Arab Experts Institute
For Training & Consultation

TRAINING PLAN DIRECTORY
<table>
<thead>
<tr>
<th>Index</th>
<th>Page No</th>
<th>المحتوى</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>2</td>
<td>مقدمة عن معهد الخبراء العرب للتدريب والمستشارات</td>
</tr>
<tr>
<td>Our Consultancy Services</td>
<td>3</td>
<td>خدماتنا الاستشارية</td>
</tr>
<tr>
<td>Programs Categories</td>
<td>4</td>
<td>فئات البرامج</td>
</tr>
<tr>
<td>Strategy and Leadership</td>
<td>5</td>
<td>برامج قيادية وإستراتيجية</td>
</tr>
<tr>
<td>Human Recourses</td>
<td>7</td>
<td>برامج الموارد البشرية</td>
</tr>
<tr>
<td>The Legality, Contracts, Tenders &amp; Procurement</td>
<td>9</td>
<td>البرامج القانونية والعقود والمناقصات والمشتريات</td>
</tr>
<tr>
<td>Total Quality Management</td>
<td>11</td>
<td>برنامج إدارة الجودة الشاملة</td>
</tr>
<tr>
<td>Development Management &amp; Self Development</td>
<td>14</td>
<td>برنامج التطوير الإداري والتنمية الذاتية</td>
</tr>
<tr>
<td>Accounting &amp; Financial Management</td>
<td>15</td>
<td>برامج المحاسبة والإدارة المالية</td>
</tr>
<tr>
<td>Educational Programs</td>
<td>17</td>
<td>البرامج التربوية</td>
</tr>
<tr>
<td>Engineering, Maintenance, Occupational Safety, Oil &amp; gas</td>
<td>18</td>
<td>برامج الهندسة والصيانة والسلامة المهنية والنفط والغاز</td>
</tr>
<tr>
<td>Family And Society</td>
<td>20</td>
<td>برامج الأسرة والمجتمع</td>
</tr>
<tr>
<td>Security Courses</td>
<td>21</td>
<td>البرنامج الأمنية</td>
</tr>
<tr>
<td>Language Courses</td>
<td>23</td>
<td>برامج اللغات</td>
</tr>
<tr>
<td>Specialized programs in the field of modern industries</td>
<td>24</td>
<td>البرنامج التخصصية في مجال الصناعات الحديثة</td>
</tr>
<tr>
<td>Places Of Sessions</td>
<td>27</td>
<td>أماكن إنعقاد برامجنا التدريبية</td>
</tr>
</tbody>
</table>
We began our institute Arab Experts for Training & Consultation (Team) in 1975 as an advisory institution aims to bring change and development to the Arab and to provide training services And job rehabilitation for individuals, companies and government institutions. Furthermore, our institute includes elite of experts who work in the field of management and strategic planning with prestigious degrees and practical experience in the preparation and development of administrative Systems and drawing the strategic plans.

**Our vision:**
Creativity and innovation in the provision of services and consulting to reach the global prestige

**Our Mission:**
To Supply the individuals and institutions with the latest cognitive skills through renewable training and developmental programs that help in performing their duties and functions to the fullest and contributing effectively in supplying the labor market with qualified personnel scientifically and professionally in order to form the foundations of building their communities.
Construction and development of customer service departments (Customer Care), according to global standards
Comprehensive Studies and solutions for the Human Resources planning and development
Preparation and implementation of strategic plans and the measurement of performance indicators
Quality Systems projects (Institutions Rehabilitation to get international quality certificates and awards)
Institutional Studies support
Administrative and Organizational Studies
Production Analysis and raising the Operating efficiency
Privatization and restructuring (Reengineering)
Family Counseling

Selected List of Consultancy services offered by the institute

- Construction and development of customer service departments (Customer Care), according to global standards
- Comprehensive Studies and solutions for the Human Resources planning and development
- Preparation and implementation of strategic plans and the measurement of performance indicators
- Quality Systems projects (Institutions Rehabilitation to get international quality certificates and awards)
- Institutional Studies support
- Administrative and Organizational Studies
- Production Analysis and raising the Operating efficiency
- Privatization and restructuring (Reengineering)
- Family Counseling
Strategy and Leadership

Oil and Petrochemical Leadership and Management Programs

Legal Contracts, Tenders and Procurement programs

Total Quality Management & Strategic Planning

Accounting, Financial Management and Banking

Administrative Development and Self-development Programs

Health, Environment and Occupational Safety Management

Human Resource Programs

Leadership and Management Programs

Security Programs
Creative and innovative leadership, strategic planning and goals achievement
Empowerment, motivation, and authorization Management and teamwork development as a basis in creating managers
Scientific and Practical Approach To formulate Action Plans Strategies in order to develop the performance
Innovative Thinking and Career Creativity Development's Integrated Guide
Supervisory & administrative leaderships development and institutional development's strategies
Golden leader
Administrative strategies development to develop and assess the performance by using 6Sigma methodology
Integrated approach to change management and continuous development skills
Integrated guide for planning, follow-up, and innovation skills in addition to the improvement of work results
The distinguished Leadership, behavioural and communication skills
The skills and arts of persuasion, influencing and negotiation strategies
Strategy and Leadership

Future trends in project management in the Gulf area
Rehabilitation of middle management to take over senior management positions: Shifting from middle to senior management
The administrative and supervisory leadership and the institutional development strategies
Advanced professional projects management
Creative planning, establishing and developing innovative environment at work
Performance evaluation strategies by using balanced performance cards
The dynamics of teamwork and problems analysis through innovation
Measuring and developing supervisory leadership, strategic thinking and vital thinking skills
Innovative and creative leadership and creating effective, high performance work teams.
Advanced management and creative leadership arts in the era of information technology
Administrative skills (communication, leadership, time management, meetings management, report writing)
human resources management Development ,career paths planning and rising of performance efficiency
Training evaluation and training impacts measurement skills
Preparation of training Packages
The impact of Training and Development on Human Resources as a competitive strength and potential capacities activation
Human Resources Strategic planning
human resources Developing According to Quality standard (ISO cards and balanced performance)
Future vision Strategic Guide and work Trends Achievement Preparation
Training planning, identification of the requirements and training budgets’ preparation
Crisis and conflicts management - problems solving and Human Resources meeting management
Human Resource management as per the strategic objectives
Description and Classification of jobs and preparation of job description cards
Human Resources

- Professional Training Manager, his educational and administrative skills
- Designing training systems and strategic review of the training operations
- Recruitment and development techniques performance management and motivational policies
- The advanced administration and the recent trends of Personnel and career development as per the international standards
- Legal Aspects in Human Resources Management
- Creativity and total quality in strategic training and professional development for achieving organizational goals
- Creating the annual training plan (preparation, implementation and measuring its revenue)
- Human Resources Management (planning, selection, appointment and performance evaluation)
- Motivating employees, changing their habits and behaviour are the methods towards success and excellence
- The art of developing the organizational structures and restructuring
- Training-of-Trainers Program (TOT)
- The analysis of the reasons behind low job performance

Arab Experts Institute
معهد الخبراء العرب
The legality, contracts, tenders & procurement

- Contracts legal system (FIDIC)
- Ports management Modern systems and legal mechanisms for settling disputes
- UAE LABOR LAW
- Arbitration sessions management and drafting judgments assets
- Legal departments preparation
- Orders and decisions' Remedies procedures And problematic court rulings' implementation
- Human rights Diploma from the perspective of the United Arab Emirates
- Development of investigative and interrogation skills
- Protection of intellectual property rights
- Drafting internal regulations, individual decisions and institutional circulars and staff’s conducts rules
- Modern trends in the management of electronic purchasing (E-Purchasing)
- Procurement system: Commercial Correspondence - negotiation - contracting - Arbitration

البرامج القانونية والعقود والمناقصات والمشتريات

- النظام القانوني للعقود (الفيديك)
- النظم الحديثة في إدارة الموانئ والآليات القانونية لتسوية المنازعات
- قانون العمل بدولة الإمارات العربية المتحدة
- إدارة الجلسات التحكيمية وأصول صياغة الأحكام
- تأهيل الديوان القانوني
- إجراءات التظلم من الأوامر والقرارات وإشكالات تنفيذ الأحكام القضائية
- قانون حقوق الإنسان من منظور دولة الإمارات العربية المتحدة
- تنمية مهارات التحليل والاستجواب
- حماية حقوق الملكية الفكرية
- صياغة اللوائح الداخلية والقرارات الفردية والتعميمات المصلحة وقواعد سلوك الموظفين
- E-Purchasing

الاجهات الحديثة في إدارة المشتريات إلكترونيا

- منظومة المشتريات: المراسلات التجارية- التفاوض - التعاقد - التحكيم
The development of Legal, administrative, advisory skills and the basis of applying laws and regulations
Marine insurance on goods
Strategic supply management and the creation and development of effective supply chains and the running of operations
Technical and applied foundations of general average
The management of contracts, variation orders and contractual claims and its arbitration
Advanced trends for procurement and tenders systems and managing their contracts
International standards in preparing drafting and presenting legal memoranda
Modern assets for the formulating of articles and arbitration agreements, legal requirements of contract and arbitration
Risk management and insurance of government property
The integrated guide of excellence and creativity in the legal aspects of management
Legal rules for international tenders and auctions
Modern trends in administrative investigations and administrative corruption controls
Total Quality Management

- UAE government guide for 7 stars customer service
- Quality management system Application rules (ISO 9001-2015)
- Japanese experience in management- Kaizen methodology
- Organizational Excellence Standards EFQM- the fourth generation standards – Emirates Experience
- Statistical methods to adjust operations Quality performance
- Performance, development and application evaluation’s Integrated system through SIX SIGMA methodology
- Procurement’s Effective management According to ISO 9001 specifications
- Preparing the leader and members of quality auditing team
- Japanese management, models and awards of quality performance
- Total Quality Management of Human Resources
- ISO 20000 Consultant
- Excellence and self-assessment models using radar methodology (RADAR)

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Total Quality Management

- Certified Internal Auditor for Integrated Quality Systems ISO 18001
- Certified Internal Auditor for integrated quality systems ISO 9001: 2015
- Strategic creative planning and key performance indicators measurement and balanced performance cards
- Total quality management (TQM)
- Organizational Excellence expert Diploma
- Benchmarking for Excellence
- Environmental management systems and their applications "ISO 14000"
- Preparing internal auditors for food security and safety system (HACC)
- Planning, documenting, implementing and reviewing occupational health and safety system OHSAS 18001
- Strategies and tactics of E-government on the light of the total quality methodology
- Reviewing the quality for performance improvement
- Statistical methods to adjust the quality of the performance operations

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The Integrated system of the electronic documents security and confidentiality and the techniques of E-government.

Sign language

Modern Secretarial Excellence and Developed Offices Management on the light of E-Government methodology

management skills development and the art of dealing with stress for the managers of top leadership offices

customer relationship management art (CRM) under the motto of (life long client)

Documentation and Electronic Archiving and integrated Archiving of documents.

Public relations and electronic media by using information technology and the Internet

Advanced technologies in the formulation, preparation and presentation of administrative, technical and financial reports

Outstanding presentation and speech skills and the rhetorical effect of the speech

Crisis and emergency events managements and the development and the modernization of institutional identity

Creativity in decision-making and transforming creative ideas into operational plans

Effective communication and body language, persuasion, affection, negotiation

Arab Experts Institute
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Development Management & self development

- Administrative skills (communication, leadership, time management, meeting management, and report writing)
- Speed reading and shorthand skills, memory activation and vital thinking skills
- The achievement of occupational creativity, formulation of excellence strategy and creative thinking (working effectively)
- Neuro linguistic Programming (NLP)
- The administrative and behavioral skills for new employees
- Primavera Program in Business Administration (PRIMAVERA)
- Strategies and preparation of marketing plans and sales stimulation on the light of the competitive environment.
- Preparation of official speakers
- Self-expression, focus engineering, and launching innovative capabilities at work
- Institutional work and work ethics
- The integrated system for the preparation of a comprehensive and effective employee under the E-government
- The integrated skills in public relations management and the art of dealing with VIPS
Accounting & Financial management

- Accountants Efficiency Developments Modern Strategies for financial plans preparation
- Governmental Accounting, Auditing, and Regulatory Reports Preparation
- Scientific applications to balance programs and performance in municipalities and health bodies
- Accounting system Modern trends For accrual, assets and salaries in government departments
- Financial expert preparation Integrated approach: Financial Planning and preparation of planning budgets
- Management Accounting In the field of planning, control and decision-making service
- Accounting for inventory and control of warehouses and storage cost reduction techniques
- Contracts Accounting and Investment evaluation mechanism
- Modern and advanced trends in financing, investment and financial feasibility study and projects evaluation
- The art of planning and financial analysis and preparation of budgets using the computer
- The application of balanced performance cards to evaluate and plan financial performance
Accounting & Financial management

- Cost accounting and administrative reports
- The international standards for auditing and financial performance evaluation
- Statistical Program in Data analysis (SPSS)
- The indicators of performance measurement, budgets analysis and final computational budgets
- Qualifying professional financial accountant
- The project of building the financial capabilities for executives and administrative managers
- Rebuilding of financial structures
- The strategic role of cost accounting and management accounting in decision-making
- Investment risk management in stocks
- Advanced analytical techniques, designing and writing financial and accounting reports as per the international standards
- Accounting for Non-Accountants and the basics of budgeting
- Financial operations management, and advanced financial planning
Educational programs

- The development of critical thinking skills
- The practice of multi intelligences to develop the educational process
- Contemporary educational planning
- Means and tools of Education Technology and Training
- Mental arithmetic and mathematics using the Chinese counter
- Educational guidance and counseling
- Test Preparation and means of modern Assessment
- Behavioral and leadership skills for the managers of schools, colleges and educational institution
- Neuro Linguistic Programming (NLP) for teachers
- Classroom management
- Management and development of human resources in the contemporary schools
- Quiet behavior and problems management in schools
- Science fun and creative children-educational robot

- تنمية مهارات التفكير النقدي لدى الطلاب
- توظيف الذكاءات المدمجة لتطوير العملية التعليمية
- التخطيط التربوي والتعليمي المعاصر
- وسائل وأدوات تكنولوجيا التعليم والتدريب
- الحساب الذهني والرياضيات الخارجة باستخدام العداد الصيني
- التوجيه والإرشاد التربوي
- إعداد الاختبارات ووسائل التقويم الحديثة
- المهارات السلوكية والقيادية للمديرين
- الإدارة الصحفية
- إقامة وتطوير الموارد البشرية في المدارس المعاصرة
- إدارة هادئة للسلوك والمشكلات في المدارس
- العلوم المرحة والاطفال المبدعين-الروبوت التعليمي

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- معهد الخبراء العرب
Engineering, maintenance, Occupational Safety, oil & gas

- Maintenance Operations Management and Engineering in productive and service facilities
- Maintenance and evaluation of concrete structures and protecting them from erosion
- Modern trends in managing negative contaminated wastes
- Oil fires between prevention measures and control techniques
- The operation and maintenance of electromechanical equipment
- Occupational safety and Health Administration OSHA
- The modern methods for the treatment of solid and liquid wastes
- Safety and security as per the British NEBOSH approach
- Inspection, safety assessment systems, occupational health and reporting
- Leadership, planning, organizational skills for managing emergency, rescue and evacuation operations
- Modern technologies in the prevention of occupational accidents
- Investigation skills in the irregularities of facilities security operations, information and personalities

Arab Experts Institute
معهد الخبراء العرب
Engineering, maintenance, Occupational Safety, oil & gas

- Projects implementation Control Methods & Tools
- Practical strategies for controlling and monitoring engineering projects' quality
- Dealing with the planning and management of professional projects' Skills (MS-Project)
- The Institution of Occupational safety and Health IOSH
- Food safety
- Workforce Management for Constructions Projects
- Basis of Geographical information Systems GIS in Urban Development
- Foundations and technical standards for inspection, examination and testing of electrical connections
- Professionalism system in projects and risks management
- Planning and the protection of industrial and oil structures (catastrophic insurance)
- Controlling the Quality of Establishments, and inspecting the Constructional Projects Sites
- Early warning systems, automatic and manual fire fighting in power plants
Family and society programs

- Happy House charisma
- Family Arts and harmony
- The magical mix for Marital life
- Domestic balanced performance card
- Psychological and behavioral counseling course
- Preparation of a certified family advisor
- Successful Family Leadership
- First year of marriage
- 10 steps to a quiet adolescence
- Etiquette and Protocol skills for children
- Sexual harassment on children
- Guidance sessions management techniques
- Creation and rehabilitation of community environment course

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معهد الخبراء العرب
الأمن وسلامة المنشآت ومواجهة الكوارث
إجراءات القبض والتفتيش
استراتيجية مكافحة أعمال الشغب
إعدادخطط الأمنية للوقاية من الجريمة
التفاعل والأبعاد الجديدة لتطوير أداء القيادات
الأمنية في ظل التغيرات المعاصرة
التفكير بالسيناريو في العمل الأمني
ضباط الشرطة والقانون الجنائي
تنمية مهارات الحس الأمني
لغة الجسد للمحققين
مهارات التعامل مع الأطفال المعنفين
شرطة وحقوق الإنسان
التحقيق في قضايا الاجترار بالبشر

Security courses

- Security and safety of facilities and disasters
- The Procedures of arresting and Inspection
- Anti-riot strategy
- Preparation of security plans for crime prevention
- New standards and dimensions for the development of security leaders on the light of contemporary variables
- Scenario thinking in security work
- Police officers and criminal law
- The development of sense of security skills
- The body language for investigators
- The skills of dealing with abused children
- Police and human rights
- The Investigation on human trafficking cases
Security courses

- Documents examination and fraud detection skills
- Management and activation of confidential sources
- The skills of dealing with prisoned women
- Preparation and writing of security reports
- Certified security expert
- The skills of dealing with using weapons cases
- Self-defense and dealing with the White weapon skills
- Dealing with aircraft accidents skills
- Tactical shooting in VIPs Protection
- Security and safety in the stores of weapons and explosives
- Protection of important feminine characters

البرامج الأمنية

- مهارات فحص الوثائق والكشف عن التزوير
- إدارة وتفعيل المصادر السرية
- مهارات التعامل مع السجناء
- إعداد وكتابة التقارير الأمنية
- خبير أمني معتمد
- مهارات التعامل مع حالات استخدام السلاح
- مهارات الدفاع عن النفس والتعامل مع السلاح الأبيض
- مهارات التعامل مع حوادث الطائرات
- الرماية التكتيكية في حماية كبار الشخصيات
- الأمن والسلامة في مخازن الأسلحة والتفجيران
- حماية الشخصيات النسائية الهامة
Educational programs

English Language Courses
- General English levels 1 to 10
- English conversation
- Business English
- Technical English
- Correspondence Letters
- Pre-TOEFL
- (iBT) TOEFL
- Pre-IELTS
- IELTS
- Technical Report Writing
- English for Oil and gas

Other Language Courses
- Arabic For Non Arabs
- French Language (Beginner)
- French Language (Intermediate)
- French Language (Advanced)
- German language
- Spanish language
- Russian language
- Indian language
- Filipino Language
- Chinese Language

Arab Experts Institute
معهد الخبراء العرب
Electrical & Power Engineering

- Control Components (Transducers & Sensors)
- Power System Real Time Operation and Reliability Readiness
- Electrical Power System Planning
- Power System Real Time Operation and Reliability Readiness
- Electrical Safety Codes
- Distributed Generation, Resources and Interconnection Background
- Design, Installation and Protection of Underground Cables
- Control Components (Transducers & Sensors)
- Basic Electrical Measuring Instruments & Test Equipment
- Electrical Equipment – Inspection

Maintenance Engineering

- Safe Process Operations and Maintenance
- Gas Turbine Engineering
- Mechanical Properties of Engineered Materials
- Practical Plant Failure Analysis: Understanding Machinery Deterioration and Improving Equipment Reliability
- Machinery Root Cause Failure Analysis (RCFA) & Effective Preventive/Predictive Maintenance
- Planning & Scheduling of Maintenance in Power Station-for Engineers
- Lubrication and Predictive Maintenance
- Maintenance & Inspection of Utility Piping Network

Drilling & Reservoir Engineering

- Drilling Rig Control and Operation
- Advanced Drilling Technology
- Drilling Project and Risk Management
- Drilling Rig Inspection & Maintenance
- Advanced Directional Drilling & Fishing Operations
- Marine Tensioning & Drilling Compensation

Instrumentation & Control Engineering

- Process Measurement & Control and Control Valves
- Advanced Process Control for Engineers & Technicians
- Boiler Control and Instrumentation for Engineers & Technicians
- Troubleshooting PLCs for Automation and Process Control
- Process Control for Engineers & Technicians
- Process Measurement & Control and Control Valves

Arab Experts Institute
معهد الخبراء العرب
Process, Production & Chemical Engineering
- Oil Production & Processing Facilities
- Process Equipment Design
- Fertilizer Manufacturing Process Technology
- Fundamentals of Process Safety
- Gasoline & Diesel Fuel Technology
- Fundamental of Furnace Operation
- High Accuracy Oil and Gas Flow Measurement
- Corrosion in the Oil and Gas Industry
- Fundamentals of Crude Oil Distillation
- Oil Movement, Storage & Troubleshooting

Health, Safety & Environment
- Risk and Hazard on Rig Operation
- Drinking Water Safety Plan
- Oil and Gas HSE Regulations and Advanced HSE for Senior Managers
- Storage, Handling & Safe Use of Chemicals and Hazardous Materials
- Radiation: Sources, Detection Protection & Safety & waste management
- Hazards of Chemical Handling
- Hazardous Material Awareness and Operation
- Chemical Spills, Safety Precautions & Response Action Plan

Water & Waste Water Treatment Engineering
- Water Chemistry and Treatment Applications
- Water Treatment and Oil Well Injection
- Water Pollution Control
- Water & Waste Water Chemical Analysis
- Water Flow Measurement & Control
- Introduction to Wastewater Utility
- Water Desalination Technologies & New Development
- Desalination Water Re-Mineralization for Drinking Usage
Mechanical & Utility Engineering
- Gas Turbines: Operation and Performance
- Gas Turbines & Generators: Troubleshooting, Maintenance & Inspection
- Pumps And Compressors: Operation, maintenance & Troubleshooting
- Boiler & Steam Generation System
- Fuel Gas Compressors
- Turbocharger Overhauling

Welding Engineering
- International Welding Codes and Standards
- Welding For The Non-Welder
- Basic Welding Skills
- Fundamentals of Visual Inspection
- Aluminium Welding
- Welding Technology & Blueprint Reading
- Gas Metal Arc Welding
- Arc Welding Inspection & Quality Control
Places of sessions

- Sharm El Sheikh
- Beirut
- Kuala Lumpur
- Vienna
- Istanbul
- London
- Paris
- Washington
- Dubai
- Abu Dhabi
- Maldives
- Amsterdam
- Madrid
- Berlin
- Geneva
- Morocco
- Roma
- Munich
- The Hague

اماكن انعقاد الدورات

- شرم الشيخ
- بيروت
- كوالالمبور
- فيينا
- اسطنبول
- لندن
- باريس
- واشنطن
- دبي
- أبوظبي
- جزر المالديف
- امستردام
- مدريد
- برلين
- المغرب
- جنيف
- روما
- ميونيخ
- لاهاي
Selected List of Consultancy services offered by the institute

- Comprehensive Studies and solutions for the Human Resources planning and development
- Institutional Studies support
- Administrative and Organizational Studies
- Production Analysis and raising the Operating efficiency
- Privatization and restructuring (Reengineering)
- Family and society Counseling
- Educational Consulting