



مركز خدمة المجتمع والتعليم المستمر  
Center of Community Service and Continuing Education  
QATAR UNIVERSITY قطر جامعة

التعلم مدى الحياة  
Lifelong learning

# Training Course Schedule 2018 – 2019

For registration and further information contact

Email: [ContinuingEducation@qu.edu.qa](mailto:ContinuingEducation@qu.edu.qa)

Phone: 4403 3925

Hotline: 66546333

Website :<http://www.qu.edu.qa/cce>

# Training Course Schedule : 2018-2019

Program Code	Month	Program Title	Duration	Hours	Language	Time	Fees QR
<b>Jul-18</b>							
CE18008E		ACT Preparation Course -Female - Group 1	Jul 15- Aug 1	45	English	5 pm-8:00pm Sun -Thu	1600
CE18008F		ACT Preparation Course -Female - Group 2	Jul 15- Aug 1	45	English	9 am-12:00pm Sun -Thu	1600
CE18008G		ACT Preparation Course -Male	Jul 15- Aug 1	45	English	5 pm-8:00pm Sun -Thu	1600
CE18007J		IELTS Preparation Course- Female - Group 1	Jul 1- Jul 25	45	English	9 am-12:00pm Sun , Mon Wed, Thur	1600
CE18007K		IELTS Preparation Course- Female - Group 2	Jul 15- Aug 8	45	English	5 pm-8:00pm Sun , Mon Wed, Thur	1600
CE18007L		IELTS Preparation Course- Male	Jul 15- Aug 8	45	English	5 pm-8:00pm Sun , Mon Wed, Thur	1600
CE18007M		IELTS Preparation Course- Female	Jul 15- Aug 8	45	English	5 pm-8:00pm Sun , Mon Wed, Thur	1600
CE18007N		IELTS Preparation Course- Male	Jul 15- Aug 8	45	English	5 pm-8:00pm Sun , Mon Wed, Thur	1600
<b>Sep-18</b>							
CE18132C		Turkish Language - Level 1	Sept 2 - Sept 27	36	Turkish	5-8pm, Sun, Tues, Thu	1800
CE18037B		English for Professional Purposes	Sept 9 - Oct 4	36	English	5-8pm, Sun , Tues, Thu	1800
CE18089A		The legal aspects of HR Management in accordance with Qatari HR Law.	Sept 9 - Sept 13	15	Arabic	5 - 8pm Sun-Thu	1700
CE18232A		Japanese Language - Level 1	Sept 10 - Nov 26	36	Japanese	5 pm - 8pm - Monday	1800
CE18003B		General English - Level 1	Sept 10 - Oct 17	36	English	5-8pm, Mon, Wed	1800
CE18233A		Japanese Language - Level 3	Sept 12 - Nov 28	36	Japanese	5 pm - 8pm - Wednesday	1800
CE18007P		IELTS Preparation Course- Female	Sept 15 - Oct 17	45	English	5 pm-8:00pm Sat, Mon, Wed	1600
CE18007Q		IELTS Preparation Course- Male	Sept 15 - Oct 17	45	English	5 pm-8:00pm Sat, Mon, Wed	1600
CE18219A		Social Media Marketing for Entrepreneurs	Sept 16 - Sept 20	15	Arabic	5 - 8pm Sun-Thu	1700
CE18236B		How- To Align Your Organization to Your Strategy - Palladium	Sept 16 - Sept 17	2 days	Bilingual	8 am - 5pm	6000
CE18217B		Financial Control and Auditing in accordance with International Standards	Sept 16 - Sept 20	15	Arabic	5 - 8pm Sun-Thu	1700
CE18061B		Negotiation Skills	Sept 16 - Sept 20	15	Arabic	5 - 8pm Sun-Thu	1700
CE18215B		Defining Meaningful KPIs to Enhance Organizational Performance - Palladium	Sept 18 - Sept 19	2 days	Bilingual	8 am - 5pm	6000
CE18211A		Formulation and negotiation of contracts between theory and practice	Sept 23 - Oct 2	24	Arabic	5 - 8pm Sun-Thu	2600
CE18009C		Arabic for Non Native Speakers - Level 1	Sept 30 - Oct 25	36	Arabic	5-8pm, Sun, Tues, Thu	1800
<b>Oct-18</b>							
CE18138A		French Language - Level 1	Oct 1 - Nov 7	36	French	5-8pm, Mon, Wed	1800
CE18163C		Turkish Language - Level 2	Oct 7 - Nov 1	36	Turkish	5-8pm, Sun, Tues, Thu	1800
CE18021A		HR Managerial Skills	Oct 7 - Oct 11	15	Arabic	5 - 8pm Sun-Thu	1700
CE18203B		Qualification and Preparation for Arbitrators	Oct 7 - Dec 6	75	Arabic	5 - 8pm Sun-Thu	12000
CE18015B		Spanish Language - Level 1	Oct 8 - Oct 31	24	Spanish	5-8pm, Mon, Wed	1700
CE18007R		IELTS Preparation Course- Female	Oct 13 - Nov 14	45	English	5 pm-8:00pm Sat, Mon, Wed	1600
CE18114B		Islamic Banking Services	Oct 14 - Oct 17	12	Arabic	5 - 8pm Sun-Wed	1400

## Training Course Schedule : 2018-2019

Program Code	Month	Program Title	Duration	Hours	Language	Time	Fees QR
CE18003C		General English - Level 1	Oct 14 - Nov 20	36	English	5-8pm, Sun, Tues	1800
CE18173A		Corporate Budgeting	Oct 14 - Oct 18	15	Arabic	5 - 8pm Sun-Thu	1700
CE18117A		Survey Research Design	Oct 15 - Oct 16	6	Arabic	5-8pm, Mon,Tue	700
CE18261A		Successful Strategy Execution with the Office of Strategy Management - Palladium	Oct 21- Oct 22	2 days	Bilingual	8 am - 5pm	6000
CE18025B		Developing Strategies for successful strategy execution - Palladium	Oct 23 - Oct 24	2 days	Bilingual	8 am - 5 pm	6000
CE18007T		IELTS Preparation Course- Female	Oct 27 - Nov 28	45	English	5 pm-8:00pm Sat, Mon, Wed	1600
CE18007S		IELTS Preparation Course- Male	Oct 27 - Nov 28	45	English	5 pm-8:00pm Sat, Mon, Wed	1600
CE18004B		General English - Level 2	Oct 29 - Dec 5	36	English	5-8pm, Mon, Wed	1800
CE18036A		Korean Language - Level 1	Oct 29 - Dec5	36	Korean	5-8pm, Mon, Wed	1800
<b>Nov-18</b>							
CE18008H		ACT Preparation Course -Female	Nov 3 - Dec 5	45	English	5 - 8pm Sat, Mon, Wed	1600
CE18008J		ACT Preparation Course -Male	Nov 3 - Dec 5	45	English	5 - 8pm Sat, Mon, Wed	1600
CE18132D		Turkish Language - Level 1	Nov 4 - Nov 29	36	Turkish	5-8pm, Sun, Tues, Thu	1800
CE18214B		How to build a Strategy Map and a Balanced Scorecard - Palladium	Nov 4 - Nov 5	2 days	Bilingual	8 am - 5 pm	6000
CE18118A		Uniform Customs and Practice for Documentary Credit	Nov 4 - Nov 8	15	Arabic	5 - 8pm Sun-Thu	1700
CE18177A		Questionnaire design and development	Nov 5 - Nov 6	6	Arabic	5-8pm, Mon,Tue	700
CE18198B		Turkish Language - Level 3	Nov 5 - Dec 12	36	Turkish	5-8pm, Mon, Wed	1800
CE18093B		Managing Initiatives for successful Strategy Execution - Palladium	Nov 6 - Nov 8	3 days	Bilingual	8am - 5pm	7000
CE18246A		Establishment of companies and commercial agencies	Nov 11 - Nov 15	15	Arabic	5 - 8pm Sun-Thu	2000
CE18196B		The 5 Choices to extraordinary productivity - Franklin Covey	Nov 14 - Nov 15	2 days	Arabic	9:00 am – 4:00 pm	5300
CE18016B		The 7 Habits of Highly Effective People - Franklin Covey	Nov 18 - Nov 20	3 days	Arabic	9:00 am – 4:00 pm	6400
CE18162A		Time and Task Management	Nov 18 - Nov 22	15	Arabic	5 - 8pm Sun-Thu	1700
CE18234A		Arbitration in Engineering Disputes	Nov 18 - Nov 29	30	Arabic	5 - 8pm Sun-Thu	3500
CE18272A		Organizational Excellence	Nov 18 - Nov 22	15	Arabic	5 - 8pm Sun-Thu	1700
CE18153A		Blockchain Technology Fundamentals	Nov 25 - Nov 29	15	English	5 - 8pm Sun-Thu	5000
CE18075B		Inventory Management	Nov 25 - Nov 29	15	Bilingual	5 - 8pm Sun-Thu	1700
CE18191B		German Language - Level 1	Nov 25 - Dec 20	36	German	5-8pm, Sun, Tue , Thur	1800
CE18133B		Spanish Language - Level 2	Nov 26 - Dec 19	24	Spanish	5-8pm, Mon, Wed	1700
CE18022B		International Relations and Diplomacy in Sports	Nov 27 - Nov 28	6	English	4 - 7 pm , Tue, Wed	700
CE18218B		Construction contracts according to the Qatari Law.	Nov 25 - Nov 29	15	Arabic	5 - 8pm Sun-Thu	1700
CE18192B		Effective Leadership Skills	Nov 25 - Nov 29	15	Arabic	5 - 8pm Sun-Thu	1700
CE18106A		Microsoft Excel - Advanced Level	Nov 25 - Nov 29	15	English	5 - 8pm Sun-Thu	1700
CE18229A		Korean Language - Level 2	Nov 25 - Jan 2	36	Korean	5-8pm, Mon, Wed	1800
CE18108A		Qatari Law basics and principles	Nov 25 - Dec 4	24	Arabic	5 - 8pm Sun-Thu	2600
<b>Dec-18</b>							
CE18238A		Data Analysis Using SPSS	Dec 2 - Dec 11	24	English	5 - 8pm Sun- Thur	2600

## Training Course Schedule : 2018-2019

Program Code	Month	Program Title	Duration	Hours	Language	Time	Fees QR
CE18235A		International Commercial Terms (INCOTERMS)	Dec 2 - Dec 6	15	Arabic	5 - 8pm Sun- Thur	1700
CE18004C		General English - Level 2	Dec 2 - Jan 8	36	English	5-8pm, Sun, Tues	1800
CE18183A		Establishing an Internal Audit Function	Dec 2 - Dec 11	15	Arabic	5 - 8pm Sun, Tue, Thur	1700
CE18252E		Anti-Money Laundering	Dec 2 - Dec 6	15	Arabic	5 - 8pm ,Sun - Thur	2000
CE18302A		International License For Community Responsibility	Dec 2 - Dec 5	16	Arabic	4 - 8 pm Sun - Wed	2000
CE18299A		Introduction to Intellectual Property Rights – Beginners	Dec 9 - Dec 13	15	English	5 - 8pm Sun-Thu	1700
CE18163D		Turkish Language - Level 2	Dec 9 - Jan 3	36	Turkish	5-8pm, Sun, Tues, Thu	1800
CE18139B		Public Relations Basics	Dec 9 - Dec 13	15	Arabic	5-8pm Sun - Thu	1700
CE18022A		International Relations and Diplomacy in Sports	Dec 9 - Dec 10	6	Arabic	4 - 7 pm , Sun, Mon	700
CE18210B		German Language - Level 2	Dec 16 - Jan 10	36	German	5-8pm, Sun, Tue, Thur	1800
CE18005D		General English - Level 3	Dec 17- Jan 23	36	English	5-8pm, Mon, Wed	1800
CE18154A		Blockchain Technology Advanced Level	Dec 30 - Jan 3	15	English	5 - 8pm Sun-Thu	5000
CE18007V		IELTS Preparation Course- Female	Dec 29 - Jan 30	45	English	5 pm-8:00pm Sat, Mon, Wed	1600
CE18007W		IELTS Preparation Course- Male	Dec 29 - Jan 30	45	English	5 pm-8:00pm Sat, Mon, Wed	1600
<b>Jan-19</b>							
CE19008A		ACT Preparation Course -Female	Jan 7 - Feb 6	45	English	5 - 8pm Sat, Mon, Wed	1600
CE19008B		ACT Preparation Course -Male	Jan 7 - Feb 6	45	English	5 - 8pm Sat, Mon, Wed	1600
CE18300A		Introduction to Intellectual Property Rights - Professional	Jan 6 - Jan 10	15	English	5 - 8pm Sun-Thu	1700
CE19203A		Qualification and Preparation for Arbitrators	Jan 6 - March 7	75	Arabic	5 - 8pm Sun-Thu	12000
CE18178B		French Language - Level 2	Jan 7 - Feb 13	36	French	5-8pm, Mon, Wed	1800
CE18059A		Supply Chain Management Strategies	Jan 13 - Jan 17	15	English	5 - 8pm Sun-Thu	1700
CE18046C		Customer Service Skills	Jan 13 - Jan 17	15	Arabic	5-8pm, Sun - Thu	1700
CE18080A		Managerial and Organizational skills	Jan 13 - Jan 17	15	Arabic	5 - 8pm Sun-Thu	1700
CE19220A		Methodology in writing legal research	Jan 13 - Jan 17	15	Arabic	5 - 8pm Sun-Thu	1700
CE19251A		Sampling and data collection	Jan 28 - Jan 29	6	Arabic	5-8pm, Mon,Tue	700
CE18109B		Japanese Language - Level 2	Jan 14 - March 13	36	Japanese	5 pm - 7pm - Monday, Wed	1800
CE19198A		Turkish Language - Level 3	Jan 14 - Feb 20	36	Turkish	5-8pm, Mon, Wed	1800
CE19132A		Turkish Language - Level 1	Jan 20 - Feb 14	36	Turkish	5-8pm, Sun, Tues, Thu	1800
CE19265A		Budget Preparation and Control for Government Sector	Jan 20 - Jan 24	15	Arabic	5 - 8 pm Sun-Thu	1700
CE19228A		Building, Operation and Transformation Contracts	Jan 20 - Jan 24	15	Arabic	5-8pm Sun - Thu	1700
CE19256A		Clinical, Psychological, Social, and Counseling Skills	Jan 27 - April 30	100	Arabic	5 - 8 pm Sun, Mon, Tue	9000
CE19260A		Qatari Law of Tenders and Biddings	Jan 27 - Jan 31	15	Arabic	5-8pm Sun - Thu	1700
CE19253A		Internet of Things (IoT) Fundamentals	Jan 27 - Jan 31	15	English	5 - 8pm Sun-Thu	5000
CE19206A		Essential Chinese for Communication	Jan 28 - March 6	36	Chinese	5- 8pm , Mon, Wed	1800
<b>Feb-19</b>							
CE19086A		Presentation Skills	Feb 3 - Feb 7	15	Arabic	5 - 8pm Sun-Thu	1700
CE19254A		Cookery Lessons	Feb 4 - Feb 6	9	Arabic	10am - 1pm	1350
CE19064A		Farsi ( Persian ) Language - Level 1	Feb 10 - March 7	36	Farsi	5 - 8pm , Sun, Tue, Thur	1800
CE19039A		Problems of implementing Administrative Contracts	Feb 10 - Feb 14	15	Arabic	5 - 8 pm Sun-Thu	1700
CE19005A		General English- Level 3	Feb 10 - March 19	36	English	5-8pm, Sun, Tue	1800

# Training Course Schedule : 2018-2019

Program Code	Month	Program Title	Duration	Hours	Language	Time	Fees QR
CE19045A		GRE Preparation Course - Kaplan Test Prep	Feb 10 - March 12	27 hours classroom, 180 hours of online Practice.	English	4-6:30pm Sun, Tue, Wed, Sat	5000
CE19044A		GMAT Preparation Course - Kaplan Test Prep	Feb 10 - March 12	27 hours classroom, 11 hours live online, 160 hours of online instruction.	English	7-9:30pm Sun, Tue, Wed, Sat	5000
CE19236A		How-To Align Your Organization to Your Strategy - Palladium	Feb 10 - Feb 11	2 days	Bilingual	8 am - 5pm	6000
CE19215A		Defining Meaningful KPIs to Enhance Organizational Performance - Palladium	Feb 13 - Feb 14	2 days	Bilingual	8 am - 5pm	6000
CE19007A		IELTS Preparation Course- Female	Feb 16 - Mar 20	45	English	5 pm-8:00pm Sat, Mon, Wed	1600
CE19007B		IELTS Preparation Course- Male	Feb 16 - Mar 20	45	English	5 pm-8:00pm Sat, Mon, Wed	1600
CE19060A		The Development of Function Abilities in Special Needs	Feb 17 - Feb 21	15	Arabic	5-8pm, Sun - Thu	2400
CE19243A		Russian Language - Level 1	Feb 17 - March 26	36	Russian	5 - 8 pm Sun & Tues	1800
CE19244A		Team Work	Feb 17 - Feb 19	18	English	8 am - 2 pm	3000
CE19245A		Managing Effective Meetings	Feb 17 - Feb 19	18	English	8 am - 2 pm	3000
CE18176A		The legal aspects of administrative decisions.	Feb 17 - Feb 21	15	Arabic	5-8pm, Sun - Thu	1700
CE18237A		Emotional Intelligence tool kit for Managers	Feb 17 - Feb 20	12	English	5 - 8pm Sun-Wed	1400
CE19047A		Effective Communication Skills	Feb 17 - Feb 21	15	Arabic	5 - 8pm Sun-Thu	1700
CE19201A		International Commercial Terms for Sales of Goods	Feb 17 - Feb 21	15	Arabic	5 - 8pm Sun-Thu	1700
CE19058A		Forecasting and Modern Budgetary Using Excel	Feb 17 - Feb 21	15	Arabic	5 - 8pm Sun-Thu	1700
CE19063A		Survey Analysis and reporting	Feb 18 - Feb 19	6	Arabic	5-8pm, Mon, Tue	700
CE19009A		Arabic for Non Native Speakers - Level 1	Feb 24 - Mar 21	36	Arabic	5-8pm, Sun, Tues, Thu	1800
CE19065A		Planning public relations campaigns	Feb 24 - Feb 28	15	Arabic	5 - 8 pm Sun-Thu	1700
CE19246A		Financial Modelling using Excel	Feb 24 - Feb 26	18	English	8 am - 2 pm	3000
CE19247A		Planning & Organising Own work	Feb 24 - Feb 26	18	English	8 am - 2 pm	3000
CE19207A		Stress Management at Work Place	Feb 24 - Feb 28	15	Arabic	5 pm-8:00pm Sun -Thu	1700
CE19128A		Train the Trainer	Feb 24 - March 5	24	Arabic	5 pm-8:00pm Sun -Thu	2300
CE19138A		French Language- Level 1	Feb 24 - March 21	36	French	5-8pm, Sun, Tues, Thu	1800
CE18135A		Fundamentals of Project Management	Feb 24 - Feb 28	15	Arabic	5 - 8pm Sun-Thu	1700
CE19132B		Turkish Language - Level 1	Feb 24 - March 21	36	Turkish	9 am - 12pm Sun, Tue, Thur	1800
CE19042A		Finance for Non Finance	Feb 25 - Feb 27	18	English	8 am - 2 pm	3000
CE19125A		Problem Solving and Decision Making	Feb 26 - Feb 28	18	English	8 am - 2 pm	3000
<b>Mar-19</b>							
CE19007C		IELTS Preparation Course- Female	Mar 2- April 3	45	English	5 pm-8:00pm Sat, Mon, Wed	1600

# Training Course Schedule : 2018-2019

Program Code	Month	Program Title	Duration	Hours	Language	Time	Fees QR
CE19007D		IELTS Preparation Course- Male	Mar 2- April 3	45	English	5 pm-8:00pm Sat, Mon, Wed	1600
CE19163A		Turkish Language - Level 2	March 3 - March 28	36	Turkish	5-8pm, Sun , Tues, Thu	1800
CE19244B		Team Work	March 3 - March 5	18	English	8 am - 2 pm	3000
CE19140A		Change Management	March 3 - March 7	15	Arabic	5 - 8pm ,Sun - Thur	1700
CE19217A		Financial Control and Auditing in accordance with International Standards	March 3 - March 7	15	Arabic	5 - 8pm Sun-Thu	1700
CE19191A		German Language - Level 1	March 3 - March 28	36	German	5-8pm, Sun, Tue , Thur	1800
CE19261A		Successful Strategy Execution with the Office of Strategy Management - Palladium	March 3 - March 4	2 days	Bilingual	8 am - 5pm	6000
CE19036A		Korean Language - Level 1	March 4 - April 10	36	Korean	5-8pm, Mon, Wed	1800
CE19245B		Managing Effective Meetings	March 5 - March 7	18	English	8 am - 2 pm	3000
CE19025A		Developing Strategies for successful strategy execution - Palladium	March 5 - March 6	2 days	Bilingual	8 am - 5 pm	6000
CE19008C		ACT Preparation Course -Female	March 9 - April 10	45	English	5 - 8pm Sat, Mon, Wed	1600
CE19008D		ACT Preparation Course -Male	March 9 - April 10	45	English	5 - 8pm Sat, Mon, Wed	1600
CE19240A		Turkish Language - Level 4	March 11 - April 15	36	Turkish	5-8pm, Mon, Wed	1800
CE19263A		Arbitration in maritime disputes	March 10 - March 14	15	Arabic	5 - 8pm Sun-Thu	2000
CE18250A		Arbitration in financial and banking disputes	March 10 - March 14	15	Arabic	5 - 8pm Sun-Thu	2000
CE19149A		International License For Community Responsibility	March 10 - March 14	20	Arabic	4 - 8 pm Sun - Thu	2000
CE19043A		Performance Management and Control	March 10 - March 14	15	Arabic	5 - 8pm Sun-Thu	1700
CE19067A		ICC Uniform Rules for demand Guarantees	March 10 - March 14	15	Arabic	5 - 8pm Sun-Thu	1700
CE19227A		Planning, Budgeting & Cost Control	March 11 - March 13	18	English	8 am - 2 pm	3000
CE19232A		Japanese Language - Level 1	March 11 - May 20	36	Japanese	5 pm - 8pm - Monday	1800
CE19100A		HR Essentials - Human Resource Management	March 11 - March 13	9	English	5-8pm Mon - Wed	1000
CE19028A		Maintenance Planning and Scheduling	March 17 - March 21	40	English	8 am - 2 pm	16,000
CE19247B		Planning & Organising Own work	March 17 - March 19	18	English	8 am - 2 pm	3000
CE19042B		Finance for Non Finance	March 17 - March 21	15	Arabic	5 - 8 pm Sun-Thu	1700
CE19050A		Leadership Skills Development	March 17 - March 21	15	Arabic	5 - 8pm , Sun - Thu	1700
CE19015A		Spanish Language - Level 1	March 18 -April 10	24	Spanish	5-8pm, Mon, Wed	1700
CE19101A		HR Essentials - Recruitment and Selection	March 18 - March 20	9	English	5-8pm Mon - Wed	1000
CE19046A		Customer Service Skills	March 19 - March 21	18	English	8 am - 2 pm	3000
CE19029A		Process Control and Instrumentation	March 24 - March 28	40	English	8 am - 2 pm	16,000
CE19084A		Effective Management Skills	March 24 - March 28	15	English	5 - 8pm , Sun - Thur	1700
CE19102A		HR Essentials - Compensation and Benefits	March 25 - March 27	9	English	5-8pm Mon - Wed	1000
CE19125B		Problem Solving and Decision Making	March 26 - March 28	18	English	8 am - 2 pm	3000
CE19007E		IELTS Preparation Course- Female	Mar 30- May 1	45	English	5 pm-8:00pm Sat, Mon, Wed	1600
CE19007F		IELTS Preparation Course- Male	Mar 30- May 1	45	English	5 pm-8:00pm Sat, Mon, Wed	1600
CE19010A		Arabic for Non Native Speakers - Level 2	March 31 - April 25	36	Arabic	5-8pm, Sun, Tues, Thu	1800
CE19119A		Contemporary Contracts	March 31- April 4	15	Arabic	5 - 8 pm Sun-Thu	1700
CE19107A		Legal aspects of doing business	March 31- April 4	15	Arabic	5 - 8pm Sun-Thu	1700

Apr-19

## Training Course Schedule : 2018-2019

Program Code	Month	Program Title	Duration	Hours	Language	Time	Fees QR
CE19006A		General English - Level 4	April 1 - May 8	36	English	5-8pm, Mon, Wed	1800
CE19103A		HR Essentials - Employee Development	April 1 - April 3	9	English	5-8pm Mon - Wed	1000
CE19247C		Planning & Organising Own work	April 2 - April 4	18	English	8 am - 2 pm	3000
CE19166A		Risk Management	April 7 - April 15	18	English	5-8pm, Sun, Mon, Tue, Wed	2000
CE19184A		Audit Report Writing	April 7 - April 11	15	Arabic	5 - 8pm Sun-Thu	1700
CE19198B		Turkish Language - Level 3	April 7 - May 2	36	Turkish	5-8pm, Sun , Tues, Thu	1800
CE19046B		Customer Service Skills	April 7 - April 9	18	English	8 am - 2 pm	3000
CE19030A		Process plant Startup and Commissioning	April 7 - April 11	40	English	8 am - 2 pm	16,000
CE19181A		Secretarial and Office Management Skills	April 7 - April 11	15	Arabic	5 - 8pm Sun-Thu	1700
CE18301A		Corporate's Intellectual Property value	April 7 - April 11	15	English	5 - 8pm Sun-Thu	1700
CE19210A		German Language - Level 2	April 7 - May 2	36	German	5-8pm, Sun, Tue , Thur	1800
CE19178A		French Language- Level 2	April 7 - May 2	36	French	5-8pm, Sun , Tues, Thu	1800
CE19042C		Finance for Non Finance	April 8 - April 10	18	English	8 am - 2 pm	3000
CE19007G		IELTS Preparation Course- Female	April 13 - May 15	45	English	5 pm-8:00pm Sat, Mon, Wed	1600
CE19007H		IELTS Preparation Course- Male	April 13 - May 15	45	English	5 pm-8:00pm Sat, Mon, Wed	1600
CE19157A		International Consultant in Sustainability Applications	April 14- April 18	20	Arabic	4 - 8 pm Sun - Thu	2000
CE19244C		Team Work	April 14 - April 16	18	English	8 am - 2 pm	3000
CE19163B		Turkish Language - Level 2	April 14 - May 9	36	Turkish	5-8pm, Sun , Tues, Thu	1800
CE19057A		Strategic Thinking and Planning	April 14 - April 18	15	Arabic	5 - 8pm Sun-Thu	1700
CE19011A		Arabic for Non Native Speakers - Level 3	April 14 - May 9	36	Arabic	5-8pm, Sun, Tues, Thu	1800
CE19229A		Korean Language - Level 2	April 14 - May 9	36	Korean	5-8pm, Sun, Tues, Thu	1800
CE19214A		How to build a Strategy Map and a Balanced Scorecard - Palladium	April 14 - April 15	2 days	Bilingual	8 am - 5 pm	6000
CE19104A		HR Essentials - Performance Management	April 15 - April 17	9	English	5-8pm, Mon - Wed	1000
CE19245C		Managing Effective Meetings	April 16 - April 18	18	English	8 am - 2 pm	3000
CE19093A		Managing Initiatives for successful Strategy Execution - Palladium	April 16 - April 18	3 days	Bilingual	8am - 5pm	7000
CE19125C		Problem Solving and Decision Making	April 21 - April 23	18	English	8 am - 2 pm	3000
CE19238A		Data Analysis Using SPSS	April 21 - April 30	24	English	5 - 8pm Sun- Thur	2600
CE19133A		Spanish Language - Level 2	April 22 - May 15	24	Spanish	5-8pm Mon - Wed	1700
CE19151A		Techniques for International cooperation to deal with crises and disasters	April 28 - May 2	15	Arabic	5 - 8pm Sun- Thur	1700
CE19125D		Problem Solving and Decision Making Skills	April 28 - May 2	15	Arabic	5 - 8pm Sun- Thur	1700