OGS
OIL & GAS SKILLS

مهارات الزيت والغاز
احدى شركات وزارة البترول

OGS "Cairo" Short Courses Calendar July 2020 to June 2021

	Courses Name	Legend	Code	Sponsor	Days	July 5	12	19	26	August 2	9	16	23	30	September 6	13	20	27	October 4	11	18	25	November 1	8	15	22	29	December 6	13	20	27	January 3	10	17	24	31	February 7	14	21	28	March 7	14	21	28	April 4	11	18	25	May 2	9	16	23	30	June 6	13	20	27
Upstream																																																												
Exploration																																																												
Geology																																																												
1	Operation Geology Techniques and Arts and Geo-Management	E	UGO02S	OGS	5										6																								28																				
2	Advanced Structural Geology (Dr. Farid Abu Shadi)	E	UGO05S	OGS	5													27																		7																						
3	Sequence Stratigraphy	E	UGO06S	OGS	5											13																					14																					
4	Reservoir Characterization (Clastic and Carbonate)	E	UGO07S	OGS	5																		1																					4														
5	Development Geology for Petroleum System	E	UGO08S	OGS	5																							6																						16							
6	Fault Seal Analysis in Exploration	E	UGO11S	OGS	5																			8																7																	
7	Borehole Image Interpretation	E	UGO12S	OGS	5															11																					14																	
8	Basin Analysis (NEW!)	E	UGO13S	OGS	5												20																					21																			
9	Structural Styles, Validation and Restoration (NEW!)	E	UGO14S	OGS	5																18																						28														
10	Brown Fields Re-Interpretation (NEW!)	E	UGO15S	OGS	5														4																							21														
11	Clastic Depositional Systems (NEW!)	E	UGO16S	OGS	5																	25																												23					
12	Carbonate Depositional Systems (NEW!)	E	UGO17S	OGS	5																						29																													27
13	Industrial Biostratigraphy (NEW!)	E	UGO18S	OGS	5																									20																									13		
14	Play Fairway Analysis and Prospecting in the Exploration Phase (NEW!)	E	UGO19S	OGS	5								23																					17																							
15	Seismic Interpretation and Application of Structural Geolog(NEW!)	E	UGO20S	OGS	5																							6																									30				
Geophysics																																																											
1	Basic Seismic Data Processing	E	UGP04S	OGS	5										6																						7																					
2	Seismic Data Interpretation	E	UGP02S	OGS	5																								13																						23						
3	Seismic Attributes & AVO Analysis	E	UGP01S	OGS	5															11																				7																	
4	Seismic to Well Tie	E	UGP03S	OGS	5																		1																			21														
5	Velocity Model Building for Depth Conversion (NEW!)	E	UGP05S	OGS	5																					22																			4											20	
Petro-physics																																																											
1	Basic Openhole Logging and formation Evaluation	E	UPE01S	OGS	5										6																						7																					
2	Advanced Formation Evaluation and Petro-physics	E	UPE02S	OGS	5															11																					14																	
3	Integrated Carbonate Petro-physics	E	UPE04S	OGS	5																			8																				4												
4	Well Integrity-Cased Hole Logging and Monitoring	E	UPE06S	OGS	5																								13																									30				
G&G Application Based Training																																																											
1	3D Reservoir Modeling (SLB)	E,S	UGG01S	SLB & OGS	5	Soon																																																					
2	Petrel - Property Modeling (SLB)	E,S	UGG02S	SLB & OGS	5																																																					
3	Petrel Geology (SLB)	E,S	UGG03S	SLB & OGS	3																																																					
Petroleum Engineering																																																											
Reservoir Engineering																																																											
1	Advanced Reservoir Engineering	E	URE01S	OGS	5										6																							21																				
2	Advanced Well Test Design and Analysis	E	URE03S	OGS	5											13																										21															
3	Reservoir Fluid Properties & EOS Modeling	E	URE04S	OGS	5													27																			14																					
4	Water-Flooding	E	URE06S	OGS	5																18																														16							
5	Reserve Evaluation	E	URE10S	OGS	5																						29																									30				
6	Well Logging Applications for Reservoir Engineering	E	URE11S	OGS	5																									27																											27
7	Unconventional Resources Recovery	E	URE12S	OGS	5																					22																									23					
8	Enhanced Oil Recovery (EOR)	E	URE13S	OGS	5														4																									4												
9	Reservoir Management	E	URE14S	OGS	5																			8																															13		
10	SCAL Theories & Applications in Reservoir Engineering (NEW!)	E	URE15S	OGS	5																		1																28																	
11	Risk & Uncertainty in Petroleum Industry	E,P	UIR04S	OGS	5																							6																										6		
12	Petroleum Economics	E,P	UIR01S	OGS	5																									27																											20	
Reservoir Engineering Application Based Training																																																											
1	3D Reservoir Modeling (SLB)	E,S	UGG01S	SLB & OGS	5	Soon																																																					
2	Petrel - Reservoir Engineering (SLB)	E,S	URA01S	SLB & OGS	5																																																					
Drilling Engineering and Workover																																																											
1	Primary & Remedial Cementing Operations, Casing Hardware.	E	UDR04S	OGS	5											13																										21															
2	Horizontal and Directional Drilling (One Day Landmark, Compass)	E,S	UDR05S	HAL & OGS	5	Soon																																																				
3	Drilling Management and Optimization	E	UDR06S	OGS	5															11																															23					
4	Advanced Drilling & Completion Fluids	E	UDR09S	OGS	5						9																			20																											20	
5	Well Completion and Workover Procedures	E	UDR11S	OGS	5	5											20																					21																				
6	Subsea Completion Operations	E	UDR12S	OGS	5																18																							4												
7	Deep water Drilling Design and Operation	E	UDR13S	OGS	5																						29																											6		
8	Intelligent Completion	E	UPT11S	OGS	5													27															10																			23				
9	Well Integrity Management System (Throughout the Well Life Cycle)	E	UPT13S	OGS	5																			8													14																		13		
10	Solid Control Equipment for Drilling Personnel	E	UDR14S	OGS	5										6																			17																			30				

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E = For Engineers T = For Technicians, Ch. = For Chemists

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						5	12	19	26	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31	7	14	21	28	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27
11	Surface Well Testing Operations (NEW!)	E	UDR15S	OGS	5																				15																	21																
Simulator Based Training NEW																																																												
1	Advanced Drilling Engineering (One Day Simulator DS-5000)	E,P	USB01S	OGS	5																								13																														27
2	Drilling Problems (One Day Simulator DS-5000)	E,P	USB02S	OGS	5																			8																													16							
3	Stuck Pipe and Fishing Operation (One Day Simulator DS-5000)	E,P	USB03S	OGS	5														4																										4														
4	Advanced Practical well control (5 days simulator DS-5000) P.S: maximum 10 trainees	E,P	USB07S	OGS	5			19																				6							24																						20	
5	Reducing NPT & Unscheduled Events During Drilling Operation (One Day Simulator DS-5000)	E,P	USB05S	OGS	3										6																									7																		
Upstream Accredited Courses																																																												
1	IWCF - Well Control (Level 2)	C,P	UCC01S	IWCF	5																																	21																					
2	IWCF - Well Control (Driller/Supervisor) Level 3& 4 (Surface)	C,P	UCC02S	IWCF	5	5	12			2	9		23	30	6	13	20			11	18		1	8		22	29		13				10	17			7		21	28	7		21	28	4							23	30	6	13	20	27
3	IWCF - Well Control (Driller/Supervisor) Level 3& 4 (Surface) Eng. Ahmed Samir	C,P	UCC03S	IWCF	5													27										6								31						14																
4	IWCF - Well Control (Driller/Supervisor) Level 3& 4 (Combined Surface and Subsea) NEW	C,P	UCC04S	IWCF	5															11																					7																	
5	IWCF - Well Intervention (Level 2)	C,P	UCC05S	IWCF	5																																					21																
6	IWCF - Well Intervention (Level 3&4)	C,P	UCC06S	IWCF	5										6								1											17							7														6			
7	IADC - Well Sharp / Well Control (Driller) Level	C,P	UCC07S	IADC	6						8																				26																							29				
8	IADC - Well Sharp / Well Control (Supervisor) Level (Surface Stack)	C,P	UCC08S	IADC	6											12								7		21		5		19			9					13		27	6		20									22		5			19	
9	IADC - Well Sharp / Well Control (Supervisor) Level (Surface Stack) Eng.Ahmed Samir	C,P	UCC09S	IADC	6														3																23																							
10	IADC - Well Servicing Oil and Gas Operator Representative Workover and Intervention New	C,P	UCC010	IADC	6																17								12								6							27											12		
11	IADC-Drilling Problems, Stuck Pipe prevention and Fishing Operations (one Day Simulator)	C,P	UCC11S	IADC	5																					22																	21														
12	IADC-Drilling Technology (one Day Simulator)	C,P	UCC10S	IADC	5															11																						14																
Production Engineering																																																												
1	Surface Field Production Engineering	E	UPU01S	OGS	5									30																				17																						20	
2	Cased-Hole Logging	E	UPU02S	OGS	5												20																									21																
3	Production Problem Solving	E	UPU03S	OGS	5																			8																	7																	
4	Integrated Production Optimization using NODAL Analysis	E	UPU04S	OGS	5															11																31																				6			
5	Beam Pump "Sucker Rod" (Design, Implementation and Troubleshooting)	E	UPU05S	OGS	5										6																			17																						20	
6	Artificial Lift Technology	E	UPU06S	OGS	5																		1															21																	30				
7	ESP (Design, Implementation and Troubleshooting)	E	UPU07S	OGS	5																								13																4													
8	Gas Lifting (Design and Implementation)	E	UPU08S	OGS	5													27													27																										13		
9	Formation Damage (Evaluation and Control Strategies) (Eng. Yousry Zayed)	E	UDR17S	OGS	5										6															20									28																6			
10	Well Integrity-Cased Hole Logging and Monitoring	E	UPE06S	OGS	5																								13																									30				
11	Well Integrity Management System (Throughout the Well Life Cycle)	E	UPT13S	OGS	5																			8														14																			13		
Production Technology																																																												
1	Basic Wireline Operations	E	UPT01S	OGS	5																18																				14																	
2	Advanced Wireline Operations	E	UPT02S	OGS	5																									20																									30				
3	Wellhead Operation and Maintenance	E	UPT03S	OGS	5																						29																		4												
4	Hydraulic Fracturing	E	UPT05S	OGS	5																					22																	21												6			
5	Coiled Tubing	E	UCC05S	OGS	5															11																			28																				
6	Well Stimulation	E	UPT08S	OGS	5																		1																			14																
7	Well Production Technology	E	UPT10S	OGS	5											13																					7																			6			
8	Intelligent Completion	E	UPT11S	OGS	5													27															10																			23					
9	Formation Damage (Evaluation and Control Strategies) (Eng. Yousry Zayed)	E	UDR17S	OGS	5										6															20									28																6			
10	Perforation Technology	E	UPT13S	OGS	5																								13																												20	
11	Well Integrity Management System (Throughout the Well Life Cycle)	E	UPT13S	OGS	5																			8														14																			13		
Midstream																																																												
Pipeline and Piping Systems																																																												
1	Pipeline Design, Construction, Inspection & Maintenance (ASME 31.4 & ASME 31.8)	E	MPI01S	OGS	5															11																									4														
2	Pipeline and Piping System Inspection and Troubleshooting	E,T	MPI02S	OGS	5																18																7																						
3	Piping stress analysis by Caesar (Basic)	E,S	MPI03S	OGS	5																									20																												
4	Flow Assurance "Fundamentals"	E	MPI05S	OGS	5															11																						14																
5	OLGA Flow Assurance using Software	E,S	MPI06S	Schlumberger	5	Soon																																																					
6	Flange Integrity Management (2 daysPractical) NEW !	E,P	MPI08S	OGS	5																										27																												
7	تكنولوجيا تنظيم الفلانشات (يومين عملي) جديد !!!!	T,P	MPI09S	OGS	5																																						28																
8	Oil & Gas , Storage and Transportation	E,T	MPI07S	OGS	5																			8																												23					
Material, Corrosion and Inspection																																																												
1	ASME "PCC-2" (Repair of Pressure Equipment and Piping) NEW!	E	MMN08S	OGS	3										6																							21																					
2	ASME "BPVC-VIII-1" (Design, Fabrication and Inspection of Pressure Vessels) NEW!	E	MMN09S	OGS	3													27																										28															
3	Introduction to ASME code (IX, B 31.3, and B 16.5)	E	MMN01S	OGS	5																												10																								20	
4	Material Selection For Oil & Gas Applications (ASTM, ASME II,API 5L)	E	MMN02S	OGS	5																										27														4												
5	Corrosion inspection, Monitoring and CorrosionControl in Petroleum Applications	E	MMN03S	OGS	5																					22																																
6	Cathodic Protection Technology	E	MMN04S	OGS	5																		1																	7																	
7	Coating and Painting Technology (Containing One Day Practical)	E	MMN05S	OGS	5																																	14																			13		
8	Pipeline Corrosion (Internal & External)	E	MMN06S	OGS	5																													17																								

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						5	12	19	26	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31	7	14	21	28	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27
9	Corrosion Inhibitors	E	MMN07S	OGS	3																																		28																			
	Welding																																																									
1	Plastic Welding Inspection	E	MWL04S	OGS	3											13																10																										
2	NON metallic Material equipment & component Application	E	MWL05S	OGS	5																18															7																						
3	Welding Technology For Basic Welding Process	E,T	MWL03S	OGS	5																				15																14																
	Midstream Accredited Courses																																																									
1	API 584 " Integrity Operating Windows " NEW!	E	MMI01S	OGS	3																																				14																
2	API 598 " Valve Inspection & Testing "	E	MMI02S	OGS	3																																21																				
3	API 579 " Fitness-For-Service "	E	MMI07S	OGS	5																									27																					23					
4	API 570 " Certified Piping Inspector " Preparation Course + Exam Registration	E,C	MMI03S	API	10															11																																	30				
5	API 510 " Certified Pressure Vessel Inspector " Preparation Course + Exam Registration	E,C	MMI04S	API	10								23																						31																						
6	API 653 " Certified Tank Inspector " Preparation Course + Exam	E,C	MMI05S	API	10																			8																															13		
7	API 571 " Damage Mechanisms Affecting Fixed Equipment In The Refining Industry " Preparation Course + Exam Registration	E,C	MMI06S	API	5																							6																												
8	API 580 " RBI " Preparation Course + Exam Registration	E,C	MMI08S	API	5																						29																													
9	API 1169 " Recommended Practice for Basic Inspection Requirements-New Pipeline Construction " Preparation Course + Exam Registration	E,C	MMI23S	API	5																																		28																			
10	API 936 " Refractory Inspection Code Installation, Inspection, Testing and Repair " Preparation Course + Exam Registration	E,C	MMI24S	API	5																																						28															
11	Basic Corrosion (Course + Exam Registration)	E,C	MMI09S	NACE	5																				15																																
12	Corrosion Control In The Refining Industry (Course Only)	E,C	MMI10S	NACE	5																																																				
13	Designing For Corrosion Control (Course + Exam Registration)	E,C	MMI12S	NACE	5																																																				
14	CP2 - Cathodic Protection Technician (Course + Exam Registration (Practical & CBT))	E,C	MMI13S	NACE	5																								13																												
15	CP3 - Cathodic Protection Technologist (Course + Exam Registration (2 CBT))	E,C	MMI14S	NACE	5																			8																																	
16	CP4 - Cathodic Protection Specialist (Course + Exam Registration (2 CBT))	E,C	MMI15S	NACE	5																																																			
17	Internal Corrosion For Pipelines - Advanced (Course + Exam Registration (CBT))	E,C	MMI16S	NACE	5																																																			
18	CIP level 1 - Coating Inspector Program (Course + Exam Registration (Practical & CBT))	E,C	MMI17S	NACE	6															10																																					
19	CIP level 2 - Coating Inspector Program (Course + Exam Registration (Practical & CBT))	E,C	MMI18S	NACE	6																17																																				
20	Direct Assessment (Course + Exam Registration)	E,C	MMI19S	NACE	5																					22																															
21	Marine Coating Technology (Course + Exam Registration)	E,C	MMI20S	NACE	4																																																				
22	CSWIP Welding Inspector Level 2 (3.1) (Course + Exam Registration)	E,C	MMI21S	TWI	5									30														6																													
23	CSWIP Senior Welding Inspector Level 3 (3.2) (Course + Exam Registration)	E,C	MMI22S	TWI	5															11																																					
24	BGAS-CSWIP Painting Inspector Grade1 (Course + Exam Registration)	E,C	MMI25S	TWI	5								23																																											
25	BGAS-CSWIP Painting Inspector Grade2 (Course + Exam Registration)	E,C	MMI26S	TWI	5										6														13																												
26	CSWIP 3.4U - Under Water Inspection Controller (Course + Exam Registration)	E,C	MMI27S	TWI	12																				15																															
27	Phased Array Ultrasonic Testing (PAUT) - Welds (Course + Exam Registration)	E,C	MMI28S	TWI	15																18																																				
	Midstream "Offshore and Subsea" Facilities																																																									
1	Subsea Pipeline Design and Construction	E	MOS01S	OGS	5																												17																								
2	Offshore Structure System Design, Fabrication & Installation	E	MOS02S	OGS	5																															14																					
3	Offshore Facilities Inspection, Maintenance and Repair	E	MOS03S	OGS	5																																			14																	
4	Fundamentals of Subsea System Technology	E	MOS04S	OGS	5																																						4														
5	Topside Operations for Subsea system	E	MOS05S	OGS	5																																														23					
6	Subsea Systems Pre-Commissioning, Commissioning and Start up	E	MOS06S	OGS	5																																																	20	
	Downstream																																																									
	Oil & Gas Process Technologies & Operations																																																									
	Process Plant design & Simulation																																																									
1	Steady State Basic Process Modelling using ASPEN HYSYS	E,C,S	DPC01S	Aspentech	3																																																				
2	Dynamic Modeling and Advanced Process Modeling using Aspen HYSYS	E,C,S	DPC02S	Aspentech	5																																																				
3	Flare Network Design & Rating using ASPEN HYSYS	E,C,S	DPC03S	Aspentech	2																																																				
4	Heat Exchangers Modeling Using the Exchanger Design and Rating Suite (EDR)	E,C,S	DPC04S	Aspentech	3																																																				
5	Introduction to energy optimization using ASPEN utilities planner New !	E,C,S	DPC06S	Aspentech	2																																																				
6	DCS Simulator for Process Panel operation	E,T,S	DPC05S	OGS	5														4																					7																
7	Basic design steps for Industrial plants up to the safe operation New !	E	DPC07S	OGS	5										6																		17																				30				
	Oil & Gas Process Technologies & Operations (Process Safety)																																																									
1	Process Safety management" OSHA Standard "	E	DPC08S	OGS	5								23										1													14																					
2	Process Hazard Analysis "PHA"and Hazop Study workshop	E	DPC09S	OGS	5															11																									4										6			
3	Brriers based risk management (BowtieXP and Incident XP)	E,C,S	DPC10S	TÜV Rheinland	5	as per Tuv Rheinland schedule																																																				
4	Certified PHA-HAZOP Leader New !	E,C	DPC11S	TUV Nord	5	as per Tuv Nord schedule																																																				
5	Safety Instrumented System SIS Design and applications	E	DMS15S	OGS	5														4																31																					20	
	Oil & Gas Process Technologies & Operations (Process Operation)																																																									
1	precommissioning, commissioning and start-up activities for process plant	E,T	DPC12S	OGS	5													27														10																	16								
2	Natural Gas production and processing facilities	E,T	DPC20S	OGS	5									30															13															4												
3	Natural gas Plant startup, shutdown, troubleshooting and special problems (Advanced)	E	DPC21S	OGS	5																18																21																		20	
4	crude oil surface production and treatment facilities	E,T	DPC22S	OGS	5											13										22								24																			30				

AS Per Nace Schedule

As Per TWI Schedule

as per onspec schedule

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5	Heat Transfer Equipment , Commissioning, Startup, Operation and Shutdown	E,T	DPC25S	OGS	5													27																17																				6			
6	Oill Movement, Storage tank measuremnts, Shipping & troubelshooting	E,T	DPC27S	OGS	5															11																	7																				
7	process control for process engineers New!	E	DPC13S	OGS	3																				15																											16							
8	Pressure Relieving System Components, Design, Commissioning, Startup, Troubleshooting and Shutdown	E	DPC28S	OGS	5							16																																28															
9	Chemical treatment in oil & gas field	E,T	DPC29S	OGS	5																					22																			4													
10	Water treatment and Effluent Waste water treatment facilities	E,T	DPC14S	OGS	5													27																			7																						27
11	اساسيات عمليات المعالجة و بدء وايقاف التشغيل ومعالجة مشاكل التشغيل بوحدات الغاز الطبيعى	T	DPC34S	OGS	5																	25		8				6		20											7		21															
12	اساسيات عمليات انتاج ومعالجة البترول ومعالجة مشاكل التشغيل بوحدات الانتاج البترولية	T	DPC35S	OGS	5									30		13																		17		31																23		6				
13	اساسيات عمليات تكرير البترول ، تشغيل، تطفئة ومعالجة مشاكل التشغيل !New	T	DPC15S	OGS	5								23																			10																											
14	المعدات والاجهزة المستخدمة فى معالجة البترول والغاز الطبيعى	T	DPC16S	OGS	5										6		20																					14		28																13		27
	Oil & Gas Process Technologies & Operations (laboratory)																																																										
1	توعية للمتطلبات العامة لكفاءة مختبرات القياس والمعايرة طبقا لنظام الجودة ISO 17025 -٢٠١٧	Ch.,T	DPC40S	OGS	5													27																					21																13			
2	Laboratory Quality Management (ISO 17025:2017) Internal Auditor	Ch.,T	DPC41S	OGS	5																				15																			28															
3	Lab Safety, Hazards, Risk Assessment and COSHH	Ch.,T	DPC39S	OGS	5									30															13																								30				
4	Gas Chromatography and Gas Sampling (practical)	Ch.,T	DPC42S	EPRI	5	Soon																																																					
5	Crude oil analysis and sampling (practical)	Ch.,T	DPC43S	EPRI	5																																																					
6	water and waster water treatment analysis (practical)	Ch.,T	DPC44S	EPRI	5																																																					
7	Mercury: Detection, Analysis, and Speciation in Oil, Gas, and Water New !	Ch.,T	DPC45S	EPRI	5																																																					
8	Fundamentals of Natural gas Analysis and processing (practical) New !	Ch.,T	DPC46S	EPRI	5																																																					
9	Lubricant oil Analysis (practical) New !	Ch.,T	DPC47S	EPRI	5																																																					
10		Ch.,T	DPC48S	EPRI	5																																																					
11	Sulphur: Chemistry, Analysis, and Distribution in Oil, Gas, and water (practical) New !	Ch.,T	DPC49S	EPRI	5																																																					
12	تصنيف البترول الخام ، التحاليل الكيماوية في صناعة البترول ومراقبة جوده المنتجات البترولية	Ch.,T	DPC50S	OGS	5								23																		27										7																	
	Mechanical Engineering																																																										
	Maintenance & Reliability and Asset Management																																																										
1	Certified Maintenance & Reliability Professional (CMRP) + Exam New!	E,C	DMC11S	CMRP	6	Soon																																																					
2	Maintenance Management	E	DMC01S	OGS	5												20																	17																				6			
3	Computerized Maintenance Management System (CMMS) New!	E	DMC12S	OGS	5																				15																		21															
4	Maintenance Planning & Scheduling & Work Control	E	DMC02S	OGS	5																		1																		7																	
5	Root Cause Analysis and Root Cause Failure Analysis (RCA&RCFA)	E	DMC03S	OGS	5																									20													28													20	
6	Reliability, Availability, Maintainability and Safty (RAMs)	E	DMC04S	OGS	5									30																															4													
7	Reliability Centered Maintenance (RCM)	E	DMC05S	OGS	5																						29											14																	13		
8	Shutdown and Turnaround Planning	E	DMC07S	OGS	5											13																											21														
9	Asset Integrity Management System (ISO 55000 Workshop)	E	DMC08S	OGS	5																			8																28																		27
10	Plant Asset Management	E	DMC09S	OGS	5													27															10																									
11	تخطيط وتنظيم وأداره اعمال الصيانة	E,T	DMC10S	OGS	5															11																			21																13		
	Condition Based Monitotring (CBM) Accredited Programs																																																										
1	Category I - Introduction to Machinery Vibration + workshop + Exam	E,T,C	DMC11S	Vibration Institute	5	As per Ritec Schedule																																																					
2	Category II - Basic Machinery Vibration + workshop + Exam	E,C	DMC12S	Vibration Institute	6																																																					
3	Category III - Machinery Vibration Analysis + workshop + Exam	E,C	DMC13S	Vibration Institute	6																																																					
4	Category IV - Rotordynamics & Balancing Course	E,C	DMC14S	Vibration Institute	5																																																					
5	Category IV Workshop + Category IV Exam	E,C	DMC15S	Vibration Institute	3																																																					
6	Balancing of Rotating Machinery + Exam	E,T,C	DMC16S	Vibration Institute	4																																																					
7	Machinery Lubrication Analysis – Level I + Exam	E,T,C	DMC18S	Noria / ICML	5	As per PrimeGear Academy Schedule																																																					
8	Machinery Lubrication Analysis – Level II + Exam	E,T,C	DMC19S	Noria / ICML	5																																																					
9	Machinery Lubrication Analysis – Level III + Exam New!	E,T,C	DMC48S	Noria / ICML	6																																																					
10	Machinery Lubrication Engineer (MLE) + Exam New!	E,T,C	DMC49S	Noria / ICML	6																																																					
11	Machinery Lubrication Technician Level 1 + Exam New!	E,T,C	DMC50S	Noria / ICML	5																																																					
12	Thermal Imaging – Level 1 + Exam	E,T,C	DMC20S	ITC	4																																																					
13	Thermal Imaging – Level 2 + Exam	E,T,C	DMC21S	ITC	4																																																					
14	Ultrasound – Level 1 + Exam	E,C	DMC23S	UE System	5																																																					
15	Ultrasound – Level 2 + Exam	E,C	DMC23S	UE System	4																																																					
	Rotating and Static Equipment																																																										
1	Centrifugal and Positive Displacement Pumps: Operation, maintenance and troubleshooting	E,T	DMC24S	OGS	5																				15														28																		20	
2	Gas Compressors: Operation, maintenance and troubleshooting	E,T	DMC25S	OGS	5																						29																21													13		
3	Gas Turbines: Operation, maintenance and troubleshooting	E,T	DMC26S	OGS	5																18															31																23					
4	Diesel and Gas Engines: Operation, Maintenance and troubleshooting	E	DMC29S	OGS	5														4															17																				6			
5	تشغيل وصيانة محركات الديزل (فنيين)	T	DMC30S	OGS	5																		1															14																				
6	Gear Box Operation, Maintenance and Overhaul New!	E,T	DMC39S	OGS	5																								13															28													
7	Basic Bearing Technology & Maintenenace	E,T	DMC31S	OGS	5											13															27											14															
8	Advanced Bearing Technology & Maintenenace New!	E	DMC40S	OGS	4															11														17																			30				

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9	Shaft Alignment	E,T	DMC41S	OGS	3																									20															4												
10	Mechanical Seals for Rotating Equipments	E,T	DMC32S	OGS	5													27																		7																					
11	Valve Types: operation, maintenance and troubleshooting	E,T	DMC33S	OGS	5										6																	3																						6			
12	تشغيل وصيانة المعدات الدوارة (فنيين)	T	DMC34S	OGS	5												20																					21																			20	
13	العدد و القياسات المستخدمة فى الصيانة الميكانيكية (فنيين)	T	DMC35S	OGS	5																			8																	7																	
14	Heating, Ventilating and Air Conditioning systems "HVAC" Design	E	DMC36S	OGS	5																	25												14																							
15	Fire Fighting systems Design in Administrative buildings	E	DMC37S	OGS	5																					22																21															
16	أساسيات و صيانة وحدات التبريد و التكييف (فنيين)	T	DMC38S	OGS	5													27																			14																					
	Hydraulic and Pneumatic Systems																																																									
1	Basic Principals Of Hydraulic Systems (BPHS)	E,T	DMC42S	OGS	5																18																	21																				
2	Advanced Hydraulic Systems (AHS)	E,T	DMC43S	OGS	5																			8																		14																
3	Electro Hydraulic Control Systems (ELHS)	E,T	DMC44S	OGS	5																						29																		4												
4	Maintenance And Fault Analysis Of Hydraulic Systems (MFHS)	E,T	DMC45S	OGS	5																									20																					23						
5	Design And Manufacturing Of Hydraulic Systems (DMHS)	E,T	DMC46S	OGS	5																												10																					6			
6	Basic Principals Of Pneumatic Systems (BPPS)	E,T	DMC47S	OGS	5																														31																							27
	Electrical Engineering & Maintenance																																																									
	Electrical Power Generation and Distribution□																																																									
1	Power Generation System Selection, Maintenance and Troubleshooting	E,T	DCA01S	OGS	5								23																					17																							
2	صيانة المولدات و المولدات الأحتياطية	T	DCA02S	OGS	5													27																																		23						
3	Modern power management and smart system	E	DCA05S	OGS	5									30															13																													
4	صيانة و تشغيل المحولات الكهربائية و طرق حمايتها	T	DCA06S	OGS	5																			8																				28													
5	الكابلات وخطوط النقل الهوائية	T	DCA07S	OGS	5																				15																				4												
6	MV and LV Distribution Design , Planning and Switchgear	E,T	DCA03S	OGS	5																		1																				21														
7	مبادىء واساسيات الشبكات الكهربية	E,T	DCA04S	OGS	4																	25																				15															
8	Uninterruptible Power Supply (UPS),Batteries Maintenance and Power Electronics Applications	E,T	DCA08S	OGS	5																18																			7																	
	Electrical Equipment and Loads□																																																									
1	Electrical Submersible Pumps (ESP) Installation, Operation and Maintenance	E,T	DCA12S	OGS	5															11																			28																			
2	Variable Speed Drive VSD for Industrial Control	E,T	DCA13S	OGS	4														4																			22																			
3	Electrical Motor Control, Operation, Protection, Maintenance and vibration analysis	E,T	DCA14S	OGS	4																					23																															27
4	ورشة صيانة واصلاح وتشغيل المحركات الكهربية	T	DCA20S	OGS	4												21																		24																					
5	صيانة المعدات بنظم الطاقة الكهربية	T	DCA15S	OGS	5										6																																						30			
6	Electrical fault finding , equipment troubleshooting and maintenances	E,T	DCA16S	OGS	5						9																	6																													
7	Electrical Equipment Installation, Commissioning and startup	E,T	DCA17S	OGS	5																																	14																			
8	Electrical Equipment Design, specification, Drawings and Schemes	E	DCA18S	OGS	5																										27																										
9	Electrical / Instrumentation Installation In hazard area and EX Equipment	E,T	DCA10S	OGS	5											13														20																								13			
	Electrical power system protection and quality□																																																									
1	حماية النظم الكهربية	T	DCA07S	OGS	5								23														29																														
2	Electric power system protection and fault analysis	E,T	DCA19S	OGS	5																														31																						20	
3	نظم السلامة الكهربية و التأريض الكهربائى	T	DCA21S	OGS	4									30																		3																									
4	Power System Quality ,Power factor correction and Earthing systems	E,T	DCA22S	OGS	5					2																							10																								
5	Low Voltage / Medium Voltage isolation and safety work procedure	E,T	DCA23S	OGS	5																		1																													16					
	Electrical power system studies & Software Programs□																																																									
1	Short Circuit Study and Load Flow Analysis Using (ETAP)	E	DCA24S	OGS	5																						29									7																			6			
2	Protection System (Coordination STAR Analysis , Arc flash and Grounding) using ETAP NEW!!	E	DCA25S	OGS	5																																						28														
3	Transient stability using ETAP NEW!!	E	DCA26S	OGS	2																																																				27
4	Lighting System Design using Dialux	E	DCA27S	OGS	5												20																						28																		
	Instrumentation Engineering & Control Systems																																																									
	Instrumentation and Control Systems																																																									
1	Process Operation for Instrument and Electric Engineers New!!!	E,T	DMS01S	OGS	4																		2																					5													
2	Instrumentation and Control Fundamentals	E,T	DMS02S	OGS	5																				15															7																	
3	Sensors and Transmitters (Design, operation,calibration and maintenance) for Pressure and level Parameters	E,T	DMS03S	OGS	3																			10														23																			
4	Sensors and Transmitters (Design, operation,calibration and maintenance) for Flow & Tempearture Parameters	E,T	DMS04S	OGS	5																18																				14																
5	Flow/Level Custody Transfer Measurement	E,T	DMS05S	OGS	5																					22																										30				
6	Control Valve Engineering	E,T	DMS06S	OGS	5																						29																											6			
7	Safety Relief Valve Inspection, Maintenance, Operation, Troubleshooting & Repair	E,T	DMS14S	OGS	5																															7																				
8	Instrumentation Engineering practices for project Engineers	E	DMS07S	OGS	5																								13																									13		
9	Electrical / Instrumentation Installation In hazard area and EX Equipment	E,T	DCA10S	OGS	5											13														20																								13		
10	Advanced Process Control techniques	E	DMS08S	OGS	5																											3																			23					
11	PLC Fundamentals for process control (Programming and Communication)	E,T	DMS09S	OGS	5													27																24																						
12	Advanced PLC (Internal Design and Operation)	E	DMS10S	OGS	5											13																										21														
13	Distributed Control Systems DCS (Communication protocols and Alarm Management System)	E,T	DMS12S	OGS	5																									20																					16					
14	Supervisory Control and Data Acquisition (SCADA) System	E,T	DMS11S	OGS	5															11																							28													
15	Control System communication protocols	E	DMS16S	OGS	5																												10																							
16	Foundation Field Bus	E,T	DMS17S	OGS	5																													17																						
17	Fiber Optic Networks (2 Days practical)	E,T	DMS18S	OGS-EIS	5																							6																									30			
18	Safety Instrumented System SIS Design and applications	E	DMS15S	OGS	5														4																31																					20	

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19	Fire and Gas protection system	E,T	DMS19S	OGS	5												20														27																										27
20	Subsea control system NEW!!	E,T	DMS20S	OGS	3								25																								16																				
21	Pipeline and Terminal Automation NEW!!	E,T	DMS21S	OGS	5									30																									28																		
	Siemens Control Programs																																																								
1	PLC Programing Level 1-(ST-PRO1)	E,C,p	DMS20S	Siemens	5	As per Nass Academy Schedule																																																				
2	PLC Programing Level 2- (ST-PRO2)	E,C,p	DMS21S	Siemens	5																																																				
3	WINCC Flexible- (ST-WCCFSYS1)	E,C,p	DMS22S	Siemens	3																																																			
4	WINCC V7.X- (ST-BWINCCS)	E,C,p	DMS23S	Siemens	5																																																			
5	PCS 7 (ST-PCS7SYS)	E,C,p	DMS24S	Siemens	10																																																			
6	PLC Level1 - (ST- SERV 1)	E,C,p	DMS25S	Siemens	5																																																			
7	PLC Level1-(TIA- PRO1)	E,C,p	DMS26S	Siemens	5																																																			
8	PLC Level2-(TIA -PRO2)	E,C,p	DMS27S	Siemens	5																																																			
9	PLC Level1-(TIA -SERV 1)	E,C,p	DMS28S	Siemens	5																																																			
10	WINCC-TIA (TIA-WCCS)	E,C,p	DMS29S	Siemens	5																																																			
11	HMI –TIA Comport(TIA-WCCM)	E,C,p	DMS30S	Siemens	3																																																			
	Allen Bradley Control Programs																																																								
1	ControlLogix Fundamentals, Maintenance & Troubleshooting (RSLogix5000)	E,S,P	DMS31S	El Sewedy Automation	5	As per El Sewedy Automation Schedule																																																				
2	ControlLogix Advanced Programming	E,S,P	DMS32S	El Sewedy Automation	5																																																				
3	NetLinx Industrial Communication(EtherNet /IP Network, ControlNet & DeviceNet Communication)	E,S,P	DMS33S	El Sewedy Automation	5																																																				
4	SLC500 Maintenance & Troubleshooting.	E,S,P	DMS34S	El Sewedy Automation	4																																																				
5	SLC500 Advanced	E,S,P	DMS35S	El Sewedy Automation	4																																																				
6	Panel View Plus	E,S,P	DMS36S	El Sewedy Automation	3																																																				
7	Factory Talk View SE	E,S,P	DMS37S	El Sewedy Automation	3																																																				
	Accredited Programs																																																								
1	FS Engineer Safety Instrumented System (SIS)	E,C,F	SIC03S	TÜV Rheinland	5	As per TUV Rheinland Egypt schedule																																																				
2	CompEX Ex01-Ex04 Gas & Vapors Electrical/Instrumentation installation, maintenance & inspection	E,C,p,F	DCA28S	CompEX	5	As per Intertek Egypt Schedule																																																				
	Energy Saving																																																								
1	Introduction to energy management and energy efficiency	E	DES01S	OGS	3																					22											9																				
2	Energy Management System Implementation; ISO 50001:2018 NEW!!	E	DES02S	OGS	5																				15																7																
3	Technical Energy Audit, Code, and Standard	E	DES03S	OGS	3												20																12																								
4	Commercial and Administrative Building Energy Efficiency & LEEED	E,T	DES04S	OGS	5																									20																						30					
5	Energy Efficiency Improvement in Electrical Equipment and Motors Systems	E,T	DES05S	OGS	5																		1																					4													
6	Plant Thermal Equipment Energy Efficiency	E,T	DES06S	OGS	5									30																					31																						
7	Renewable Energy Industrial Application	E,T	DES07S	OGS	5								23																		27																									20	
8	Technical and Economic Feasibility Studies for Energy Efficiency projects and contracts	E	DES08S	OGS	3																							8																										15		
9	Certified Energy Manger CEM + Exam	E	DES09S	AEE	5	AS per Tarsheed Schedule																																																			
	Civil Engineering																																																								
1	Concrete and steel structural Design, construction and Maintenance for oil and gas plant	E	DCE01S	OGS	5														4																									28												
2	Repair and defects of Concrete Structure	E,T	DCE02S	OGS	5																25																	21																		
3	مراقبة الجودة للأعمال المدنية	E,T	DCE03S	OGS	5																			8																7																
4	الاشراف على التنفيذ والصيانة الوقائية و الدورية المنشئات الخرسانية	E,T	DCE04S	OGS	5											13																			14																				

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	Health, Safety and Environment (HSE)																																																												
	Fire Safety																																																												
1	NEBOSH International Certificate in Fire Safety and Risk Management NEW !	E,T,C	SFI01S	NEBOSH	10	Soon																																																								
2	Fire safety and Risk Management	E,T	SFI02S	OGS	5											13																												28																
3	fire protection and fire fighting (1 day practical)	E,T,P	SFI03S	OGS	4																								13																																
	Lifting & Scaffolding and Fall Protection																																																												
1	Scaffold competent Erector (2 days practical)	T,P,C	SWH01S	STI	4															12																		15																					21	
2	Scaffold competent Inspector (1 day practical)	E,P,C	SWH02S	STI	5																			8																28														23						
3	Lifting & Ringing competent Person (Critical lifting planner) (1 day practical)	E,P,C	SWH03S	NASP-IASP	5																					22																														6				
4	Mobile Crane Examination [MCE] Advanced Programme (1 day practical) NEW !	E,P	SWH04S	OGS	5																														31																								
5	Working at Heights, Fall Protection and Rescue Plan	E,T	SWH05S	OGS	5										6																			17																				30				
6	Safe Lifting Operations	E,T	SWH06S	OGS	3													29																																								22	
7	Scaffolding Safety Review and Inspection awarness	E,T	SWH07S	OGS	3																																																		25				
	Process Safety																																																												
1	NEBOSH HSE Certificate in Process Safety Management	E,C	SIC02S	NEBOSH	5	Soon																																																							
2	FS Engineer Safety Instrumented System (SIS)	E,C	SIC03S	TÜV Rheinland	4	As per TUV Rheinland Egypt schedule																																																							
3	Process Hazard & Risk Analysis (PH & RA)	E,C	SIC04S	TÜV Rheinland	4																																																								
4	Process Safety management" OSHA Standard "	E	DPC08S	OGS	5							23										1															14																								
5	Process hazard analysis "PHA"/ Hazop Study workshop	E	DPC09S	OGS	5														11																									4										6						
6	Brriers based risk management (BowtieXP and Incident XP)	E,S,C	DPC10S	TÜV Rheinland	5	As per TUV Rheinland Egypt schedule																																																							
7	Certified PHA-HAZOP Leader New !	E	DPC11S	TUV Nord	5										13													13														21																	
8	Safety Instrumented System SIS Design and applications	E	DMS15S	OGS	5													4																	31																						20			
	General Safety courses																																																												
1	International Diploma in Occupational Health and Safety (Unit A) NEW !	E,C	SSH23S	NEBOSH	10	Soon																																																								
2	International Diploma in Occupational Health and Safety (Unit B) NEW !	E,C	SSH24S	NEBOSH	10																																																									
3	International Diploma in Occupational Health and Safety (Unit C) NEW !	E,C	SSH25S	NEBOSH	10																																																								
4	International Diploma in Occupational Health and Safety (Unit D) (project) NEW !	E,C	SSH26S	NEBOSH																																																									
5	NEBOSH International General Certificate in Occupational Health and Safety	E,T,C	SSH27S	NEBOSH	10																																																								
6	NEBOSH International Technical Certificate in Oil and Gas Operational Safety	E,C	SSH28S	NEBOSH	5																																																								
7	IOSH Managing Safely	E,T,C	SIC05S	IOSH	5												20													27																													
8	Occupational Safety and Health Advanced Diploma	E,T,C	SSH29S	NASP-IASP	5																			8																																				
9	NASP 30-Hour General Industry	E,T,C	SSH30S	NASP-IASP	5																				15																				4															
10	IADC H_2S	E,T,C	SSH31S	IADC	3																																			9												26						
11	Basic Offshore Safety Induction Emergency (BOSIET & HUET)	E,T	SSH32S	OPPITO	3	As per petrolift Schedule																																																							
12	ISO 45001 : 2018 Occupational Health and Safety Management Systems (Lead Auditor)	E,T,C	SIC09S	IRCA	5												20													27												14														6				
13	ISO 9001 : 2015 Quality management system QMS (Lead Auditor)	E,T,C	SSH33S	IRCA	5																					22																		4															
14	ISO 45001:2018 Internal Auditor (OHSMS) awarness NEW !	E,T	SSH34S	OGS	3															13																			2																				
15	Advanced Hazard Identification and task & Risk Assessment (HITRA)	E,T	SSH06S	OGS	5																18																				7																		
16	Hazardous Area Classification and Equipment Selection	E,T	SSH08S	OGS	3																	27																					23																
17	Crisis Management & Emergency Plans	E,T	SSH11S	OGS	3																		3												2																				1				
18	Integrated Management System (IMS) NEW	E,T	SSH35S	OGS	2																							8																															29
19	Incident Investigation & Root Cause Analysis (RCA)	E,T	SSH14S	OGS	3																								15																													22	
20	Supervisor Performance Observation Techniques Audit (SPOT)	E,T	SSH36S	OGS	3												22																																				18					
21	Petroleum Storage Tanks Safe Cleaning	E,T	SSH19S	OGS	5																18														31																						13		
22	Loss Prevention and Emergency Plans	E,T	SSH20S	OGS	5																																							4															
23	Permit to Work System (PTW)	E,T	SSH21S	OGS	3													29																																					1				
24	Confined Space Entry	E,T	SSH22S	OGS	3																																		23																				
25	Safety Audit and Site Inspection (Normal Production VS Shutdown)	E,T	SSH17S	OGS	5																			8																																			
26	HSE Leadership	E,T	SSH37S	OGS	3																																																18						
27	OSHA 30-Hour General Industry	E,T	SSH38S	OGS	5										6														13													14														6				
28	Welding, Cutting, and Brazing NEW !	E,T	SSH39S	OGS	2																																		3																				
29	Occupational Health and Safety at Rig (Rig Safety)	E,T	SSH40S	OGS	5																												17																						6				
30	Job Safety analysis	E,T	SSH41S	OGS	3																																		2																				
31	Defensive driving & Road safety (Weekend Weekly Program) (1 day practical)	E,T	SSH42S	OGS	2																																																							
	Health																																																												
1	Heartsaver First Aid &CPR AED (HS FA CPR)	E,T	SIC10S	AHA	3																									29												23																	
2	Food , Personal Hygiene and Camp Service	E,T	SHE01S	OGS	5																			8												7																							
3	HACCP (Hazard Analysis and Critical Control Points)	E,T	SHE03S	OGS	5																				15																	14															20	
	Environment																																																												
1	ISO 14001: 2015 Environmental Management Systems EMS (Lead Auditor)	E,T	SIC08S	IRCA	5																18																						28																
2	Environmental Impact Assessment (EIA)	E,T	SEN01S	OGS	5																																		21																				
3	التوافق مع القوانين والسجلات البيئية	E,T	SEN02S	OGS	3																																16																						
4	Hazardous Substances & Industrial Hygiene	E,T	SEN03S	OGS	5																																14																						
5	Norm Handling	E,T	SEN04S	OGS	2																														3																							
	Business Essentials																																																												

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	Courses Name	Legend	Code	Sponsor	Days	July				August					September				October				November					December				January					February				March				April				May					June				
						5	12	19	26	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31	7	14	21	28	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27
	Bussiness Success Foudation Courses																																																											
1	Strategic Management		GMG02S	OGS	5											13																	10												4												
2	Business Planning		GMG04S	OGS	3												20														29														28												
3	Management by Objective "New"		GMG54S	OGS	3																						1																																
4	Business Imporvement & Quality Techniques		GMG31S	OGS	3																			8																	7																	
5	Total Quality Management		GMG29S	OGS	5																18									20							7																						
6	Crisis Management and Business Continuity		GMG32S	OGS	3																	25																	2																			
7	Change Management		GMG05S	OGS	3																		1																			16																	
8	التخطيط الاستراتيجى لتحسين نتائج الأعمال (البرنامج موجه لمستوى الإدارى العليا)		GMG36S	OGS	5															11											27																						30					
9	التخطيط التشغيلي (البرنامج موجه لرؤساء الأقسام ومديري الإدارات)		GMG37S	OGS	5																			8										17																		23					
10	أعادة هندسة نظم العمل وتبسيط الأجراءات		GMG53S	OGS	4																					23															15																
11	"New" حوكمة الشركات		GMG55S	OGS	3																						29															16															
12	"New" إدارة الأزمات وتدابير الاستجابة لحالات الطوارئ		GMG56S	OGS	3																	25																23																			
	Leaderhip and Influence courses																																																											
1	Inspire, Influence and Achieve Results - Essential Leadership skills for new leaders "New"		GMG57S	OGS	3													27																	31									4														
2	Transformational Leadership "Courageous & Inspirational Leaders "		GMG18S	OGS	3																	25																	28																			
3	Advancing Phenomenal Persuasion skills "New"		GMG58S	OGS	3																							6								9																						
4	الإدارة والتحفيز من أجل تحقيق التميز		GMG44S	OGS	3																		3																														30					
5	Situational Leadership		GMG59S	OGS	3											13																																										
6	successful leaders in times of Pendamic		GMG60S	OGS	3																									20																												
7	"New" إدارة الذات وفن قيادة الآخرين		GMG61S	OGS	3																												10																		16					
	Teams with Outstanding Performance Courses																																																											
1	Teamwork & Collabortaion (for all team members)		GMG15S	OGS	3																				17												7							28														
2	Secrets to boost your Team Performance (for Team leaders)		GMG19S	OGS	3																			10																			23															
3	Overcoming the 5 Dysfunctions of a team "New"		GMG62S	OGS	3																					24									31																							
4	Managing Remote Teams "New"		GMG63S	OGS	3											13																																			16						
5	Effective Team Meetings		GMG64S	OGS	3																							8																								25					
6	العمل الجماعى وبناء فريق العمل		GMG39S	OGS	3												22																											30													
	Vital Skills for Success Courses																																																											
1	Getting things done		GMG03S	OGS	3																18													17																						6				
2	Essential Management Skills for New Managers		GMG01S	OGS	5										6															20													21												13			
3	The One Minuet Management -"The Secrets of Effective Management"		GMG52S	OGS	2																						2			20																						23					
4	Critical & Creative Thinking		GMG06S	OGS	3																				17										26																						
5	Problem Solving and Decision Making		GMG07S	OGS	3																20										29													30													
6	Boost your Productivity Level (Time Management) "New"		GMG65S	OGS	2															11											30																						23					
7	Performing Under Pressure - Dealing with Stress and Anger "New"		GMG66S	OGS	2												20												13								14																					
8	Presentations Skills (Basic Level)		GMG10S	OGS	3												22													22					26																						
9	Mastering public Speaking and Professional Presentations (Advanced Level)		GMG11S	OGS	3																						29																										25					
10	Supervisory Skills: Managing People and Performance		GMG20S	OGS	3																							6																	6												
11	Effective Coaching & Mentoring Skills		GMG21S	OGS	3																												12																								
12	Effective Delegation		GMG22S	OGS	2																													20																				26					
13	Train The Trainer "TOT"		GMG30S	OGS	5																			8															28																			
14	The Art of Written Communication "Business Writing"		GMG24S	OGS	3													27																			16																					
15	Business Protocol & Etiquette		GMG25S	OGS	3												20																			7																						
16	Emotional Intelligence		GMG16S	OGS	3																						1									9																						
17	Filing and Archiving Management		GMG26S	OGS	3																														26																						
18	Mind Mapping		GMG28S	OGS	3																											3																									
19	Tactics to Win any Negotation		GMG12S	OGS	3																20																					16															
20	Conflict Management & Resoultion		GMG13S	OGS	3																				17														28																		
21	The 5 Cs of communication and body language skills "New"		GMG14S	OGS	3													29														12																			18					
22	"New" فهم وإدراك البرمجة اللغوية العصبية لتحقيق النجاح		GMG52S	OGS	3											13																			2																						
23	مهارات التواصل وفن التعامل مع الآخرين		GMG38S	OGS	3																								13																								23					
24	الذكاء الوجدانى		GMG40S	OGS	3																20																					16															
25	مهارات إدارة الوقت وضغوط العمل		GMG41S	OGS	3																							8																	6												
26	التفكير الابتكارى		GMG42S	OGS	3													27																				21																			
27	مهارات تحليل المشكلات واتخاذ القرار		GMG45S	OGS	3										6																			19																						
28	"New" إستراتيجيات التغيير		GMG46S	OGS	3																	30																23																			
29	مهارات إدارة الصراعات		GMG47S	OGS	3																						29								26																						
30	مهارات التفاوض		GMG50S	OGS	3																		1																28																		
31	المهارات المهنية للسكرتير التنفيذى		GMG51S	OGS	5																				15														28																		
	Promoting Healthy, Dynamic and Joyful Workplace																																																											
1	Attract Optimism at Workplace - Make it your everyday Assignment "New"		GMG67S	OGS	3																														31																						
2	Self-Actualization - Accessing you Fulfilment state "New"		GMG68S	OGS	3																											3																									
3	Enjoy a Positive Mindset "New"		GMG69S	OGS	3																	25																		7																	
4	Transforming Challenges into Opportunities "New"		GMG70S	OGS	3																							6										23																		
	Management & Leadership Modules																																																											

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1	The 7 Essential Skills for Success - Presented to Non Managerial Positions (Communication Skills, Presentation Skills, Manging Priorities Tasks and Deadlines , Issuing Business Corresspondences, Problem Solving, Team Work, Self Motivation)		GLT12L	OGS	7											13									15											31						21										30				
2	Towards Business Excellence Revival "New" (It all starts with Employee Well-Being)		GMG71S	OGS & Optimistic Spark	13																				15																																	
3	Effective Executive Secretaries and Office Managers (Business Ettiquet - Communication & Presentation Skills, Manging Priorities Tasks and Deadlines , Manageing Business Corresspondences, Manageing Meetings)		GMG23S	OGS	5															11											27																				16							
	Project Management																																																										
1	A Guide to your first steps in Project Management (Foundation level) "New"		PJE04S	OGS	5																						29																																	
2	Project Management Professional (PMP) Preparation Course (35 hrs from 9:00 am to 5:00 pm)		PJE01S	OGS	5																18												10												4													
3	Project Risk Assessment and Management		PJE02S	OGS	5																								13																								16					
4	Project Planning,Scheduling & Cost Control		PJE03S	OGS	5											13										22																14																	
5	Value Engineering		PJE05S	OGS	5													27																			7																							
6	Project Delay Management and Claim Assessment "New"		PJE06S	OGS	5																			8																			21																	
	Human Resources & Adminstration																																																										
1	دبلومة الموارد البشرية		HHR01L	OGS & RCSC	26										6																		10																											
2	Principles of Human Resources Management		HHR03S	OGS	5																						29																																	
3	Leading Strategic HR Transformation "New"		HHR22S	OGS	5																		1																																				
4	Raising Performace Standards "New"		HHR23S	OGS	5											13												6									14																							
5	Competency Assurance Management system		HHR06S	OGS	5																																			7																			
6	The role of HR during crucial times (pandemic)		HHR24S	OGS	3																								13														28															
7	Organizational Behavior		HHR11S	OGS	5													27																					28																			
8	تخطيط الموارد البشرية وتطبيقاتها بشركات قطاع البترول		HHR14S	OGS	5										6																							21																			
9	التطوير المهني والتخطيط للتعاقب الوظيفي "New"		HHR25S	OGS	5																					22																															
10	مهارات إعداد الهياكل التنظيمية و بطاقات وصف الوظائف (يقدم لشاغلي الإدارة الوسطى)		HHR13S	OGS	3																18													17																								
11	التامينات الاجتماعية و طرق تسوية المعاش		HHR16S	OGS	5																		1																	7																		
12	تطبيقات لوائح و نظم شئون العاملين بقطاع البترول		HHR15S	OGS	5											13												6														21															
13	تطبيقات قانون العمل بلوائح قطاع البترول		HHR17S	OGS	5													27													27														4												
14	الأجور والاستحقاقات والمزايا للعاملين بقطاع البترول		HHR18S	OGS	5												20												13														28													
15	التحقيقات القانونية والإدارية		HHR26S	OGS	3																												10																								
16	الملتقى التطبيقى للتنظيم و شئون العاملين		HHR19S	OGS	5															11																	14																				
17	تقييم أداء العاملين، وإعداد تقارير الكفاية السنوية		HHR20S	OGS	5																				13															7																
18	مهارات اعداد ميزانية التدريب و الاحتياجات التدريبية للعاملين		HHR21S	OGS	3																	25																	28																		
	Public Relations & Media																																																										
1	Principles of Public Relations		HPM01S	OGS	2												20																																									
2	"New" أساسيات إتيكيت وبروتوكول الأعمال		HHR27S	OGS	4																		2									8																										
3	مهارات وفنون الصياغة الصحفية		HPM02S	OGS	5																																					21																
4	"New" ألتواصل الإعلامي ودوره فى التعامل مع الأزمات		HHR28S	OGS	4																						29																														
5	إعداد وتنظيم المعارض والمؤتمرات		HPM04S	OGS	3																							6																													
	Marketing & Sales																																																										
1	Marketing Principles		GKT01S	OGS	3																				17																																	
2	Digital marketing		GKT02S	OGS	3																										29																											
3	"New" إعداد خطط تسويق فعالة		GKT03S	OGS	4										7																						15																					
4	"New" إحتراف فن البيع		GKT04S	OGS	3																			8											1																							
	Finance, Economics and Auditing																																																										
1	Finance for Non-Financials - "Presented for all job levels"		FFC01S	OGS	4																18																																						
2	Financial Analysis for Performance Evaluation - Presented to Board and Top Managmenet levels "New"		FFC23S	OGS	4																					22																										16					
3	Foundation of Financial Accounting "New"		FFC24S	OGS	5																						29														14																
4	Financial Risk Managmenet "New"		FFC25S	OGS	5																													17																							
5	The Essentials of Budgeting & Cost Control "New"		FFC26S	OGS	4																								14																												
6	Principles of Liquidity Management "New"		FFC27S	OGS	3																					24										9																					
7	International Financial Reporting Standards- IFRS		FFC02S	OGS	5																		1																			21															
8	Economic Evaluation and Feasibility Study for Petroleum Projects - Basic		FFC03S	OGS	3																										29																											
9	Economic Evaluation and Feasibility Study for Petroleum Projects - Advanced		FFC04S	OGS	4																																15																				
10	Wells and Projects Under Construction Accounting		FFC05S	OGS	5																																							4													
11	إدارة النقدية وحسابات البنوك		FFC06S	OGS	5																									20													28													
12	الدورة التأسيسية للمحاسبين الماليين		FFC07S	OGS	5																						29											21																		
13	التخطيط المالى وإعداد الموازنات		FFC08S	OGS	4																								13											7																
14	إعداد قوائم التكاليف		FFC09S	OGS	5																				15												14																			
15	إعداد وتحليل القوائم المالية		FFC10S	OGS	5																							6														21														
16	حسابات الأصول والمهمات		FFC11S	OGS	3																	25												26																							
17	الإعتمادات المستندية وخطابات الضمان		FFC12S	OGS	5																					22										7																				
18	مراقبة المدفوعات		FFC13S	OGS	4																		2															22																		
19	إعداد القوائم المالية لنظام المعاش التكميلى		FFC16S	OGS	3																20																		30																	
20	المحاسبة المالية فى شركات البترول		FFC17S	OGS	5																			8																			28													
21	تطبيقات القوانين الضريبية		FFC14S	OGS	5																				15																15														
22	برنامج معايير المحاسبة المصرية Total Duration 20 days - 5 days each month		FLT01L	OGS	20																									20																										
	Finance and Accounting for JVs																																																										

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1	Budgeting and Cost Control for Joint Venture Companies		FFC18S	OGS	4											13																																											
2	Budgeting and Cost Control for Joint Venture Companies - Advanced Level		FFC19S	OGS	4															11																																							
3	Cost Accounting and Allocation Cycles for Joint Venture Companies		FFC20S	OGS	5																				15													14																					
4	Financial Statements and Reports for Joint Venture companies		FFC21S	OGS	5																												10																									
5	Cost Recovery System for Joint Venture Companies		FFC22S	OGS	3										8																				26																							
	Auditing and Internal Control																																																										
1	Internal Control and Auditing		FIQ01S	OGS	5																									20																													
2	Fraud Prevention, Detection and Investigation "New"		FIQ05S	OGS	5																													17																									
3	Governance, Risk & Compliance "New"		FIQ06S	OGS	5													27																							14																	
4	نظم الضبط والرقابة الداخلية		FIQ02S	OGS	5																		1																					4														
5	أساليب كشف الغش ومكافحة الفساد		FIQ03S	OGS	5																														31																							
6	أسس وتطبيقات المراجعة الداخلية		FIQ04S	OGS	5																					29																															
	Insurance																																																									
1	Risk Management and Insurance in Petroleum Industry		FIN01S	OGS	5																												10																									
	Security																																																									
1	أمن المنشات البترولية		ASC01S	OGS	5																						6										14																					
2	إعداد و تأهيل رجال الأمن		ASC02S	OGS	5																				22																	21															
3	"New" مهارات مدير الأمن المحترف		ASC03S	OGS	15										6														13																													
	Procurement & Supply Chain Management																																																									
1	Logistics & Operations Management "New"		ASN13S	OGS	5												20																10																									
2	Managing Capacity "New"		ASN14S	OGS	5																					29																															
3	Transportation Management "New"		ASN15S	OGS	5																																14																					
4	Aggregate Planning "New"		ASN16S	OGS	3																									27																												
5	Warehouse Management - from Strategy to Control		ASN02S	OGS	5																18													17																							
6	Lean Supply Chain Management - Key to Opertaional Excellence "New"		ASN17S	OGS	5																					29														7																
7	Material Planning and Inventory Management		ASN03S	OGS	5																								13																						16						
8	Fundamentals of Purchasing Management		ASN10S	OGS	3																									20															4											
9	Effective Procurement Management and ways of sourcing		ASN05S	OGS	5																						6																28													
10	Incoterms 2020 "New"		ASN18S	OGS	2																														27																						
11	"New" إدارة المخزون والتنبؤ والتخطيط للطلب		ASN19S	OGS	5											13																				7																					
12	"New" قيادة وإدارة علاقات الموردين		ASN20S	OGS	3															11																			21																			
13	فن إعداد العطاءات والتفاوض مع الموردين		ASN12S	OGS	3																												10																								
14	الإدارة الالكترونية والدعم اللوجستي لإدارة المخازن		ASN06S	OGS	5																														31																						
15	أساليب الجرد المخزنى والتخلص من المخزون الراكد		ASN07S	OGS	4																									20													28													
16	نـظـم وأسـاليب تـكويـد أصنـاف المخـزون السلـعي		ASN08S	OGS	5															11																					7																
17	الإدارة الفعالة للمشتريات و طرق شراء المهمات و الأعمال		ASN09S	OGS	5																		1																		14																
18	إجراءات النقل والشحن والتخليص الجمركي والتأمين		ASN13S	OGS	4																									27																												
19	أساليب ترشيد الإنفاق في مجالي الشراء والتخزين		ASN14S	OGS	3																													17																							
	Contracts Management																																																									
1	Contracts and Tenders Management		ACT01S	OGS	5																		1												31																23					
2	Managing contractual liabilities "New"		ACT09S	OGS	5												20																									21															
3	Petroleum Agreements		ACT03S	OGS	3													27												20															4												
4	Managing Construction Claims "New"		ACT10S	OGS	5																						6																													
5	Mediation and Arbirtation "New"		ACT11S	OGS	5																				22																									16					
6	FIDIC Contracts "New"		ACT12S	OGS	5																			8																			28												
7	تطوير إستراتيجيات إدارة العقود وتقييم المناقصات		ACT08S	OGS	5																18																	21																		
8	أساسيات التعاقد وتحرير العقود		ACT05S	OGS	5																				15																			4												
9	برنامج تنمية القدرات في مجال المناقصات والمزايدات		ACT06S	OGS	5																				15															7																
10	مهارات صياغة العقود		ACT07S	OGS	4													27											13													21														
	Information & Communicaton Technology (ICT)																																																									
	Microsoft Office 2013																																																									
1	Microsoft Excel 2013		ITC02S	OGS	3										8										24												16														25					
2	Microsoft Excel 2013 Expert		ITC03S	OGS	3												22										8													9													8			
3	Microsoft Word 2013		ITC01S	OGS	5									30												29												28															30			
4	PowerPoint 2013		ITC04S	OGS	3																20																							6												
5	Outlook 2013		ITC05S	OGS	3															13													12																							15		
6	Access 2013		ITC06S	OGS	5																		1															21															30			
	Microsoft Office 2016																																																									
1	Microsoft Excel 2016 : Core Data Analysis, Manipulation, and Presentation		ITC07S	OGS	3								25											10																	16															
2	Microsoft Excel 2016 Expert : Interpreting Data for Insights		ITC08S	OGS	3											15													15														30													
3	Microsoft Word 2016 : Core Document Creation, Collaboration and Communication		ITC09S	OGS	5															11														17										4												
4	PowerPoint 2016 : Core Presentation Design and Delivery Skills		ITC10S	OGS	3													29																																	18					
5	Outlook 2016 : Core Communication, Collaboration and Email Skills		ITC11S	OGS	3																	25																				23														
6	Access 2016 : Core Database Management, Manipulation, and Query Skills		ITC12S	OGS	5																				15																															20	
	Adobe & Autodesk																																																									
1	Adobe Photoshop CS6 (Essentials)		ING01S	OGS	5																		1																													30			
2	Adobe Photoshop CS6 (Advanced)		ING02S	OGS	5																				15																															13		

Legend Guide:

P = Including Practical, S = Including Software, F = Full Day (8 hrs) C = Certified Program,
E = For Engineers T = For Technicians, Ch. = For Chemists

	Courses Name	Legend	Code	Sponsor	Days	July				August					September				October				November					December				January					February				March				April				May					June			
						5	12	19	26	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31	7	14	21	28	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27
3	Adobe Illustrator (40 Hrs.)		ING03S	OGS	5																									20																												
4	AutoCAD 2016 Level I: Essentials (40 Hrs.)		ING05S	OGS	5																												10																									
5	AutoCAD 2016 Level II: Intermediate (40 Hrs.)		ING06S	OGS	5																																	14																				
6	AutoCAD 2016 Level III: Creating and Presenting 3D Models (40 Hrs.)		ING07S	OGS	5																																						28															
7	Adobe InDesign CC		ING08S	OGS	5																														31																							
8	Autodesk Revit MEP level I		ING09S	OGS	5																18																	21																				
9	Autodesk Revit MEP level II		ING10S	OGS	5																						29																		4												
	Planning courses																																																										
1	Primavera level I		IFU01S	OGS	5																							6											28												23						
2	primavera level II		IFU02S	OGS	5																													17									21													20	
	ITIL																																																										
1	ITIL Foundation		IFU03S	OGS	3																			10																																		
2	ITIL Intermediate Capability module (SOA)		IFU04S	OGS	5																								13																												
3	ITIL Intermediate Capability module (RCV)		IFU05S	OGS	5																															7																					

All (CISCO , Oracle , SAP , CompTIA , Vmware and MCSA) Tracks & Courses are available upon request.

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