Interpersonal Skills	Dubai	07 – 03 March	Dubai	26 – 22 September
	Becoming a Winning Team Members	Cairo	18 – 14 April	Kuala Lumpur	30 Sep – 04 Oct
	Best Practices in Public Relations	Kuala Lumpur	26 – 22 April	Sharm El-Shaikh	10 – 06 October
	Business Analysis for Managers	London	29 Apr – 03 May	Cairo	17 – 13 October
	Complete Course on Management & Leadership	Dubai	09 – 05 May	Sharm El-Shaikh	17 – 13 October
	Creative Problem Solving and Decision Making	Istanbul	17 – 13 May	Sharm El-Shaikh	24 – 20 October
	Developing Emotional Intelligence Awareness	Dubai	16 – 12 May	Cairo	31 – 27 October
	Effective Public Relations	Kuala Lumpur	24 – 20 May	Dubai	07 – 03 November
	Effectiveness Working in a Team	Cairo	30 – 26 May	Dubai	07 – 03 November
	Enhancing Interpersonal Skills	Kuala Lumpur	07 – 03 Jun	Istanbul	15 – 11 November
	Fleet Management and Transport	Dubai	06 – 02 Jun	Dubai	21 – 17 November
	Human Resources Skills for Other Managers	Kuala Lumpur	14 – 10 June	Dubai	28– 24 November
	International Business Etiquette & Protocol for Management	Istanbul	28 – 24 June	Sharm El-Shaikh	05 – 01 December
	Leadership and Workable Management	Dubai	30 Jun – 04 July	Cairo	12 – 08 December
	New Methods in Developing Syllabuses	London	12 – 08 July	Cairo	19 – 15 December
	Win-Win Negotiation Skills	Dubai	18 – 14 July	Cairo	26 – 22 December
	Managing Self and Leading Others	Istanbul	26 – 22 July	Cairo	26 – 22 December
	Creative Leadership and Innovative Management Workshop	Casablanca	26 – 22 July	Cairo	29 Dec – 02 Jan

## Training Plan 2024

Finance & Accounting	Course Title	Venue 1	Date 1	Venue 2	Date 2
	Accounting Management in Decision Making	Cairo	11 – 07 January	Dubai	28 Jul – 01 Aug
	Fundamentals of Finance for Non-Financial	Casablanca	19 – 15 January	Cairo	08 – 04 August
	Advanced Forecasting & Inventory Management	Kuala Lumpur	26 – 22 January	Cairo	15 – 11 August
	Audit and Assurance	Dubai	28 Jan – 01 Feb	Baku	23 – 19 August
	Best Practice in Finance & Accounting	Muscat	08 – 04 February	Barcelona	30 – 26 August
	Budgeting, Analysis and Project Evaluation	Dubai	15 – 11 February	Madrid	06 – 02 September
	Business Financial & Accounting Management	Cairo	22 – 18 February	Dubai	12 – 08 September
	Credit Analysis and Letter of Credit	Sharm El-Shaikh	29 – 25 February	Istanbul	20 – 16 September
	Financial Modeling in Excel	Dubai	07 – 03 March	Dubai	26 – 22 September
	Fundamentals of Finance for Non-Financial	Cairo	18 – 14 April	Doha	29 Sep – 03 Oct
	International Accounting & Auditing Standards	London	26 – 22 April	Sharm El-Shaikh	10 – 06 October
	Planning, Budgeting, Forecasting & Financial Report Writing	Istanbul	29 Apr – 03 May	Cairo	17 – 13 October
	Strategic Planning, Budgeting, Forecasting and Cost Control	Dubai	09 – 05 May	Cairo	24 – 20 October
	Understanding Treasury Activities & Facilities Management	Istanbul	10 – 06 May	Sharm El-Shaikh	31 – 27 October
	Analysis And Budget Managing	Dubai	16 – 12 May	Cairo	31 – 27 October
	Accounting and Finance Policies and Procedures	Casablanca	24 – 20 May	Dubai	07 – 03 November
	Accounting for Non-Accountants	Dubai	30 – 26 May	Cairo	14 – 10 November
	Accounts Payable: From Accounting to Management	Istanbul	07 – 03 Jun	Kuala Lumpur	15 – 11 November
	Accounts Receivable and Credit Policies Management	Doah	13 – 09 June	Dubai	21 – 17 November
	Advanced Budgeting Workshop	Kuala Lumpur	14 – 10 June	Dubai	28– 24 November
	Certificate in Cost Management	Sharm El-Shaikh	27 – 23 June	Dubai	05 – 01 December
	Certificate in Financial Management	Cairo	30 Jun – 04 July	Dubai	12 – 08 December
	Corporate Governance: Principles, Policies and Best Practices	Cairo	11 – 07 July	London	20 – 16 December
	Effective Budgeting and Cost Control	Cairo	11 – 07 July	Dubai	19 – 15 December
	Essentials of Internal Audit	Istanbul	19 – 15 July	Cairo	26 – 22 December
	Financial Accounting and Reporting	Cairo	25 – 21 July	Casablanca	30 Dec – 03 Jan



## Training Plan 2024

Course Title		Venue 1	Date 1	Venue 2	Date 2
Human Resources and Training	Advanced Human Resources Management	Dubai	18 – 14 January	Cairo	08 – 04 August
	Human Resources Management	Dubai	25 – 21 January	Dubai	22 – 18 August
	Corporate Social Responsibility Academy	London	09 – 05 February	Cairo	29 – 25 August
	Career Development & Succession Planning	Dubai	22 – 18 February	Kuala Lumpur	13 – 09 September
	Determine the Learning & Development Needs	Istanbul	30 – 26 February	Dubai	19 – 15 September
	Employee Relation Management	Dubai	07 – 03 March	Cairo	26 – 22 September
	Employee Relations and Payrolls	Kuala Lumpur	19 – 15 April	Sharm El-Shaikh	10 – 06 October
	Enhanced Productivity Skills in Maximizing Personal Efficiency	Cairo	25 – 21 April	Dubai	24 – 20 October
	How to Recruit, Develop & Retain Knowledge Workforce	Dubai	09 – 05 May	Cairo	31 – 27 October
	Human Resources & Payroll System	Cairo	23 – 19 May	Istanbul	15 – 11 November
	Performance and Productivity Management	Sharm El-Shaikh	30 – 26 May	Doha	21 – 17 November
	Preparing & Developing Training Specialists	Kuala Lumpur	07 – 03 June	Cairo	28 – 24 November
	Train the Trainer Design, Delivery and Evaluation	Casablanca	28 – 24 June	Dubai	12 – 08 December
	Training Needs Analysis	Dubai	11 – 07 July	Madrid	20 – 16 December
	Human Resources Management	Istanbul	26 – 22 July	Cairo	26 – 22 December
Course Title		Venue 1	Date 1	Venue 2	Date 2
Sales and Marketing	Integrated Skills of Sales Teams Management	Dubai	25 – 21 January	Kuala Lumpur	09 – 05 August
	Effective Negotiation Skills	Muscat	08 – 04 February	Dubai	22 – 18 August
	Effective Sales Meeting and Negotiation Skills	Cairo	22 – 18 February	Doha	05 – 01 September
	Etiquettes, Protocols and Hospitality	Madrid	08 – 04 March	Cairo	19 – 15 September
	Integrated Skills of Sales Teams Management	Dubai	18 – 14 April	Baku	18 – 14 October
	Key Account Management on Sales Management	Cairo	16 – 12 May	Istanbul	28 Oct – 01 Nov
	Managing a Sales Team	London	07 – 03 June	Dubai	07 – 03 November
	Market Research and Analysis	Cairo	27 – 23 June	Muscat	21 – 17 November
	Performance and Productivity Management	Dubai	11 – 07 July	Casablanca	13 – 09 December
	Writing Strategic Sales Plan	Dubai	25 – 21 July	Kuala Lumpur	27 – 23 December

## Training Plan 2024

Course Title		Venue 1	Date 1	Venue 2	Date 2
Interpersonal Communication and Customer Service	Advanced Customer Care for Senior Representatives	Sharm El-Shaikh	15 – 11 February	Istanbul	16 – 12 August
	Customer Retention and Development Strategies	Dubai	07 – 03 March	Cairo	29 – 25 August
	Achieving Excellence in Customer Service	Istanbul	19 – 15 April	Dubai	05 – 01 September
	Excellence In Customer Service	Cairo	09 – 05 May	Madrid	20 – 16 September
	Communicating Effectively	Madrid	24 – 20 May	Cairo	17 – 13 October
	Communicating with Courage, Curiosity and Impact	Cairo	13 – 09 June	London	15 – 11 November
	Customer Relationship Management (CRM)	Dubai	27 – 23 June	Cairo	28 – 24 November
	Customer Retention and Development Strategies	Cairo	11 – 07 July	Casablanca	06 – 02 December
	Developing Interpersonal Skills	Baku	26 – 22 July	Dubai	19 – 15 December
Course Title		Venue 1	Date 1	Venue 2	Date 2
Public Relations	Corporate Social Responsibility (CSR)	Dubai	08 – 04 February	Sharm El-Shaikh	15 – 11 August
	Public Relations and Media Skills	Cairo	07 – 03 March	Dubai	12 – 08 September
	Public Relations Professional	Istanbul	19 – 15 April	Dubai	10 – 06 October
	Advanced Public Relations	Sharm El-Shaikh	09- 05 May	Cairo	24 – 20 October
	The Essentials of Business Etiquette and Protocol	Cairo	23 – 19 May	Kuala Lumpur	15 – 11 November
	Public Relations Campaigns: From Planning to Execution	Madrid	14- 10 June	Doha	28 – 24 November
	Events and Conferences Management	Casablanca	19 – 15 July	Dubai	12 – 08 December
	Certified Public Relations Professional	Sharm El-Shaikh	25 – 21 July	London	27 – 23 December
Course Title		Venue 1	Date 1	Venue 2	Date 2
Self-Development	Managing Self and Leading Others	Sharm El-Shaikh	15 – 11 February	Doha	22 – 18 August
	Six Thinking Hats and Creative Thinking	Istanbul	08 – 04 March	Dubai	05 – 01 September
	Time, Self, Stress & Meeting Management	Cairo	25 – 21 April	Casablanca	25 – 21 October
	Creative Thinking and Innovation Techniques	Dubai	16 – 12 May	Cairo	21 – 17 November
	Creativity, Critical Thinking & Problem Solving	London	14 – 10 June	Dubai	12 – 08 December
	Advanced Communication Skills	Cairo	11 – 07 July	Istanbul	27 – 23 December



## Training Plan 2024

Course Title		Venue 1	Date 1	Venue 2	Date 2
Project Management and Contracts	Conflict Resolution & Negotiation Techniques for Project Managers	Sharm El-Shaikh	25 – 21 January	Kuala Lumpur	16 – 12 August
	IT Project Management	Dubai	08 – 04 February	Cairo	29 – 25 August
	Project Management for Construction Specialist	Cairo	22 – 18 February	Istanbul	13 – 09 September
	Project Management: Competencies & Structure	Kuala Lumpur	08 – 04 March	Cairo	26 – 22 September
	Project Planning and Management - Advanced Level	Cairo	18 – 14 April	Dubai	17 – 13 October
	Project Planning, Scheduling and Control Using Primavera Project Planner	Istanbul	10 – 06 May	Sharm El-Shaikh	31 – 27 October
	Tenders, Contracts & Claims Management	Cairo	23 – 19 May	Cairo	14 – 10 November
	Contract Law for Business	Cairo	06 – 02 June	Dubai	28 – 24 November
	The Successful Buyer and Procurement Management	Sharm El-Shaikh	27 – 23 June	Kuala Lumpur	06 – 02 December
	Project, Contract Management And Effective Negotiation	Dubai	11 – 07 July	Sharm El-Shaikh	19 – 15 December
	Six Sigma	Casablanca	26 – 22 July	Casablanca	26 – 22 December
Course Title		Venue 1	Date 1	Venue 2	Date 2
Health, Safety & Environment	BEHAVIOURAL BASED SAFETY	Cairo	25 – 21 January	Cairo	16 – 12 August
	CONDUCTING SECURITY SURVEYS AND ASSESSMENTS	Kuala Lumpur	09 – 05 February	Cairo	29 – 25 August
	ENVIRONMENTAL MONITORING AND MODELLING	Dubai	22 – 18 February	Cairo	05 – 01 September
	INCIDENT & CRISIS RESPONSE COMMUNICATION SKILLS	Dubai	07 – 03 March	Dubai	19 – 15 September
	OSHA TRAINING	Cairo	18 – 14 April	Cairo	10 – 06 October
	ROAD SAFETY LEADERSHIP AND MANAGEMENT	Dubai	25 – 21 April	Sharm	24 – 20 October
	SAFETY AUDIT & SITE INSPECTION	Dubai	16 – 12 May	El-Shaikh	07 – 03 November
	Fire & Security Conference	Sharm El-Shaikh	30 – 26 May	Dubai	21 – 17 November
	Waste Management: A Modern and Sustainable Approach	Doha	06 – 02 June	Muscat	28 – 24 November
	Security Incident Management and Investigations	Madrid	28 – 24 July	Dubai	05 – 01 December
	Access Control and Physical Security Management	Dubai	11 – 07 July	London	20 – 16 December
	OSHA: Occupational Safety and Health Administration Standards	Istanbul	26 – 22 July	Cairo	26 – 22 December

## Training Plan 2024

Secretarial and Office Management	Course Title	Venue 1	Date 1	Venue 2	Date 2
	English Business & Report Writing Skills	Dubai	08 – 04 February	Madrid	16 – 12 August
	Business Etiquette & Protocol (Essentials of Dealing with VIP's)	Cairo	22 – 18 February	Sharm El-Shaikh	29 – 25 August
	Documents & Records Management	Dubai	07 – 03 March	Cairo	12 – 08 September
	Effective Telephone Skills for Better Service	Kuala Lumpur	19 – 15 April	Sharm El-Shaikh	26 – 22 September
	Events Planning & Management Services	Dubai	09 – 05 May	London	18 – 14 October
	English Business & Report Writing Skills	Cairo	23 – 19 May	Baku	28 Oct – 01 Nov
	International Business Etiquette & Protocol	Cairo	06 – 02 June	Casablanca	15 – 11 November
	Interpersonal Skills	Sharm El-Shaikh	27 – 23 June	Istanbul	29 – 25 November
	Planning, Organizing Events and Exhibitions	Dubai	11 – 07 July	Madrid	05 – 01 December
	Business Writing Skills	Dubai	25 – 21 July	Venue 2	20 – 16 December
Specilized, Technical, Oil and Gas	Course Title	Venue 1	Date 1	Venue 2	Date 2
	Advanced Gas Chromatography Techniques & Troubleshooting	Dubai	18 – 14 January	Sharm El-Shaikh	08 – 04 August
	Six Sigma Green Belt Program	Dubai	25 – 21 January	Kuala Lumpur	22 – 18 August
	Advanced Water Plumbing, Installation & Drawings in Plumbing System	Cairo	08 – 04 February	Sharm El-Shaikh	29 – 25 August
	Artificial Lift System	Kuala Lumpur	23 – 19 February	Cairo	12 – 08 September
	GAS EXPLOSION AND OTHER HAZARDS OF LNG FACILITIES	Sharm El-Shaikh	29 – 25 February	Cairo	19 – 15 September
	MANAGING TANKER CARGO OPERATIONS	Cairo	18 – 14 April	Cairo	10 – 06 October
	OIL & GAS CONTRACTS	Cairo	25 – 21 April	Casablanca	25 – 21 October
	PETROLEUM PROJECT ECONOMICS & RISK ANALYSIS	Sharm El-Shaikh	09 – 05 May	Dubai	31 – 27 October
	Local Content Management in the Oil and Gas Industry	Istanbul	24 – 20 May	Dubai	14 – 10 November
	Essential Skills for Oil & Gas Managers & Supervisors	Dubai	30 – 26 May	Sharm El-Shaikh	21 – 17 November
	Oil and Gas Financial Modelling A Practical Approach	Cairo	06 – 02 June	Kuala Lumpur	29 – 25 November
	ADVANCED MECHANICAL MAINTENANCE MANAGEMENT	Sharm El-Shaikh	27 – 23 June	Istanbul	13 – 09 December
	INDUSTRIAL PUMPS - RELIABILITY & MAINTENANCE	Kuala Lumpur	12 – 08 July	Cairo	19 – 15 December
	CHEMICAL FIELD TRIALS & LAB REQUIREMENT	Dubai	25 – 21 July	Madrid	27 – 23 December



## Training Plan 2024

Engineering courses	Course Title	Venue 1	Date 1	Venue 2	Date 2
	ADVANCED CIRCUIT BREAKERS OPERATION AND MAINTENANCE	Cairo	11 – 07 January	Dubai	08 – 04 August
	ELECTRICAL DEMAND-SIDE MANAGEMENT (DSM)	Kuala Lumpur	19 – 15 January	Cairo	15 – 11 August
	ELECTRICAL INSTALLATIONS IN HAZARDOUS AREAS	Casablanca	26 – 22 January	Cairo	22 – 18 August
	ELECTRICAL PROTECTION	Dubai	28 Jan – 01 Feb	Baku	30 – 26 August
	GROUNDING SYSTEMS DESIGN & APPLICATION	Muscat	08 – 04 February	Madrid	06 – 02 September
	MODERN POWER SYSTEM PROTECTIVE RELAYING	Dubai	15 – 11 February	Madrid	13 – 09 September
	TAMCO HIGH VOLTAGE SWITCHGEARS	Cairo	22 – 18 February	Dubai	19 – 15 September
	TROUBLESHOOTING & MAINTENANCE OF ELECTRICAL EQUIPMENT	Sharm El-Shaikh	29 – 25 February	Istanbul	27 – 23 September
	Advanced Data Analysis Techniques	Dubai	07 – 03 March	Dubai	29 Sep – 03 Oct
	Cathodic Protection System in Oil & Gas Exploration Industry	Cairo	18 – 14 April	Sharm El-Shaikh	10 – 06 October
	Centrifugal Compressor & Steam Turbine	Kuala Lumpur	26 – 22 April	Sharm El-Shaikh	17 – 13 October
	Mobile Lifting Equipment Operation and Maintenance	Dubai	28 Apr – 02 May	Doha	17 – 13 October
	Steam Boilers	Istanbul	10 – 06 May	Sharm El-Shaikh	24 – 20 October
	Tank Farm Operations and Performance	Dubai	16 – 12 May	Cairo	31 – 27 October
	Troubleshooting Process Operation	Kuala Lumpur	17 – 13 May	Dubai	07 – 03 November
	ISO 50001: Energy Management Systems	Cairo	23 – 19 May	Doha	07 – 03 November
	Maintenance & Reliability Best Practices	Kuala Lumpur	31 – 27 May	Istanbul	15 – 11 November
	Maintenance Audit and Site Inspection	Dubai	06 – 02 Jun	Dubai	21 – 17 November
	Managing Efficient Shutdowns & Turnarounds	Kuala Lumpur	07 – 03 Jun	Dubai	28 – 24 November
	CONSTRUCTION HSE HAZARDS	Muscat	13 – 09 June	Sharm El-Shaikh	05 – 01 December
	LEED GREEN ASSOCIATE EXAM PREPARATION TRAINING	Dubai	27 – 23 June	Cairo	12 – 08 December
	MAINTENANCE AUDIT AND SITE INSPECTION	London	05 – 01 July	Cairo	19 – 15 December
	ROAD ASSET MANAGEMENT	Dubai	11 – 07 July	Cairo	26 – 22 December
	SAFETY AUDIT & SITE INSPECTION	Istanbul	19 – 15 July	Cairo	26 – 22 December
	Materials of Construction for Process Equipment & Piping Systems	London	26 – 22 July	Cairo	29 Dec – 02 Jan



## Training Plan 2024

Technical courses	Course Title	Venue 1	Date 1	Venue 2	Date 2
	Corrosion Management Masterclass	Sharm El-Shaikh	11 – 07 January	Dubai	28 Jul – 01 Aug
	Maintenance Audit and Site Inspection	Dubai	18 – 14 January	Cairo	08 – 04 August
	Safety Audit & Site Inspection	Cairo	25 – 21 January	Cairo	15 – 11 August
	Fundamentals of Maintenance Best Practice	Dubai	28 Jan – 01 Feb	Baku	23 – 19 August
	Facility Planning and Management	Baku	09 – 05 February	Barcelona	30 – 26 August
	Cost Effective Maintenance	Dubai	15 – 11 February	Kuala Lumpur	06 – 02 September
	Advanced Maintenance Management	Madrid	23 – 19 February	London	13 – 09 September
	Maintenance Planning, Scheduling and Control	Sharm El-Shaikh	29 – 25 February	Dubai	19 – 15 September
	Supply Chain Management	Dubai	07 – 03 March	Istanbul	27 – 23 September
	Developing Purchasing Policies, Processes and SLAs	Cairo	18 – 14 April	Kuala Lumpur	30 Sep – 04 Oct
	Warehouse Operations and Management	Kuala Lumpur	26 – 22 April	London	11 – 07 October
	Process Management: Mapping and Improvement	London	29 Apr – 03 May	Dubai	17 – 13 October
	Total Quality Management (TQM)	Dubai	09 – 05 May	Cairo	24 – 20 October
	Simplification of Work Processes and Procedures	Cairo	09 – 05 May	Istanbul	31 – 27 October
	Strategic Quality Management	Dubai	16 – 12 May	Kuala Lumpur	28 Oct – 01 Nov
	Lean Six Sigma Green Belt	Sharm El-Shaikh	23 – 19 May	Muscat	07 – 03 November
	Lean Thinking: A Strategy for Operational Excellence	Cairo	30 – 26 May	Doha	14 – 10 November
	Managing IT Projects Effectively	Dubai	06 – 02 Jun	Istanbul	15 – 11 November
	Managing Project Stakeholders	Dubai	13 – 09 June	Dubai	21 – 17 November
	GIS and databases and networks	Kuala Lumpur	14 – 10 June	Dubai	28– 24 November
	Geophysics Course	Istanbul	28 – 24 June	Sharm El-Shaikh	05 – 01 December
	Data Integration and Mineral Targeting	London	05 – 01 July	Cairo	12 – 08 December
	Advanced Remote Sensing and GIS Techniques & Geological Application	Kuala Lumpur	12 – 08 July	Sharm El-Shaikh	19 – 15 December
	Advanced Remote Sensing And GIS Techniques	Dubai	18 – 14 July	Dubai	19 – 15 December
	Minerals Processing Technology	Madrid	26 – 22 July	London	27 – 23 December