

Category	Code	Course	Days	Date	Venue	Time
AVIATION	A01	Airport Total Quality Management (ATQM)	5	09 - 13 January	Abu Dhabi	10:00am
	A02	Safety Management System (SMS)	10	06 - 10 February 13 - 17 February	Beirut	10:00am
	A03	Dangerous Goods Regulations (DGR) (INITIAL)	5	10 - 14 April	Dubai	10:00am
	A04	Dangerous Goods Regulations (DGR) (RECURRENT)	3	22 - 24 May	Manamah	10:00am
	A05	Civil Aviation Management	10	18 - 22 September 25 - 29 September	Malaysia	10:00am
	A06	Airport Waste Management	3	20 - 24 February 13 - 17 November	Sharm el Shikh Doha	10:00am 10:00am
BUSINESS & MANAGEMENT	BM01	Balanced Scorecards	5	16 - 20 January	Cairo	10:00am
				19 - 23 June	Cairo	05:00pm
	BM02	Business Process Re-engineering	5	09 - 13 January	Cairo	05:00pm
				03 - 07 July	Cairo	05:00pm
	BM03	Effective Operations Control	5	06 - 10 February	Cairo	05:00pm
				18 - 22 September	Cairo	05:00pm
	BM04	Integrated Strategic Planning	5	16 - 20 January	Cairo	10:00am
				12 - 16 June	Cairo	05:00pm
	BM05	Knowledge Management	5	20 - 24 February	Cairo	05:00pm
				11 - 15 September	Cairo	10:00am
	BM06	Management Supervision & Decision Making	5	20 - 24 February	Cairo	05:00pm
				09 - 13 October	Cairo	10:00am
	BM08	The Millennium Manager	5	6 - 10 February	Cairo	05:00pm
				17 - 21 July	Cairo	10:00am
BM09	How to Manage your Boss	5	13 - 17 February	Cairo	10:00am	
BM10	Why Dragon Disappear	5	13 - 17 February	Cairo	05:00pm	
BM11	Construction and Delivery of a Presentation	5	16 - 20 January	Cairo	05:00pm	
			12 - 16 June	Cairo	05:00pm	
BM12	Institutional Development and Organizational Strengthening (ID/OS)	5	06 - 10 February	Cairo	10:00am	
			11 - 15 September	Cairo	05:00pm	
BM13	Business Management System Model	5	06 - 10 March	Cairo	10:00am	
			20 - 24 November	Cairo	05:00pm	
BM14	Professional Development for Executive Secretary & Administrative Assistant	5	16 - 20 January	Cairo	10:00am	
			12 - 16 June	Cairo	05:00pm	
CUSTOMER SERVICE	CS01	Customer Service with a SMILE	5	20 - 24 March	Cairo	10:00am
				23 - 27 October	Cairo	05:00pm
	CS02	ISO 10002 Guide for Customer Handling	5	06 - 10 February	Cairo	05:00pm
11 - 15 September				Cairo	10:00am	
CHEMICAL LABORATORY	CL01	Inductively Coupled Plasma	5	09 - 13 January	Cairo	05:00pm
				03 - 07 July	Cairo	05:00pm
	CL02	Spectroscopy Analysis	5	06 - 10 February	Cairo	05:00pm
				04 - 08 September	Cairo	05:00pm
	CL03	The Laboratory Safety Guidelines	5	22 - 26 May	Cairo	05:00pm
20 - 24 November				Cairo	05:00pm	
EGYPTIAN LAWS	EL01	Egyptian Social Insurance and Labor Laws (Arabic)	4	09 - 12 January	Cairo	10:00am
				03 - 06 July	Cairo	10:00am
ENVIRONMENT	E01	Introduction to Clean Development Mechanism (CDM)	3	06 - 08 February	Cairo	10:00am
				25 - 29 September	Cairo	10:00am
	E02	Effective Waste Management	5	20 - 24 February	Cairo	05:00pm
				16 - 20 October	Cairo	05:00pm
E04	Introduction to Solid Waste Recycling	5	13 - 17 March	Cairo	10:00am	
			20 - 24 November	Cairo	05:00pm	

FINANCE & TAXES	FT01	Accounting for Non Accountants	5	06 - 10 February	Cairo	10:00am
				19 - 23 June	Cairo	05:00pm
	FT02	Budgeting & Financial Control	5	09 - 13 January	Cairo	10:00am
				03 - 07 July	Cairo	05:00pm
	FT03	Financial Audit and Internal Control	5	13 - 17 March	Cairo	10:00am
				23 - 27 October	Cairo	05:00pm
	FT04	Advanced Financial Statement Analysis & Capital Budgeting Evaluation Techniques	6	05 - 10 February	Cairo	10:00am
				10 - 15 December	Cairo	05:00pm
	FT05	Decision Making and Capital Budgeting	5	09 - 13 January	Cairo	10:00am
10 - 14 July				Cairo	05:00pm	
FT06	Management Accounting & Budgeting Skills	5	20 - 24 March	Cairo	10:00am	
			09 - 13 October	Cairo	05:00pm	
FT07	Advanced Financial Statement Analysis	3	20 - 22 February	Cairo	10:00am	
			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 of Food Safety Management Systems	5	20 - 24 March	Cairo	10:00am
				10 - 14 July	Cairo	10:00am
	FS02	ISO 22000-2005 Food Safety Management Systems	5	08 - 12 May	Cairo	10:00am
				11 - 15 September	Cairo	10:00am
HEALTH & SAFETY	HS01	Occupational Health and Safety, Management Systems (OHSAS 18001:2007)	5	15 - 19 May	Cairo	10:00am
				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 For Improvement Module	5	06 - 10 February	Cairo	10:00am
	HD03	Financial Management Module	5	13 - 17 March	Cairo	10:00am
HD04	Human Resources and Information Management Module	5	17 - 21 April	Cairo	10:00am	
HD05	Strategic and Operational Management Module	5	08 - 12 May	Cairo	10:00am	
HD06	Marketing Management Module	5	12 - 16 June	Cairo	10:00am	
HUMAN RESOURCES	HR01	The Strategic Role of HCM	5	06 - 10 February	Cairo	10:00am
				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
	HR04	Recruitment & Head Hunting	5	13 - 17 February	Cairo	10:00am
				04 - 08 September	Cairo	05:00pm
LOGISTICS & TRANSPORTATION	LT01	Logistics Management	5	06 - 10 February	Cairo	10:00am
				11 - 15 September	Cairo	05:00pm
	LT02	Understanding the Freight Business	5	13 - 17 March	Cairo	10:00am
				16 - 20 October	Cairo	05:00pm
	LT03	Introduction to Supply Planning	5	10 - 14 April	Cairo	10:00am
				20 - 24 November	Cairo	05:00pm
	LT04	Ship Waste Management	5	06 - 10 February	Cairo	10:00am
				11 - 15 September	Cairo	05:00pm

MARKETING & SALES	MS01	Counselor Sales Person "CSP"	5	06 - 10 February	Cairo	10:00am
				11 - 15 September	Cairo	05:00pm
	MS02	Successful Sales Performance & Account Management	5	20 - 24 February	Cairo	10:00am
				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
				20 - 24 November	Cairo	05:00pm
	P02	Petroleum Tanks Cleaning	5	06 - 10 March	Cairo	10:00am
				11 - 15 December	Cairo	05:00pm
P03	Advanced Instrumental analysis in petroleum industry	5	10 - 14 April	Cairo	10:00am	
			18 - 22 December	Cairo	05:00pm	
PROCUREMENT & CONTRACTS	PC01	Tenders & Contracts Management	5	06 - 10 March	Cairo	10:00am
				13 - 17 November	Cairo	05:00pm
	PC02	Construction Contracts FIDIC	5	20 - 24 February	Cairo	10:00am
11 - 15 December				Cairo	05:00pm	
PROJECT MANAGEMENT	PM01	Primavera Software	6	11 - 16 June	Cairo	10:00am
				10 - 15 December	Cairo	05:00pm
QUALITY & AUDITING	QA01	Quality Assurance Management	5	06 - 10 February	Cairo	05:00pm
				18 - 22 September	Cairo	05:00pm
	QA02	The 7 Basic Quality Tools	5	06 - 10 February	Cairo	05:00pm
				23 - 27 October	Cairo	10:00am
	QA03	ISO 9001:2008 Quality Management Systems & Implementation	5	13 - 17 March	Cairo	10:00am
				18 - 22 December	Cairo	05:00pm
	QA04	Integrated Management System Internal Auditing "IMS"	5	10 - 14 April	Cairo	05:00pm
				20 - 24 November	Cairo	05:00pm
	QA05	Introduction to Lean Production & Six Sigma	5	10 - 14 April	Cairo	05:00pm
				11 - 15 December	Cairo	05:00pm
	QA06	Lean Six Sigma Green Belt	5	06 - 10 March	Cairo	05:00pm
				09 - 13 October	Cairo	05:00pm
	QA07	Lean Six Sigma Yellow Belt	5	20 - 24 March	Cairo	05:00pm
				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
				18 - 22 December	Cairo	05:00pm
SS04	Conflict Management and Negotiation Skills	5	13 - 17 March	Cairo	10:00am	
			18 - 22 December	Cairo	05:00pm	

Companies Operating in Egypt

PRICE (per participant)

6 day courses = 6480 LE	(12480 LE if with Accommodation)
5 day courses = 5400 LE	(10500 LE if with Accommodation)
4 day courses = 4320 LE	(8500 LE if with Accommodation)
3 day courses = 3240 LE	(6300 LE if with Accommodation)

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.

All courses are held
 in 5 stars hotels
 in Cairo

These programs are funded by the Industrial Training Council ITC, for companies registered on Industrial Modernization Center IMC data base



هذه البرامج مدعومة من قبل مجلس التدريب الصناعي
 للشركات المسجلة على قاعدة بيانات مركز تحديث
 الصناعة

Companies Operating outside Egypt

		Number of Participants		
		1	4	8
Original Price		€ 3,000	€ 12,000	€ 24,000
6 day courses	if paid 60 days in advance, you'll save	€ 300	€ 4,800	€ 9,600
	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 courses	if paid 60 days in advance, you'll save	€ 250	€ 4,000	€ 8,000
	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 courses	if paid 60 days in advance, you'll save	€ 200	€ 3,200	€ 6,400
	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**

Agoosa Police Tower, Nawal St., Third Floor,
Agoosa, 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: ٣٧٦١٤٣٤٣ (٢) +٢٠ - ٨ خطوط
فاكس: ٣٧٦٠٥٣٦٣ (٢) +٢٠
محمول: ٣٢٢٨٣٩٥ (١٢) +٢٠
بريد الإلكتروني: info@settec.org
الموقع الإلكتروني: www.settec.org