

## SETTEC 2011 Training Plan Version 2.2 -December. 2010



A01 A02 A03 A04 A05 A06 M01 M02 M03 M04 M05	Airport Total Quality Management (ATQM) Safety Management System (SMS) Dangerous Goods Regulations (DGR) (INITIAL) Dangerous Goods Regulations (DGR) (RECURRENT) Civil Aviation Management Airport Waste Management Balanced Scorecards Business Process Re-engineering Effective Operations Control	5 10 5 3 10 3 5 5 5	09 - 13 January 06 - 10 February 13 - 17 February 10 - 14 April 22 - 24 May 18 - 22 September 25 - 29 September 20 - 24 February 13 - 17 November 16 - 20 January 19 - 23 June 09 - 13 January	Abu Dhabi Beirut Dubai Manamah Malaysia Sharm el Shikh Doha Cairo Cairo	10:00am 10:00am 10:00am 10:00am 10:00am 10:00am
A03 A04 A05 A06 M01 M02 M03 M04	Dangerous Goods Regulations (DGR) (INITIAL)   Dangerous Goods Regulations (DGR) (RECURRENT)   Civil Aviation Management   Airport Waste Management   Balanced Scorecards   Business Process Re-engineering   Effective Operations Control	5 3 10 3 5	13 - 17 February 10 - 14 April 22 - 24 May 18 - 22 September 25 - 29 September 20 - 24 February 13 - 17 November 16 - 20 January 19 - 23 June 09 - 13 January	Dubai Manamah Malaysia Sharm el Shikh Doha Cairo	10:00am 10:00am 10:00am 10:00am
A04 A05 A06 M01 M02 M03 M04	(INITIAL) Dangerous Goods Regulations (DGR) (RECURRENT) Civil Aviation Management Airport Waste Management Balanced Scorecards Business Process Re-engineering Effective Operations Control	3 10 3 5	22 - 24 May 18 - 22 September 25 - 29 September 20 - 24 February 13 - 17 November 16 - 20 January 19 - 23 June 09 - 13 January	Manamah Malaysia Sharm el Shikh Doha Cairo	10:00am 10:00am 10:00am 10:00am
A05 A06 M01 M02 M03 M04	(RECURRENT) Civil Aviation Management Airport Waste Management Balanced Scorecards Business Process Re-engineering Effective Operations Control	10 3 5	18 - 22 September 25 - 29 September 20 - 24 February 13 - 17 November 16 - 20 January 19 - 23 June 09 - 13 January	- Malaysia Sharm el Shikh Doha Cairo	10:00am 10:00am 10:00am
A06 M01 M02 M03 M04	Airport Waste Management Balanced Scorecards Business Process Re-engineering Effective Operations Control	3	25 - 29 September 20 - 24 February 13 - 17 November 16 - 20 January 19 - 23 June 09 - 13 January	Sharm el Shikh Doha Cairo	10:00am 10:00am
M01 M02 M03 M04	Balanced Scorecards   Business Process Re-engineering   Effective Operations Control	5	20 - 24 February 13 - 17 November 16 - 20 January 19 - 23 June 09 - 13 January	Doha Cairo	10:00am
<sup>2</sup> M02 <sup>2</sup> M03 <sup>2</sup> M04	Business Process Re-engineering Effective Operations Control		19 - 23 June 09 - 13 January		10:00am
M03 M04	Effective Operations Control	5		Cuno	05:00pm
M04	-		03 - 07 July	Cairo Cairo	05:00pm 05:00pm
		5	06 - 10 February 18 - 22 September	Cairo Cairo	05:00pm 05:00pm
M05	Integrated Strategic Planning	5	16 - 20 January 12 - 16 June	Cairo Cairo	10:00am 05:00pm
	Knowledge Management	5	20 - 24 February 11 - 15 September	Cairo Cairo	05:00pm 10:00am
M06	Management Supervision & Decision Making	5	20 - 24 February 09 - 13 October	Cairo Cairo	05:00pm 10:00am
M08	The Millennium Manager	5	6 - 10 February 17 - 21 July	Cairo Cairo	05:00pm 10:00am
M09	How to Manage your Boss	5	13 - 17 February	Cairo	10:00am
M10	Why Dragon Disappear	5	13 - 17 February	Cairo	05:00pn
M11	Construction and Delivery of a Presentation	5	16 - 20 January 12 - 16 June	Cairo Cairo	05:00pm 05:00pm
M12	Institutional Development and Organizational Strengthening (ID/OS)	5	06 - 10 February	Cairo Cairo	10:00an 05:00pn
M13	Business Management System Model	5	06 - 10 March	Cairo	10:00an 05:00pn
M14	Professional Development for Executive Secretary & Administrative Assistant	5	16 - 20 January	Cairo	10:00an 05:00pn
CS01	Customer Service with a SMILE	5	20 - 24 March	Cairo	10:00an 05:00pn
CS02	ISO 10002 Guide for Customer Handling	5	06 - 10 February	Cairo	05:00pn 10:00an
CL01	Inductively Coupled Plasma	5	09 - 13 January	Cairo	05:00pm 05:00pm
CL02	Spectroscopy Analysis	5	06 - 10 February	Cairo	05:00pm 05:00pm
CL03	The Laboratory Safety Guidelines	5	22 - 26 May	Cairo	05:00pm 05:00pm
EL01	Egyptian Social Insurance and Labor Laws (Arabic)	4	09 - 12 January	Cairo	10:00am 10:00am
E01	Introduction to Clean Development	3	06 - 08 February	Cairo	10:00am 10:00am
E02	Effective Waste Management	5	20 - 24 February	Cairo	05:00pm 05:00pm
E04	Introduction to Solid Waste Recycling	5	13 - 17 March	Cairo	10:00pm
	409   410   411   412   413   414   601   602   601   602   603   601   603   601   602   603   601   602   603   601   602	408The Millennium Manager409How to Manage your Boss410Why Dragon Disappear411Construction and Delivery of a Presentation412Institutional Development and Organizational Strengthening (ID/OS)413Business Management System Model414Professional Development for Executive Secretary & Administrative Assistant501Customer Service with a SMILE502ISO 10002 Guide for Customer Handling503The Laboratory Safety Guidelines504Egyptian Social Insurance and Labor Laws (Arabic)601Introduction to Clean Development Mechanism (CDM)602Effective Waste Management	408The Millennium Manager5409How to Manage your Boss5410Why Dragon Disappear5411Construction and Delivery of a Presentation5412Institutional Development and Organizational Strengthening (ID/OS)5413Business Management System Model5414Professional Development for Executive Secretary & Administrative Assistant5501Customer Service with a SMILE5502ISO 10002 Guide for Customer Handling5503The Laboratory Safety Guidelines5504Egyptian Social Insurance and Labor Laws (Arabic)4601Introduction to Clean Development3602Effective Waste Management5	M08The Millennium Manager56 - 10 February 17 - 21 JulyM09How to Manage your Boss513 - 17 FebruaryM10Why Dragon Disappear513 - 17 FebruaryM11Construction and Delivery of a Presentation516 - 20 January 12 - 16 JuneM12Institutional Development and Organizational Strengthening (ID/OS)06 - 10 February 11 - 15 SeptemberM13Business Management System Model506 - 10 March 20 - 24 NovemberM14Professional Development for Executive Secretary & Administrative Assistant60 - 10 January 12 - 16 JuneS01Customer Service with a SMILE520 - 24 March 23 - 27 OctoberS02ISO 10002 Guide for Customer Handling506 - 10 February 11 - 15 SeptemberC01Inductively Coupled Plasma509 - 13 January 03 - 07 JulyC02Spectroscopy Analysis520 - 24 NovemberC03The Laboratory Safety Guidelines522 - 26 May 20 - 24 NovemberC01Egyptian Social Insurance and Labor Laws (Arabic)409 - 12 January 03 - 06 JulyC01Introduction to Clean Development3 20 - 24 February 25 - 29 September06 - 08 February 25 - 29 SeptemberC02Effective Waste Management520 - 24 February 16 - 20 October	M08The Millennium Manager56 - 10 FebruaryCairo109How to Manage your Boss513 - 17 FebruaryCairo110Why Dragon Disappear513 - 17 FebruaryCairo111Construction and Delivery of a Presentation516 - 20 JanuaryCairo111Construction and Delivery of a Presentation516 - 20 JanuaryCairo111Construction and Delivery of a Presentation516 - 20 JanuaryCairo112Institutional Development and Organizational Strengthening (ID/OS)506 - 10 FebruaryCairo113Business Management System Model506 - 10 MarchCairo114Professional Development for Executive Secretary & Administrative Assistant516 - 20 JanuaryCairo101Customer Service with a SMILE520 - 24 MarchCairo102ISO 10002 Guide for Customer Handling506 - 10 FebruaryCairo101Inductively Coupled Plasma509 - 13 JanuaryCairo102Spectroscopy Analysis506 - 10 FebruaryCairo103The Laboratory Safety Guidelines522 - 26 MayCairo104Introduction to Clean Development306 - 08 FebruaryCairo101Introduction to Clean Development306 - 08 FebruaryCairo102Effective Waste Management520 - 24 FebruaryCairo103Effective Waste Management520 - 24 FebruaryCairo

FINANCE	FT01	Accounting for Non Accountants	5	06 - 10 February	Cairo	10:00am
& TAXES	1101	Accounting for Non Accountants	5	19 - 23 June	Cairo	05:00pm
& TALLS	FT02	Budgeting & Financial Control	5	09 - 13 January	Cairo	10:00am
	F102	Budgeting & Financial Control	5	03 - 07 July	Cairo	
	FT03	Financial Audit and Internal Control	5	13 - 17 March	Cairo	05:00pm 10:00am
	F105	Financial Audit and Internal Control	5	23 - 27 October	Cairo	
	FT04	Advanced Financial Statement Analysis	6	05 - 10 February		05:00pm
	F104	& Capital Budgeting Evaluation Techniques	0	10 - 15 December	Cairo	10:00am
	FTOF	Decision Making and Capital Budgeting	-		Cairo	05:00pm
	FT05	Decision Making and Capital Budgeting	5	09 - 13 January	Cairo	10:00am
	FTOC	Management Assessmenting & Dudanting Chille	-	10 - 14 July	Cairo	05:00pm
	FT06	Management Accounting & Budgeting Skills	5	20 - 24 March	Cairo	10:00am
	TTO <b>T</b>		3	09 - 13 October	Cairo	05:00pm
	FT07	Advanced Financial Statement Analysis	3	20 - 22 February	Cairo	10:00am
	TTOO		-	09 - 11 October	Cairo	05:00pm
	FT08	Finance for Non-Financial Managers	3	10 - 12 April	Cairo	10:00am
			-	20 - 22 November	Cairo	05:00pm
	FT09	Cost Accounting Workshop	8	06 - 09 March	Cairo	10:00am
			_	13 - 16 March	Cairo	10:00am
FOOD SAFETY	FS01	Basic Concepts for the Application	5	20 - 24 March	Cairo	10:00am
		of Food Safety Management Systems		10 - 14 July	Cairo	10:00am
	FS02	ISO 22000-2005 Food Safety	5	08 - 12 May	Cairo	10:00am
		Management Systems		11 - 15 September	Cairo	10:00am
HEALTH & SAFETY	HS01	Occupational Health and Safety,	5	15 - 19 May	Cairo	10:00am
		Management Systems (OHSAS 18001:2007)		20 - 24 November	Cairo	05:00pm
HEALTHCARE	H01	Planning for your Hospital	5	20 - 24 February	Cairo	05:00pm
				18 - 22 September	Cairo	05:00pm
	H02	State of the Art Hospital	5	10 - 14 April	Cairo	05:00pm
				20 - 24 November	Cairo	05:00pm
	H03	The Nursing factor	5	20 - 24 March	Cairo	10:00am
				09 - 13 October	Cairo	05:00pm
HEALTHCARE DIPLOMA	HD01	General Management Module	5	09 - 13 January	Cairo	10:00am
	HD02	Quality Management and Planning	5	06 - 10 February	Cairo	10:00am
		For Improvement Module				
	HD03	Financial Management Module	5	13 - 17 March	Cairo	10:00am
	HD04	Human Resources and Information	5	17 - 21 April	Cairo	10:00am
		Management Module				
	HD05	Strategic and Operational Management	5	08 - 12 May	Cairo	10:00am
		Module				
	HD06	Marketing Management Module	5	12 - 16 June	Cairo	10:00am
HUMAN	HR01	The Strategic Role of HCM	5	06 - 10 February	Cairo	10:00am
RESOURCES				11 - 15 September	Cairo	05:00pm
	HR02	Interviewing Skills & Job Analysis	5	06 - 10 February	Cairo	10:00am
				17 - 21 July	Cairo	05:00pm
	HR03	Performance Appraisal	5	16 - 20 January	Cairo	10:00am
				16 - 20 October	Cairo	05:00pm
				10 - 20 October	Cuno	
	HR04	Recruitment & Head Hunting	5	13 - 17 February	Cairo	10:00am
		Recruitment & Head Hunting	5			10:00am 05:00pm
LOGISTICS &		Recruitment & Head Hunting Logistics Management	5	13 - 17 February	Cairo	
LOGISTICS & TRANSPORTATION	HR04 LT01			13 - 17 February 04 - 08 September	Cairo Cairo	05:00pm
	HR04 LT01			13 - 17 February 04 - 08 September 06 - 10 February	Cairo Cairo Cairo	05:00pm 10:00am
	HR04 LT01	Logistics Management	5	13 - 17 February 04 - 08 September 06 - 10 February 11 - 15 September	Cairo Cairo Cairo Cairo	05:00pm 10:00am 05:00pm
	HR04 LT01	Logistics Management	5	13 - 17 February 04 - 08 September 06 - 10 February 11 - 15 September 13 - 17 March	Cairo Cairo Cairo Cairo Cairo	05:00pm 10:00am 05:00pm 10:00am
	HR04 LT01 LT02	Logistics Management Understanding the Freight Business	5	13 - 17 February 04 - 08 September 06 - 10 February 11 - 15 September 13 - 17 March 16 - 20 October	Cairo Cairo Cairo Cairo Cairo Cairo	05:00pm 10:00am 05:00pm 10:00am 05:00pm
	HR04 LT01 LT02	Logistics Management Understanding the Freight Business	5	13 - 17 February 04 - 08 September 06 - 10 February 11 - 15 September 13 - 17 March 16 - 20 October 10 - 14 April	Cairo Cairo Cairo Cairo Cairo Cairo Cairo	05:00pm 10:00am 05:00pm 10:00am 05:00pm 10:00am

MARKETING	MS01	Counselor Sales Person "CSP"	5	06 - 10 February	Cairo	10:00am
& SALES				11 - 15 September	Cairo	05:00pm
	MS02	Successful Sales Performance	5	20 - 24 February	Cairo	10:00am
		& Account Management	-	16 - 20 October	Cairo	05:00pm
	MS03	Maximizing Selling Skills	5	02 - 06 January	Cairo	10:00am
			-	04 - 08 September	Cairo	05:00pm
PETROLEUM	P01	Petroleum Storage Tanks Fire Fighting	5	20 - 24 February	Cairo	10:00am
		0 0 0	_	20 - 24 November	Cairo	05:00pm
	P02	Petroleum Tanks Cleaning	5	06 - 10 March	Cairo	10:00am
		0		11 - 15 December	Cairo	05:00pm
	P03	Advanced Instrumental analysis in	5	10 - 14 April	Cairo	10:00am
		petroleum industry		18 - 22 December	Cairo	05:00pm
PROCUREMENT	PC01	Tenders & Contracts Management	5	06 - 10 March	Cairo	10:00am
& CONTRACTS		0		13 - 17 November	Cairo	05:00pm
	PC02	Construction Contracts FIDIC	5	20 - 24 February	Cairo	10:00am
				11 - 15 December	Cairo	05:00pm
PROJECT	PM01	Primavera Software	6	11 - 16 June	Cairo	10:00am
MANAGEMENT				10 - 15 December	Cairo	05:00pm
QUALITY	QA01	Quality Assurance Management	5	06 - 10 February	Cairo	05:00pm
& AUDITING	~	~ ; 0		18 - 22 September	Cairo	05:00pm
	QA02	The 7 Basic Quality Tools	5	06 - 10 February	Cairo	05:00pm
	~	~ 7		23 - 27 October	Cairo	10:00am
	QA03	ISO 9001:2008 Quality Management	5	13 - 17 March	Cairo	10:00am
	~	Systems & Implementation	_	18 - 22 December	Cairo	05:00pm
	QA04	Integrated Management System	5	10 - 14 April	Cairo	05:00pm
	~	Internal Auditing "IMS"		20 - 24 November	Cairo	05:00pm
	QA05	Introduction to Lean Production &	5	10 - 14 April	Cairo	05:00pm
	~	Six Sigma		11 - 15 December	Cairo	05:00pm
	QA06	Lean Six Sigma Green Belt	5	06 - 10 March	Cairo	05:00pm
	~	0		09 - 13 October	Cairo	05:00pm
	QA07	Lean Six Sigma Yellow Belt	5	20 - 24 March	Cairo	05:00pm
	~	0		18 - 22 December	Cairo	10:00am
	QA08	Statistical Process Control "SPC"	5	15 - 19 May	Cairo	10:00am
				11 - 15 December	Cairo	05:00pm
	QA09	Supply Chain Management	5	13 - 17 March	Cairo	05:00pm
				23 - 27 October	Cairo	05:00pm
	QA10	Managing Logistics in the Supply Chain	5	20 - 24 February	Cairo	10:00am
				23 - 27 October	Cairo	05:00pm
	QA11	Warehouse Management System	5	13 - 17 March	Cairo	10:00am
	-			18 - 22 December	Cairo	05:00pm
	QA12	Inventory Optimization	5	27 - 31 March	Cairo	10:00am
	~	, , , , , , , , , , , , , , , , , , ,		13 - 17 November	Cairo	05:00pm
SOFT SKILLS	SS01	Construction and Delivery of a Presentation	5	23 - 27 January	Cairo	10:00am
				24 - 28 July	Cairo	05:00pm
	SS02	Effective Business Writing	5	08 - 12 May	Cairo	10:00am
				11 - 15 December	Cairo	10:00am
	SS03	Maximizing Innovation & Problem Solving	5	27 - 31 March	Cairo	10:00am
		0		18 - 22 December	Cairo	05:00pm
	SS04	Conflict Management and	5	13 - 17 March	Cairo	10:00am
		Negotiation Skills		18 - 22 December	Cairo	05:00pm

## Companies Operating in Egypt

## PRICE (per participant)

6 day courses = 6480 LE 5 day courses = 5400 LE 4 day courses = 4320 LE 3 day courses = 3240 LE **DISCOUNTS (without accommodation)** 30% discount if paid 60 days in advance 20% discount if paid 30 days in advance 10% discount if paid 15 days in advance Send 3 participants and have the fourth for free.

These programs are funded by the Industrial Training Council ITC, for companies registered on Industrial Modernization Center IMC data base (12480 LE if with Accommodation) (10500 LE if with Accommodation) (8500 LE if with Accommodation) (6300 LE if with Accommodation)

All courses are held in 5 stars hotels in Cairo



هذة البرامج مدعومة من قبل مجلس التدريب الصناعى للشركات المسجلة على قاعدة بيانات مركز تحديث الصناعة

## Companies Operating outside Egypt

		1	4	8
	Original Price	€ 3,000	€ 12,000	€ 24,000
6 day	if paid 60 days in advance, you'll save	€ 300	€ 4,800	€ 9,600
courses	if paid 30 days in advance, you'll save	€ 150	€ 3,600	€ 7,200
	if paid 15 days in advance, you'll save	€0	€ 3,000	€ 6,000
	Original Price	€ 2,500	€ 10,000	€ 20,000
5 day	if paid 60 days in advance, you'll save	€ 250	€ 4,000	€ 8,000
courses	if paid 30 days in advance, you'll save	€125	€ 3,000	€ 6,000
	if paid 15 days in advance, you'll save	€0	€ 2,500	€ 5,000
	Original Price	€ 2,000	€ 8,000	€ 16,000
4 day	if paid 60 days in advance, you'll save	€ 200	€ 3,200	€ 6,400
courses	if paid 30 days in advance, you'll save	€ 100	€ 2,400	€ 4,800
	if paid 15 days in advance, you'll save	€0	€ 2,000	€ 4,000

\*\*\*\* A car during the course period

\*\*\*\* Touristic program during the course period

Number of Participants

Agooza Police Tower, Nawal St., Third Floor, Agooza, Giza, Egypt. Tel: +20 (2) 37614343 - 8 lines Fax: +20 (2) 37605363 Mobile: +20 (12) 3228395 e-mail: info@settec.org site: www.settec.org برج شرطة العجوزة، شارع نوال، الدور الثالث، العجوزة،الجيزة، مصر. تليفون : ۲۲۹۱۶(۲) ۲۹ + + - ۸ خطوط فاکس: ۲۷۲۱۰۶۲۲ ۲) ۲۰ + محمول: ۳۲۲۸۳۹ (۱۲) ۲۰ + بريد اليکتروني: info@settec.org الموقع الإليکتروني: www.settec.org