

ACADEMY IK COURSES CATALOG

Professional And Unique Training

2016-2017

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BUSINESS AND PROJECT MANAGEMENT COURSES

Course Title	Training Objectives	DURATION
Project Management (PMBOK® Guide - Fifth Edition-aligned)		
Code of Ethics and Professional Conduct		15 Hours
	The Role of Ethics in Project Management	
	Core PMI® Values and Ethical Standards	
Project Management Essentials		15 Hours
	Managing Projects within Organizations	
	Project Management Overview	
	Project Management Process Groups	
Project Integration Management		15 Hours
	Integrated Initiation and Planning	
	Direct, Monitor, and Control Project Work	
	Controlling Changes and Closing a Project	
Project Scope Management		15 Hours
	Project Requirements and Defining Scope	
	Creating the Work Breakdown Structure	
	Monitoring and Controlling Project Scope	
Project Time Management		15 Hours
	Defining and Sequencing Project Activities	
	Estimating Activity Resources and Durations	
	Developing and Controlling the Project Schedule	
Project Cost Management		15 Hours
	Planning Project Costs	
	Controlling Project Costs	
Project Quality Management		15 Hours
	Plan Quality Management	
	Quality Assurance and Quality Control	
Project Human Resource Management		15 Hours
	Planning Project Human Resources	
	Managing Project Human Resources	
Project Communications Management		15 Hours
	Plan and Manage Project Communications	
	Control Project Communications	
Project Risk Management		15 Hours
	Risk Management Planning	
	Identifying Project Risks	

	Performing Risk Analysis	
	Risk Response and Control	
Project Procurement Management		15 Hours
	Planning Project Procurement Management	
	Managing Procurements	
Project Stakeholder Management		15 Hours
	Project Stakeholder Management	
	Managing and Controlling Stakeholder Engagement	
Agile Practitioner - (PMI-ACP & ScrumMaster aligned)		TBD Hours
	Agile Project Management Essentials	
	Adopting an Agile Approach to Project Management	
	An Overview of Agile Methodologies	
	Overview of the Scrum Development Process	
	Agile Planning: Project Initiating and Requirements Gathering	
	Agile Planning: Doing Estimates and Completing the Release Plan	
	Planning and Monitoring Iterations on an Agile Project	
	Leading an Agile Team	
	Managing Stakeholder Engagement on an Agile Project	
	Ensuring Delivery of Value and Quality in Agile Projects	
Business and Management Courses		
Live Learning		15 Hours
	Coaching Skills for Supervisors and Managers	
	Project Management Professional Certification (PMP) 5.0 (5th Ed Aligned)	
How to Write an Effective Internal Business Case		15 Hours
	Preparing a Business Case	
	Writing a Business Case	
	Presenting Your Case	
Interpersonal Communication		15 Hours
	Interpersonal Communication: Communicating with Confidence	
	Interpersonal Communication: Targeting Your Message	
	Interpersonal Communication: Listening Essentials	
	Interpersonal Communication: Communicating Assertively	
	Interpersonal Communication: Being Approachable	

Workplace Conflict		15 Hours
	Workplace Conflict: Recognizing and Responding to Conflict	
	Workplace Conflict: Strategies for Resolving Conflicts	
Fundamentals of Working with Difficult People		15 Hours
	Working with Difficult People: Identifying Difficult People	15 Hours
	Working with Difficult People: How to Work with Aggressive People	15 Hours
	Working with Difficult People: How to Work with Negative People	15 Hours
	Working with Difficult People: How to Work with Procrastinators	15 Hours
	Working with Difficult People: How to Work with Manipulative People	15 Hours
	Working with Difficult People: How to Work with Self-serving People	15 Hours
	Working with Difficult People: Dealing with Micromanagers	15 Hours
Negotiation essentials		15 Hours
	Negotiation Essentials: What Is Negotiation?	
	Negotiation Essentials: Planning for Negotiation	
	Negotiation Essentials: Communicating	
	Negotiation Essentials: Persuading	
	Negotiation Essentials: Avoiding Pitfalls in Negotiations	
Fundamentals of Cross Cultural Communication		15 Hours
	Culture and Its Effect on Communication	
	Communicating Across Cultures	
	Improving Communication in Cross-cultural Relationships	
Getting Results without Direct Authority		15 Hours
	Getting Results without Direct Authority: Building Relationships and Credibility	
	Getting Results without Direct Authority: Persuasive Communication	
	Getting Results without Direct Authority: Reciprocity	
	Getting Results without Direct Authority: Influencing Your Boss	
Listening Essentials		15 Hours
	Listening Essentials: The Basics of Listening	
	Listening Essentials: Improving Your Listening Skills	
Constructive Feedback and Criticism		15 Hours

	Giving Feedback	
	Giving Constructive Criticism	
	Receiving Feedback and Criticism	
Running Effective Business Meetings		15 Hours
	Preparing for Effective Business Meetings	
	Managing Effective Business Meetings	
	Dealing with Common Meeting Problems	
Communicating Effectively with the 'C' Level		15 Hours
	Preparing to Communicate Effectively at the 'C' Level	
	Techniques for Communicating Effectively with Senior Executives	
Basic Presentation Skills		15 Hours
	Basic Presentation Skills: Planning a Presentation	
	Basic Presentation Skills: Creating a Presentation	
	Basic Presentation Skills: Delivering a Presentation	
Communicate with Diplomacy and Tact		15 Hours
	The Impact of Situation and Style When Communicating with Diplomacy and Tact	
	Strategies for Communicating with Tact and Diplomacy	
	Delivering a Difficult Message with Diplomacy and Tact	
Professional Networking Essentials		15 Hours
	Professional Networking Essentials: Finding Opportunities To Make Connections	
	Professional Networking Essentials: Developing Confidence	
Customer Service Fundamentals		15 Hours
	Customer Service Fundamentals: Building Rapport in Customer Relationships	
	Customer Service in the Field	
	Customer Service over the Phone	
	Internal Customer Service	
	Customer Service Confrontation and Conflict	
	Shaping the Direction of Customer Service in Your Organization	
Finance and Accounting Essentials for Non-financial Professionals		15 Hours
	Principles of Accounting and Finance for Non-financial Professionals	
	Cash Flow Management Essentials for Non-financial Professionals	
	The Time Value of Money and Investment Decisions for Non-financial Professionals	

	The Essentials of Budgeting for Non-financial Professionals	
	Financial Statements for Non-financial Professionals	
	Analyzing Financial Statements for Non-financial Professionals	
Budgeting Essentials		15 Hours
	Organizational Budgeting Activities and the Master Budget	
	Planning and Preparing an Operating Budget	
	Preparing Operating Budgets and the Cash Budget	
	Using Budgets for Management and Control	
Organizational Behavior		15 Hours
	Fundamentals of Organizational Behavior for the Individual	
	Fundamentals of Organizations – Groups	
	Understanding Organizational Power and Politics	
	Organizational Structure and Employee Behavior	
	Organizational Behavior: Dynamics of a Positive Organizational Culture	
Certified Business Analysis Professional (CBAP™) - BABOK® Guide V2.0 aligned		TBD Hours
	Introduction to Business Analysis and Essential Competencies	
	Introduction to Business Analysis Planning	
	Planning Business Analysis Communication and Monitoring	
	Business Analysis Requirements Elicitation	
	Business Analysis Requirements Management and Communication	
	Business Analysis: Enterprise Analysis	
	Business Analysis: Introduction to Requirements Analysis	
	Business Analysis: Verify and Validate Requirements	
	Business Analysis: Solution Assessment and Validation	
ITIL® 2011 Edition Overview		15 Hours
	ITIL® 2011 Edition Overview: Creating a Service Culture	15 Hours
	ITIL® 2011 Edition Overview: Introduction to the ITIL® Framework	15 Hours
	ITIL® 2011 Edition Overview: Certification and Benefits	15 Hours
IT Infrastructure Library (ITIL®) 2011 Edition Foundation Syllabus		15 Hours

	ITIL® 2011 Edition Foundation: ITIL® and the Service Lifecycle	15 Hours
	ITIL® 2011 Edition Foundation: Service Strategy Fundamentals	15 Hours
	ITIL® 2011 Edition Foundation: Service Strategy Processes	15 Hours
	ITIL® 2011 Edition Foundation: Service Design Fundamentals	15 Hours
	ITIL® 2011 Edition Foundation: Service Design Processes	15 Hours
	ITIL® 2011 Edition Foundation: Service Transition Processes and Policies	15 Hours
	ITIL® 2011 Edition Foundation: Introduction to Service Operation	15 Hours
	ITIL® 2011 Edition Foundation: Service Operation Processes	15 Hours
	ITIL® 2011 Edition Foundation: Continual Service Improvement	15 Hours
PRINCE2®: 2009 Foundation		15 Hours
	Overview of Project Management (PRINCE2®: 2009-aligned)	
	Project Organization, Planning and Risk (PRINCE2®: 2009-aligned)	
	Project Quality, Change and Progress (PRINCE2®: 2009-aligned)	
	Starting Up, Initiating and Directing a Project (PRINCE2®: 2009-aligned)	
	Controlling, Managing and Closing a Project (PRINCE2®: 2009-aligned)	
	Tailoring PRINCE2 to a Project Environment (PRINCE2®: 2009-aligned)	
Writing Skills for Technical Professionals		15 Hours
	Writing for Technical Professionals: Preparation and Planning	
	Writing for Technical Professionals: Effective Writing Techniques	
Leadership Essentials		15 Hours
	Leadership Essentials: Motivating Employees	
	Leadership Essentials: Communicating Vision	
	Leadership Essentials: Building Your Influence as a Leader	
	Leadership Essentials: Leading with Emotional Intelligence	
	Leadership Essentials: Leading Business Execution	
	Leadership Essentials: Leading Innovation	
	Leadership Essentials: Leading Change	

	Leadership Essentials: Creating Your Own Leadership Development Plan	
Employee Engagement		15 Hours
	The Benefits and Challenges of Engaging Employees	
	Maintaining an Engaging Organization	
Creating a positive work environment		15 Hours
	Creating and Maintaining a Positive Work Environment	
Effective Succession Planning		15 Hours
	Initiating Succession Planning	
	Effective Succession Planning: Determining a Talent Pool for Key Positions	
	Implementing and Assessing a Succession Planning Program	
Setting and Managing Organizational Priorities		15 Hours
	Setting and Managing Priorities within the Organization: Mission and Goals	
	Setting and Managing Priorities within the Organization: Deciphering Priorities	
	Setting and Managing Priorities within the Organization: Motivation	
	Setting and Managing Priorities within the Organization: Communication	
Making Cross-Functional Teams Work		15 Hours
	Cross-functional Team Fundamentals	
	Key Strategies for Managing Cross-functional Teams	
	Managing Internal Dynamics in a Cross-functional Team	
The Voice of Leadership		15 Hours
	The Voice of Leadership: Inspirational Leadership	
	The Voice of Leadership: Self-assessment and Motivation	
	The Voice of Leadership: Effective Leadership Communication Strategies	
	The Voice of Leadership: The Power of Leadership Messaging	
Managing Organizational Change		15 Hours
	Managing Change: Understanding Change	
	Managing Change: Building Positive Support for Change	
	Managing Change: Dealing with Resistance to Change	
	Managing Change: Sustaining Organizational Change	
Business Coaching Essentials		15 Hours

	Business Coaching: Getting Ready to Coach	
	Business Coaching: Conducting Coaching Sessions	
	Business Coaching: Building the Coaching Relationship	
	Business Coaching: Using Different Coaching Styles	
Management Essentials		15 Hours
	Management Essentials: Directing Others	
	Management Essentials: Delegating	
	Management Essentials: Developing Your Direct Reports	
	Management Essentials: Confronting Difficult Employee Behavior	
	Management Essentials: Managing a Diverse Team	
	Management Essentials: Treating Your Direct Reports Fairly	
	Management Essentials: Caring about Your Direct Reports	
Performance Appraisal Essentials		15 Hours
	Performance Appraisal Essentials: Planning for Appraisals	
	Performance Appraisal Essentials: Conducting Traditional Appraisals	
	Performance Appraisal Essentials: 360-degree Appraisals	
Essentials of Managing Technical Professionals		15 Hours
	Transitioning from Technical Professional to Management	
	Strategies for Transitioning to Technical Management	
	Managing Technical Professionals	
Workforce Generations		15 Hours
	Managing Workforce Generations: Introduction to Cross-generational Employees	
	Managing Workforce Generations: Working with a Multigenerational Team	
	Managing Workforce Generations: Working with the 21st-century Generation Mix	
Managing Experts		15 Hours
	Meeting the Needs of Your Experts	
	Overcoming Challenges When Managing Experts	
Advanced Management Skills Series		15 Hours
	Developing a High-performance Organization	
	Cross-functional Strategic Management	

	Managing for Rapid Change and Uncertainty	
	Managing High Performers	
	Managing New Managers	
	Managing Experienced Managers	
Managing during Difficult Times		15 Hours
	Communicating during Difficult Times	
	Managing Resources during Difficult Times	
	Managing Attitudes during Difficult Times	
Dismissing an Employee		15 Hours
	Preparing to Dismiss an Employee	
	Managing the Dismissal of an Employee	
Business Execution		15 Hours
	Business Execution: Understanding the Fundamentals	
	Business Execution: Crafting a Business Strategy that Executes	
	Business Execution: Linking Strategy to People and Operations	
	Business Execution: Monitoring and Evaluating Initiatives	
Delegation Essentials		15 Hours
	Delegation Essentials: An Introduction to Delegating	
	Delegation Essentials: The Delegation Process	
	Delegation Essentials: Overcoming Delegation Problems	
Essentials of Facilitating		15 Hours
	Using Facilitation Skills as a Manager	
	Facilitating Collaborative Processes	
	Challenges of Facilitating	
Difficult Conversations		15 Hours
	Preparing for a Difficult Conversation	15 Hours
	Having a Difficult Conversation	15 Hours
	Handling Difficult Conversations Effectively	15 Hours
Performance Management		15 Hours
	Planning for Performance	
	Monitoring and Improving Performance	
	Reviewing and Rewarding Performance	
Microsoft Office 2007: Beginning Project		15 Hours
	Creating and Designing a Project with Project 2007	
	Specifying and Assigning Resources in Project 2007	
	Tracking and Reporting Progress with Project 2007	

Microsoft Office 2007: Advanced Project		15 Hours
	Advanced Customization with MS Project 2007	
	Project Data Management and Performance with MS Project 2007	
Microsoft Office 2010: Beginning Project		15 Hours
	Introduction to Project Management using Project 2010	
	Introduction to Project 2010	
	Initializing a Project with Project 2010	
	Defining Project Properties in Project 2010	
	Building a Schedule with Project 2010	
	Creating Resources in Project 2010	
	Managing Resource Assignments with Project 2010	
	Monitoring Schedule Performance with Project 2010	
	Communicating Project Information with Project 2010	
Microsoft Office 2010: Advanced Project		15 Hours
	Advanced Customizing with Project 2010	
	Advanced Tools for Managing Multiple Projects with Project 2010	
	Advanced Resource Management with Project 2010	
	Advanced Scheduling Management with Project 2010	
	Advanced Reporting and Management Tools in Project 2010	
Microsoft Project 2013		15 Hours
	Setting up a Project in Project 2013	
	Task-based Scheduling in Project 2013	
	Resource Management in Project 2013	
	Tools for Tracking Project Performance in Project 2013	
	Communicate and Finalize Project Information Using Project 2013	
Six Sigma Champion Training		15 Hours
	Introduction to Six Sigma for Champions	
	Six Sigma Process Improvement	
	Six Sigma Project and Project Teams	
Fundamentals of Lean for Business Organizations		15 Hours
	Introduction to Lean for Service and Manufacturing Organizations	
	Using Lean for Perfection and Quality	
	Lean Tools and Techniques for Flow and Pull	
	Reducing Waste and Streamlining Value Flow	

	Using Lean	
	Value Stream Mapping in Lean Business	
	Applying Lean in Service and Manufacturing Organizations	
Operations Management		15 Hours
	Operations Management and the Organization	
	Operations Management: Product and Service Management	
	Operations and Supply Chain Management	
	Operations Management: Inventory Management	
	Operations Management: Forecasting and Capacity Planning	
	Operations Management: Operations Scheduling	
	Operations Management: Management of Quality	
	Operations Management: Facilities Planning and Management	
Managing Customer-Driven Process Improvement		15 Hours
	Customer-driven Process Improvement: Basic Framework	
	Customer-driven Process Improvement: Identifying Customer Needs	
	Customer-driven Process Improvement: From Customer Needs to Process Requirements	
	Customer-Driven Process Improvement: Mapping and Measuring Processes	
	Customer-driven Process Improvement: Analyzing Process Problems	
	Customer-Driven Process Improvement: Identifying Improvement Ideas and Solutions	
	Customer-driven Process Improvement: Implementing and Maintaining Improvements	
Generating Creative & Innovative Ideas		15 Hours
	Generating Creative and Innovative Ideas: Enhancing Your Creativity	
	Generating Creative and Innovative Ideas: Maximizing Team Creativity	
	Generating Creative and Innovative Ideas: Verifying and Building on Ideas	
Effective Time Management		15 Hours
	Time Management: Analyzing Your Use of Time	
	Time Management: Planning and Prioritizing Your Time	
	Time Management: Avoiding Time Stealers	
Problem Solving and Decision Making Strategies		15 Hours
	Problem Solving: The Fundamentals	

	Problem Solving: Determining and Building Your Strengths	
	Problem Solving: Digging Deeper	
	Decision Making: The Fundamentals	
	Decision Making: Tools and Techniques	
	Decision Making: Making Tough Decisions	
Dealing with Organizational Change		15 Hours
	Understanding Organizational Change	
	Preparing for Organizational Change	
	Embracing Organizational Change	
Critical Thinking Essentials		15 Hours
	Critical Thinking Essentials: What Is Critical Thinking?	
	Critical Thinking Essentials: Applying Critical Thinking Skills	
Building and Maintaining Trust		15 Hours
	Building Trust	
	Rebuilding Trust	
Personal Productivity Improvement		15 Hours
	Personal Productivity Improvement: Managing Your Workspace	
	Personal Productivity: Self-organization and Overcoming Procrastination	
	Personal Productivity Improvement: Managing Tasks and Maximizing Productivity	
Business Ethics		15 Hours
	Introduction to Workplace Ethics	
	Developing a Code of Ethical Conduct	
	Ethical Decision-making in the Workplace	
Public Speaking Strategies		15 Hours
	Public Speaking Strategies: Preparing Effective Speeches	
	Public Speaking Strategies: Confident Public Speaking	
Performance under Pressure		15 Hours
	Developing the Right Attitude for Performing under Pressure	
	Taking Action for Performing under Pressure	
	Performing with Others under Pressure	
Doing Business Professionally		15 Hours
	Developing Your Reputation of Professionalism with Business Etiquette	
	Professionalism, Business Etiquette, and Personal Accountability	
	Communicating with Professionalism and Etiquette	

	Using Business Etiquette to Build Professional Relationships	
Perseverance and Resilience		15 Hours
	Developing Character for Perseverance and Resilience	
	Achieving Goals through Perseverance and Resilience	
	Bouncing Back with Perseverance and Resilience	
Decisiveness		15 Hours
	Developing Character for Decisiveness	
	Overcoming the Barriers to Decisiveness	
Project Management for Non-Project Managers		15 Hours
	Project Management Fundamentals	
	Initiating and Planning an Project	
	Managing a Project	
	Troubleshooting and Closing the Project	
Program Management Overview		15 Hours
	Introduction to Program Management	15 Hours
	Program Life Cycle and Benefits Management	15 Hours
IT Project Management Essentials		15 Hours
	IT Project Management Essentials: Introduction to IT Project Management	
	IT Project Management Essentials: Initiating and Planning IT Projects	
	IT Project Management Essentials: Executing IT Projects	
	IT Project Management Essentials: Monitoring and Controlling IT Projects	
	IT Project Management Essentials: Managing Risks in an IT Project	
	IT Project Management Essentials: Testing Deliverables and Closing IT Projects	
Managing Software Project Outsourcing		15 Hours
	Managing Software Project Outsourcing: Preparing to Manage an Outsourced Project	
	Managing Software Project Outsourcing: Developing a Vendor Contract	
	Managing Software Project Outsourcing: Working with the Outsourced Team	
	Managing Software Project Outsourcing: Dealing with Risks	
Agile Software Development		15 Hours
	Introducing Agile Software Development	
	Planning an Agile Software Development Project	
	Managing Agile Software Development	
	Agile Programming and Testing	

Leading and Implementing Sustainable Green Business Strategies		15 Hours
	Introduction to Green Business and Sustainability	
	Green Business: Planning Sustainability Strategies	
	Green Business: Implementing Sustainability Strategies	
The Fundamentals of Globalization		15 Hours
	The Fundamentals of Globalization: The Global Context	
	Fundamentals of Globalization: Analyzing the Global Environment	
	The Fundamentals of Globalization: Strategies for Globalization	
	Fundamentals of Globalization: Managing in a Global Environment	
Risk Management		15 Hours
	Risk Management: Identifying Risk	
	Risk Management: Assessing Risk	
	Risk Management: Dealing with Risk	
Business Planning Essentials		15 Hours
	Business Planning Essentials: Preparing a Business Plan	
	Business Planning Essentials: Performing Key Analyses	
	Business Planning Essentials: Preparing for Implementation	
Optimizing Your Performance on a Team		15 Hours
	Being an Effective Team Member	
	Establishing Team Goals and Responsibilities	
	Elements of a Cohesive Team	
	Effective Team Communication	
	Using Feedback to Improve Team Performance	
Leading Teams		15 Hours
	Leading Teams: Launching a Successful Team	
	Leading Teams: Establishing Goals, Roles, and Guidelines	
	Leading Teams: Developing the Team and its Culture	
	Leading Teams: Building Trust and Commitment	
	Leading Teams: Fostering Effective Communication and Collaboration	
	Leading Teams: Motivating and Optimizing Performance	
	Leading Teams: Dealing with Conflict	

Leading Teams: Managing Virtual Teams

Supply Chain Management

Introduction to Supply Chain Management	24
Shipping (Freight and Marine Cargo)	15
INCO TERMS 2010	15

Finance and Insurance

Risk Management and Insurance for shipping	15
Stores and Inventory Management	15
Production Quality Control and Assurance	15
Maintenance Cost Accounting	15
Internal Financial Auditor Skills	15
Risk Audits In Banks Under Basel	15
Consulting Services for SME's from Banking Perspective	15
Accounting for Non Accountants	15
Measurement & Analysis of Small and Medium Enterprises (SME's) Credit Risk	15
Credit and Sales Skills	15
Financial & Credit analysis	15
Book Keeping	15
Finance for Non-financials	15
Advanced Financial Analysis	15
Financial Analysis & Budgeting	15
Product Pricing	15

Translation

Military Translation	15
Omega T software For Translation	15

Specialized Protection and Security

Specialized Security Training Program

COURSE TITLE	DURATION / HOURS
The effective of security supervision.	30
Cyber security, Alarm systems and hazard risk exposure.	30
Security of public installations and embassies.	30
Improving the methods and security work procedures.	30
Crisis management and security negotiation skill.	30
Interior security operations.	30
Strategies of installation security against sabotage.	30
Contingency plan in facing up terrorism.	30
The role of the security officer in combating terror operations” plans and methods”	30
The concept of comprehensive security in vital installations, embassies and airports.	30
The behavioral skills of the security supervisor.	30
Security planning’ protections plans and taken procedures’.	30
Leadership skills and security supervision.	30
Recruitment and operating information resources ‘the art of operating agents’	30

Security investigation and interrogation skills.	30
Offices, documents and information security.	30
Report writing and security inspection skills.	30
Basic airport security training program.	30
Modern strategies in preparing and executing security plan.	30
International terrorism ,stages of combating terrorist in hostage taken situations.	30
Arrest, Raid , Detention, Inspection and release in security operations.	30
Promoting the sense of security and fast intelligence analysis.	30
The role of control in installation security , evaluating and implementing security programs.	30
Security pass' obstacles and methods to solve' vehicle driving list inside the installation.	30
Industrial psychology' it's impact on the security work and how can security officers win the trust of the employees.	30
The importance of the effective communication in the field of security ' team work necessity'.	30
Fast intervention and rescuing the vital targets.	30
Health installation's security.	30

Preparing security policy for the installation and the importance of considering the administrative procedures.	30
The basic concepts in negotiations ‘ strategies and tactics that could be followed.	30
Customs inspection ‘methods and techniques.	30
Methods of dealing with the supervisors.	30
Improving the methods and procedures of security work.	30
Health installations security management systems.	30
The comprehensive safety and security of health care installations	30
Modern methods in security technologies.	30
Domestic terrorism ‘ the needed data to monitor and control terror attacks’.	30
Dealing with inmate and detainees.	30
Scenario hypothesis in security work.	30
The art of management and organization in industrial security.	30
The art of operating correctional and rehabilitation centers’ rehabilitating inmates programs.’	30
The modern concepts in security and safety programs in banking installations’ procedures and techniques’.	30
Communicating and dealing with the crowd.	30
Detecting and exploring surveillance patrols.	30

Preparing statistics tables and analysis.	30
The fundamental psychological and social counseling services.	30
Diplomats treatment skills’ at the airports and borders’	30
Planning and executing public awareness campaigns.	30
The modern trends of schools and institutions’ education management’	30
Studies and researches drafting.	30
Security inspection” for officers”.	30
Guarding and securing correction and rehabilitation centers.	30
Promoting the security sense and information gathering.	30
Report writing and drafting skills	30
Performance evaluation standards ‘ assessment”.	30
The new trends in mass media and public relations.	30
Time and priorities.	30
Improving and developing the industrial security leadership.	30
The Special Administration Training Programs	
Administration supervision.	30
Creative thinking.	30
Management with objectives.	30

Dealing with audience.	30
Time management' organizing and planning skills'	30
Managerial communication and public service office.	30
Managerial supervision and establishment performance evaluation.	30
Office organizing, conference management and filing system.	30
Improving the quality of the governmental services.	30
Managerial dealing contracts, dealing with offers , bids and logistics.	30
Negotiation strategies skill.	30
Program and performance balance.	30
Interview conducting, employee selection and appointing skills.	30
Drafting legislations, regulations, decisions and administrative procedures.	30
Organizing and managing successful seminars.	30
Analytic strategies and training feedback assessment.	30
Assessment and performance evaluation standards.	30
The modern ups in public relations and advanced mass media.	30
Time management and priorities.	30

Negotiation skills in purchasing contracts.	30
Questionnaire design , performance feedback and conclusion analysis.	30
Developing managerial skills' new managers'.	30
Studies and researches preparing.	30
Accounting and auditing.	30
New method in warehouses managing and inventory listing.	30
Planning and executing public awareness campaigns.	30
New trends in schools and institution management (education process management)	30
Performance excellence through simplifying work procedures and deputizing.	30

Military Courses

Course Title	Duration
Technical Electronic Warfare - Engineers	60 Hours
Technical Electronic Warfare - Technicians	60 Hours
Electronic Warfare – Pilots/ operators	60 Hours
Electronic Warfare – Signal Analyst	45 Hours
Tactical Data Links	45 Hours
Military Communication and RADAR Systems	15 Hours
Risk Management For Tactical Missions	15 Hours
Leadership - General	15 Hours
Training Management	15 Hours
Military Translation	15 Hours
Armament Courses	15 Hours
Command and Control	45 Hours
Air Defense Systems	15 Hours
Troop Leading Procedures	15 Hours
Military Decision Making Process	15 Hours
Mission Command	15 Hours

Telecommunications, Electrical & Electronics

Course Title	Duration
Telecommunications	
Basic Radio Course	30 Hours
Basic RADAR course	45 Hours
Basic Microwave course	60 Hours
2G, 3G, 4G Cellular	45 Hours
Basic Communications Course	45 Hours
Satellite Communications	15 Hours
Line of Sight Communications	15 Hours
HF, VHF communications	15 Hours
Transmission Security	15 Hours
Radiation Hazards	15 Hours
Quality of Service	15 Hours
Communications Maintenance	45 Hours
Fiber optics Fundamentals	15 Hours
GNSS	15 Hours
VSAT	15 Hours
Electronics	
Arduino- Programming and Design	15 Hours
Vocational Electronics	15 Hours
Hands On Electronics	15 Hours
Electronics Maintenance	15 Hours
LED/ LCD T.V Maintenance	15 Hours
Cellular Phones Maintenance	15 Hours
Advanced Soldering Techniques	15Hours

Electrical Engineering

Electrical Installations/ IEE 16th Edition	15 Hours
Photovoltaic Cells-Design and Installation	15 Hours
Light Design	15 Hours
Electrical Protection	15 Hours
Security Engineering	15 Hours
Building Management System (BMS)	15 Hours

Aviation courses

Course Title	Duration
Aviation Management Courses	
Comprehensive Passengers Handling	15 Hours
Aircraft Handling Course	15 Hours
Aircraft loading Course	15 Hours
Airside Safe Course	15 Hours
Baggage Handling Course	15 Hours
Turnaround Coordination Course	15 Hours
Human Factor Course	15 Hours
Ground Operation Management	15 Hours
Safety Course for Ground Equipment Operator(Operation & Maintenance).	15 Hours
Safety Induction Training.	15 Hours
General Safety Course	15 Hours
Safety Specialist Training.	15 Hours
Ramp Safety .	15 Hours
Air Field Safety	15 Hours
Airside Safety	15 Hours
Management of Airside Safety	15 Hours
Accident Investigation Course.	15 Hours
Modern Safety Methods in Working Places.	15 Hours
ISAGO — IATA Safety Audit ground Operation — Train the Trainer.	15 Hours
Environment Course for Airlines	15 Hours
Airport Environmental Course	15 Hours
Train the Trainer (Air Side Drivers)	15 Hours
Occupation Safety & Health for Factories	15 Hours
Airport Ramp Operations .	15 Hours
Airport Ramp Management	15 Hours
Marshaling and Leading Aircraft	15 Hours
Apron Safety	15 Hours
Airport Emergency Planning	15 Hours
Aviation Safety Management System (SMS)	15 Hours
Aviation Project management	15 Hours

Technical Aviation Courses	
GNSS	30 Hours
CNS/ATM	45 Hours
RADAR Technologies	60 Hours
Navigation Technologies	45 Hours
CNS	45 Hours
ATM	15 Hours
Communication Technologies	45 Hours
Health Safety and Environment	
Health Safety and Environment Skills	15 Hours

Mechanical Engineering Courses

Course Title	Duration /Hours
• HVAC Systems : Specifications & Design	30
• Air Ducts & Equipment : Specifications & Design	30
• Central Heating Systems: Specifications & Design	20
• Cooling & Heating load calculation using software	10
• Special A/C Systems	10
• Plumping Systems (Drainage & Domestic water) : Specifications & Design	30
• Fire Protection & fire fighting systems : Requirements and Design	30
• Specifications of engineering materials used in oil industries	24
• Energy management in buildings	24
• Water Pumps	24
• Irrigation systems, swimming pools and water features	15
• Variation orders	10

Civil Engineering and GIS Courses

Course Title	Duration
Civil Engineering Drawings, Standards & Codes	24 hours
Geometric Design of Urban and Rural Road	24 hours
Road Pavement Design	24 hours
Road Design Skills	24 hours
Land Surveying & GPS	24 hours
Quantity Survey	24 hours
Civil Engineering for Non-Civil Engineer	24 hours
Estimating Civil Construction Costs	24 hours