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TRAINING

CALENDAR

2021

 **Talent Expertise**
INTERNATIONAL

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10 Reasons to choose TEI

■ Client Focus

We work tirelessly to ensure that the experience our clients receive is always positive, where their expectations are not only met, but exceeded.

■ Comprehensive Training Programs

Through the past seven years of continuous business development, we have designed, developed and fine tuned around 500 public programmes across 15 specific categories.

■ Great People

We partner with the absolute best academic researchers, international trainers, facilitators and motivational speakers to bring our clients fantastic learning experience.

■ Industry Intelligence

We have the intellectual capability and industry specific resource to design specialized programmes that are unique to our clients needs.

■ Fantastic Locations

We operate out of more than 26 global venues, all of which have been personally inspected and approved. Our conference and banqueting partners understand our exacting standards and work to ensure excellence is delivered at each event.

■ True to our values

We live by the four core values that have been published on this website. These are not just hollow words. They are what we believe is important and determines why we do things the way we do.

■ Certified Programs

We provide formally recognized, certified and accredited qualifications for many of our programmes.

■ Specialists in Online Training

We have been at the cutting edge of delivering online virtual training events at the past 3 years, enabling many of our clients to access best of our courses from the comfort of their offices or homes.

■ Outstanding Client Satisfaction

We constantly achieve immediate client satisfaction responses of 98% and higher of our public programmes.

■ Responsive to your needs

We will take whatever action is necessary to help support you in making the right learning and development decisions for your organizations your key personnel and your teams.

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Accreditations & Certifications



Strategic Partners



UNIVERSITEIT VAN PRETORIA
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LINCOLN
 UNIVERSITY COLLEGE
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Administration & Secretarial

COURSE CODE	PROGRAM TITLE	DATES	VENUE	FEES (USD)
AD 111	Management Skills for Administrators: Transition from Administration to Management NEW	31 Jan - 04 Feb	Dubai	4500
AD 100	Competitive Office Management & Administration Skills	31 Jan - 04 Feb	Dubai	4500
AD 112	Communication & Presentation Skills NEW	14 - 18 Feb	Dubai	4500
AD 113	The Senior Secretary Development Programme NEW	21 - 25 Feb	Dubai	4500
AD 110	Sales & Account Management	14 - 18 Mar	Dubai	4500
AD 109	Information Management- Corporate Governance and Implementing Codes of Practice	21 - 25 Mar	Dubai	4500
AD 106	Comprehensive Behavioural, Administrative & Technical Skills for Office Management	21 - 25 Mar	Dubai	4500
AD 103	Masterclass: Records Management Lifecycle	22 - 26 Mar	Kuala Lumpur	5500
AD 100	Competitive Office Management & Administration Skills	28 Mar - 01 Apr	Dubai	4500
AD 102	Developing Professional Skills for Executive Secretaries & PAs	15 - 17 Jun	Dubai	4500
AD 111	Management Skills for Administrators: Transition from Administration to Management NEW	20 - 24 Jun	Dubai	4500
AD 112	Communication & Presentation Skills NEW	27 Jun - 01 Jul	Dubai	4500
AD 113	The Senior Secretary Development Programme NEW	04 - 08 Jul	Dubai	4500
AD 109	Information Management- Corporate Governance and Implementing Codes of Practice	04 - 08 Jul	Dubai	4500
AD 106	Comprehensive Behavioural, Administrative & Technical Skills for Office Management	11 - 15 Jul	Dubai	4500
AD 100	Competitive Office Management & Administration Skills	15 - 19 Aug	Dubai	4500
AD 103	Masterclass: Records Management Lifecycle	06 - 10 Sep	London	5500

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
AD 110	Sales & Account Management	12 - 16 Sep	Dubai	4500
AD 106	Comprehensive Behavioural, Administrative & Technical Skills for Office Management	10 - 14 Oct	Dubai	4500
AD 102	Developing Professional Skills for Executive Secretaries & PAs	10 - 14 Oct	Dubai	4500
AD 111	Management Skills for Administrators: Transition from Administration to Management NEW	17 - 21 Oct	Dubai	4500
AD 112	Communication & Presentation Skills NEW	24 - 28 Oct	Dubai	4500
AD 113	The Senior Secretary Development Programme NEW	31 Oct - 04 Nov	Dubai	4500
AD 109	Information Management- Corporate Governance and Implementing Codes of Practice	05 - 09 Dec	Dubai	4500
AD 105	Masterclass: Records Management Lifecycle	20 - 24 Dec	Kuala Lumpur	5500

Contracts Management

COURSE CODE	PROGRAM TITLE	DATES	VENUE	FEES (USD)
CM 104	The 10 Day Contracts & Procurement Management Masterclass NEW	25 Jan - 05 Feb	London	11000
CM 105	Procurement Contracts and Supply Chain Management	01 - 05 Feb	London	5500
CM 114	Introduction to Business Contracts: A Practical Guide	14 - 18 Feb	Dubai	4500
CM 106	Contract Management Masterclass	22 - 26 Feb	Barcelona	5500
CM 117	The 10-day Contract & Project Management Masterclass	22 Feb - 05 Mar	London	11000
CM 116	Contracting in the Public Sector: Regulations, Ethical Standards & Processes	14 - 18 Mar	Dubai	4500
CM 120	Contracts Management Essential for Non-Contracts Management Professional NEW	14 - 18 Mar	Dubai	4500
CM 108	Managing the Competitive Bidding Process	21 - 25 Mar	Dubai	4500
CM 118	Masterclass: Oil & Gas Contracting NEW	29 Mar - 02 Apr	London	5500

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
CM 110	Contractors & Suppliers: Evaluation, Selection, Management & Control	16 - 20 May	Dubai	4500
CM 119	Service Level Agreements NEW	30 May - 05 Jun	Dubai	4500
CM 116	Contracting in the Public Sector: Regulations, Ethical Standards & Processes	20 - 24 Jun	Dubai	4500
CM 101	Advanced Contracts & Tenders Management	20 - 24 Jun	Dubai	4500
CM 104	The 10 Day Contracts & Procurement Management Masterclass NEW	20 Jun - 01 Jul	Dubai	9000
CM 105	Procurement Contracts and Supply Chain Management	27 Jun - 01 Jul	Dubai	4500
CM 106	Contract Management Masterclass	05 - 09 Jul	Toronto	6950
CM 117	The 10-day Contract & Project Management Masterclass	05 - 16 Jul	Toronto	13000
CM 115	International Contract Law & Contract Management	02 - 06 Aug	Houston	6500
CM 120	Contracts Management Essential for Non-Contracts Management Professional NEW	15 - 19 Aug	Dubai	4500
CM 118	Masterclass: Oil & Gas Contracting NEW	23 - 27 Aug	Houston	6500
CM 108	Managing the Competitive Bidding Process	05 - 09 Sep	Dubai	4500
CM 110	Contractors & Suppliers: Evaluation, Selection, Management & Control	19 - 23 Sep	Dubai	4500
CM 114	Introduction to Business Contracts: A Practical Guide	03 - 07 Oct	Dubai	4500
CM 101	Advanced Contracts & Tenders Management	25 - 29 Oct	Chicago	6500
CM 104	The 10-day Contract & Procurement Management Masterclass NEW	25 Oct - 05 Nov	Chicago	13000
CM 119	Service Level Agreements NEW	31 Oct - 04 Nov	Dubai	4500
CM 115	International Contract Law & Contract Management	01 - 05 Nov	New York	6500
CM 105	Procurement Contracts and Supply Chain Management	01 - 05 Nov	Chicago	6500

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
CM 116	Contracting in the Public Sector: Regulations, Ethical Standards & Processes	14 - 18 Nov	Dubai	4500
CM 106	Contract Management Masterclass	06 - 10 Dec	New York	6500
CM 117	The 10-day Contract & Project Management Masterclass	06 - 17 Dec	New York	13000

Customer Service

COURSE CODE	PROGRAM TITLE	DATES	VENUE	FEES (USD)
CS 101	Developing Internal Customer Services	31 Jan - 04 Feb	Dubai	4500
CS 102	Creating & Developing a Total Service Culture	28 Feb - 04 Mar	Dubai	4500
CS 103	Improving Customer Service "In the Age of the Customer" NEW	04 - 08 Apr	Dubai	4500
CS 100	The Art of Customer Service Management	30 May - 05 Jun	Dubai	4500
CS 101	Developing Internal Customer Services	13 - 17 Jun	Dubai	4500
CS 102	Creating & Developing a Total Service Culture	25 - 29 Jul	Dubai	4500
CS 103	Improving Customer Service "In the Age of the Customer" NEW	01 - 05 Aug	Dubai	4500
CS 100	The Art of Customer Service Management	12 - 16 Sep	Dubai	4500
CS 101	Developing Internal Customer Services	17 - 21 Oct	Dubai	4500
CS 102	Creating & Developing a Total Service Culture	14 - 18 Nov	Dubai	4500
CS 103	Improving Customer Service "In the Age of the Customer" NEW	21 - 25 Nov	Dubai	4500

Electrical Engineering

COURSE CODE	PROGRAM TITLE	DATES	VENUE	FEES (USD)
EE 105	Masterclass: Start - Up, Commissioning & testing of Electrical Systems	28 Mar - 01 Apr	Dubai	4500
EE 104	Electrical Equipment: Selection, Operation, Inspection & Maintenance	30 May - 03 Jun	Dubai	4500
EE 102	Advanced Power System Protection	27 Jun - 01 Jul	Dubai	4500
EE 104	Electrical Equipment: Selection, Operation, Inspection & Maintenance	01 - 05 Aug	Dubai	4500
EE 105	Masterclass: Start - Up, Commissioning & testing of Electrical Systems	26 - 30 Sep	Dubai	4500
EE 102	Advanced Power System Protection	24 - 28 Oct	Dubai	4500
EE 106	Operations Management: Transmission & Distribution	31 Oct - 04 Nov	Dubai	4500
EE 104	Electrical Equipment: Selection, Operation, Inspection & Maintenance	19 - 23 Dec	Dubai	4500

Finance & Accounting

COURSE CODE	PROGRAM TITLE	DATES	VENUE	FEES (USD)
FI 140	Treasury & Risk Management Professional NEW	31 Jan - 04 Feb	Dubai	4500
FI 128	Capital Budgeting & Investment Analysis NEW	31 Jan - 04 Feb	Dubai	4500
FI 150	Investment Risk & Risk Avoidance in Pension Industry NEW	15 - 19 Feb	Kigali	4500
FI 151	Managing Pension Fund & Investments in a Developing Economy NEW	22 - 26 Feb	Kigali	4500
FI 123	Internal Audit Excellence Program	28 Feb - 04 Mar	Dubai	4500
FI 137	The 10 Day Internal Audit Mini MBA Program NEW	28 Feb - 11 Mar	Dubai	9000

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
FI 149	Regulatory Compliances for Pension Managers & Administrators NEW	01 - 05 Mar	Kigali	4500
FI 131	Pension Management & Administration NEW	01 - 05 Mar	London	5500
FI 101	Essential Budget Preparation Skills	07 - 11 Mar	Dubai	4500
FI 136	Implementing Data Analytics in Internal Audit NEW	07 - 11 Mar	Dubai	4500
FI 152	Maximising Pension Fund Schemes: Investing in Private Equity & Infrastructure NEW	08 - 12 Mar	Kigali	4500
FI 129	Bond, Capital Investment & Risk Management Audit NEW	21 - 25 Mar	Dubai	4500
FI 105	Cash Flow Forecasting, Planning & Management	21 - 25 Mar	Dubai	4500
FI 116	International Financial Reporting Standards (IFRS)	28 Mar - 01 Apr	Dubai	4500
FI 144	Business Intelligence & Analytics for Finance Professionals NEW	28 Mar - 01 Apr	Dubai	4500
FI 119	Data Analysis Techniques	04 - 08 Apr	Dubai	4500
FI 127	Fundamentals of Investing in the Oil & Gas Industry NEW	04 - 08 Apr	Dubai	4500
FI 153	Masterclass: Pension Governance, Risk Management & Compliance NEW	05 - 09 Apr	Kigali	4500
FI 130	Risk Focused Approach For Pension Fund Management & Supervision NEW	05 - 09 Apr	London	5500
FI 114	Managing & Organising Accounts Payable Function	16 - 20 May	Dubai	4500
FI 150	Investment Risk & Risk Avoidance in Pension Industry NEW	17 - 21 May	Accra	4500
FI 145	Master Class: Fraud & Forgery Prevention, Detection & Investigation NEW	17 - 21 May	Houston	6500
FI 107	Advanced Budgeting & Operational Cost Control	17 - 21 May	London	5500
FI 126	Fundamentals of Oil & Gas Accounting NEW	23 - 27 May	Dubai	4500
FI 133	The 10 Day Financial Excellence Program NEW	23 May - 03 Jun	Dubai	9000

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
FI 151	Managing Pension Fund & Investments in a Developing Economy NEW	24 - 28 May	Accra	4500
FI 117	Finance, Risk Management & Corporate Governance (Mini MBA)	24 - 28 May	Houston	6500
FI 121	Financial Statement Analysis of the Public Sector	30 May - 03 Jun	Dubai	4500
FI 147	Master Class: Anti Money Laundering NEW	30 May - 03 Jun	Dubai	4500
FI 152	Maximising Pension Fund Schemes: Investing in Private Equity & Infrastructure NEW	31 May - 04 Jun	Accra	4500
FI 151	Pension Management & Administration NEW	31 May - 04 Jun	Kigali	4500
FI 118	Accounting, Decision Making & Financial Communication (Mini MBA)	07 - 11 Jun	Houston	6500
FI 149	Regulatory Compliances for Pension Managers & Administrators NEW	07 - 11 Jun	Kigali	4500
FI 134	Governance, Risk & Compliance NEW	13 - 17 Jun	Dubai	4500
FI 135	Introduction to Investment Management NEW	13 - 17 Jun	Dubai	4500
FI 101	Essential Budget Preparation Skills	13 - 17 Jun	Dubai	4500
FI 115	Financial Management Essentials for Non-Financial Professionals	20 - 24 Jun	Dubai	4500
FI 153	Masterclass: Pension Governance, Risk Management & Compliance NEW	21 - 25 Jun	Kigali	4500
FI 100	Budgeting, Forecasting and Business Planning	27 Jun - 01 Jul	Dubai	4500
FI 138	Executive Corporate Governance Implementation Program	27 Jun - 01 Jul	Dubai	4500
FI 154	Risk Management, Internal Control & Fraud Prevention NEW	27 Jun - 01 Jul	Dubai	4500
FI 119	Data Analysis Techniques	04 - 08 Jul	Dubai	4500
FI 146	Advanced Risk Management NEW	26 - 30 Jul	Toronto	6950
FI 153	Masterclass: Pension Governance, Risk Management & Compliance NEW	09 - 13 Aug	Mauritius	4500

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
FI 128	Capital Budgeting & Investment Analysis NEW	09 - 13 Aug	Toronto	6950
FI 151	Managing Pension Fund & Investments in a Developing Economy NEW	23 - 27 Aug	Kigali	4500
FI 129	Bond, Capital Investment & Risk Management Audit NEW	29 Aug - 02 Sep	Dubai	4500
FI 127	Fundamentals of Investing in the Oil & Gas Industry NEW	29 Aug - 02 Sep	Dubai	4500
FI 130	Risk Focused Approach For Pension Fund Management & Supervision NEW	30 Aug - 03 Sep	London	5500
FI 150	Investment Risk & Risk Avoidance in Pension Industry NEW	30 Aug - 03 Sep	Houston	6500
FI 149	Regulatory Compliances for Pension Managers & Administrators NEW	06 - 10 Sep	Harare	4500
FI 120	Internal Auditing of the Accounting & Finance Functions	12 - 16 Sep	Dubai	4500
FI 116	International Financial Reporting Standards (IFRS)	19 - 23 Sep	Dubai	4500
FI 152	Maximising Pension Fund Schemes: Investing in Private Equity & Infrastructure NEW	20 - 24 Sep	Nairobi	4500
FI 155	Forensic & Investigative Audit Techniques For Auditors NEW	26 - 30 Sep	Dubai	4500
FI 132	The Global Finance Leaders Program NEW	26 - 30 Sep	Dubai	4500
FI 121	Financial Statement Analysis of the Public Sector	03 - 07 Oct	Dubai	4500
FI 126	Fundamentals of Oil & Gas Accounting NEW	03 - 07 Oct	Dubai	4500
FI 135	Introduction to Investment Management NEW	10 - 14 Oct	Dubai	4500
FI 141	Financial Management & Optimal Resource Utilization through Process, Controls & Reporting Systems NEW	10 - 14 Oct	Dubai	4500
FI 134	Governance, Risk & Compliance NEW	7 - 21 Oct	Dubai	4500
FI 154	Risk Management, Internal Control & Fraud Prevention NEW	17 - 21 Oct	Dubai	4500
FI 151	Pension Management & Administration NEW	17 - 21 Oct	Dubai	4500

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
FI 138	Executive Corporate Governance Implementation Program NEW	24 - 28 Oct	Dubai	4500
FI 145	Master Class: Fraud & Forgery Prevention, Detection & Investigation NEW	24 - 28 Oct	Dubai	4500
FI 139	Blockchain, Bitcoin, Crypto currency Masterclass NEW	24 - 28 Oct	Dubai	4500
FI 133	The 10 Day Financial Excellence Program NEW	25 Oct - 05 Nov	London	11000
FI 142	Financial Statements, Analysis & Interpretation NEW	25 - 29 Oct	Houston	6500
FI 147	Master Class: Anti Corruption & Antri Bribery NEW	31 Oct - 04 Nov	Dubai	4500
FI 144	Business Intelligence & Analytics for Finance Professionals NEW	31 Oct - 04 Nov	Dubai	4500
FI 119	Data Analysis Techniques	31 Oct - 04 Nov	Dubai	4500
FI 150	Investment Risk & Risk Avoidance in Pension Industry NEW	01 - 05 Nov	Mauritius	4500
FI 117	Finance, Risk Management & Corporate Governance (Mini MBA)	01 - 05 Nov	Los Angeles	6500
FI 114	Managing & Organising Accounts Payable Function	07 - 11 Nov	Dubai	4500
FI 140	Treasury & Risk Management Professional NEW	07 - 11 Nov	Dubai	4500
FI 151	Managing Pension Fund & Investments in a Developing Economy NEW	07 - 11 Nov	Dubai	4500
FI 148	Master Class: Anti Corruption & Anti Bribery NEW	08 - 12 Nov	Houston	6500
FI 115	Financial Management Essentials for Non-Financial Professionals	14 - 18 Nov	Dubai	4500
FI 148	Master Class: Anti Money Laundering NEW	14 - 18 Nov	Dubai	4500
FI 103	Budgeting & Costing for Decision Making	14 - 18 Nov	Dubai	4500
FI 123	Internal Audit Excellence Program	14 - 18 Nov	Dubai	4500
FI 118	Accounting, Decision Making & Financial Communication (Mini MBA)	15 - 19 Nov	Los Angeles	6500
FI 100	Budgeting, Forecasting and Business Planning	21 - 25 Nov	Dubai	4500

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
FI 125	Advanced Financial Planning and Control NEW	21 - 25 Nov	Dubai	4500
FI 136	Implementing Data Analytics in Internal Audit NEW	21 - 25 Nov	Dubai	4500
FI 152	Maximising Pension Fund Schemes: Investing in Private Equity & Infrastructure NEW	22 - 26 Nov	Kigali	4500
FI 105	Cash Flow Forecasting, Planning & Management	05 - 09 Dec	Dubai	4500
FI 137	The 10 Day Internal Audit Mini MBA Program NEW	05 - 16 Dec	Dubai	9000
FI 107	Advanced Budgeting & Operational Cost Control	06 - 10 Dec	Amsterdam	5500
FI 149	Regulatory Compliances for Pension Managers & Administrators NEW	19 - 23 Dec	Dubai	4500

Quality, Health & Safety

COURSE CODE	PROGRAM TITLE	DATES	VENUE	FEES (USD)
HS 105	Industrial Hygiene & Occupational Health	31 Jan - 04 Feb	Dubai	4500
HS 112	Safety Instrumented Systems & Emergency Shutdown	07 - 11 Feb	Dubai	4500
HS 125	Security Management, Planning & Asset Protection NEW	14 - 18 Feb	Dubai	4500
HS 117	ISO 9001: Lead Auditor Training NEW	21 - 25 Feb	Dubai	4500
HS 107	Fundamentals of Safety & Loss Prevention	28 Feb - 04 Mar	Dubai	4500
HS 108	Advanced Process Hazards Analysis	07 - 11 Mar	Dubai	4500
HS 120	Working at Heights & Fall Protection NEW	07 - 11 Mar	Dubai	4500
HS 124	Process Hazard Analysis (PHA) Method & Leadership NEW	07 - 11 Mar	Dubai	4500

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
HS 109	Integrated SHEQ Auditing: Achieving Professional Excellence	14 - 18 Mar	Dubai	4500
HS 113	Laboratory Quality Management (ISO 17025: 2005): SOP, Accreditation, Documentation and Auditing	21 - 25 Mar	Dubai	4500
HS 111	Health & Safety Management in the Oil & Gas Industry	28 Mar - 01 Apr	Dubai	4500
HS 101	HAZOP Study for Team Leaders	04 - 08 Apr	Dubai	4500
HS 102	Safety Audits & Inspection	16 - 20 May	Dubai	4500
HS 103	Environment & Waste Management	23 - 27 May	Dubai	4500
HS 106	Process Risk Assessment & Management	30 May - 03 Jun	Dubai	4500
HS 120	Working at Heights & Fall Protection	30 May - 03 Jun	Dubai	4500
		NEW		
HS 121	Oil Spill Management & Emergency Response	30 May - 03 Jun	Dubai	4500
		NEW		
HS 105	Industrial Hygiene & Occupational Health	13 - 17 Jun	Dubai	4500
HS 112	Safety Instrumented Systems & Emergency Shutdown	20 - 24 Jun	Dubai	4500
HS 119	Confined Space Awareness & Compliance	20 - 24 Jun	Dubai	4500
		NEW		
HS 111	Health & Safety Management in the Oil & Gas Industry	27 Jun - 01 Jul	Dubai	4500
HS 100	Incident & Accident Investigation	11 - 15 Jul	Dubai	4500
HS 102	Safety Audits & Inspection	01 - 05 Aug	Dubai	4500
HS 118	Advanced Leadership in Health & Safety - 10 Days	01 - 12 Aug	Dubai	9000
		NEW		
HS 122	Offshore Safety & Risk Management Systems	08 - 12 Aug	Dubai	4500
		NEW		
HS 107	Fundamentals of Safety & Loss Prevention	22 - 26 Aug	Dubai	4500
HS 115	Laboratory Quality Management (ISO 17025: 2005): SOP, Accreditation, Documentation and Auditing	29 - 02 Sep	Dubai	4500
HS 108	Advanced Process Hazards Analysis	05 - 09 Sep	Dubai	4500

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
HS 101	HAZOP Study for Team Leaders	19 - 23 Sep	Dubai	4500
HS 103	Environment & Waste Management	26 - 30 Sep	Dubai	4500
HS 104	Emergency Response and Crisis Management	26 - 30 Sep	Dubai	4500
HS 116	OHSAS 18001 - Leader Auditor Training	26 - 30 Sep	Dubai	4500
HS 120	Working at Heights & Fall Protection NEW	10 - 14 Oct	Dubai	4500
HS 121	Oil Spill Management & Emergency Response NEW	10 - 14 Oct	Dubai	4500
HS 117	ISO 9001: Lead Auditor Training NEW	10 - 14 Oct	Dubai	4500
HS 109	Integrated SHEQ Auditing: Achieving Professional Excellence	10 - 14 Oct	Dubai	4500
HS 105	Industrial Hygiene & Occupational Health	17 - 21 Oct	Dubai	4500
HS 106	Process Risk Assessment & Management	31 Oct - 04 Nov	Dubai	4500
HS 118	Advanced Leadership in Health & Safety - 10 Days NEW	01 - 12 Nov	London	11000
HS 123	Security Management, Planning & Asset Protection NEW	07 - 11 Nov	Dubai	4500
HS 124	Process Hazard Analysis (PHA) Method & Leadership NEW	07 - 11 Nov	Dubai	4500
HS 100	Incident & Accident Investigation	14 - 18 Nov	Dubai	4500
HS 122	Offshore Safety & Risk Management Systems NEW	14 - 18 Nov	Dubai	4500
HS 102	Safety Audits & Inspection	21 - 25 Nov	Dubai	4500
HS 111	Health & Safety Management in the Oil & Gas Industry	28 Nov - 02 Dec	Dubai	4500
HS 112	Safety Instrumented Systems & Emergency Shutdown	19 - 23 Dec	Dubai	4500
HS 119	Confined Space Awareness & Compliance NEW	26 - 30 Dec	Dubai	4500

Human Resources

COURSE CODE	PROGRAM TITLE	DATES	VENUE	FEES (USD)
HR 119	Mastering HR Skills NEW	31 Jan - 04 Feb	Dubai	4500
HR 106	Mastering HR Development and Personnel Management	01 - 05 Feb	London	5500
HR 102	The Effective Training Coordinator	07 - 11 Feb	Dubai	4500
HR 111	HR Audit	07 - 11 Feb	Dubai	4500
HR 122	Strategic HR Business Partner NEW	14 - 18 Feb	Dubai	4500
HR 126	Organization & Career Development Planning in the Public Sector NEW	14 - 18 Feb	Dubai	4500
HR 123	Performance Management, Recruitment Selection & Job Evaluation NEW	21 - 25 Feb	Dubai	4500
HR 103	Managing the HR Department Proactively	22 - 26 Feb	London	5500
HR 125	Linking Training to Organizational Goals NEW	01 - 05 Mar	London	5500
HR 108	Advanced Employee Relations	07 - 11 Mar	Dubai	4500
HR 100	Training Strategy, Needs, Analysis, Implementation & Evaluation	07 - 11 Mar	Dubai	4500
HR 116	Modern Trends in HR Management	08 - 12 Mar	Miami	6500
HR 105	Effective Performance Management	21 - 25 Mar	Dubai	4500
HR 110	The Design, Development and Implementation of Competencies	28 Mar - 01 Apr	Dubai	4500
HR 121	Managing HR in the Oil & Gas Industry NEW	28 Mar - 01 Apr	Dubai	4500
HR 118	Certified - Performance Management Professional NEW	28 Mar - 01 Apr	Dubai	4500
HR 109	Social Media Recruitment Strategies	04 - 08 Apr	Dubai	4500

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
HR 102	The Effective Training Coordinator	16 - 20 May	Dubai	4500
HR 114	Succession Planning: Roadblocks & Strategies to get past them	16 - 20 May	Dubai	4500
HR 112	Employee Counselling	17 - 21 May	Houston	6500
HR 106	Mastering HR Development and Personnel Management	17 - 21 May	London	5500
HR 107	Job Analysis & Job Evaluation	23 - 27 May	Dubai	4500
HR 116	Modern Trends in HR Management	24 - 28 May	London	5500
HR 120	The Role of Training Coordinator: Promoting, Coordinating & Evaluating NEW	24 - 28 May	London	5500
HR 113	Being an Effective HR Business Partner NEW	06 - 10 Jun	Dubai	4500
HR 111	HR Audit	06 - 10 Jun	Dubai	4500
HR 106	Mastering HR Development and Personnel Management	07 - 11 Jun	London	5500
HR 100	Training Strategy, Needs, Analysis, Implementation & Evaluation	20 - 24 Jun	Dubai	4500
HR 108	Advanced Employee Relations	20 - 24 Jun	Dubai	4500
HR 115	Recruitment & Selection Skill	21 - 25 Jun	New York	6500
HR 117	Certified - Competency Based Interview Professionalism	27 Jun - 01 Jul	Dubai	4500
HR 105	Effective Performance Management	27 Jun - 01 Jul	Dubai	4500
HR 110	The Design, Development and Implementation of Competencies	04 - 08 Jul	Dubai	4500
HR 118	Certified - Performance Management Professional NEW	04 - 08 Jul	Dubai	4500
HR 103	Managing the HR Department Proactively	05 - 09 Jul	Geneva	5500
HR 101	Innovation and New Techniques in HR Management	12 - 16 Jul	Barcelona	5500
HR 122	Strategic HR Business Partner NEW	01 - 05 Aug	Dubai	4500
HR 126	Organization & Career Development Planning in the Public Sector NEW	01 - 05 Aug	Dubai	4500

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
HR 102	The Effective Training Coordinator	08 - 12 Aug	Dubai	4500
HR 123	Performance Management, Recruitment Selection & Job Evaluation NEW	08 - 12 Aug	Dubai	4500
HR 112	Employee Counselling	09 - 13 Aug	London	5500
HR 125	Linking Training to Organizational Goals NEW	16 - 20 Aug	Toronto	6950
HR 119	Mastering HR Skills NEW	29 Aug - 02 Sep	Dubai	4500
HR 124	Woman Empowerment & Leadership NEW	05 - 09 Sep	Dubai	4500
HR 104	The Manpower Planning Masterclass	12 - 16 Sep	Dubai	4500
HR 121	Managing HR in the Oil & Gas Industry NEW	19 - 23 Sep	Dubai	4500
HR 107	Job Analysis & Job Evaluation	19 - 23 Sep	Dubai	4500
HR 109	Social Media Recruitment Strategies	26 - 30 Sep	Dubai	4500
HR 116	Modern Trends in HR Management	27 Sep - 01 Oct	London	5500
HR 118	Certified - Performance Management Professional NEW	03 - 07 Oct	Dubai	4500
HR 120	The Role of Training Coordinator: Promoting, Coordinating & Evaluating NEW	10 - 14 Oct	Dubai	4500
HR 113	Being an Effective HR Business Partner NEW	24 - 28 Oct	Dubai	4500
HR 111	HR Audit	31 Oct - 04 Nov	Dubai	4500
HR 108	Advanced Employee Relations	31 Oct - 04 Nov	Dubai	4500
HR 102	The Effective Training Coordinator	31 Oct - 04 Nov	Dubai	4500
HR 117	Certified - Competency Based Interview Professionalism	07 - 11 Nov	Dubai	4500
HR 106	Mastering HR Development and Personnel Management	08 - 12 Nov	Chicago	6500
HR 122	Strategic HR Business Partner NEW	14 - 18 Nov	Dubai	4500

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
HR 105	Effective Performance Management	14 - 18 Nov	Dubai	4500
HR 115	Recruitment & Selection Skills	15 - 19 Nov	Chicago	6500
HR 100	Training Strategy, Needs, Analysis, Implementation & Evaluation	21 - 25 Nov	Dubai	4500
HR 103	Managing the HR Department Proactively	22 - 26 Nov	London	5500
HR 101	Innovation and New Techniques in HR Management	29 Nov - 03 Dec	New York	6500
HR 110	The Design, Development and Implementation of Competencies	05 - 09 Dec	Dubai	4500
HR 112	Employee Counselling	06 - 10 Dec	Miami	6500
HR 114	Succession Planning: Roadblocks & Strategies to get past them	19 - 23 Dec	Dubai	4500
HR 119	Mastering HR Skills	19 - 23 Dec	Dubai	4500

NEW

Information Technology

COURSE CODE	PROGRAM TITLE	DATES	VENUE	FEES (USD)
IT 102	Data-Network-Security	31 Jan - 04 Feb	Dubai	4500
IT 107	IT Risk Management in the Oil & Gas Industry	31 Jan - 04 Feb	Dubai	4500
IT 103	IT Project Management	31 Jan - 04 Feb	Dubai	4500
IT 108	Disaster Recovery Planning: Business Continuity	21 - 25 Feb	Dubai	4500
IT 106	Effective IT Strategy & Planning	28 Feb - 04 Mar	Dubai	4500
IT 104	IT Security Governance	21 - 25 Mar	Dubai	4500
IT 105	ITIL Foundation Course	16 - 20 May	Dubai	4500
IT 103	IT Project Management	23 - 27 May	Dubai	4500

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
IT 106	Effective IT Strategy & Planning	13 - 17 Jun	Dubai	4500
IT 101	Cybercrime & Forensics Management	13 - 17 Jun	Dubai	4500
IT 104	IT Security Governance	20 - 24 Jun	Dubai	4500
IT 108	Disaster Recovery Planning: Business Continuity	20 - 24 Jun	Dubai	4500
IT 102	Data-Network-Security	11 - 15 Jul	Dubai	4500
IT 105	IT Project Management	19 - 23 Sep	Dubai	4500
IT 107	IT Risk Management in the Oil & Gas Industry	20 - 24 Sep	London	5500
IT 104	IT Security Governance	26 - 30 Sep	Dubai	4500
IT 108	Disaster Recovery Planning: Business Continuity	24 - 28 Oct	Dubai	4500
IT 106	Effective IT Strategy & Planning	31 Oct - 04 Nov	Dubai	4500
IT 108	Disaster Recovery Planning: Business Continuity	15 - 19 Nov	London	5500
IT 105	ITIL Foundation Course	28 Nov - 02 Dec	Dubai	4500

Maintenance Management

COURSE CODE	PROGRAM TITLE	DATES	VENUE	FEES (USD)
MN 114	Gas Flow Measurements NEW	31 Jan - 04 Feb	Dubai	4500
MN 108	Piping Engineering	07 - 11 Feb	Dubai	4500
MN 101	Maintenance Planning, Scheduling & Control	21 - 25 Feb	Dubai	4500
MN 115	Preparation for Risk Management Professional NEW	21 - 25 Feb	Dubai	4500
MN 118	Working Safely NEW	14 - 18 Mar	Dubai	4500

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
MN 112	Custody Transfer & Fiscal Metering NEW	14 - 18 Mar	Dubai	4500
MN 109	Fundamentals & Best maintenance practices for Centrifugal & Reciprocating Compressors	21 - 25 Mar	Dubai	4500
MN 110	Fundamentals & Replacement of Mechanical Seals	28 Mar - 01 Apr	Dubai	4500
MN 114	Gas Flow Measurements	16 - 20 May	Dubai	4500
MN 102	Shutdowns & Turnarounds Management	25 - 27 May	Dubai	4500
MN 112	Custody Transfer & Fiscal Metering	25 - 27 May	Dubai	4500
MN 107	Pipeline Protection: Design, Construction, Installation, Operation and Maintenance	30 May - 05 Jun	Dubai	4500
MN 108	Pipeing Engineering	06 - 10 Jun	Dubai	4500
MN 120	Modern Trends in Maintenance Management NEW	06 - 10 Jun	Dubai	4500
MN 101	Maintenance Planning, Scheduling & Control	13 - 17 Jun	Dubai	4500
MN 115	Preparation for Risk Management Professional NEW	13 - 17 Jun	Dubai	4500
MN 119	Machinery Failure Analysis, Predictive Maintenance & Problem Solving NEW	20 - 24 Jun	Dubai	4500
MN 121	Advanced Maintenance Management NEW	27 Jun - 01 Jul	Dubai	4500
MN 118	Working Safely NEW	04 - 08 Jul	Dubai	4500
MN 109	Fundamentals & Best maintenance practices for Centrifugal & Reciprocating Compressors	11 - 15 Jul	Dubai	4500
MN 110	Fundamentals & Replacement of Mechanical Seal	25 - 29 Jul	Dubai	4500
MN 111	Fundamentals of Diesel Engines & Best Maintenance Practices	08 - 12 Aug	Dubai	4500
MN 117	Process Safety Engineering NEW	15 - 19 Aug	Dubai	4500
MN 116	Process Control Engineering NEW	22 - 26 Aug	Dubai	4500
MN 101	Maintenance Planning, Scheduling & Control	22 - 26 Aug	Dubai	4500
MN 108	Pipeing Engineering	29Aug-02 Sep	Dubai	4500

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
MN 113	Advanced Process HAZOP NEW	05 - 09 Sep	Dubai	4500
MN 114	Gas Flow Measurements NEW	19 - 23 Sep	Dubai	4500
MN 106	Inspection & Maintenance of Subsea Pipelines & Offshore Structures	26 - 30 Sep	Dubai	4500
MN 102	Shutdowns & Turnarounds Management	05 - 07 Oct	Dubai	4500
MN 120	Modern Trends in Maintenance Management NEW	10 - 14 Oct	Dubai	4500
MN 109	Fundamentals & Best maintenance practices for Centrifugal & Reciprocating Compressors	17 - 21 Oct	Dubai	4500
MN 118	Working Safely NEW	17 - 21 Oct	Dubai	4500
MN 110	Fundamentals & Replacement of Mechanical Seals	24 - 28 Oct	Dubai	4500
MN 115	Preparation for Risk Management Professional NEW	31 Oct - 04 Nov	Dubai	4500
MN 111	Fundamentals of Diesel Engines & Best Maintenance Practices	31 Oct - 04 Nov	Dubai	4500
MN 107	Pipeline Protection: Design, Construction, Installation, Operation and Maintenance	07 - 11 Nov	Dubai	4500
MN 119	Machinery Failure Analysis, Predictive Maintenance & Problem Solving NEW	21 - 25 Nov	Dubai	4500
MN 121	Advanced Maintenance Management NEW	21 - 25 Nov	Dubai	4500
MN 101	Maintenance Planning, Scheduling & Control	28 Nov - 02 Dec	Dubai	4500
MN 116	Process Control Engineering NEW	05 - 09 Dec	Dubai	4500
MN 112	Custody Transfer & Fiscal Metering NEW	12 - 16 Dec	Dubai	4500
MN 117	Process Safety Engineering NEW	12 - 16 Dec	Dubai	4500

Management & Leadership

COURSE CODE	PROGRAM TITLE	DATES	VENUE	FEES (USD)
ML 112	Emotional Intelligence & Self-Mastery: Psychology for Effective Leadership	31 Jan - 04 Feb	Dubai	4500
ML 161	International Oil & Gas Business Management NEW	01 - 05 Feb	London	5500
ML 146	The 10 Vital Competencies for Successful Management (10 Days) NEW	01 - 12 Feb	London	11000
ML 157	Mastering Facilitation Skills	07 - 11 Feb	Dubai	4500
ML 164	Masterclass Transforming from Manager to Leader NEW	07 - 11 Feb	Dubai	4500
ML 172	Due Diligence in the Petroleum Business: Managing Joint Ventures & Evaluating Potential Investors NEW	07 - 11 Feb	Dubai	4500
ML 122	Cornerstones of High Performing Teams NEW	08 - 12 Feb	London	5500
ML 100	High Performance Leadership & Team Building	21 - 25 Feb	Dubai	4500
ML 154	Effective Time, Task & Work Planning	21 - 25 Feb	Dubai	4500
ML 156	Managing Stress & Pressure at Work	21 - 25 Feb	Dubai	4500
ML 160	Building an Organisational Change Strategy NEW	22 - 26 Feb	Boston	6500
ML 102	Putting Strategy into Action	22 - 26 Feb	Kigali	4500
ML 115	The Art & Science of People Leadership NEW	22 - 26 Feb	London	5500
ML 169	The Future Leaders Program (10 Days) NEW	22 Feb - 05 Mar	Boston	13000
ML 116	The Art & Science of People Leadership & Management (10 Days) NEW	22 Feb - 05 Mar	London	11000
ML 166	The Puzzle of Motivation NEW	28 Feb - 04 Mar	Dubai	4500
ML 165	Executive Level Personal Development Masterclass NEW	01 - 05 Mar	Boston	6500

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
ML 117	The Art & Science of People Management NEW	01 - 05 Mar	London	5500
ML 135	Developing a Positive Mental Attitude in Times of Adversity NEW	01 - 05 Mar	London	5500
ML 126	Powerful Presentation & Public Speaking Skills	07 - 11 Mar	Dubai	4500
ML 140	Leadership for 4IR: the 4.0D Leadership Model NEW	07 - 11 Mar	Dubai	4500
ML 131	Supporting Diversity in the Workplace: Clarifying and Addressing Unconscious Bias NEW	08 - 12 Mar	Kuala Lumpur	5500
ML 156	Management Skills & Techniques for Engineers	14 - 18 Mar	Dubai	4500
ML 124	Brain Training for Memory Improvement, Speed Reading and Maximising your Human Potential NEW	14 - 18 Mar	Dubai	4500
ML 105	Managing Conflict, Change and Handling Difficult People	14 - 18 Mar	Dubai	4500
ML 132	Leading & Managing Change: Facilitating Strategic, Tactical and Operational Transformation	15 - 19 Mar	London	5500
ML 129	Logical Problem Solving - Root Cause Analysis & Resolution NEW	21 - 25 Mar	Dubai	4500
ML 108	Supervising & Leading Remote Teams NEW	28 Mar - 01 Apr	Dubai	4500
ML 150	Continuous Process Improvement: Defining, Achieving & Managing Business Processes	28 Mar - 01 Apr	Dubai	4500
ML 102	Putting Strategy into Action	28 Mar - 01 Apr	Dubai	4500
ML 170	Excellence in Leadership (10 Days) NEW	28 Mar - 08 Apr	Dubai	9000
ML 118	Advanced Leadership: Motivation, Delegation and Problem Solving	29 Mar - 02 Apr	Chicago	6500
ML 167	Leading Business in the Future NEW	29 Mar - 02 Apr	Houston	6500
ML 149	Effective: Decision Making & Problem Solving	29 Mar - 02 Apr	Houston	6500
ML 163	The Strategic Leader: Organizational & Management Reality NEW	29 Mar - 02 Apr	Houston	6500
ML 144	The Anatomy of Leadership in Industry 4.0 and beyond: The 4.0D® Leadership Development Model - 10 Day NEW	29 Mar - 09 Apr	Chicago	13000
ML 121	Corporate Ethics, Integrity & Compliance Best Practices NEW	04 - 08 Apr	Dubai	4500
ML 125	Harnessing the Power of your Organisational Culture NEW	04 - 08 Apr	Dubai	4500
ML 105	Managing Conflict, Change and Handling Difficult People	04 - 08 Apr	Dubai	4500

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
ML 120	Advanced Management: Creativity, Critical Thinking and Decision Making	05 - 09 Apr	Chicago	6500
ML 146	The 10 Vital Competencies for Successful Management (10 Days) NEW	05 - 09 Apr	London	11000
ML 133	The Art of Advanced Communication & Influencing	05 - 09 Apr	London	5500
ML 162	TEI Global Senior Management Retreat NEW	05 - 09 Apr	London	5500
ML 109	Enhanced Leadership & Management Skills for First Line Supervisors NEW	16 - 20 May	Dubai	4500
ML 137	Resolving Conflict through Negotiation, Conciliation and Mediation NEW	17 - 21 May	Kuala Lumpur	5500
ML 139	Strategic Crisis Management - Tactical Planning for Uncertainty NEW	17 - 21 May	London	5500
ML 112	Emotional Intelligence & Self-Mastery: Psychology for Effective Leadership	23 - 27 May	Dubai	4500
ML 157	Mastering Facilitation Skills	23 - 27 May	Dubai	4500
ML 104	Mastering Strategy and Business Planning	24 - 28 May	Houston	6500
ML 142	Work Life Balance: Maximizing Productivity & Quality of Life	30 May - 05 Jun	Dubai	4500
ML 122	Cornerstones of High Performing Teams NEW	31 May - 04 Jun	Miami	6500
ML 160	Building an Organisational Change Strategy NEW	31 May - 04 Jun	Boston	6500
ML 169	The Future Leaders Program (10 Days) NEW	31 May - 11 Jun	Boston	13000
ML 165	Executive Level Personal Development Masterclass NEW	07 - 11 Jun	Boston	6500
ML 149	Effective: Decision Making & Problem Solving	07 - 11 Jun	Miami	6500
ML 107	Advanced Negotiation Skills & Deal Making Strategies	13 - 17 Jun	Dubai	4500
ML 138	Creating the Environment for High Performance Team Commitment and Fulfillment NEW	13 - 17 Jun	Dubai	4500
ML 118	Advanced Leadership: Motivation, Delegation and Problem Solving	14 - 18 Jun	London	5500
ML 151	Supporting Diversity in the Workplace: Clarifying and Addressing Unconscious Bias NEW	14 - 18 Jun	London	5500
ML 163	The Strategic Leader: Organizational & Management Reality NEW	14 - 18 Jun	London	5500
ML 170	Excellence in Leadership (10 Days) NEW	14 - 25 Jun	London	11000

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
ML 144	The Anatomy of Leadership in Industry 4.0 and beyond: The 4.0D® Leadership Development Model – 10 Day Masterclass NEW	14 - 25 Jun	London	11000
ML 124	Brain Training for Memory Improvement, Speed Reading and Maximising your Human Potential NEW	20 - 24 Jun	Dubai	5500
ML 161	International Oil & Gas Business Management NEW	21 - 25 Jun	Houston	5500
ML 140	Leadership for 4IR: the 4.0D Leadership Model NEW	21 - 25 Jun	Mauritius	4500
ML 167	Leading Business in the Future NEW	21 - 25 Jun	London	5500
ML 120	Advanced Management: Creativity, Critical Thinking and Decision Making	21 - 25 Jun	London	5500
ML 136	Managing Stress & Pressure at Work	27 Jun - 01 Jul	Dubai	4500
ML 132	Leading & Managing Change: Facilitating Strategic, Tactical and Operational Transformation	28 Jun - 02 Jul	London	4500
ML 100	High Performance Leadership & Team Building	28 Jun - 02 Jul	Miami	6500
ML 172	Due Diligence in the Petroleum Business: Managing Joint Ventures & Evaluating Potential Investors NEW	11 - 15 Jul	Dubai	4500
MI 164	Masterclass Transforming from Manager to Leader NEW	11 - 15 Jul	Dubai	6500
ML 109	Enhanced Leadership & Management Skills for First Line Supervisors NEW	01 - 05 Aug	Dubai	6500
ML 115	The Art & Science of People Leadership NEW	02 - 06 Aug	Amsterdam	13000
ML 139	Strategic Crisis Management – Tactical Planning for Uncertainty NEW	02 - 06 Aug	Toronto	6500
ML 116	The Art & Science of People Leadership & Management (10 Days) NEW	02 - 13 Aug	Amsterdam	6500
ML 112	Emotional Intelligence & Self-Mastery: Psychology for Effective Leadership	09 - 13 Aug	Toronto	4500
ML 117	The Art & Science of People Management NEW	09 - 13 Aug	Amsterdam	4500
ML 127	Dynamics of Leadership	16 - 20 Aug	Toronto	5500
ML 126	Powerful Presentation & Public Speaking Skills	16 - 20 Aug	Houston	5500
ML 100	High Performance Leadership & Team Building	22 - 26 Aug	Dubai	5500
ML 104	Mastering Strategy and Business Planning	23 - 27 Aug	Toronto	6950

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
ML 146	The 10 Vital Competencies for Successful Management (10 Days) NEW	23 Aug - 03 Sep	Houston	13000
ML 105	Managing Conflict, Change and Handling Difficult People	29 Aug - 02 Sep	Dubai	4500
ML 134	Effective Time, Task & Work Planning	30 Aug - 03 Sep	Dubai	6950
ML 135	Developing a Positive Mental Attitude in Times of Adversity NEW	30 Aug - 03 Sep	Toronto	6950
ML 166	The Puzzle of Motivation NEW	05 - 09 Sep	Toronto	4500
ML 157	Mastering Facilitation Skills	12 - 16 Sep	Dubai	4500
ML 102	Putting Strategy into Action	19 - 25 Sep	Dubai	4500
ML 114	Managing Mental Wellbeing at Work NEW	19 - 30 Sep	Dubai	9000
ML 171	Masterclass Advance Value Engineering: Cost Effective Project Initiation, Management & Delivery NEW	26 - 30 Sep	Dubai	4500
ML 108	Supervising & Leading Remote Teams NEW	26 - 30 Sep	Dubai	4500
ML 125	Harnessing the Power of your Organisational Culture NEW	27 Sep - 01 Oct	Dubai	5500
ML 133	The Art of Advanced Communication & Influencing	03 - 07 Oct	London	4500
ML 121	Corporate Ethics, Integrity & Compliance Best Practices NEW	04 - 08 Oct	Dubai	5500
ML 163	The Strategic Leader: Organizational & Management Reality NEW	04 - 15 Oct	Bangkok	11000
ML 170	Excellence in Leadership (10 Days) NEW	10 - 14 Oct	Bangkok	4500
ML 164	Masterclass Transforming from Manager to Leader NEW	10 - 14 Oct	Dubai	4500
ML 106	Controlling Your Time, Stress & Managing Multiple Tasks	10 - 14 Oct	Dubai	4500
ML 138	Creating the Environment for High Performance Team Commitment and Fulfillment NEW	18 - 22 Oct	Dubai	4500
ML 137	Resolving Conflict through Negotiation, Conciliation and Mediation NEW	25 - 29 Oct	Barcelona	5500

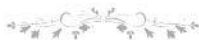
CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
ML 151	Supporting Diversity in the Workplace: Clarifying and Addressing Unconscious Bias NEW	25 - 29 Oct	London	5500
ML 139	Strategic Crisis Management - Tactical Planning for Uncertainty NEW	25 - 29 Oct	Miami	6500
ML 129	Logical Problem Solving - Root Cause Analysis & Resolution NEW	31 Oct - 04 Nov	Dubai	4500
ML 156	Management Skills & Techniques for Engineers	31 Oct - 04 Nov	Dubai	4500
ML 172	Due Diligence in the Petroleum Business: Managing Joint Ventures & Evaluating Potential Investors NEW	01 - 05 Nov	Houston	6500
ML 132	Leading & Managing Change: Facilitating Strategic, Tactical and Operational Transformation	01 - 05 Nov	Barcelona	5500
ML 161	International Oil & Gas Business Management NEW	01 - 05 Nov	Costa Mesa	6500
ML 118	Advanced Leadership: Motivation, Delegation and Problem Solving	01 - 05 Nov	New York	6500
ML 144	The Anatomy of Leadership in Industry 4.0 and beyond: The 4.0D® Leadership Development Model - 10 Day NEW	01 - 12 Nov	New York	13000
ML 107	Advanced Negotiation Skills & Deal Making Strategies	07 - 11 Nov	Dubai	4500
ML 130	Continuous Process Improvement: Defining, Achieving & Managing Business Processes	07 - 11 Nov	Dubai	4500
ML 136	Managing Stress & Pressure at Work	07 - 11 Nov	Dubai	4500
ML 122	Cornerstones of High Performing Teams NEW	08 - 12 Nov	Amsterdam	5500
ML 167	Leading Business in the Future NEW	08 - 12 Nov	Bangkok	5500
ML 120	Advanced Management: Creativity, Critical Thinking and Decision Making	08 - 12 Nov	New York	6500
ML 109	Enhanced Leadership & Management Skills for First Line Supervisors NEW	14 - 18 Nov	Dubai	4500
ML 140	Leadership for 4IR: the 4.0D Leadership Model NEW	14 - 18 Nov	Dubai	4500
ML 142	Work Life Balance: Maximizing Productivity & Quality of Life	14 - 18 Nov	Dubai	4500

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
ML 162	TEI Global Senior Management Retreat NEW	5 - 19 Nov	Chicago	6500
ML 115	The Art & Science of People Leadership NEW	22 - 26 Nov	New York	6500
ML 116	The Art & Science of People Leadership & Management (10 Days) NEW	22 Nov - 03 Dec	New York	13000
ML 100	High Performance Leadership & Team Building	28 Nov - 02 Dec	Dubai	4500
ML 117	The Art & Science of People Management NEW	29 Nov - 03 Dec	New York	6500
ML 149	Effective: Decision Making & Problem Solving	29 Nov - 03 Dec	Boston	6500
ML 124	Brain Training for Memory Improvement, Speed Reading and Maximising your Human Potential NEW	05 - 09 Dec	Dubai	4500
ML 112	Emotional Intelligence & Self-Mastery: Psychology for Effective Leadership	05 - 09 Dec	Dubai	4500
ML 146	The 10 Vital Competencies for Successful Management (10 Days) NEW	06 - 17 Dec	Amsterdam	11000
ML 166	The Puzzle of Motivation NEW	12 - 16 Dec	Dubai	4500
ML 160	Building an Organisational Change Strategy NEW	12 - 16 Dec	Dubai	4500
ML 169	The Future Leaders Program (10 Days) NEW	12 - 23 Dec	Dubai	9000
ML 165	Executive Level Personal Development Masterclass NEW	19 - 23 Dec	Dubai	4500
ML 104	Mastering Strategy and Business Planning	20 - 24 Dec	Miami	6500



“ We are extremely proud to partner with many of the world’s top consultants, trainers, facilitators and motivational speakers from both the academic world and industry. Everyone involved in the design and delivery of our programs has a deep practical understanding of how the lessons they teach can impact real world business issues. We are by nature pragmatists with a clear understanding of what is required for both individuals and organisations to succeed in these challenging times ”

John Philp – CEO, Talent Expertise International



Mechanical Engineering

COURSE CODE	PROGRAM TITLE	DATES	VENUE	FEES (USD)
ME 109	Alignment Methods & Applications	21 - 25 Feb	Dubai	4500
ME 110	ASME Process Piping, Valve & Flanges Classes	21 - 25 Feb	Dubai	4500
ME 100	Pumps & Compressors: Operation, Maintenance & Troubleshooting	28 Feb - 04 Mar	Dubai	4500
ME 106	Vibration Theory, Instruments & Measurement, and Diagnosis	28 Mar - 01 Apr	Dubai	4500
ME 107	Storage Tank Design, Construction & Maintenance	30 May - 05 Jun	Dubai	4500
ME 100	Pumps & Compressors: Operation, Maintenance & Troubleshooting	20 - 24 Jun	Dubai	4500
ME 109	Alignment Methods & Applications	25 - 29 Jul	Dubai	4500
ME 110	ASME Process Piping, Valve & Flanges Classes	01 - 05 Aug	Dubai	4500
ME 106	Vibration Theory, Instruments & Measurement, and Diagnosis	12 - 16 Sep	Dubai	4500
ME 104	Concrete & Steel Construction: Quality Control & Quality Assurance	19 - 25 Sep	Dubai	4500
ME 105	Offshore Structures: Design, Construction & Maintenance	26 - 30 Sep	Dubai	4500
ME 100	Pumps & Compressors: Operation, Maintenance & Troubleshooting	17 - 21 Oct	Dubai	4500
ME 107	Storage Tank Design, Construction & Maintenance	07 - 11 Nov	Dubai	4500
ME 108	Rotating Machinery Failure Analysis & Prevention Methods	05 - 09 Dec	Dubai	4500
ME 108	Rotating Machinery Failure Analysis & Prevention Methods	26 - 30 Dec	Dubai	4500

Oil & Gas

COURSE CODE	PROGRAM TITLE	DATES	VENUE	FEES (USD)
OG 125	Terminal Operations & Planning NEW	31 Jan - 04 Feb	Dubai	4500
OG 114	Laytime & Demurrage Masterclass NEW	01 - 05 Feb	Houston	6500
OG 127	Understanding Global Downstream Operations NEW	07 - 11 Feb	Dubai	4500
OG 130	Overview of Protection Economics NEW	07 - 11 Feb	Dubai	4500
OG 126	Understanding Global Upstream Operations NEW	14 - 18 Feb	Dubai	4500
OG 100	Process Plant Start-up, Commissioning & Troubleshooting	21 - 25 Feb	Dubai	4500
OG 116	Fundamentals of Natural Gas NEW	21 - 25 Feb	Dubai	4500
OG 123	Best Practices: FLNG Operations & Maintenance NEW	21 - 25 Feb	Dubai	4500
OG 120	Crude Oil Storage, Management, Handling, Measurement & Loss NEW	21 - 25 Feb	Dubai	4500
OG 115	Fundamentals of Oil & Gas for Beginners NEW	28 Feb - 04 Mar	Dubai	4500
OG 137	Enhanced Oil Recovery methods - ALL EOR NEW	28 Feb - 04 Mar	Dubai	4500
OG 122	LNG Supply, Demand & Pricing NEW	07 - 11 Mar	Dubai	4500
OG 135	Fundamentals of Refining Economics NEW	07 - 11 Mar	Dubai	4500
OG 124	Operations & Management of Oil & Gas Marine Terminals NEW	08 - 12 Mar	London	5500
OG 111	Integrated Auditing	14 - 18 Mar	Dubai	4500
OG 103	Water Flooding: Concepts & Best Practices	14 - 18 Mar	Dubai	4500
OG 102	Masterclass: Petroleum Projects Economics & Risk Analysis	21 - 25 Mar	Dubai	4500

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
OG 133	Crude Oil Marketing & Economics NEW	28 Mar - 01 Apr	Dubai	4500
OG 136	Masterclass: Oil Spill Response NEW	05 - 09 Apr	Houston	6500
OG 131	Downstream Economics Management NEW	16 - 20 May	Dubai	4500
OG 134	Price Risk Management in Energy Markets NEW	16 - 20 May	Dubai	4500
OG 118	Dynamics of LNG Industry NEW	17 - 21 May	Houston	6500
OG 121	Natural Gas Production, Processing & Transportation NEW	23 - 27 May	Dubai	4500
OG 128	Integrated Reservoir Management (Upstream) NEW	23 - 27 May	Dubai	4500
OG 126	Understanding Global Upstream Operations NEW	06 - 10 Jun	Dubai	4500
OG 137	Enhanced Oil Recovery methods - ALL EOR NEW	06 - 10 Jun	Dubai	4500
OG 100	Process Plant Start-up, Commissioning & Troubleshooting	13 - 17 Jun	Dubai	4500
OG 109	Oil & Gas Delivery Planning and Loading Operation	13 - 17 Jun	Dubai	4500
OG 111	Integrated Auditing	13 - 17 Jun	Dubai	4500
OG 108	Gas Chromatograph Maintenance & Troubleshooting	13 - 17 Jun	Dubai	4500
OG 114	Laytime & Demurrage Masterclass NEW	14 - 18 Jun	London	5500
OG 127	Understanding Global Downstream Operations NEW	20 - 24 Jun	Dubai	4500
OG 132	LNG Ship to Ship Operations NEW	20 - 24 Jun	Dubai	4500
OG 124	Operations & Management of Oil & Gas Marine Terminals NEW	21 - 25 Jun	Barcelona	5500
OG 110	Liquefied Gas Handling and Control	27 Jun - 01 Jul	Dubai	4500
OG 115	Fundamentals of Oil & Gas for Beginners NEW	11 - 15 Jul	Dubai	4500

CODE	PROGRAM TITLE		DATES	VENUE	FEES \$
OG 129	Crude Oil & Vacuum Distillation	NEW	11 - 15 Jul	Dubai	4500
OG 122	LNG Supply, Demand & Pricing	NEW	01 - 05 Aug	Dubai	4500
OG 120	Crude Oil Storage, Management, Handling, Measurement & Loss	NEW	08 - 12 Aug	Dubai	4500
OG 123	Best Practices: FLNG Operations & Maintenance	NEW	08 - 12 Aug	Dubai	4500
OG 112	International Oil Supply & Trading	NEW	09 - 13 Aug	Houston	6500
OG 116	Fundamentals of Natural Gas	NEW	22 - 26 Aug	Dubai	4500
OG 100	Process Plant Start-up, Commissioning & Troubleshooting		22 - 26 Aug	Dubai	4500
OG 103	Water Flooding: Concepts & Best Practices		29 Aug - 02 Sep	Dubai	4500
OG 104	Fundamentals of Oil & Gas Industry		05 - 09 Sep	Dubai	4500
OG 136	Masterclass: Oil Spill Response	NEW	06 - 10 Sep	Chicago	6500
OG 111	Integrated Auditing		12 - 16 Sep	Dubai	4500
OG 106	Petroleum Engineering for Non-Petroleum Engineers		19 - 23 Sep	Dubai	4500
OG 117	Fundamentals of Midstream Oil & Gas	NEW	19 - 23 Sep	Dubai	4500
OG 125	Terminal Operations & Planning	NEW	26 - 30 Sep	Dubai	4500
OG 107	Surface Production Facility Operation		05 - 07 Oct	Dubai	4500
OG 126	Understanding Global Upstream Operations	NEW	10 - 14 Oct	Dubai	4500
OG 113	Fundamentals of Crude Oil & Terminal Operations	NEW	11 - 15 Oct	London	5500
OG 114	Laytime & Demurrage Masterclass	NEW	11 - 15 Oct	London	5500
OG 108	Gas Chromatograph Maintenance & Troubleshooting		17 - 21 Oct	Dubai	4500
OG 119	Gas Conditioning & Processing	NEW	24 - 28 Oct	Dubai	4500

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
OG 127	Understanding Global Downstream Operations NEW	24 - 28 Oct	Dubai	4500
OG 137	Enhanced Oil Recovery methods - ALL EOR NEW	24 - 28 Oct	Dubai	4500
OG 109	Oil & Gas Delivery Planning and Loading Operation	31 Oct - 04 Nov	Dubai	4500
OG 133	Crude Oil Marketing & Economics NEW	31 Oct - 04 Nov	Dubai	4500
OG 121	Natural Gas Production, Processing & Transportation NEW	07 - 11 Nov	Dubai	4500
OG 132	LNG Ship to Ship Operations NEW	07 - 11 Nov	Dubai	4500
OG 135	Fundamentals of Refining Economics NEW	07 - 11 Nov	Dubai	4500
OG 120	Crude Oil Storage, Management, Handling, Measurement & Loss NEW	21 - 25 Nov	Dubai	4500
OG 129	Crude Oil & Vacuum Distillation NEW	21 - 25 Nov	Dubai	4500
OG 151	Downstream Economics Management NEW	21 - 25 Nov	Dubai	4500
OG 100	Process Plant Start-up, Commissioning & Troubleshooting	28 Nov - 02 Dec	Dubai	4500
OG 130	Overview of Protection Economics NEW	28 Nov - 02 Dec	Dubai	4500
OG 134	Price Risk Management in Energy Markets NEW	28 Nov - 02 Dec	Dubai	4500
OG 102	Masterclass: Petroleum Projects Economics & Risk Analysis	28 Nov - 02 Dec	Dubai	4500
OG 110	Liquefied Gas Handling and Control	05 - 09 Dec	Dubai	4500
OG 124	Operations & Management of Oil & Gas Marine Terminals NEW	19 - 23 Dec	Dubai	4500
OG 128	Integrated Reservoir Management (Upstream) NEW	19 - 23 Dec	Dubai	4500

Project Management

COURSE CODE	PROGRAM TITLE	DATES	VENUE	FEES (USD)
PM 102	Project Planning, Scheduling & Cost Control	31 Jan - 04 Feb	Dubai	4500
PM 111	Project Management Essentials for Non Project Management Professionals	NEW 07 - 11 Feb	Dubai	4500
PM 104	Advanced Project Management	21 - 25 Feb	Dubai	4500
PM 113	Advanced Project Economics, Risk & Performance Management - 10 Days	NEW 28 Feb - 11 Mar	Dubai	9000
PM 105	Project Management Masterclass	01 - 05 Mar	London	5500
PM 110	Project Management Professional (PMP) Exam Preparation	07 - 11 Mar	Dubai	4500
PM 108	Technical Project Management	14 - 18 Mar	Dubai	4500
PM 109	Mastering Project Management: Project Monitoring, Reporting & Control	22 - 26 Mar	Kuala Lumpur	5500
PM 106	Project Management: Tools & Techniques	28 Mar - 01 Apr	Dubai	4500
PM 100	Basic Project Management	16 - 20 May	Dubai	4500
PM 101	Managing Multiple Projects	23 - 27 May	Dubai	4500
PM 102	Project Planning, Scheduling & Cost Control	30 May - 03 Jun	Dubai	4500
PM 104	Advanced Project Management	13 - 17 Jun	Dubai	4500
PM 111	Project Management Essentials for Non Project Management Professionals	NEW 13 - 17 Jun	Dubai	4500
PM 110	Project Management Professional (PMP) Exam Preparation	20 - 24 Jun	Dubai	4500
PM 108	Technical Project Management	27 Jun - 01 Jul	Dubai	4500
PM 109	Mastering Project Management: Project Monitoring, Reporting & Control	12 - 16 Jul	London	5500

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
PM 105	Project Management Masterclass	12 - 16 Jul	Toronto	6950
PM 113	Advanced Project Economics, Risk & Performance Management - 10 Days	NEW 01 - 12 Aug	Dubai	9000
PM 102	Project Planning, Scheduling & Cost Control	22 - 26 Aug	Dubai	4500
PM 100	Basic Project Management	22 - 26 Aug	Dubai	4500
PM 104	Advanced Project Management	22 - 26 Aug	Dubai	4500
PM 109	Mastering Project Management: Project Monitoring, Reporting & Control	06 - 10 Sep	Geneva	5500
PM 106	Project Management: Tools & Techniques	26 - 30 Sep	Dubai	4500
PM 103	Advanced Project & Construction Management	10 - 14 Oct	Dubai	4500
PM 111	Project Management Essentials for Non Project Management Professionals	NEW 10 - 14 Oct	Dubai	4500
PM 112	Project Management for the Oil & Gas Industry	NEW 17 - 21 Oct	Dubai	4500
PM 102	Project Planning, Scheduling & Cost Control	24 - 28 Oct	Dubai	4500
PM 101	Managing Multiple Projects	31 Oct - 04 Nov	Dubai	4500
PM 110	Project Management Professional (PMP) Exam Preparation	07 - 11 Nov	Dubai	4500
PM 108	Technical Project Management	21 - 25 Nov	Dubai	4500
PM 104	Advanced Project Management	28 Nov - 02 Dec	Dubai	4500
PM 113	Advanced Project Economics, Risk & Performance Management - 10 Days	NEW 06 - 17 Dec	London	11000
PM 105	Project Management Masterclass	15 - 17 Dec	New York	6500
PM 100	Basic Project Management	19 - 23 Dec	Dubai	4500
PM 109	Mastering Project Management: Project Monitoring, Reporting & Control	20 - 24 Dec	Amsterdam	5500

Public Relations


COURSE CODE	PROGRAM TITLE	DATES	VENUE	FEES (USD)
PR 101	Public Relations & Media Skills	07 - 11 Feb	Dubai	4500
PR 104	Effective Government Relations	28 Feb - 04 Mar	Dubai	4500
PR 105	Creating Social Media Communication NEW	07 - 11 Mar	Dubai	4500
PR 105	Strategic Event Management NEW	29 Mar - 02 Apr	London	5500
PR 100	Protocol & Event Management	16 - 20 May	Dubai	4500
PR 101	Public Relations & Media Skills	23 - 27 May	Dubai	4500
PR 105	Creating Social Media Communication NEW	04 - 08 Jul	Dubai	4500
PR 100	Protocol & Event Management	01 - 05 Aug	Dubai	4500
PR 105	Strategic Event Management NEW	02 - 06 Aug	London	5500
PR 101	Public Relations & Media Skills	22 - 26 Aug	Dubai	4500
PR 104	Effective Government Relations NEW	29 Aug - 02 Sep	Dubai	4500
PR 105	Strategic Event Management NEW	01 - 05 Nov	London	5500
PR 105	Creating Social Media Communication NEW	07 - 11 Nov	Dubai	4500
PR 100	Protocol & Event Management	21 - 25 Nov	Dubai	4500
PR 101	Public Relations & Media Skills	28 Nov - 02 Dec	Dubai	4500
PR 104	Effective Government Relations NEW	28 Nov - 02 Dec	Dubai	4500

Purchasing Management

COURSE CODE	PROGRAM TITLE		DATES	VENUE	FEES (USD)
MM 111	Supply Chain Risk Management	NEW	07 - 11 Feb	Dubai	4500
MM 101	Warehouse Operations & Management		21 - 25 Feb	Dubai	4500
MM 103	Inventory Management Techniques		28 Feb - 04 Mar	Dubai	4500
MM 112	Unlocking Procurement Potentials	NEW	28 Feb - 04 Mar	Dubai	4500
MM 102	Masterclass: Warehouse Operations & Inventory Management - 10 days		28 Feb - 11 Mar	Dubai	9000
MM 115	Mastering Procurement Negotiation Skills	NEW	07 - 11 Mar	Dubai	4500
MM 117	Mini MBA - Supply Chain & Logistics Management (10 Days)	NEW	14 - 25 Mar	Dubai	9000
MM 104	Effective Procurement Skills		28 Mar - 01 Apr	Dubai	4500
MM 105	Procurement & Supply Chain Management (10 Days)		28 Mar - 08 Apr	Dubai	9000
MM 106	Effective Supply Chain Management		04 - 08 Apr	Dubai	4500
MM 109	Procurement and Tendering Best Practices		16 - 20 May	Dubai	4500
MM 110	Logistics Management of Aviation, Ships, Marine and Ports		23 - 27 May	Dubai	4500
MM 113	Effective Purchasing & Contract Negotiations	NEW	06 - 10 Jun	Dubai	4500
MM 116	Advanced Strategic Procurement	NEW	07 - 11 Jun	Houston	6500
MM 101	Warehouse Operations & Management		13 - 17 Jun	Dubai	4500
MM 102	Masterclass: Warehouse Operations & Inventory Management - 10 days		15 - 24 Jun	Dubai	9000
MM 103	Inventory Management Techniques		20 - 24 Jun	Dubai	4500
MM 111	Supply Chain Risk Management	NEW	20 - 24 Jun	Dubai	4500
MM 114	Modern Procurement Techniques & Best Practices	NEW	27 Jun - 01 Jul	Dubai	4500
MM 117	Mini MBA - Supply Chain & Logistics Management (10 Days)	NEW	04 - 15 Jul	Dubai	9000

CODE	PROGRAM TITLE	DATES	VENUE	FEE \$
MM 104	Effective Procurement Skills	11 - 15 Jul	Dubai	4500
MM 112	Unlocking Procurement Potentials NEW	11 - 15 Jul	Dubai	4500
MM 106	Effective Supply Chain Management	01 - 05 Aug	Dubai	4500
MM 105	Procurement & Supply Chain Management	01 - 12 Aug	Dubai	9000
MM 115	Mastering Procurement Negotiation Skills NEW	02 - 06 Aug	Toronto	6950
MM 107	Developing and Evaluating Construction Procurement Strategies	05 - 09 Sep	Dubai	4500
MM 108	Advanced Logistics & Transportation	26 - 30 Sep	Dubai	4500
MM 109	Procurement and Tendering Best Practices	10 - 14 Oct	Dubai	4500
MM 113	Effective Purchasing & Contract Negotiations NEW	10 - 14 Oct	Dubai	4500
MM 101	Warehouse Operations & Management	24 - 28 Oct	Dubai	4500
MM 114	Modern Procurement Techniques & Best Practices NEW	24 - 28 Oct	Dubai	4500
MM 102	Masterclass: Warehouse Operations & Inventory Management - 10 days	24 Oct - 04 Nov	Dubai	9000
MM 103	Inventory Management Techniques	31 Oct - 04 Nov	Dubai	4500
MM 111	Supply Chain Risk Management NEW	31 Oct - 04 Nov	Dubai	4500
MM 116	Advanced Strategic Procurement NEW	07 - 11 Nov	Dubai	4500
MM 112	Unlocking Procurement Potentials NEW	07 - 11 Nov	Dubai	4500
MM 117	Mini MBA - Supply Chain & Logistics Management (10 Days) NEW	07 - 18 Nov	Dubai	9000
MM 110	Logistics Management of Aviation, Ships, Marine and Ports	21 - 25 Nov	Dubai	4500
MM 104	Effective Procurement Skills	28 Nov - 02 Dec	Dubai	4500
MM 105	Procurement & Supply Chain Management	05 - 16 Dec	Dubai	4500
MM 106	Effective Supply Chain Management	12 - 16 Dec	Dubai	4500
MM 115	Mastering Procurement Negotiation Skills NEW	12 - 16 Dec	Dubai	4500



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