

Talent Expertise International | 2020 Public Training Calendar

Category	Ref Code	Course Title	Dates	Week	Venue	Fees (USD)
Finance and Accounting	FI132	The Global Finance Leaders Program	16-20 Feb	February	Dubai	4500
Human Resources	HR102	The Effective Training Coordinator	16-20 Feb	February	Dubai	4500
Human Resources	HR111	Strategic HR Audit	16-20 Feb	February	Dubai	4500
Management and Leadership	ML157	Mastering Facilitation Skills	16-20 Feb	February	Dubai	4500
Management and Leadership	ML164	Masterclass: Transforming from Manager to Leader	16-20 Feb	February	Dubai	4500
Maintenance Management	MN108	Pipeing Engineering	16-20 Feb	February	Dubai	4500
Oil and Gas	OG127	Understanding Global Downstream Operations	16-20 Feb	February	Dubai	4500
Oil and Gas	OG130	Overview of Protection Economics	16-20 Feb	February	Dubai	4500
Project Management	PM111	Project Management Essentials for Non Project Management Professionals	16-20 Feb	February	Dubai	4500
Public Relations	PR101	Public Relations and Media Skills	16-20 Feb	February	Dubai	4500
Purchasing Management	MM111	Supply Chain Risk Management	16-20 Feb	February	Dubai	4500
Quality, Health and Safety	HS112	Safety Instrumented Systems and Emergency Shutdown	16-20 Feb	February	Dubai	4500
Finance and Accounting	FI118	Accounting, Descision Making and Financial Communication (Mini MBA)	17-21 Feb	February	London	5500
Management and Leadership	ML159	Brain Training and Maximising your Potential	17-21 Feb	February	London	5500
Management and Leadership	ML122	Leading Creatively and Proactively	17-21 Feb	February	Kuala Lumpur	5500
Administration and Secretarial	AD112	Communication and Presentation Skills	23-27 Feb	February	Dubai	4500
Contracts Management	CM114	Introduction to Business Contracts: A Practical Guide	23-27 Feb	February	Dubai	4500
Human Resources	HR122	Strategic HR Business Partner	23-27 Feb	February	Dubai	4500
Human Resources	HR126	Organisation and Career Development Planning in the Public Sector	23-27 Feb	February	Dubai	4500
Oil and Gas	OG126	Understanding Global Upstream Operations	23-27 Feb	February	Dubai	4500
Quality, Health and Safety	HS123	Security Mangement Planning and Asset Protection	23-27 Feb	February	Dubai	4500
Finance and Accounting	FI150	Investment Risk and Risk Avoidance in Pension Industry	24-28 Feb	February	Nairobi	4500
Administration and Secretarial	AD113	The Senior Secretary Development Programme	01-05 Mar	March	Dubai	4500
Finance and Accounting	FI115	Financial Management Essentials for Non-Financial Professionals	01-05 Mar	March	Dubai	4500
Human Resources	HR123	Masterclass: Performance Management, Recruitment Selection and Job Evaluation	01-05 Mar	March	Dubai	4500
Information Technology	IT108	Disaster Recovery Planning: Business Continuity	01-05 Mar	March	Dubai	4500
Management and Leadership	ML100	High Performance Leadership and Team Building	01-05 Mar	March	Dubai	4500
Management and Leadership	ML134	Effective Time, Task and Work Planning	01-05 Mar	March	Dubai	4500
Management and Leadership	ML136	Managing Stress and Pressure at Work	01-05 Mar	March	Dubai	4500
Management and Leadership	ML154	Key Managerial Skills for New Managers and Supervisors (3 Days)	01-05 Mar	March	Dubai	4500
Management and Leadership	ML158	Leadership Inside Out	01-05 Mar	March	Dubai	4500
Maintenance Management	MN101	Maintenance Planning, Scheduling and Control	01-05 Mar	March	Dubai	4500
Maintenance Management	MN115	Preparation for Risk Management Professional	01-05 Mar	March	Dubai	4500
Mechanical Engineering	ME109	Alignment Methods and Applications	01-05 Mar	March	Dubai	4500
Mechanical Engineering	ME110	ASME Process Piping, Valve, Flanges Classes	01-05 Mar	March	Dubai	4500
Oil and Gas	OG100	Process Plant Start-Up, Commissioning and Troubleshooting	01-05 Mar	March	Dubai	4500
Oil and Gas	OG116	Fundamentals of Natural Gas	01-05 Mar	March	Dubai	4500
Oil and Gas	OG120	Crude Oil Storage, management, Handling, Measurement and Loss	01-05 Mar	March	Dubai	4500
Oil and Gas	OG123	Best Practices: FLNG Operations and Maintenance	01-05 Mar	March	Dubai	4500
Project Management	PM104	Advanced Project Management	01-05 Mar	March	Dubai	4500
Purchasing Management	MM101	Warehouse Operations and Management	01-05 Mar	March	Dubai	4500



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Quality, Health and Safety	HS117	ISO 9001: Lead Auditor Training	01-05 Mar	March	Dubai	4500
Human Resources	HR103	Managing the HR Department Proactively	02-06 Mar	March	London	5500
Contracts Management	CM106	Contract Management Masterclass	02-06 Mar	March	London	5500
Contracts Management	CM117	The 10-Day Contract and Project Management Masterclass	02-13 Mar	March	London	11000
Finance and Accounting	FI151	Managing Pension Fund and Investments in a Developing Economy	02-06 Mar	March	Nairobi	4500
Management and Leadership	ML102	Putting Strategy into Action	02-06 Mar	March	Kigali	4500
Management and Leadership	ML115	The Art of People Leadership	02-06 Mar	March	London	5500
Management and Leadership	ML116	The Art of People Leadership and Management	02-13 Mar	March	London	11000
Management and Leadership	ML160	Deep Change Leadership Alignment	02-06 Mar	March	Bangkok	5500
Management and Leadership	ML169	The Future Leaders Program (10 Days)	02-13 Mar	March	Bangkok	11000
Administration and Secretarial	AD104	Effective Business Writing Skills	08-12 Mar	March	Dubai	4500
Customer Service	CS102	Creating and Developing a Total Service Culture	08-12 Mar	March	Dubai	3750
Finance and Accounting	FI100	Budgeting, Forecasting and Business Planning	08-12 Mar	March	Dubai	4500
Finance and Accounting	FI123	Internal Audit Excellence Programme	08-12 Mar	March	Dubai	4500
Information Technology	IT106	Effective IT Strategy and Planning	08-12 Mar	March	Dubai	4500
Finance and Accounting	FI137	The 10-Day Internal Audit Mini MBA Program	08-19 Mar	March	Dubai	9000
Management and Leadership	ML151	Creating a Happy and Positive Work Culture	08-12 Mar	March	Dubai	4500
Management and Leadership	ML166	The Puzzle of Motivation	08-12 Mar	March	Dubai	4500
Mechanical Engineering	ME100	Pumps and Compressors: Operation, Maintenance and Troubleshooting	08-12 Mar	March	Dubai	3750
Mechanical Engineering	ME103	Inventory Management Techniques	08-12 Mar	March	Dubai	4500
Oil and Gas	OG115	Fundamentals of Oil and Gas for Beginners	08-12 Mar	March	Dubai	4500
Project Management	PM113	Advanced Project Economics, Risk and Performance Management - 10 Days	08-19 Mar	March	Dubai	9000
Public Relations	PR104	Effective Government Relations	08-12 Mar	March	Dubai	4500
Purchasing Management	MM102	Warehouse Operations and Inventory Management	08-19 Mar	March	Dubai	9000
Purchasing Management	MM112	Unlocking Procurement Potentials	08-12 Mar	March	Dubai	4500
Quality, Health and Safety	HS107	Fundamentals of Safety and Loss Prevention	08-12 Mar	March	Dubai	4500
Finance and Accounting	FI131	Pension Management and Administration	09-13 Mar	March	London	5500
Finance and Accounting	FI149	Regulatory Compliance for Pension Managers and Administrators	09-13 Mar	March	Kigali	4500
Human Resources	HR125	Linking Training to Organizational Goals	09-13 Mar	March	London	5500
Management and Leadership	ML117	The Art of People Management	09-13 Mar	March	London	5500
Management and Leadership	ML135	The Power of Positive Thinking and Attitude	09-13 Mar	March	London	5500
Management and Leadership	ML165	Executive Leadership Workshop	09-13 Mar	March	Bangkok	5500
Project Management	PM105	Project Management Masterclass	09-13 Mar	March	London	5500
Finance and Accounting	FI101	Essential Budget Preparation Skills	15-19 Mar	March	Dubai	4500
Finance and Accounting	FI136	Implementing Data Analytics in Internal Audit	15-19 Mar	March	Dubai	4500
Human Resources	HR100	Training Strategy, Needs, Analysis, Implementation and Evaluation	15-19 Mar	March	Dubai	4500
Human Resources	HR108	Advanced Employee Relations	15-19 Mar	March	Dubai	4500
Management and Leadership	ML126	Powerful Presentation and Public Speaking Skills	15-19 Mar	March	Dubai	4500
Management and Leadership	ML140	Leadership through Self-Mastery: Leadership, Communication and Interpersonal Skills	15-19 Mar	March	Dubai	4500
Oil and Gas	OG122	LNG Supply, Demand and Pricing	15-19 Mar	March	Dubai	4500
Oil and Gas	OG135	Fundamentals of Refining Economics	15-19 Mar	March	Dubai	4500

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Category	Ref Code	Course Title	Dates	Week	Venue	Fees (USD)
Project Management	PM110	Project Management Professional (PMP) Exam Preparation	15-19 Mar	March	Dubai	4500
Public Relations	PR103	Creating Social Media Communication	15-19 Mar	March	Dubai	4500
Purchasing Management	MM115	Mastering Procurement Negotiation Skills	15-19 Mar	March	Dubai	4500
Quality, Health and Safety	HS108	Advanced Process of Hazards Analysis	15-19 Mar	March	Dubai	4500
Quality, Health and Safety	HS124	Process Hazard Analysis (PHA) Method and Leadership	15-19 Mar	March	Dubai	4500
Finance and Accounting	FI152	Maximising Pension Fund Scheme Investing in Private Equity and Infrastructure	16-20 Mar	March	Kigali	4500
Human Resources	HR116	Modern Trends in HR Management	16-20 Mar	March	Miami	5500
Management and Leadership	ML131	Diversity in the Workplace: Igniting Passion and Creating Stronger Relationships	16-20 Mar	March	Kuala Lumpur	5500
Oil and Gas	OG124	Operations and Management of Oil and Gas Marine Terminals	16-20 Mar	March	London	5500
Administration and Secretarial	AD110	Sales and Account Management	22-26 Mar	March	Dubai	4500
Contracts Management	CM120	Contracts Management Essential for Non-Contracts Management Professional	22-26 Mar	March	Dubai	4500
Contracts Management	CM116	Contracting in the Public Sector: Regulations, Ethical Standards and Processes	22-26 Mar	March	Dubai	4500
Finance and Accounting	FI103	Budgeting and Costing for Decision Making	22-26 Mar	March	Dubai	4500
Human Resources	HR105	Effective Performance Management	22-26 Mar	March	Dubai	4500
Management and Leadership	ML105	Managing Conflict, Change and Handling Difficult People	22-26 Mar	March	Dubai	4500
Management and Leadership	ML124	Memory Training, Speed Reading and Mind Mapping: Maximising your Potential	22-26 Mar	March	Dubai	4500
Management and Leadership	ML156	Management Skills and Techniques for Engineers	22-26 Mar	March	Dubai	4500
Maintenance Management	MN112	Custody Transfer and Fiscal Metering	22-26 Mar	March	Dubai	4500
Maintenance Management	MN118	Working Safely	22-26 Mar	March	Dubai	4500
Oil and Gas	OG103	Water Flooding: Concepts and Best Practices	22-26 Mar	March	Dubai	4500
Oil and Gas	OG111	Integrated Auditing	22-26 Mar	March	Dubai	4500
Project Management	PM108	Technical Project Management	22-26 Mar	March	Dubai	4500
Quality, Health and Safety	HS113	Laboratory Quality Management (ISO 17025: 2005): SOP, Accreditation, Documentation and Auditing	22-26 Mar	March	Dubai	4500
Quality, Health and Safety	HS109	Integrated SHEQ Auditing: Achieving Professional Excellence	22-26 Mar	March	Dubai	4500
Management and Leadership	ML132	Leading and Managing Change: Facilitating Strategic, Tactical and Operational Transformation	23-27 Mar	March	Kuala Lumpur	5500
Project Management	PM109	Mastering Project Management: Project Monitoring, Reporting and Control	23-27 Mar	March	Kuala Lumpur	5500
Administration and Secretarial	AD106	Comprehensive Behavioural, Administrative and Technical Skills for Office Management	29-02 Mar	March	Dubai	4500
Administration and Secretarial	AD109	Information Management-Corporate Governance and Implementing Codes of Practice	29-02 Mar	March	Dubai	4500
Contracts Management	CM108	Managing the Competitive Bidding Process	29-02 Mar	March	Dubai	4500
Finance and Accounting	FI105	Cash Flow Forecasting, Planning and Management	29-02 Mar	March	Dubai	4500
Finance and Accounting	FI129	Bond, Capital Investment and Risk Management Audit	29-02 Mar	March	Dubai	4500
Information Technology	IT104	IT Security Governance	29-02 Mar	March	Dubai	4500
Management and Leadership	ML123	The Proactive Professional	29-02 Mar	March	Dubai	4500
Management and Leadership	ML129	Root Cause Analysis and Problem Solving	29-02 Mar	March	Dubai	4500
Maintenance Management	MN109	Fundamentals and Best Maintenance Practices for Centrifugal and Reciprocating Compressors	29-02 Mar	March	Dubai	4500
Oil and Gas	OG102	Petroleum Projects Economics and Risk Analysis	29-02 Mar	March	Dubai	4500
Administration and Secretarial	AD103	Masterclass: Records Management Lifecycle	30-03 Mar	March	Sydney	6500
Administration and Secretarial	AD100	Competitive Office Management and Administration Skills	05-09 Apr	April	Dubai	4500
Electrical Engineering	EE105	Masterclass: Start-up, Commissioning and testing of Electrical Systems	05-09 Apr	April	Dubai	4500
Finance and Accounting	FI116	Internal Finance Reporting Standards (IFRS)	05-09 Apr	April	Dubai	4500
Finance and Accounting	FI144	Business Intelligence and Analytics for Finance Professionals	05-09 Apr	April	Dubai	4500



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Human Resources	HR110	The Design, Development and Implementation of Competencies	05-09 Apr	April	Dubai	4500
Human Resources	HR118	Certified Performance Management Professional	05-09 Apr	April	Dubai	4500
Human Resources	HR121	Managing HR in the Oil and Gas Industry	05-09 Apr	April	Dubai	4500
Management and Leadership	ML102	Putting Strategy into Action	05-09 Apr	April	Dubai	4500
Management and Leadership	ML108	Advanced Supervisory Skills	05-09 Apr	April	Dubai	4500
Management and Leadership	ML130	Continuous Process Improvement: Defining, Achieving and Managing Business Processes	05-09 Apr	April	Dubai	4500
Maintenance Management	MN110	Fundamentals and Replacement of Mechanical Seals	05-09 Apr	April	Dubai	4500
Mechanical Engineering	ME106	Vibration Theory, Instruments and Measurements and Diagnosis	05-09 Apr	April	Dubai	4500
Oil and Gas	OG133	Crude Oil Marketing and Economics	05-09 Apr	April	Dubai	4500
Project Management	PM106	Project Management: Tools and Techniques	05-09 Apr	April	Dubai	4500
Purchasing Management	MM104	Effective Procurement Skills	05-09 Apr	April	Dubai	4500
Purchasing Management	MM105	Procurement and Supply Chain Management	05-16 Apr	April	Dubai	4500
Quality, Health and Safety	HS111	Health and Safety Management in the Oil and Gas Industry	05-09 Apr	April	Dubai	4500
Contracts Management	CM118	Masterclass: Oil and Gas Contracting	06-10 Apr	April	London	5500
Management and Leadership	ML149	Decision Making and Problem Solving	06-10 Apr	April	Houston	6500
Management and Leadership	ML153	Management by Metrics: Managing with Confidence	06-10 Apr	April	London	5500
Management and Leadership	ML163	The Strategic Leader: Organizational and Management Reality	06-10 Apr	April	Houston	6500
Management and Leadership	ML167	Leading Business in the Future	06-10 Apr	April	Houston	6500
Management and Leadership	ML170	Excellence in Leadership (10 Days)	06-17 Apr	April	Dubai	11000
Public Relations	PR105	Strategic Event Management	06-10 Apr	April	London	5500
Customer Service	CS103	Improving Customer Service	12-16 Apr	April	Dubai	4500
Finance and Accounting	FI119	Data Analysis Techniques	12-16 Apr	April	Dubai	4500
Finance and Accounting	FI127	Fundamentals of Investing in the Oil and Gas Industry	12-16 Apr	April	Dubai	4500
Human Resources	HR109	Social Media Recruitment Strategies	12-16 Apr	April	Dubai	4500
Management and Leadership	ML105	Managing conflict, Change and Handling Difficult People	12-16 Apr	April	Dubai	4500
Management and Leadership	ML121	Corporate Ethics and Compliance	12-16 Apr	April	Dubai	4500
Management and Leadership	ML125	Organisational Culture and Change Management	12-16 Apr	April	Dubai	4500
Management and Leadership	ML172	Due Diligence in the Petroleum Business: Managing Joint Ventures and Evaluating Potential Investors	12-16 Apr	April	Dubai	4500
Maintenance Management	MN111	Fundamentals of Diesel Engines and Best Maintenance Practices	12-16 Apr	April	Dubai	4500
Mechanical Engineering	ME104	Concrete and Steel Construction: Quality control and Quality Assurance	12-16 Apr	April	Dubai	4500
Mechanical Engineering	ME105	Offshore Structures: Design, Construction and Maintenance	12-16 Apr	April	Dubai	4500
Quality, Health and Safety	HS101	HAZOP Study for Team Leaders	12-16 Apr	April	Dubai	4500
Oil and Gas	OG104	Fundamental of Oil and Gas Industry	12-16 Apr	April	Dubai	4500
Oil and Gas	OG117	Fundamentals of Midstream Oil and Gas	12-16 Apr	April	Dubai	4500
Project Management	PM112	Project Management for the oil and Gas Industry	12-16 Apr	April	Dubai	4500
Purchasing Management	MM106	Effective Supply Chain Management	12-16 Apr	April	Dubai	4500
Finance and Accounting	FI130	Risk Focussed Approach for Pension Fund Management and Supervision	13-17 Apr	April	London	5500
Finance and Accounting	FI153	Masterclass: Pension Governance, Risk Management and Compliance	13-17 Apr	April	Accra, Ghana	4500
Management and Leadership	ML118	Advanced Leadership: Motivation, Delegation and Problem Solving	13-17 Apr	April	Costa Mena, USA	6500
Management and Leadership	ML133	The Art of Advanced Communication and Influencing	13-17 Apr	April	London	5500
Management and Leadership	ML144	Advanced Leadership and Management Skills	13-17 Apr	April	Costa Mena, USA	6500



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Management and Leadership	ML146	The 10 Essential Skills for Successful Management	13-17 Apr	April	London	5500
Management and Leadership	ML162	TEI Global Senior Management Retreat	13-17 Apr	April	London	5500
Oil and Gas	OG136	Masterclass: Oil Spill Response	13-17 Apr	April	Houston	6500
Electrical Engineering	EE106	Operations Management: Transmission and Distribution	19-23 Apr	April	Dubai	4500
Finance and Accounting	FI125	Advanced Financial Planning and Control	19-23 Apr	April	Dubai	4500
Finance and Accounting	FI154	Risk Management, Internal Control and Fraud Prevention	19-23 Apr	April	Dubai	4500
Finance and Accounting	FI155	Forensic and Investigative Audit Techniques for Auditors	19-23 Apr	April	Dubai	4500
Management and Leadership	ML127	Dynamics of Leadership	19-23 Apr	April	Dubai	4500
Management and Leadership	ML168	Entrepreneurial Thinking	19-23 Apr	April	Dubai	4500
Management and Leadership	ML143	Lean six Sigma Boot Camp	19-23 Apr	April	Dubai	4500
Management and Leadership	ML106	Controlling your Time, Stress and Managing Multiple Tasks	19-23 Apr	April	Dubai	4500
Maintenance Management	MN113	Advanced Process HAZOP	19-23 Apr	April	Dubai	4500
Maintenance Management	MN116	Process Control Engineering	19-23 Apr	April	Dubai	4500
Oil and Gas	OG106	Petroleum Engineering for Non-Petroleum Engineers	19-23 Apr	April	Dubai	4500
Oil and Gas	OG113	Fundamentals of Crude Oil and Terminal Operations	19-23 Apr	April	Dubai	4500
Project Management	PM103	Advanced Project and Construction Management	19-23 Apr	April	Dubai	4500
Purchasing Management	MM107	Developing and Evaluating Construction Procurement Strategies	19-23 Apr	April	Dubai	4500
Quality, Health and Safety	HS104	Emergency Response and Crisis Management	19-23 Apr	April	Dubai	4500
Quality, Health and Safety	HS118	Advanced Leadership in Health and Safety - 10 Days	19-30 Apr	April	Dubai	9000
Finance and Accounting	FI132	The Global Finance Leaders Program	20-24 Apr	April	London	5500
Human Resources	HR101	Innovation and New Techniques in HR Management	20-24 Apr	April	Miami	6500
Human Resources	HR124	Woman Empowerment and Leadership	20-24 Apr	April	London	5500
Oil and Gas	OG112	International Oil Supply and Trading	20-24 Apr	April	London	5500
Electrical Engineering	EE102	Advanced Power System Protection	26-30 Apr	April	Dubai	4500
Finance and Accounting	FI120	Internal Auditing of the Accounting and Finance Functions	26-30 Apr	April	Dubai	4500
Human Resources	HR104	The Manpower Planning Masterclass	26-30 Apr	April	Dubai	4500
Human Resources	HR119	Mastering HR Skills	26-30 Apr	April	Dubai	4500
Management and Leadership	ML114	Achieving Personal and Professional Excellence	26-30 Apr	April	Dubai	4500
Management and Leadership	ML120	Advanced Management: Creativity, Critical Thinking and Decision Making	26-30 Apr	April	Dubai	4500
Maintenance Management	MN106	Inspection and Maintenance of Subsea Pipelines and Offshore Structures	26-30 Apr	April	Dubai	4500
Maintenance Management	MM108	Advanced Logistics and Transportation	26-30 Apr	April	Dubai	4500
Oil and Gas	OG107	Surface Production Facility Operation	26-30 Apr	April	Dubai	4500
Quality, Health and Safety	HS100	Incident and Accident Investigation	26-30 Apr	April	Dubai	4500
Management and Leadership	ML120	Advanced Management: Creativity, Critical Thinking and Decision Making	27-31 Apr	April	Houston	6500
Finance and Accounting	FI151	Managing Pension Fund and Investments in a Developing Economy	01-05 Jun	June	Accra, Ghana	4500
Contracts Management	CM110	Contractors and Suppliers: Evaluation, Selection, Management and Control	07-11 Jun	June	Dubai	4500
Finance and Accounting	FI114	Managing and Organising Accounts Payable Function	07-11 Jun	June	Dubai	4500
Human Resources	HR102	The Effective Training Coordinator	07-11 Jun	June	Dubai	4500
Human Resources	HR114	Succession Planning: Roadblocks and Strategies to get past them	07-11 Jun	June	Dubai	4500
Information Technology	IT105	ITIL Foundation Course	07-11 Jun	June	Dubai	4500
Management and Leadership	ML109	Masterclass: Leadership and Management Skills	07-11 Jun	June	Dubai	4500



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Management and Leadership	ML141	Leadership, Critical Thinking and Innovation for Workplace Excellence	07-11 Jun	June	Dubai	4500
Management and Leadership	ML145	Lead as a Hero	07-11 Jun	June	Dubai	4500
Maintenance Management	MN114	Gas Flow Measurements	07-11 Jun	June	Dubai	4500
Oil and Gas	OG131	Downstream Economics Management	07-11 Jun	June	Dubai	4500
Oil and Gas	OG134	Price Risk Management in Energy Markets	07-11 Jun	June	Dubai	4500
Project Management	PM100	Basic Project Management	07-11 Jun	June	Dubai	4500
Public Relations	PR100	Protocol and Event Management	07-11 Jun	June	Dubai	4500
Purchasing Management	MM109	Procurement and Tendering Best Practices	07-11 Jun	June	Dubai	4500
Quality, Health and Safety	HS102	Safety Audits and Inspection	07-11 Jun	June	Dubai	4500
Finance and Accounting	FI145	Masterclass: Fraud and Forgery Prevention, Detection and Investigation	08-12 Jun	June	Houston	6500
Finance and Accounting	FI150	Investment Risk and Risk Avoidance in Pension Industry	08-12 Jun	June	Accra, Ghana	4500
Finance and Accounting	FI107	Advanced Budgeting and Operational Cost Control	08-12 Jun	June	London	5500
Human Resources	HR106	Mastering HR Department and Personnel Management	08-12 Jun	June	London	5500
Human Resources	HR112	Employee Counselling	08-12 Jun	June	Houston	6500
Management and Leadership	ML137	The Power of Negotiation, Persuasion and Critical Thinking	08-12 Jun	June	Kuala Lumpur	5500
Management and Leadership	ML139	Advanced People Management and Team Leadership Skills	08-12 Jun	June	London	5500
Management and Leadership	ML148	The Art of Personal Effectiveness and Positive Habits	08-12 Jun	June	London	5500
Oil and Gas	OG118	Dynamics of LNG Industry	08-12 Jun	June	Houston	6500
Finance and Accounting	FI126	Fundamentals of Oil and Gas Accounting	14-18 Jun	June	Dubai	4500
Finance and Accounting	FI133	The 10 Day Financial Excellence Program	14-18 Jun	June	Dubai	4500
Management and Leadership	ML157	Mastering Facilitation Skills	14-18 Jun	June	Dubai	4500
Human Resources	HS103	Environment and Waste Management	14-18 Jun	June	Dubai	4500
Human Resources	HR107	Job Analysis and Job Evaluation	14-18 Jun	June	Dubai	4500
Management and Leadership	ML152	Strategic Branding	14-18 Jun	June	Dubai	4500
Maintenance Management	IT103	IT Project Management	14-18 Jun	June	Dubai	4500
Maintenance Management	MN112	Custody Transfer and Fiscal Metering	14-18 Jun	June	Dubai	4500
Maintenance Management	MN102	Shutdown and Turnarounds Management	14-18 Jun	June	Dubai	4500
Oil and Gas	OG121	Natural Gas Production, Processing and Transportaion	14-18 Jun	June	Dubai	4500
Oil and Gas	OG128	Integrated Reservoir Management (Upstream)	14-18 Jun	June	Dubai	4500
Project Management	PM101	Managing Multiple Projects	14-18 Jun	June	Dubai	4500
Public Relations	PR101	Public Relations and Media Skills	14-18 Jun	June	Dubai	4500
Purchasing Management	MM110	Logistics Management of Aviation, Ships, Marine and Ports	14-18 Jun	June	Dubai	4500
Finance and Accounting	FI117	Finance, Risk Management and Corporate Governance (Mini MBA)	15-19 Jun	June	Houston	6500
Finance and Accounting	FI133	The 10 Day Financial Excellence Program	15-26 Jun	June	Houston	6500
Finance and Accounting	FI152	Maximising Pension Fund Scheme Investing in Private Equity and Infrastructure	15-19 Jun	June	Accra, Ghana	4500
Human Resources	HR116	Modern Trends in HR Management	15-19 Jun	June	London	5500
Human Resources	HR120	The Role of Training Coordinator: Promoting, Coordinating and Evaluating	15-19 Jun	June	London	5500
Management and Leadership	ML104	Mastering Strategy and Business Planning	15-19 Jun	June	Houston	6500
Management and Leadership	ML122	Leading Creatively and Proactively	15-19 Jun	June	Miami	6500
Management and Leadership	ML160	Deep Change Leadership Alignment	15-19 Jun	June	Bangkok	5500
Management and Leadership	ML169	The Future Leaders Program (10 Days)	15-26 Jun	June	Bangkok	5500

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Contracts Management	CM119	Service Level Agreements	21-25 Jun	June	Dubai	4500
Customer Service	CS100	The Art of Customer Service Management	21-25 Jun	June	Dubai	4500
ELectrical Engineering	EE104	Electrical Equipment: Selection, Operation, Inspection and Maintenance	21-25 Jun	June	Dubai	4500
Finance and Accounting	FI121	Financial Statement Analysis of th Public Sector	21-25 Jun	June	Dubai	4500
Finance and Accounting	FI147	Masterclass: Anti-Corruption and Anti-Bribery	21-25 Jun	June	Dubai	4500
Finance and Accounting	FI131	Pension Management and Administration	21-25 Jun	June	Dubai	4500
Human Resources	HR113	Being a Strategic HR Partner	21-25 Jun	June	Dubai	4500
Human Resources	HR111	Strategic HR Audit	21-25 Jun	June	Dubai	4500
Management and Leadership	ML142	Work Life Balance: Maximising Productivity and Quality of Life	21-25 Jun	June	Dubai	4500
Maintenance Management	MN107	Pipeline Protection: Design, Construction, Installation, Operation and Maintenance	21-25 Jun	June	Dubai	4500
Maintenance Management	MN108	Pipeing Engineering	21-25 Jun	June	Dubai	4500
Maintenance Management	MN120	Modern Trends in Maintenance Management	21-25 Jun	June	Dubai	4500
Mechanical Engineering	ME107	Storage Tank Design, Constuction and Maintenance	21-25 Jun	June	Dubai	4500
Oil and Gas	OG126	Understanding Global Upstream Operations	21-25 Jun	June	Dubai	4500
Project Management	PM102	Project Planning, Scheduling and Cost Control	21-25 Jun	June	Dubai	4500
Purchasing Management	MM113	Effective Purchasing and Contract Negotiations	21-25 Jun	June	Dubai	4500
Quality, Health and Safety	HS106	Process Risk Assessment Management	21-25 Jun	June	Dubai	4500
Quality, Health and Safety	HS120	Working at Heights and Fall Protection	21-25 Jun	June	Dubai	4500
Quality, Health and Safety	HS121	Oil Spill Management and Emergency Response	21-25 Jun	June	Dubai	4500
Finance and Accounting	FI149	Regulatory Compliance for Pension Managers and Administrators	22-26 Jun	June	Mauritius	4500
Finance and Accounting	FI118	Accounting, Descision Making and Financial Communication (Mini MBA)	22-26 Jun	June	Houston	6500
Management and Leadership	ML165	Executive Leadership Workshop	22-26 Jun	June	Bangkok	5500
Management and Leadership	ML149	Descision Making and Problem Solving	22-26 Jun	June	Miami	6500
Finance and Accounting	FI134	Governance, Risk and Compliance	28-02 Jun	June	Dubai	4500
Finance and Accounting	FI135	Introduction to Investment Management	28-02 Jun	June	Dubai	4500
Management and Leadership	ML107	Advanced Negotiation Skills and Deal Making Strategies	28-02 Jun	June	Dubai	4500
Management and Leadership	ML138	Advanced Teamwork and Cooperation Skills: Building Skills for Working in Teams	28-02 Jun	June	Dubai	4500
Maintenance Management	MN101	Maintenance Planning, Scheduling and Control	28-02 Jun	June	Dubai	4500
Oil and Gas	OG100	Process Plant Start-Up, Commissioning and Troubleshooting	28-02 Jun	June	Dubai	4500
Oil and Gas	OG109	Oil and Gas Delivery Planning and Loading Operation	28-02 Jun	June	Dubai	4500
Project Management	PM104	Advanced Project Management	28-02 Jun	June	Dubai	4500
Administration and Secretarial	AD102	Developing Professional Skills for Executive Secretaries and PA's	05-09 Jul	July	Dubai	4500
Administration and Secretarial	AD104	Effective Business Writing Skills	05-09 Jul	July	Dubai	4500
Customer Service	CS101	Developing Internal Customer Services	05-09 Jul	July	Dubai	4500
Finance and Accounting	FI123	Internal Audit Excellence Programme	05-09 Jul	July	Dubai	4500
Finance and Accounting	FI137	The 10 Day Internal Audit Minin MBA Program	05-16 Jul	July	Dubai	9000
Finance and Accounting	FI101	Essential Budget Preparation Skills	05-09 Jul	July	Dubai	4500
Information Technology	IT101	Cybercrime and Forensics Management	05-09 Jul	July	Dubai	4500
Information Technology	IT106	Effective IR Strategy and Planning	05-09 Jul	July	Dubai	4500
Management and Leadership	ML151	Creating an Happy and Positive Work Culture	05-09 Jul	July	Dubai	4500
Maintenance Management	MN115	Preparation for Risk Management Professional	05-09 Jul	July	Dubai	4500



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Talent Expertise International | 2020 Public Training Calendar

Category	Ref Code	Course Title	Dates	Week	Venue	Fees (USD)
Oil and Gas	OG108	Gas Chromatograph Maintenance and Troubleshooting	05-09 Jul	July	Dubai	4500
Oil and Gas	OG111	Integrated Auditing	05-09 Jul	July	Dubai	4500
Project Management	PM 111	Project Management Essentials for Non Project Management Professionals	05-09 Jul	July	Dubai	4500
Purchasing Management	MM102	Warehouse Operations and Inventory Management	05-16 Jul	July	Dubai	9000
Purchasing Management	MM101	Warehouse Operations and Management	05-09 Jul	July	Dubai	4500
Quality, Health and Safety	HS105	Industrial Hygiene and Occupational Health	05-09 Jul	July	Dubai	4500
Management and Leadership	ML131	Diversity in the workplace: Igniting Passion and Creating Stronger Relationships	06-10 Jul	July	London	5500
Management and Leadership	ML132	Leading and Managing Change: Facilitating Strategic, Tactical and Operational Transformation	06-10 Jul	July	London	5500
Management and Leadership	ML 118	Advanced Leadership: Motivation, Delegation and Problem Solving	06-10 Jul	July	London	5500
Management and Leadership	ML163	The Strategic Leader: Organizational and Management Reality	06-10 Jul	July	London	5500
Management and Leadership	ML128	Authentic Leadership	06-10 Jul	July	London	5500
Management and Leadership	ML170	Excellence in Leadership (10 Days)	06-17 Jul	July	London	11000
Management and Leadership	ML144	Advanced Leadership and Management Skills	06-17 Jul	July	London	11000
Oil and Gas	OG114	Laytime and Demurrage Masterclass	06-10 Jul	July	London	5500
Contracts Management	CM101	Advanced Contracts and Tenders Management	12-16 Jul	July	Dubai	4500
Contracts Management	CM116	Contracting in the Public Sector: Regulations, Ethical Standards and Processes	12-16 Jul	July	Dubai	4500
Contracts Management	CM104	The 10 Day Contracts and Procurement Management Masterclass	12-23 Jul	July	Dubai	9000
Finance and Accounting	FI115	Financial Management Essentials for Non-Financial Professionals	12-16 Jul	July	Dubai	4500
Finance and Accounting	FI136	Implementing Data Analytics in Internal Audit	12-16 Jul	July	Dubai	4500
Management and Leadership	ML154	Key Managerial Skills for New Managers and Supervisors (3 Days)	12-16 Jul	July	Dubai	4500
Human Resources	HR108	Advanced Employee Relations	12-16 Jul	July	Dubai	4500
Human Resources	HR100	Training Strategy, Needs, Analysis, Implementation and Evaluation	12-16 Jul	July	Dubai	4500
Information Technology	IT104	It Security Governance	12-16 Jul	July	Dubai	4500
Information Technology	IT108	Disaster Recovery Planning: Business Continuity	12-16 Jul	July	Dubai	4500
Management and Leadership	ML153	Management by Metrics: Managing with Confidence	12-16 Jul	July	Dubai	4500
Management and Leadership	ML124	Memory Training, Speed Reading and Mind Mapping: Maximising your Potential	12-16 Jul	July	Dubai	4500
Maintenance Management	MN119	Machinery Failure Analysis, Predictive Maintenance and Problem Solving	12-16 Jul	July	Dubai	4500
Mechanical Engineering	ME100	Pumps and Compressors: Operation, Maintenance and Troubleshooting	12-16 Jul	July	Dubai	4500
Oil and Gas	OG127	Understanding Global Downstream Operations	12-16 Jul	July	Dubai	4500
Oil and Gas	OG132	LNG Ship to Ship Operations	12-16 Jul	July	Dubai	4500
Project Management	PM110	Project Management for Professional (PMP) Exam	12-16 Jul	July	Dubai	4500
Purchasing Management	MM103	Inventory Management Techniques	12-16 Jul	July	Dubai	4500
Purchasing Management	MM111	Supply Chain Risk Management	12-16 Jul	July	Dubai	4500
Quality, Health and Safety	HS112	Safety Instrumented Systems and Emergency Shutdown	12-16 Jul	July	Dubai	4500
Quality, Health and Safety	HS119	Confined Space Awareness and Compliance	12-16 Jul	July	Dubai	4500
Finance and Accounting	FI153	Masterclass: Pension Governance, Risk Management and Compliance	13-17 Jul	July	Kigali	4500
Human Resources	HR115	Recruitment and Selection Skills	13-17 Jul	July	New York	6500
Management and Leadership	ML161	International Oil and Gas Business Management	13-17 Jul	July	Houston	6500
Management and Leadership	ML167	Leading Business in the Future	13-17 Jul	July	London	5500
Management and Leadership	ML120	Advanced Management: Creativity, Critical Thinking and Decision Making	13-17 Jul	July	London	5500
Management and Leadership	ML140	Leadership through Self-Mastery: Leadership, Communication and Interpersonal Skills	13-17 Jul	July	Mauritius	5500

Talent Expertise International | 2020 Public Training Calendar

Category	Ref Code	Course Title	Dates	Week	Venue	Fees (USD)
Oil and Gas	OG124	Operations and Management of Oil and Gas Marine Terminals	13-17 Jul	July	Barcelona	5500
Administration and Secretarial	AD112	Communication and Presentation Skills	19-23 Jul	July	Dubai	4500
Contracts Management	CM105	Procurement Contracts and Supply Chain Management	19-23 Jul	July	Dubai	4500
Electrical Engineering	EE102	Advanced Power System Protection	19-23 Jul	July	Dubai	4500
Finance and Accounting	FI100	Budgeting, Forecasting and Business Planning	19-23 Jul	July	Dubai	4500
Finance and Accounting	FI154	Risk Management, Internal Control and Fraud Prevention	19-23 Jul	July	Dubai	4500
Finance and Accounting	FI138	Executive Corporate Governance Implementation Program	19-23 Jul	July	Dubai	4500
Human Resources	HR117	Certified-Competency Based Interview Professionalism	19-23 Jul	July	Dubai	4500
Human Resources	HR105	Effective Performance Management	19-23 Jul	July	Dubai	4500
Management and Leadership	ML136	Managing Stress and Pressure at Work	19-23 Jul	July	Dubai	4500
Maintenance Management	MN121	Advanced Maintenance Management	19-23 Jul	July	Dubai	4500
Oil and Gas	OG110	Liquefied Gas Handling and Control	19-23 Jul	July	Dubai	4500
Project Management	PM108	Technical Project Management	19-23 Jul	July	Dubai	4500
Purchasing Management	MM114	Modern Procurement Techniques and Best Practices	19-23 Jul	July	Dubai	4500
Quality, Health and Safety	HS111	Health and Safety Management in the Oil and Gas Industry	19-23 Jul	July	Dubai	4500
Management and Leadership	ML100	High Performance Leadership and Team Building	20-24 Jul	July	Miami	6500
Administration and Secretarial	AD113	The Senior Secretary Development Programme	26-30 Jul	July	Dubai	4500
Administration and Secretarial	AD109	Information Management-Corporate Governance and Implementing Codes of Practice	26-30 Jul	July	Dubai	4500
Finance and Accounting	FI139	Blockchain, Bitcoin, Crypto Currency Masterclass	26-30 Jul	July	Dubai	4500
Finance and Accounting	FI140	Treasury and Risk Management Professional	26-30 Jul	July	Dubai	4500
Finance and Accounting	FI119	Data Analysis Techniques	26-30 Jul	July	Dubai	4500
Human Resources	HR118	Certified Performance Management Professional	26-30 Jul	July	Dubai	4500
Human Resources	HR110	The Design, Development and Implementation of Competencies	26-30 Jul	July	Dubai	4500
Maintenance Management	MN118	Working Safely	26-30 Jul	July	Dubai	4500
Public Relations	PR103	Creating Social Media Communication	26-30 Jul	July	Dubai	4500
Finance and Accounting	FI148	Masterclass: Anti Money Laundering	27-31 Jul	July		6500
Human Resources	HR103	Managing the HR Department Proactively	27-31 Jul	July	Geneva	5500
Administration and Secretarial	AD106	Comprehensive Behavioural, Administrative and Technical Skills for Office Management	02-06 Aug	August	Dubai	4500
Finance and Accounting	FI103	Budgeting and Costing for Decision Making	02-06 Aug	August	Dubai	4500
Information Technology	IT102	Data Network Security	02-06 Aug	August	Dubai	4500
Management and Leadership	ML172	Due Diligence in the Petroleum Business: Managing Joint Ventures and Evaluating Potential Investors	02-06 Aug	August	Dubai	4500
Maintenance Management	MN109	Fundamentals and Best Maintenance Practices for Centrifugal and Reciprocating Compressors	02-06 Aug	August	Dubai	4500
Oil and Gas	OG115	Fundamentals of Oil and Gas for Beginners	02-06 Aug	August	Dubai	4500
Oil and Gas	OG129	Crude Oil and Vacuum Distillation	02-06 Aug	August	Dubai	4500
Purchasing Management	MM112	Unlocking Procurement Potentials	02-06 Aug	August	Dubai	4500
Purchasing Management	MM104	Effective Procurement Skills	02-06 Aug	August	Dubai	4500
Quality, Health and Safety	HS100	Incident and Accident Investigation	02-06 Aug	August	Dubai	4500
Contracts Management	CM117	The 10 Day Contracts and Procurement Management Masterclass	03-14 Aug	August	Toronto, Canada	13000
Contracts Management	CM106	Contract Management Masterclass	03-07 Aug	August	Toronto, Canada	6500
Human Resources	HR101	Innovation and New Techniques in HR Management	03-07 Aug	August	Barcelona	5500
Project Management	PM 109	Mastering Project Management: Project Monitoring, Reporting and Control	03-07 Aug	August	London	5500



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Talent Expertise International | 2020 Public Training Calendar

Category	Ref Code	Course Title	Dates	Week	Venue	Fees (USD)
Customer Service	CS102	Creating and Developing a Total Service Culture	09-13 Aug	August	Dubai	4500
Management and Leadership	ML158	Leadership Inside Out	09-13 Aug	August	Dubai	4500
Management and Leadership	ML164	Masterclass Transforming from Manager to Leader	09-13 Aug	August	Dubai	4500
Maintenance Management	MN110	Fundamentals and Replacement of Mechanical Seals	09-13 Aug	August	Dubai	4500
Mechanical Engineering	ME109	Alignment Methods and Applications	09-13 Aug	August	Dubai	4500
Finance and Accounting	FI146	Advanced Risk Management	10-14 Aug	August	Toronto, Canada	6950
Management and Leadership	ML150	Workplace Innovation and Creativity	10-14 Aug	August	Toronto, Canada	6500
Project Management	PM105	Project Management Masterclass	10-14 Aug	August	Toronto, Canada	6500
Customer Service	CS103	Improving Customer Service	16-20 Aug	August	Dubai	4500
Electrical Engineering	EE104	Electrical Equipment: Selection, Operation, Inspection and Maintenance	16-20 Aug	August	Dubai	4500
Finance and Accounting	FI125	Advanced Financial Planning and Control	16-20 Aug	August	Dubai	4500
Human Resources	HR122	Strategic HR Business Partner	16-20 Aug	August	Dubai	4500
Human Resources	HR126	Organisation and Career Development Planning in the Public Sector	16-20 Aug	August	Dubai	4500
Management and Leadership	ML109	Masterclass: Leadership and Management Skills	16-20 Aug	August	Dubai	4500
Mechanical Engineering	ME110	ASME Process Piping, Valve, Flanges Classes	16-20 Aug	August	Dubai	4500
Oil and Gas	OG122	LNG Supply, Demand and Pricing	16-20 Aug	August	Dubai	4500
Project Management	PM113	Advanced Project Economics, Risk and Performance Management - 10 Days	16-27 Aug	August	Dubai	9000
Public Relations	PR100	Protocol and Event Management	16-20 Aug	August	Dubai	4500
Purchasing Management	MM115	Mastering Procurement and Negotiation Skills	16-20 Aug	August	Dubai	4500
Purchasing Management	MM105	Procurement and Supply Chain Management	16-27 Aug	August	Dubai	9000
Purchasing Management	MM106	Effective Supply Chain Management	16-20 Aug	August	Dubai	4500
Quality, Health and Safety	HS102	Safety Audits and Inspection	16-20 Aug	August	Dubai	4500
Quality, Health and Safety	HS118	Advanced Leadership In Health and Safety - 10 Days	16-27 Aug	August	Dubai	4500
Contracts Management	CM115	International Contract Law and Contract Management	17-21 Aug	August	Geneva	5500
Management and Leadership	ML139	Advanced People Management and Team Leadership Skills	17-21 Aug	August	Barcelona	5500
Management and Leadership	ML115	The Art of People Leadership	17-21 Aug	August	Amsterdam	5500
Management and Leadership	ML116	The Art of People Leadership and Management	17-28 Aug	August	Amsterdam	11000
Oil and Gas	OG112	International Oil Supply and Trading	17-21 Aug	August	London	5500
Public Relations	PR105	Strategic Event Management	17-21 Aug	August	London	5500
Finance and Accounting	FI114	Managing and Organising Accounts Payable Function	23-27 Aug	August	Dubai	4500
Finance and Accounting	FI128	Capital Budgeting and Investment Analysis	23-27 Aug	August	Dubai	4500
Human Resources	HR102	The Effective Training Coordinator	23-27 Aug	August	Dubai	4500
Human Resources	HR123	Masterclass: Performance Management, Recruitment Selection and Job Evaluation	23-27 Aug	August	Dubai	4500
Maintenance Management	MN111	Fundamentals of Diesel Engines and Best Maintenance Practices	23-27 Aug	August	Dubai	4500
Management and Leadership	ML142	Work Life Balance: Maximising Productivity and Quality of Life	23-27 Aug	August	Dubai	4500
Oil and Gas	OG120	Crude Oil Storage, Management, Handling, Measurement and Loss	23-27 Aug	August	Dubai	4500
Oil and Gas	OG123	Best Practices: FLNG Operations and Maintenance	23-27 Aug	August	Dubai	4500
Purchasing Management	MM112	Unlocking Procurement Potentials	23-27 Aug	August	Dubai	4500
Quality, Health and Safety	HS122	Offshore Safety and Risk Management Systems	23-27 Aug	August	Dubai	4500
Human Resources	HR112	Employee Counselling	24-28 Aug	August	London	5500
Management and Leadership	ML117	The Art of People Management	24-28 Aug	August	Amsterdam	5500

Talent Expertise International | 2020 Public Training Calendar

Category	Ref Code	Course Title	Dates	Week	Venue	Fees (USD)
Management and Leadership	ML112	Emotional Intelligence and Self-Mastery: Psychology for Effective Leadership	24-28 Aug	August	Nairobi	4950
Administration and Secretarial	AD100	Competitive Office Management and Administration Skills	30-03 Aug	August	Dubai	4500
Contracts Management	CM120	Contracts Management Essential for Non-Contracts Management Professional	30-03 Aug	August	Dubai	4500
Maintenance Management	MN117	Process Safety Engineering	30-03 Aug	August	Dubai	4500
Management and Leadership	ML159	Brain Training and Maximising your Potential	31-04 Aug	August	Toronto, Canada	6500
Human Resources	HR125	Linking Training to Organizational Goals	06-10 Sep	September	Dubai	4500
Maintenance Management	MN101	Maintenance Planning, Scheduling and Control	06-10 Sep	September	Dubai	4500
Maintenance Management	MN116	Process Control Management	06-10 Sep	September	Dubai	4500
Management and Leadership	ML100	High Performance Leadership and Team Building	06-10 Sep	September	Dubai	4500
Management and Leadership	ML104	Mastering Strategy and Business Planning	06-10 Sep	September	Dubai	4500
Management and Leadership	ML147	The Science of Happiness and Positivity	06-10 Sep	September	Dubai	4500
Oil and Gas	OG100	Process Plant Start-Up, Commissioning and Troubleshooting	06-10 Sep	September	Dubai	4500
Oil and Gas	OG116	Fundamentals of Natural Gas	06-10 Sep	September	Dubai	4500
Project Management	PM100	Basic Project Management	06-10 Sep	September	Dubai	4500
Project Management	PM104	Advanced Project Management	06-10 Sep	September	Dubai	4500
Project Management	PM102	Project Planning, Scheduling and Cost Control	06-10 Sep	September	Dubai	4500
Public Relations	PR101	Public Relations and Media Skills	06-10 Sep	September	Dubai	4500
Quality, Health and Safety	HS107	Fundamentals of Safety and Loss Prevention	06-10 Sep	September	Dubai	4500
Contracts Management	CM118	Masterclass: Oil and Gas Contracting	07-11 Sep	September	Houston	6500
Finance and Accounting	FI151	Managing Pension Fund and Investments in a Developing Economy	07-11 Sep	September	Kigali	4500
Management and Leadership	ML141	Leadership, Critical Thinking and Innovation for Workplace Excellence	07-11 Sep	September	New York	6500
Management and Leadership	ML126	Powerful Presentation and Public Speaking Skills	07-11 Sep	September	New York	6500
Management and Leadership	ML146	The 10 Essential Skills for Successful Management	07-18 Sep	September	Barcelona	5500
Finance and Accounting	FI127	Fundamentals of Investing In the Oil and Gas Industry	13-17 Sep	September	Dubai	4500
Finance and Accounting	FI129	Bond, Capital Investment and Risk Management Audit	13-17 Sep	September	Dubai	4500
Human Resources	HR119	Mastering HR Skills	13-17 Sep	September	Dubai	4500
Maintenance Management	MN108	Pipeing Engineering	13-17 Sep	September	Dubai	4500
Management and Leadership	ML166	The Puzzle of Motivation	13-17 Sep	September	Dubai	4500
Management and Leadership	ML145	Lead as a Hero	13-17 Sep	September	Dubai	4500
Management and Leadership	ML105	Managing conflict, Change and Handling Difficult People	13-17 Sep	September	Dubai	4500
Management and Leadership	ML134	Effective Time, Task and Work Planning	13-17 Sep	September	Dubai	4500
Oil and Gas	OG103	Water Flooding: Concepts and Best Practices	13-17 Sep	September	Chicago	6500
Quality, Health and Safety	HS113	Laboratory Quality Management (ISO 17025: 2005):SOP, Accreditation, Documentation and Auditing	13-17 Sep	September	Dubai	4500
Public Relations	PR104	Effective Government Relations	13-17 Sep	September	Dubai	4500
Finance and Accounting	FI130	Risk Focussed Approacn For Pension Fund Management and Supervision	14-18 Sep	September	London	5500
Finance and Accounting	FI150	Investment Risk and Risk Avoidance in Pension Industry	14-18 Sep	September	Kigali	4500
Management and Leadership	ML135	The Power of Positive Thinking and Attitude	14-18 Sep	September	Munich, Germany	5500
Contracts Management	CM108	Managing the Competitive Bidding Process	20-24 Sep	September	Dubai	4500
Human Resources	HR124	Woman Empowerment and Leadership	20-24 Sep	September	Dubai	4500
Maintenance Management	MN113	Advanced Process HAZOP	20-24 Sep	September	Dubai	4500
Management and Leadership	ML157	Mastering Facilitation Skills	20-24 Sep	September	Dubai	4500

Talent Expertise International | 2020 Public Training Calendar

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Oil and Gas	OG104	Fundamentals of Oil and Gas Industry	20-24 Sep	September	Dubai	4500
Purchasing Management	MM107	Developing and Evaluating Construction Procurement Strategies	20-24 Sep	September	Dubai	4500
Quality, Health and Safety	HS108	Advanced Process Hazards Analysis	20-24 Sep	September	Dubai	4500
Administration and Secretarial	AD103	Masterclass: Records Management Lifecycle	21-25 Sep	September	London	5500
Contracts Management	PM109	Mastering Project Management: Project Monitoring, Reporting and Control	21-25 Sep	September	Geneva	5500
Finance and Accounting	FI107	Advanced Budgeting and Operational Cost Control	21-25 Sep	September	Geneva	5500
Finance and Accounting	FI149	Regulatory Compliance for Pension Managers and Administrators	21-25 Sep	September	Harare, Zimbabwe	4500
Management and Leadership	ML150	Workplace Innovation and Creativity	21-25 Sep	September	Miami	6500
Oil and Gas	OG136	Masterclass: Oil Spill Response	21-25 Sep	September	Chicago	6500
Administration and Secretarial	AD104	Effective Business Writing Skills	27-01 Sep	September	Dubai	4500
Administration and Secretarial	AD110	Sales and Account Management	27-01 Sep	September	Dubai	4500
Customer Service	CS100	The Art of Customer Service Management	27-01 Sep	September	Dubai	4500
Finance and Accounting	FI120	Internal Auditing of the Accounting and Finance Functions	27-01 Sep	September	Dubai	4500
Human Resources	HR104	The Manpower Planning Masterclass	27-01 Sep	September	Dubai	4500
Management and Leadership	ML102	Putting Strategy into Action	27-01 Sep	September	Dubai	4500
Management and Leadership	ML123	The Proactive Professional	27-01 Sep	September	Dubai	4500
Mechanical Engineering	ME106	Vibration Theory, Instruments and Measurements and Diagnosis	27-01 Sep	September	Dubai	4500
Oil and Gas	OG111	Integrated Auditing	27-01 Sep	September	Dubai	4500
Finance and Accounting	FI131	Pension Management and Administration	28-02 Sep	September	London	5500
Management and Leadership	ML127	Dynamics of Leadership	28-02 Sep	September	Toronto, Canada	6500
Administration and Secretarial	AD104	Effective Business Writing Skills	04-08 Oct	October	Dubai	4500
Contracts Management	CM110	Contractors and Suppliers: Evaluation, Selection, Management and Control	04-08 Oct	October	Dubai	4500
Finance and Accounting	FI116	International Financial Reporting Standards (IFRS)	04-08 Oct	October	Dubai	4500
Human Resources	HR107	Job Analysis and Job Evaluation	04-08 Oct	October	Dubai	4500
Human Resources	HR121	Managing HR in the Oil and Gas Industry	04-08 Oct	October	Dubai	4500
Information Technology	IT103	IT Project Management	04-08 Oct	October	Dubai	4500
Maintenance Management	MN114	Gas Flow Measurements	04-08 Oct	October	Dubai	4500
Management and Leadership	ML171	Masterclass: Advanced Valve Engineering: Cost Effective Project Initiation, Management and Delivery	04-15 Oct	October	Dubai	9000
Management and Leadership	ML114	Achieving Personal and Professional Excellence	04-08 Oct	October	Dubai	4500
Management and Leadership	ML143	Lean Six Sigma Boot Camp	04-08 Oct	October	Dubai	4500
Mechanical Engineering	ME104	Concrete and Steel Construction: Quality control and Quality Assurance	04-08 Oct	October	Dubai	4500
Mechanical Engineering	ME106	Vibration Theory, Instruments and Measurements and Diagnosis	04-08 Oct	October	Dubai	4500
Oil and Gas	OG106	Petroleum Engineering for Non-Petroleum Engineers	04-08 Oct	October	Dubai	4500
Oil and Gas	OG117	Fundamentals of Midstream Oil and Gas	04-08 Oct	October	Dubai	4500
Quality, Health and Safety	HS101	HAZOP Study for Team Leaders	04-08 Oct	October	Dubai	4500
Finance and Accounting	FI152	Maximising Pension Fund Scheme Investing in Private Equity and Infrastructure	05-09 Oct	October	Nairobi	4500
Information Technology	IT107	IT Risk Management in the Oil and Gas Industry	05-09 Oct	October	London	5500
Management and Leadership	ML148	The Art of Personal Effectiveness and Positive Habits	05-09 Oct	October	Munich, Germany	5500
Electrical Engineering	EE105	Masterclass: Start-up, Commissioning and testing of Electrical Systems	11-15 Oct	October	Dubai	4500
Finance and Accounting	FI132	The Global Finance Leaders Program	11-15 Oct	October	Dubai	4500
Finance and Accounting	FI155	Forensic and Investigative Audit Techniques for Auditors	11-15 Oct	October	Dubai	4500

Talent Expertise International | 2020 Public Training Calendar

Category	Ref Code	Course Title	Dates	Week	Venue	Fees (USD)
Human Resources	HR109	Social Media Recruitment Strategies	11-15 Oct	October	Dubai	4500
Information Technology	IT104	IT Security Governance	11-15 Oct	October	Dubai	4500
Maintenance Management	MN106	Inspection and Maintenance of Subsea Pipelines and Offshore Structures	11-15 Oct	October	Dubai	4500
Management and Leadership	ML108	Advanced Supervisory Skills	11-15 Oct	October	Dubai	4500
Management and Leadership	ML125	Organisational Culture and Change Management	11-15 Oct	October	Dubai	4500
Mechanical Engineering	ME104	Concrete and Steel Construction: Quality control and Quality Assurance	11-15 Oct	October	Dubai	4500
Mechanical Engineering	ME105	Offshore Structures: Design, Construction and Maintenance	11-15 Oct	October	Dubai	4500
Oil and Gas	OG125	Terminal Operations and Planning	11-15 Oct	October	Dubai	4500
Project Management	PM106	Project management: Tools and Techniques	11-15 Oct	October	Dubai	4500
Purchasing Management	MM108	Advanced Logistics and Transportation	11-15 Oct	October	Dubai	4500
Quality, Health and Safety	HS103	Environment and Waste Management	11-15 Oct	October	Dubai	4500
Quality, Health and Safety	HS104	Emergency Response and Crisis Management	11-15 Oct	October	Dubai	4500
Quality, Health and Safety	HS116	OHSAS 18001 - Leader Auditor Training	11-15 Oct	October	Dubai	4500
Human Resources	HR116	Modern Trends in HR Management	12-16 Oct	October	London	5500
Management and Leadership	ML160	Deep Change Leadership Alignment	12-16 Oct	October	London	5500
Management and Leadership	ML133	The Art of Advanced Communication and Influencing	12-16 Oct	October	London	5500
Management and Leadership	ML169	The Future Leaders Program (10 Days)	12-23 Oct	October	London	11000
Contracts Management	CM114	Introductin to Business Contracts: A Practical Guide	18-22 Oct	October	Dubai	4500
Finance and Accounting	FI126	Fundamentals of Oil and Gas Accounting	18-22 Oct	October	Dubai	4500
Finance and Accounting	FI121	Financial Statement Analysis of th Public Sector	18-22 Oct	October	Dubai	4500
Human Resources	HR118	Certified - Performance Management Professional	18-22 Oct	October	Dubai	4500
Human Resources	HR120	The Role of Training Coordinator: Promoting, Coordinating and Evaluating	18-22 Oct	October	Dubai	4500
Maintenance Management	MN102	Shutdowns and Turnarounds Management	18-22 Oct	October	Dubai	4500
Management and Leadership	ML121	Corporate Ethics and Compliance	18-22 Oct	October	Dubai	4500
Oil and Gas	OG107	Surface Production Facility Operation	18-22 Oct	October	Dubai	4500
Management and Leadership	ML163	The Strategic Leader: Organizational and Management Reality	19-23 Oct	October	Bangkok	5500
Management and Leadership	ML 165	Executive Leadership Workshop	19-23 Oct	October	London	5500
Management and Leadership	ML128	Authentic Leadership	19-23 Oct	October	London	5500
Management and Leadership	ML170	Excellence in Leadership (10 Days)	19-30 Oct	October	Bangkok	11000
Administration and Secretarial	AD102	Developing Professional Skills for Executive Secretaries and PA's	25-29 Oct	October	Dubai	4500
Administration and Secretarial	AD106	Comprehensive Behavioural, Administrative and Technical Skills for Office Management	25-29 Oct	October	Dubai	4500
Finance and Accounting	FI141	Financial Management and Optimal Resource Utilization through Process, Controls and Reporting Systems	25-29 Oct	October	Dubai	4500
Finance and Accounting	FI135	Introduction to Investment Management	25-29 Oct	October	Dubai	4500
Maintenance Management	MN120	Modern Trends in Maintenance Management	25-29 Oct	October	Dubai	4500
Management and Leadership	ML164	Masterclass: Transforming from Manager to Leader	25-29 Oct	October	Dubai	4500
Management and Leadership	ML106	Controlling your Time, Stress and Managing Multiple Tasks	25-29 Oct	October	Dubai	4500
Management and Leadership	ML138	Advanced Teamwork and Cooperation Skills: Building Skills for Working in Teams	25-29 Oct	October	Dubai	4500
Mechanical Engineering	ME105	Offshore Structures: Design, Construction and Maintenance	25-29 Oct	October	Dubai	4500
Oil and Gas	OG126	Understanding Global Upstream Operations	25-29 Oct	October	Dubai	4500
Project Management	PM111	Project Management Essentials for Non Project Management Professionals	25-29 Oct	October	Dubai	4500
Project Management	PM103	Advanced Project and Construction Management	25-29 Oct	October	Dubai	4500



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Talent Expertise International | 2020 Public Training Calendar

Category	Ref Code	Course Title	Dates	Week	Venue	Fees (USD)
Purchasing Management	MM113	Effective Purchasing and Contract Negotiations	25-29 Oct	October	Dubai	4500
Purchasing Management	MM109	Procurement and Tendering Best Practices	25-29 Oct	October	Dubai	4500
Quality, Health and Safety	HS109	Integrated SHEQ Auditing: Achieving Professional Excellence	25-29 Oct	October	Dubai	4500
Quality, Health and Safety	HS117	ISO 9001: Lead Auditor Training	25-29 Oct	October	Dubai	4500
Quality, Health and Safety	HS120	Working at Heights and Fall Protection	25-29 Oct	October	Dubai	4500
Quality, Health and Safety	HS121	Oil Spill Management and Emergency Response	25-29 Oct	October	Dubai	4500
Oil and Gas	OG113	Fundamentals of Crude Oil and Terminal Operations	26-30 Oct	October	London	5500
Oil and Gas	OG114	Laytime and Demurrage Masterclass	26-30 Oct	October	London	5500
Administration and Secretarial	AD111	Management Skill for Administrators: Transition from Administration to Management	01-05 Nov	November	Dubai	4500
Customer Service	CS101	Developing Internal Customer Services	01-05 Nov	November	Dubai	4500
Finance and Accounting	FI131	Pension Management and Administration	01-05 Nov	November	Dubai	4500
Finance and Accounting	FI134	Governance, Risk and Compliance	01-05 Nov	November	Dubai	4500
Finance and Accounting	FI154	Risk Management, Internal Control and Fraud Prevention	01-05 Nov	November	Dubai	4500
Management and Leadership	ML154	Key Managerial Skills for New Managers and Supervisors (3 Days)	01-05 Nov	November	Dubai	4500
Management and Leadership	ML151	Creating a Happy and Positive Work Culture	01-05 Nov	November	Dubai	4500
Maintenance Management	MN118	Working Safely	01-05 Nov	November	Dubai	4500
Maintenance Management	MN109	Fundamentals and Best Maintenance Practices for Centrifugal and Reciprocating Compressors	01-05 Nov	November	Dubai	4500
Mechanical Engineering	ME100	Pumps and Compressors: Operation, Maintenance and Troubleshooting	01-05 Nov	November	Dubai	4500
Oil and Gas	OG108	Gas Chromatograph Maintenance and Troubleshooting	01-05 Nov	November	Dubai	4500
Project Management	PM112	Project Management for Oil and Gas Industry	01-05 Nov	November	Dubai	4500
Quality, Health and Safety	HS105	Industrial Hygiene and Occupational Health	01-05 Nov	November	Dubai	4500
Management and Leadership	ML137	The Power of Negotiation, Persuasion and Critical Thinking	02-06 Nov	November	Barcelona	5500
Management and Leadership	ML148	The Art of Personal Effectiveness and Positive Habits	02-06 Nov	November	London	5500
Administration and Secretarial	AD112	Communication and Presentation Skills	08-12 Nov	November	Dubai	4500
Electrical Engineering	EE102	Advanced Power system Protection	08-12 Nov	November	Dubai	4500
Finance and Accounting	FI138	Executive Corporate Governance Implementation Program	08-12 Nov	November	Dubai	4500
Finance and Accounting	FI139	Blockchain, Bitcoin, Crypto Currency Masterclass	08-12 Nov	November	Dubai	4500
Finance and Accounting	FI145	Masterclass: Fraud and Forgery Prevention, Detection and Investigation	08-12 Nov	November	Dubai	4500
Human Resources	HR113	Being a Strategic HR Partner	08-12 Nov	November	Dubai	4500
Information Technology	IT108	Disaster Recovery Planning: Business Continuity	08-12 Nov	November	Dubai	4500
Maintenance Management	MN110	Fundamentals and Replacement of Mechanical Seals	08-12 Nov	November	Dubai	4500
Mechanical Engineering	ME100	Pumps and Compressors: Operation, Maintenance and Troubleshooting	08-12 Nov	November	Dubai	4500
Oil and Gas	OG119	Gas Conditioning and Processing	08-12 Nov	November	Dubai	4500
Oil and Gas	OG127	Understanding Global Downstream Operations	08-12 Nov	November	Dubai	4500
Project Management	PM102	Project Planning, Scheduling and Cost Control	08-12 Nov	November	Dubai	4500
Purchasing Management	MM101	Warehouse Operations and Management	08-12 Nov	November	Dubai	4500
Purchasing Management	MM114	Modern Procurement Techniques and Best Practices	08-12 Nov	November	Dubai	4500
Purchasing Management	MM102	Warehouse Operations and Inventory Management	08-19 Nov	November	Dubai	9000
Contracts Management	CM104	The 10 Day Contracts and Procurement Management Masterclass	09-20 Nov	November	Chicago	6500
Finance and Accounting	FI142	Financial Statements, Analysis and Interpretation	09-13 Nov	November	Houston	6500
Finance and Accounting	FI133	The 10 Day Financial Excellence Program	09-20 Nov	November	London	5500



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Talent Expertise International | 2020 Public Training Calendar

Category	Ref Code	Course Title	Dates	Week	Venue	Fees (USD)
Management and Leadership	ML139	Advanced People Management and Team Leadership Skills	09-13 Nov	November	Miami	6500
Management and Leadership	ML131	Diversity in the Workplace: Igniting Passion and Creating Stronger Relationships	09-13 Nov	November	London	5500
Administration and Secretarial	AD113	The Senior Secretary Development Programme	15-9 Nov	November	Dubai	4500
Contracts Management	CM119	Service Level Agreements	15-9 Nov	November	Dubai	4500
Electrical Engineering	EE106	Operations Management: Transmission and Distribution	15-9 Nov	November	Dubai	4500
Finance and Accounting	FI144	Business Intelligence and Analytics for Finance Professionals	15-9 Nov	November	Dubai	4500
Finance and Accounting	FI147	Masterclass: Anti-Corruption and Anti-Bribery	15-9 Nov	November	Dubai	4500
Finance and Accounting	FI101	Essential Budget Preparation Skills	15-9 Nov	November	Dubai	4500
Finance and Accounting	FI119	Data Analysis Techniques	15-9 Nov	November	Dubai	4500
Human Resources	HR111	Strategic HR Audit	15-9 Nov	November	Dubai	4500
Human Resources	HR108	Advanced Employee Relations	15-9 Nov	November	Dubai	4500
Human Resources	HR102	The Effective Training Coordinator	15-9 Nov	November	Dubai	4500
Information Technology	IT106	Effective IT Strategy and Planning	15-9 Nov	November	Dubai	4500
Management and Leadership	ML156	Management Skills and Techniques for Engineers	15-9 Nov	November	Dubai	4500
Management and Leadership	ML168	Entrepreneurial Thinking	15-9 Nov	November	Dubai	4500
Management and Leadership	ML129	Root Cause Analysis and Problem Solving	15-9 Nov	November	Dubai	4500
Maintenance Management	MN115	Preparation for Risk Management Professional	15-9 Nov	November	Dubai	4500
Maintenance Management	MN111	Fundamentals of Diesel Engines and Best Maintenance Practices	15-9 Nov	November	Dubai	4500
Oil and Gas	OG109	Oil and Gas Delivery Planning and Loading Operation	15-9 Nov	November	Dubai	4500
Oil and Gas	OG133	Crude Oil Marketing and Economics	15-9 Nov	November	Dubai	4500
Project Management	PM101	Managing Multiple Projects	15-9 Nov	November	Dubai	4500
Purchasing Management	MM103	Inventory Management Techniques	15-9 Nov	November	Dubai	4500
Purchasing Management	MM111	Supply Chain Risk Management	15-9 Nov	November	Dubai	4500
Quality, Health and Safety	HS106	Process Risk Assessment Management	15-9 Nov	November	Dubai	4500
Contracts Management	CM105	Procurement Contracts and Supply Chain Management	16-20 Nov	November	Chicago	6500
Contracts Management	CM101	Advanced Contracts and Tenders Management	16-20 Nov	November	Chicago	6500
Contracts Management	CM115	International Contract Law and Contract Management	16-20 Nov	November	New York	6500
Finance and Accounting	FI150	Investment Risk and Risk Avoidance in Pension Industry	16-20 Nov	November		4500
Finance and Accounting	FI117	Finance, Risk Management and Corporate Governance (Mini MBA)	16-20 Nov	November	Los Angeles	6500
Management and Leadership	ML161	International Oil and Gas Business Management	16-20 Nov	November	Costa Mesa, USA	6500
Management and Leadership	ML132	Leading and Managing Change: Facilitating Strategic, Tactical and Operational Transformation	16-20 Nov	November	Barcelona	5500
Management and Leadership	ML172	Due Diligence in the Petroleum Business: Managing Joint Ventures and Evaluating Potential Investors	16-20 Nov	November	Houston	6500
Management and Leadership	ML144	Advanced Leadership and Management Skills	16-27 Nov	November	New York	13000
Management and Leadership	ML118	Advanced Leadership: Motivation, Delegation and Problem Solving	16-20 Nov	November	New York	6500
Public Relations	PR105	Strategic Event Management	16-20 Nov	November	London	5500
Quality, Health and Safety	HS118	Advanced Leadership In Health and Safety - 10 Days	16-27 Nov	November	London	11000
Finance and Accounting	FI114	Managing and Organising Accounts Payable Function	22-26 Nov	November	Dubai	4500
Finance and Accounting	FI151	Managing Pension Fund and Investments in a Developing Economy	22-26 Nov	November	Dubai	4500
Finance and Accounting	FI140	Treasury and Risk Management Professional	22-26 Nov	November	Dubai	4500
Human Resources	HR117	Certified - Competency Based Interview Professionalism	22-26 Nov	November	Dubai	4500
Management and Leadership	ML130	Continuous Process Improvement: Defining, Achieving and Managing Business Processes	22-26 Nov	November	Dubai	4500



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Talent Expertise International | 2020 Public Training Calendar

Category	Ref Code	Course Title	Dates	Week	Venue	Fees (USD)
Management and Leadership	ML152	Strategic Branding	22-26 Nov	November	Dubai	4500
Management and Leadership	ML107	Advanced Negotiation Skills and Deal Making Strategies	22-26 Nov	November	Dubai	4500
Management and Leadership	ML136	Managing Stress and Pressure at Work	22-26 Nov	November	Dubai	4500
Maintenance Management	MN107	Pipeline Protection: Design, Construction, Installation, Operation and Maintenance	22-26 Nov	November	Dubai	4500
Mechanical Engineering	ME107	Storage Tank Design, Constuction and Maintenance	22-26 Nov	November	Dubai	4500
Oil and Gas	OG121	Natural Gas Production, Processing and Transportaion	22-26 Nov	November	Dubai	4500
Oil and Gas	OG132	LNG Ship to Ship Operations	22-26 Nov	November	Dubai	4500
Oil and Gas	OG135	Fundamentals of Refining Economics	22-26 Nov	November	Dubai	4500
Project Management	PM110	Project Management Professional (PMP) Exam Preparation	22-26 Nov	November	Dubai	4500
Public Relations	PR103	Creating Social Media Communication	22-26 Nov	November	Dubai	4500
Quality, Health and Safety	HS123	Security Management, Planning and Asset Protection	22-26 Nov	November	Dubai	4500
Quality, Health and Safety	HS124	Process Hazard Analysis (PHA) Method and Leadership	22-26 Nov	November	Dubai	4500
Finance and Accounting	FI153	Masterclass: Pension Governance, Risk Management and Compliance	23-27 Nov	November	Mauritius	5500
Finance and Accounting	FI118	Accounting, Descision Making and Financial Communication (Mini MBA)	23-27 Nov	November	Los Angeles	6500
Human Resources	HR106	Mastering HR Department and Personnel Management	23-27 Nov	November	Chicago	6500
Human Resources	HR115	Recruitment and Selection Skills	23-27 Nov	November	Chicago	6500
Management and Leadership	ML162	TEI Global Senior Management Retreat	23-27 Nov	November	Chicago	6500
Management and Leadership	ML120	Advanced Management: Creativity, Critical Thinking and Descision Making	23-27 Nov	November	New York	6500
Management and Leadership	ML167	Leading Business in the Future	23-27 Nov	November	Bangkok	5500
Management and Leadership	ML122	Leading Creatively and Proactively	23-27 Nov	November	Amsterdam	5500
Mechanical Engineering	ME107	Storage Tank Design, Constuction and Maintenance	29-03 Nov	November	Dubai	4500
Customer Service	CS102	Creating and Developing a Total Service Culture	06-10 Dec	December	Dubai	4500
Customer Service	CS103	Improving Customer Service	06-10 Dec	December	Dubai	4500
Contracts Management	CM116	Contracting in the Public Sector: Regulations, Ethical Standards and Processes	06-10 Dec	December	Dubai	4500
Finance and Accounting	FI115	Financial Management Essentials for Non-Financial Professionals	06-10 Dec	December	Dubai	4500
Finance and Accounting	FI123	Internal Audit Excellence Programme	06-10 Dec	December	Dubai	4500
Finance and Accounting	FI125	Advanced Financial Planning and Control	06-10 Dec	December	Dubai	4500
Finance and Accounting	FI148	Masterclass: Anti Money Laundering	06-10 Dec	December	Dubai	4500
Finance and Accounting	FI136	Implementing Data Analytics in Internal Audit	06-10 Dec	December	Dubai	4500
Finance and Accounting	FI137	The 10 Day Internal Audit Mini MBA Program	06-17 Dec	December	Dubai	9000
Finance and Accounting	FI100	Budgeting, Forecasting and Business Planning	06-10 Dec	December	Dubai	4500
Finance and Accounting	FI103	Budgeting and Costing for Descision Making	06-10 Dec	December	Dubai	4500
Human Resources	HR122	Strategic HR Business Partner	06-10 Dec	December	Dubai	4500
Human Resources	HR100	Training Strategy, Needs, Analysis, Implementation and Evaluation	06-10 Dec	December	Dubai	4500
Human Resources	HR105	Effective Performance Management	06-10 Dec	December	Dubai	4500
Information Technology	IT105	ITIL Foundation Course	06-10 Dec	December	Dubai	4500
Maintenance Management	MN119	Machinery Failure Analysis, Predictive Maintenance and Problem Solving	06-10 Dec	December	Dubai	4500
Maintenance Management	MN121	Advanced Maintenance Management	06-10 Dec	December	Dubai	4500
Maintenance Management	MN101	Maintenance Planning, Scheduling and Control	06-10 Dec	December	Dubai	4500
Management and Leadership	ML109	Masterclass: Leadership and Management Skills	06-10 Dec	December	Dubai	4500
Management and Leadership	ML160	Deep Change Leadership Alignment	06-10 Dec	December	Dubai	4500



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Talent Expertise International | 2020 Public Training Calendar

Category	Ref Code	Course Title	Dates	Week	Venue	Fees (USD)
Management and Leadership	ML140	Leadership through Self-Mastery: Leadership, Communication and Interpersonal Skills	06-10 Dec	December	Dubai	4500
Management and Leadership	ML142	Work Life Balance: Maximising Productivity and Quality of Life	06-10 Dec	December	Dubai	4500
Management and Leadership	ML100	High Performance Leadership and Team Building	06-10 Dec	December	Dubai	4500
Management and Leadership	ML158	Leadership Inside Out	06-10 Dec	December	Dubai	4500
Oil and Gas	OG100	Process Plant Start-Up, Commissioning and Troubleshooting	06-10 Dec	December	Dubai	4500
Oil and Gas	OG120	Crude Oil Storage, Management, Handling, Measurement and Loss	06-10 Dec	December	Dubai	4500
Oil and Gas	OG129	Crude Oil and Vacuum Distillation	06-10 Dec	December	Dubai	4500
Oil and Gas	OG130	Overview of Protection Economics	06-10 Dec	December	Dubai	4500
Oil and Gas	OG131	Downstream Economics Management	06-10 Dec	December	Dubai	4500
Oil and Gas	OG102	Petroleum Projects Economics and Risk Analysis	06-10 Dec	December	Dubai	4500
Oil and Gas	OG134	Price Risk Management in Energy Markets	06-10 Dec	December	Dubai	4500
Project Management	PM104	Advanced Project Management	06-10 Dec	December	Dubai	4500
Project Management	PM108	Technical Project Management	06-10 Dec	December	Dubai	4500
Purchasing Management	MM105	Procurement and Supply Chain Management	06-17 Dec	December	Dubai	9000
Purchasing Management	MM110	Logistics Management of Aviation, Ships, Marine and Ports	06-10 Dec	December	Dubai	4500
Purchasing Management	MM104	Effective Procurement Skills	06-10 Dec	December	Dubai	4500
Public Relations	PR100	Protocol and Event Management	06-10 Dec	December	Dubai	4500
Public Relations	PR101	Public Relations and Media Skills	06-10 Dec	December	Dubai	4500
Public Relations	PR104	Effective Government Relations	06-10 Dec	December	Dubai	4500
Quality, Health and Safety	HS100	Incident and Accident Investigation	06-10 Dec	December	Dubai	4500
Quality, Health and Safety	HS102	Safety Audits and Inspection	06-10 Dec	December	Dubai	4500
Quality, Health and Safety	HS111	Health and Safety Management in the Oil and Gas Industry	06-10 Dec	December	Dubai	4500
Quality, Health and Safety	HS122	Offshore Safety and Risk Management Systems	06-10 Dec	December	Dubai	4500
Contracts Management	CM117	The 10 Day Contracts and Procurement Management Masterclass	07-18 Dec	December	New York	13000
Contracts Management	CM106	Contract Management Masterclass	07-11 Dec	December	New York	6500
Finance and Accounting	FI107	Advanced Budgeting and Operational Cost Control	07-11 Dec	December	Amsterdam	5500
Finance and Accounting	FI152	Maximising Pension Fund Scheme Investing in Private Equity and Infrastructure	07-11 Dec	December	Mauritius	5500
Human Resources	HR101	Innovation and New Techniques in HR Management	07-11 Dec	December	New York	6500
Human Resources	HR112	Employee Counselling	07-11 Dec	December	Miami	6500
Human Resources	HR103	Managing the HR Department Proactively	07-11 Dec	December	London	5500
Information Technology	IT108	Disaster Recovery Planning: Business Continuity	07-11 Dec	December	London	5500
Management and Leadership	ML149	Decision Making and Problem Solving	07-11 Dec	December	New York	6500
Management and Leadership	ML169	The Future Leaders Program (10 Days)	07-18 Dec	December	Dubai	11000
Management and Leadership	ML150	Workplace Innovation and Creativity	07-11 Dec	December	New York	6500
Management and Leadership	ML146	The 10 Essential Skills for Successful Management	07-18 Dec	December	Amsterdam	11000
Management and Leadership	ML153	Management by Metrics: Managing with Confidence	07-11 Dec	December	London	5500
Management and Leadership	ML117	The Art of People Management	07-11 Dec	December	New York	6500
Management and Leadership	ML115	The Art of People Leadership	07-11 Dec	December	New York	6500
Management and Leadership	ML116	The Art of People Leadership and Management	07-18 Dec	December	New York	13000
Project Management	PM113	Advanced Project Economics, Risk and Performance Management - 10 Days	07-11 Dec	December	London	11000
Administration and Secretarial	AD109	Information Management-Corporate Governance and Implementing Codes of Practice	13-17 Dec	December	Dubai	4500

Talent Expertise International | 2020 Public Training Calendar

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Customer Service	CS102	Creating and Developing a Total Service Culture	13-17 Dec	December	Dubai	4500
Electrical Engineering	EE104	Electrical Equipment: Selection, Operation, Inspection and Maintenance	13-17 Dec	December	Dubai	4500
Finance and Accounting	FI149	Regulatory Compliance for Pension Managers and Administrators	13-17 Dec	December	Dubai	4500
Finance and Accounting	FI105	Cash Flow Forecasting, Planning and Management	13-17 Dec	December	Dubai	4500
Human Resources	HR119	Mastering HR Skills	13-17 Dec	December	Dubai	4500
Human Resources	HR110	The Design, Development and Implementation of Competencies	13-17 Dec	December	Dubai	4500
Human Resources	HR114	Succession Planning: Roadblocks and Strategies to get past them	13-17 Dec	December	Dubai	4500
Management and Leadership	ML112	Emotional Intelligence and Self-Mastery: Psychology for Effective Leadership	13-17 Dec	December	Dubai	4500
Management and Leadership	ML141	Leadership, Critical Thinking and Innovation for Workplace Excellence	13-17 Dec	December	Dubai	4500
Management and Leadership	ML165	Executive Leadership Workshop	13-17 Dec	December	Dubai	5500
Management and Leadership	ML166	The Puzzle of Motivation	13-17 Dec	December	Dubai	4500
Management and Leadership	ML124	Memory Training, Speed Reading and Mind Mapping: Maximising your Potential	13-17 Dec	December	Dubai	4500
Maintenance Management	MN112	Custody Transfer and Fiscal Metering	13-17 Dec	December	Dubai	4500
Mechanical Engineering	ME108	Rotating Machinery Failure Analysis and Prevention Methods	13-17 Dec	December	Dubai	4500
Maintenance Management	MN116	Process Control Engineering	13-17 Dec	December	Dubai	4500
Maintenance Management	MN117	Process Safety Engineering	13-17 Dec	December	Dubai	4500
Management and Leadership	ML147	The Science of Happiness and Positivity	13-17 Dec	December	Dubai	4500
Oil and Gas	OG124	Operations and Management of Oil and Gas Marine Terminals	13-17 Dec	December	Dubai	4500
Oil and Gas	OG110	Liquefied Gas Handling and Control	13-17 Dec	December	Dubai	4500
Oil and Gas	OG128	Integrated Reservoir Management (Upstream)	13-17 Dec	December	Dubai	4500
Project Management	PM100	Basic Project Management	13-17 Dec	December	Dubai	4500
Purchasing Management	MM106	Effective Supply Chain Management	13-17 Dec	December	Dubai	4500
Purchasing Management	MM115	Mastering Procurement and Negotiation Skills	13-17 Dec	December	Dubai	4500
Quality, Health and Safety	HS119	Confined Space Awareness and Compliance	13-17 Dec	December	Dubai	4500
Quality, Health and Safety	HS112	Safety Instrumented Systems and Emergency Shutdown	13-17 Dec	December	Dubai	4500
Administration and Secretarial	AD103	Masterclass: Records Management Lifecycle	14-18 Dec	December	Sydney	6500
Finance and Accounting	FI132	The Global Finance Leaders Program	14-18 Dec	December	London	5500
Management and Leadership	ML104	Mastering Strategy and Business Planning	14-18 Dec	December	Miami	6500
Project Management	PM109	Mastering Project Management: Project Monitoring, Reporting and Control	14-18 Dec	December	Amsterdam	5500
Project Management	PM105	Project Management Masterclass	14-18 Dec	December	New York	6500
Mechanical Engineering	ME108	Rotating Machinery Failure Analysis and Prevention Methods	20-24 Dec	December	Dubai	4500
Quality, Health and Safety	HS116	OHSAS 18001 - Leader Auditor Training	20-24 Dec	December	Dubai	4500
Management and Leadership	ML159	Brain Training and Maximising your Potential	21-25 Dec	December	London	5500
Administration and Secretarial	AD108	Documents and Records Management Masterclass	27-31 Dec	December	Dubai	4500