**Matrix of Training Programs Based Upon Specialized Competencies**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.N** | **Competencies** |  |  |
| **1** | **IT** | * + Shift to E-Government
	+ Development of government performance using computer
	+ Security and confidentiality of information
	+ Basics of computer network security
	+ Electronic Crimes (Anti-Cyber Crimes)
	+ Accounting Information Systems
	+ Introduction to Database Systems
	+ Security and confidentiality of information systems in governmental organizations
	+ Analysis and design of information systems
	+ Computer Networks
	+ Basics of programming
	+ Types of information systems
	+ Hacking in computer networks
	+ Security and keeping of documents and information
	+ Electronic archiving and keeping of data and information security methods
	+ Consumer Protection in Electronic Transactions
	+ Security of email correspondence
	+ Security of E-government
	+ Security of electronic documents
	+ Logistics of E-commerce
	+ WEB DEVELOPMENT
	+ Auto CAD
	+ MEDIA STUDIO - 3DMAX
	+ COREL DRAW
	+ MICROSOFT PROJECT
	+ SPSS- (STATISTICS)
	+ SAP
	+ SAPPRIMAVERA
	+ Adobe Photoshop
	+ MicroSD's
	+ Micro station
	+ PRIMAVERA MANAGEMENT
	+ Digital Government (Strategy & Mechanisms of Implementation and Management)
	+ Websites and networks hacking strategy and how to face it
	+ Communication Skills, Importance of Correspondence and Conference Management
	+ Electronic Manager Specifications
	+ ASP
	+ PMP
	+ International Computer Driving License (ICDL)
	+ Maintenance of Office Equipment
	+ Maintenance of Internal Networks
	+ Solution of Technical Problems that face the user daily
	+ 3 studio max
	+ Adobe - fire works
	+ Adobe - fire effects
	+ SWisHmax
	+ Photoshop
	+ Cord draw
	+ Network +
	+ Network security
	+ Red hat Linux Essential
	+ Information security Essentials
	+ Wireless security. Wlan
	+ Oracle. Database. 11g. Introduction to SQL
	+ Oracle. Database. 11g. Program with PL / SQL
	+ Oracle. Database. 11g. Build internet application
	+ Oracle. Database. 11g. Build reports
	+ ICDL
	+ Advanced data Access
 |  |
| **2** | **Human Resources**  | * Human Resources Planning
* Assessment of human resources planning processes
* Job interviews and talent discovery
* Recruitment, development and retention of manpower
* Career Empowerment Strategy
* Organization and preparation of organizational structures and job descriptions
* Legal affairs in human resources management
* Rights and duties of employees under Human Resources Act
* Selection and Recruitment
* Preparation of Organizational Structures and Restructuring
* Management of Wages, Salaries and Bonuses
* Recent global trends in training
* Methods and skills of on-the-job training
* Sustainable Training and Development
* Competencies of Effective Training Manager
* Methodologies of performance-oriented training
* Strategic planning for training departments
* Integrated system for training of trainers and preparation of training packages
* Applying total quality management in training systems
* Preparation of training specialist and coordinator, Determination of training needs and methods of return measurement
* Contemporary methods in managing and assessing job performance
* Strategies for preparation of Policies and Procedures of Career Competencies Manual
* Training Policies Planning and Preparation of Training Plans
* Measurement of Training Return
* Modern methods of training based upon behavioral abilities
* Policies and procedures of interview, selection and appointment
* Assessment of career performance using balanced scorecard
* Preparation of personnel policies (leaves, violations and appointment)
* Recent trends in administrative investigations in personnel affairs
* Competencies and Career Development
* Replacement and Succession Plans
* Assessment of Training
* Assessment and development of performance using Balanced Scorecard and (SIX SIGMA) methodology
* Advanced tools and techniques used in re-engineering of human resources
* Performance assessment skills and staff performance improvement
* Planning of career succession as per the concept of Competencies
* Strategies for linking career path with the training path
* Techniques used in the preparation of wages and incentives using computer
* Conducting interviews and appointments using CBM methodology
* Qualification of human resources specialist
* Human Resources Professionals Program (SHRM) / First Level
* Human Resources Professionals Program (SHRM) / Advanced Level
* Human Resources Professionals Program (CIPD)
* How to prepare and build salary scale and organizational structures
* Management of competency-based talent
* Motivation of employees and achievement of excellence in performance
 |  |
| **3** | **Finance & Accounting** | * Certified Public Accountant CPA
* Emirati Certified Public Accountant ECPA
* International Arab Certified Public Accountant IACPA
* International Arab Certified Management Accountant IACMA
* Certified Management Accountant CMA
* Certified Public Accountant (CMA)
* Certified Internal Controls Auditor CICA
* Certified Cost Accountant CCA
* Financial Systems Controller CCS
* Certified Financial Manager CFM
* Certified Financial Counselor CFC
* Chief Financial Officer CFO
* Certificate of International Protection and Investment CISI – Anti Money Laundering
* Accounting skills in the preparation of financial statements and final accounts
* Comprehensive system of strategic cost management
* Government Accounting and Auditing
* Modern Fundamentals of Accounting and Budgeting for Non-Accountants
* Modern techniques for detecting violations and financial fraud
* Detection of forgery of signatures, documents and papers
* Financial Statements in Islamic Banks
* Strategic planning in banks
* Professional banking executive secretary
* Application of Cost Determination Input based on ABC Activity
* Methods of financial analysis and decision making
* Financial Feasibility Study
* Shift from the monetary principle to the principle of merit
* Basics of financial reports review
* Financial Accounting
* Preparation of operational budget for programs and performance
* preparing financial reports
* Accounting for Non-Accountants
* Preparation of budget of program and performance in projects
* Modern Financial Management
* Strategies for current costs reduction
* Modern methods in financial auditing
* Government accounting in non-profit organizations
* Contemporary methods of forecasting, planning and budgeting
* Advanced financial analysis and applications to computer
* Cost Analysis and Decision Making
* Inquiries about customer and Credit Risk Management
* Investment Tools
* Technical Analysis of the Stock Exchange and Evaluation of Investment Portfolios
* Analysis of Stock Exchange Markets
* projects Feasibility study
* Preparation and feasibility study for small enterprises
* Documentary credits and letters of guarantee
* Financial analysis of listed companies
* Modern methods in the management and analysis of banking credit risks
* Rationalization of government expenditure and transparency in budgeting
* Advanced Accounting: Financial Planning and Budgeting
* Advanced Financial Management and Investment Risk Management
* System of accounting, accrual, assets and salaries in government departments
* Modern International Skills for Internal Monitoring and Auditing
* Management of Liquidity and Payments
* Effective financial management of stores, warehouses, Inventory analysis and stocktaking
* Managing portfolios and investment funds
* Reading and analysis of budgets and financial reports
* Project Budgeting and Investment Feasibility Assessment
* Development of professional performance of accountants and auditors according to international standards
* Cost accounting and administrative reports
* Recent trends in financial planning
* Advanced strategies in auditing financial statements according to international standards
* Internal audit and risk management
* Applications of electronic accounting using computer
* strategies of Bidding evaluation and contracting skills
* Inventory control strategies and inventory systems
* Processing of urgent purchase and supply orders
* Control technology over stores and warehouses
* Reduction of idle inventory by adopting zero defects policy (industrial quality standards)
* inventory Planning and Control using computer
* Logistic supply system
* Recent trends in procurement and contracts
* Economics of procurement and storage
* systems of arrangement and classification of stores
* Import and export procedures
* Selection of suppliers through the process of bids and offers
* Development of purchase and negotiation skills
* The art of negotiation with suppliers
* Internal and external procurement laws and regulations
* Logistic management of materials according to Total Quality Management input
* Economics of interior design of stores
* International Accounting Standards and its Practical Applications
 |  |
| **4** | **Corporate Development** | * Creativity, innovation and handling with resistance to change
* Change Leadership: The 8-step change model
* Leadership of Corporate Innovation
* Leadership & Influencing Skills
* Administrative Leadership
* Strategic Change
* Transformational Leadership
* Institutional Excellence Methodologies
* Excellence in performance management seen from a comprehensive quality perspective
* Planning, Monitoring and Performance Assessment
* Advanced Management Excellence and Creative Innovation
* Creative vision for formulating goals and developing strategic plans
* Preparation of the competencies dictionary
* Assessment by Using Competencies
* Balanced Scorecard Strategies
* European Standards for Excellence Awards
* Translating strategic plans into operational plans
* Internal Assessor for Institutional Excellence
* Criteria for Institutional Excellence Awards
* The 8-factors for establishing a sustainable quality management system
* Strategic planning using Balanced Scorecard BSC methodology
* Digital Technology in Total Quality Management TQM
* TQM and its modern applications in organizations
* Basics of applying the balanced performance measurement system and its impact on quality
* Quality Control Reporting Skills
* ISO 31000 risk management system according to ISO standards
* ISO 9001 qualifying institutions to obtain ISO certification
* Quality Management Strategies and SIX SIGMA Applications
* Preparation of quality assessment policies & procedures guide in institutions and organizations
* The integrated guide in the international Standard Specifications according to ISO 9001
* Data design skills and information collection & analysis
* Formulation of questionnaires and opinion polls
* Measurement of customer satisfaction
* Management of customer expectations
* Customer Relationship Management CRM
 |  |
| **5** | **Audit & Governance** | * Certified Public Accountant & Auditor CPAA
* Certified Professional Internal Auditor CPIA
* Certified Professional Senior Auditor CPSA
* Certified Audit Manager CAM
* Scheduling the measures for financial cost control
* Modern methods of Auditing using analytical procedures
* Auditor's Strategic Role in the management of internal crises
* Recent Trends in Internal & Financial Audit
* Strategies for simplifying the financial audit through the indicators of financial report
* International Standards for Internal Auditing and Monitoring
* Strategies for preparing and monitoring the implementation of budgets and analysis of deviations
* Diploma in the development of internal auditor's professional performance and the preparation skills of the internal auditor's report
* Intellectual property & trademarks laws
* Trademarks- the concept, importance and registration procedures
* Patents
* Protection of intellectual property on the Internet
* Arbitration in Intellectual Property Disputes
* Trade-Related Aspects of Intellectual Property Rights (TRIPS)
* International treaties and conventions on intellectual property
* Intellectual property and E-Commerce
* The concept, definition and evolution of intellectual property
* Patent Cooperation Treaty (PCT)
 |  |
| **6** | **Support Services** | * Modern Office management
* Secretarial and Office Management
* Office management and secretarial works
* Advanced secretarial and electronic archiving skills
* Skills in successful meeting management and decision implementation
* Etiquette skills and dealing with VIPs
* Skills in writing and drafting correspondence and reports
* Etiquette, protocol and the art of dealing with people
* Rules on handling incoming and outgoing telephone calls
* Organization of meetings and committees
* The course of modern trends in procurement and warehouses
* Excellence in procurement, bidding and purchasing negotiation
* Negotiation and assessment of supplier performance
* Total quality in the management of procurement and warehouses and MPA system
* Government procurement and tendering systems
* Excellence in purchasing management and negotiation
* Effective management of warehouses, stores, inventory analysis and stocktaking
* Management of Procurement and Warehouses
* Management of Procurement and Warehouses, logistics and supply chains
* Skills in warehouse management and inventory control
* Procurement systems, tendering and contract management
* Negotiation on and execution of contracts and tenders
* Implementation of contracts
 |  |
| **7** | **Legal & Judicial** | * Skills and Techniques of Contract Drafting
* Governing Rules on Contracts and Common Mistakes
* Preparation of legal forms for real estate investments
* Settlement of disputes arising from administrative contracts and tenders
* International Arbitration Rules on Commercial and Investment Disputes
* Employment Contracts - procedural problems and legal solutions
* Legal procedures against cybercrimes
* Technical fundamentals for drafting the legal memorandums & statements
* International standards in the preparation, drafting and submission of administrative decisions
* Recent trends in administrative investigations and control of administrative corruption
* Legal rules for international tenders and auctions
* Technical skills and controls for electronic investigation in criminal matters
* Recent trends in administrative investigations
* Legal aspects of public and private employment
* Development of legal and advisory skills
* Drafting the legal regulations and write memorandums
* Art of Legal Drafting
* Employment Contracts (procedural problems and legal solutions)
 |  |
| **8** | **Political & Diplomatic** | * Protocol and etiquette skills
* Public policy analysis skills
* Skills of dealing with VIPs
* Skills of dealing with international mechanisms for human rights protection
* Negotiation Skills
* Competitive advantages of UAE
* Communication and cultural awareness
* Mediation and Compromise
* Strategic thinking and scenario planning
* Research & Analysis
* Diplomatic Writing in Arabic
* Diplomatic Writing in English
* International law and organizations
* Modern history and contemporary policy in the Middle East
* International Political Economy
* Political Analysis
* Economic Analysis
* Preparation of specialized diplomatic correspondence
* Management of Refugee Crises
* Humanitarian Crisis Management
* Digital Media and Politics
* Diplomatic Relations from an Islamic Perspective
* Diplomatic Immunity
* Diplomatic and Consular Organization
 |  |
| **9** | **Religious** | * Preaching and guidance skills for Beginners
* Preaching and guidance skills for Seniors
* Rehabilitation of preachers and guides
* Rehabilitation of family reformers
* Rehabilitation of social reformers
* Rehabilitation of Imams and mosque preachers
* Rehabilitation of Waqf Department staff
* Rehabilitation of Zakat & Charity Department staff
* Rehabilitation of Waqf Investment staff
* Rehabilitation the supervisory staff of charities and religious organizations
* Skills of dealing with the community
* Skills of Quran Teachers /Beginners
* Advanced Skills of Quran Teachers
* Tajwid
* Skills of Interpretation of the Quran / Beginners
* Skills of Interpretation of the Quran / Seniors
* Hadith / verification and authentication
* Arabic language for non –native speakers
* Dealing with the newcomers to Islam
* Skills of Da'wa - Invocation
* Management of charitable and religious centers and organizations
 |  |
| **10** | **Social Development** | * Planning of Social Programs & Projects
* Preparation of estimated budgets for charities and cooperative associations
* Management Skills of cooperative and charitable associations
* Regulatory Basics for charitable funds
* Social service skills in educational institutions
* Social service skills in youth care institutions
* Social service skills in health institutions
* Skills for organizing community work organizations
* Skills for designing child care programs
* Skills for designing family protection programs
* Skills for designing elderly care programs
* Skills for designing care program for Disabled
* Supervisors' skills in child protection & care programs
* Skills for dealing with children in kindergartens and roles of kindergarten teacher
* Skills for dealing with the qualification aspects of disability specialists
* Behavioral skills of disability specialists
* Concepts and skills of volunteerism
* Designing and management of rehabilitation centers
* Management of accommodation institutions
* Skills for dealing with the physically and psychologically battered persons
* Developmental Project Management
* Preparation of developmental project proposals
* Designing the activities and projects of productive families
* Supervision skills on family protection programs
* Skills for preparing work systems and regulations for charitable and cooperative organizations
* International charters in the fields of childhood
* International charters in the fields of women
* International charters in the fields of disability
* International fields in the fields of family
 |  |
| **11** | **Culture, Arts and Literature**  | * Basics of the study of societies and analysis of social phenomena
* Management of social change processes
* Designing Skills for social change programs
* Behavioral intervention skills in societies
* Skills for designing cultural activities
* Skills for evaluating cultural activities
* Capacity building in safeguarding intangible cultural heritage
* Conceptual and institutional frameworks for safeguarding intangible cultural heritage
* Enhancing the legal concept of intangible cultural heritage
* Institutional frameworks for intangible cultural heritage
* Building national cadres in risk management to protect cultural heritage in emergencies
* Modern criticism skills
* Literary text analysis skills
* Literary Criticism Skills
* Writing skills for criticism
* Analysis skills for Speech and tongue of text
* Analysis of the basics of linguistics
* Article writing skills
* Calligraphy skills / for beginners
* Calligraphy skills / for seniors
* Drawing skills / for beginners
* Drawing skills / for seniors
* Management skills for technical institutions
* Supervision over technical institutions
* Skills of Direction for beginners
* Skills of Direction for seniors
* Scenario preparation skills
* Acting skills
* Music for beginners
* Music for seniors
* Technical design skills
 |  |
| **12** | **Media** | * skills of journalistic work
* skills of journalistic writing
* News editing skills
* Press editor preparation skills
* TV and radio editing skills
* Skills of TV and Radio Anchor
* Management skills for media institutions
* Broadcasting and presentation skills
* Skills and arts of dealing with presidents and subordinates
* Organization and management of major conferences and celebrations
* Modern strategies for public relations and media
* Work ethics in the field of public relations and protocol
* Professional and behavioral competencies for public relations practitioners
* Public relations and customer loyalty industry
* Good media and changing customer behavior
* The Official Spokesman and the modern trends of the art of dealing with media
* Journalistic editing and direction skills
* Modern methodologies in institutional media
* Media methodologies in times of crisis
* Integrated approach for the preparation of media leaders
* Media management of events and conferences
* Social websites and public relations
* Positive Media and Public Opinion Management
* Skills of dealing with electronic media
* Planning skills for media campaigns and measurement of its effectiveness
* Management of press conferences
* Advanced media strategies and effective communication techniques
* Electronic Press
* Techniques for electronic press editing in websites
* Formulation of press releases
* Design and production of newspapers and magazines
* Preparation and qualifying media journalists
* Professional Broadcaster Skills
 |  |
| **13** | **Program & Project Management** | * Preparation for the Project Management Professional Certificate (PMP)
* Project Management Skills
* Establishment and Management of Project Management Office (PMO)
* Effective Management of IT Projects
* Project risk management
* Evaluation of projects
* Designing the processes in projects
* Systems for Project Monitoring
 |  |
| **14** | **Labor**  | * Settlement of labor disputes
* Judicial Investigation Program
* Control on the prohibition of the housing of workers' gatherings within families' residential areas.
* Supervision and control on markets
* Inspector's powers and limits during inspection
* Skills of Inspection Forms Usage
* Inspectors' security sense and body language
* Ethics and decencies of inspection profession
* Labor & Laborers Law
* Field inspection skills
* International agreements and charters on labor and laborers
* Basics of building labor relations
* Impartiality in inspections
* Dealing with forced labor and its detection methods
* Dealing with child labor
* Human trafficking and the basics of cooperation with security institutions
 |  |
| **15** | **Health & Safety** | * Strategies for disaster and firefighting systems
* Preventive measures against the hazards of accidents and work injuries
* Industrial hazards and methods of prevention (mechanical, electrical, chemical and environmental hazards)
* Security engineering for securing sensitive and critical infrastructure
* Planning for emergency management
* Security and safety of facilities and buildings
* Advanced systems for industrial security and technical investigation of occupational accidents
* Advanced trends in the development of occupational safety & health specialists
* Occupational safety & health according to quality standards
* Occupational health & safety measures in educational facilities
* Occupational health & safety for managers and supervisors
* Effective management of occupational safety & security
* Safety in the use and handling of materials
* English conversation within hospital divisions
* Rehabilitation Course in the Department of Health and Hospitals
* wrong & harmful food habits and beliefs
* Occupational health & safety on practices of the nutrition department in hospital
* Nutrition Specialist Course
* Breastfeeding promotion course
 |  |
| **16** | **Environment and Water** | * Evaluation of environmental influences
* Support environmental programs using knowledge management
* Improvement of energy efficiency
* Global warming and climate change
* Safe handling of hazardous waste
* Air Pollutants - Species – Allowed Limits
* Protection of the marine and terrestrial environment from petroleum pollution
* Clean energy and generation methods
* Industrial hazards and preventive methods
* Environmental Economics - Environmental Policy Analysis
* Handling organic waste
* Handling medical risks of environmental protection workers
* Systems of environmental control and industrial pollution
* Environmental treatment of medical laboratory waste
* Environmental pollution inside buildings
* Environmental assessment of projects
* Air pollution and pollutants control
* Environmental awareness and its influence on human & economy
* Environmental Management Systems
* Environmental inspection and preparation of inspectors
* Tourism & Environment
* Investigation of environmental pollution crimes
* Salt agricultural techniques in dry environments
* Development of the skills of agricultural and irrigation engineers
* Water conservation in agriculture and domestic consumption
* Factors affecting the establishment of gardens
* Farm Management
* Use of wastewater to irrigate plants in dry environments
* Agricultural fertilization
* Maintenance the systems of palms, trees and irrigation
* Design of modern irrigation systems using SCADA system
 |  |
| **17** | **Natural Sciences**  | * Foundations of Mathematics Teaching
* Foundations of Physics Teaching
* Foundations of Chemistry Teaching
* Foundations of Earth Sciences / Geology Teaching
* Foundations of Biology Teaching
* Design skills for teaching sessions
* Assessment skills of teaching sessions and lectures
* Lesson planning skills
* Math Teacher Skills
* Physics Teacher Skills
* Chemistry Teacher Skills
* Geology Teacher Skills
* Biology Teacher Skills
* Science Teacher Skills
* Necessary skills for students in mathematics
* Necessary skills for students in Physics
* Necessary skills for students in chemistry
* Necessary skills for students in earth sciences/ geology
* Necessary skills for students in biology
* Teaching skills for first class students
* Teaching skills for middle class students
* Teaching skills for advanced class students
* design skills of Laboratory sessions
* Supervision skills over school laboratories
* Security and safety skills in school laboratories
* Skills of handling chemicals in laboratories
* Protection and prevention skills in biology laboratories
 |  |
| **18** | **Economy and Statistics** | * Statistical skills for Non-statisticians
* Determination of price indicators
* Statistical data analysis skills SPSS
* Design of measurements and demographic data
* Data presentation skills in internet era
* Administrative Data Development Skills
* Measurement of public opinion polls
* Design and analysis of statistical metadata
* Planning and design of surveys
* Management of statistical data quality
* Writing statistical reports and data presentation
* Management of statistical projects
* Control on statistical statements
* Development of statistical data
* Basic principles of official statistics
* International statistical classifications
* International Certificate in Wealth & Investment Management ICWIM
 |  |
| **19** | **Engineering** | * Preparation of Structural Schemes
* Development of City Centers
* Planning of transport and traffic in cities
* Concrete works
* Quality control and Evaluation of Facilities with non-destructive testing
* Value Engineering and Entrepreneurship
* Quality control in construction projects
* Geology of Plastic Stores
* Underground Mapping
* Geology of Infrastructure
* Consecutive Bedding/ Alignment
* Properties of the plastic stores and carbonates
* Formation of 3-D tanks
* Geological Evolution of petroleum system
* Evaluation of hydrocarbon detection
* Seismic holes- VSP applications
* Seismic properties and AVO analysis
* Discovery of basic earthquakes
* Analysis of seismic data
* Linking between oil wells and seismic data
* Organization of open oil pits
* Applied core analysis
* Advanced Formulation Rating
* Formation of Organization Aspects
* Design and analysis of wells major testing
* Reservoir fluid properties and EOS
* Management and control of water flow design
* Applied Tank Engineering
* Re-manufacture of applied tanks
* Engineering of gas tanks
* Reserve Evaluation
* Basics of drilling engineering
* Application and design of oil well cover and cement moulds in the petroleum industry
* Directional and horizontal drilling
* Drilling Department
* Removal of the suspended pipelines
* HPHT Drilling Process
* Procedures for the construction and maintenance of oil wells
* Completion of underwater operations
* Oil Well Performance and Final Designs
* Drilling Calculations
* Safe drilling operations
* Drilling equipment
* Electronic maintenance of oil drilling platforms
* Mechanical maintenance of oil drilling platforms
* Inspection of oil drilling platforms
* Technical inspection of oil drilling platforms
* Oil Field Production Engineering
* Organization of oil wells drilling
* Destruction of Formation
* Merging production using NODAL analysis
* Pump Shaft (design, implementation and troubleshooting of problems)
* Artificial lift technologies
* Design and implementation of gas lift operations
* Primary drilling operations
* Advanced drilling operations
* Oil extraction operation and maintenance
* Acid Stimulation
* Sand control
* Hydraulic Cracking
* Network of screw pipes
* Activation of oil wells
* Oil well production technology
* Activation of advanced acids
* Advanced hydraulic fragmentation
* Advanced activation of oil wells
* Field training on gas and oil production technology
* OHL Practical Drilling
* Power Generation Systems
* Design of electrical equipment of facility
* Protection and control of energy
* Control on electric motor operations, protection, testing and maintenance
* Maintenance and operation of underwater used pumps
* Use of (VSD) for industrial control
* Selection and testing of cables, inappropriate locations and welding of cables
* Problems and maintenance of overpressure of conversion lines
* Uninterruptible power supply and maintenance of power supplies
* Applications of electronic energy in the power system
* Electronic documentation and drawing standards
* Modern energy management system
* Fundamentals of distribution systems
* Planning and design of distribution network
* Advanced electronic protection systems & control
* Electrical installations in hazardous locations
* Electrical lightening safety system and electrical grounding
* Wrong analysis in electrical networks
* Analysis of failure causes
* Expected implementation, maintenance and preventive measures
* Shut-off Plans and Plan Change
* Mechanical engine shaft and engine shaft alignment
* Basics of operation and maintenance of the equipment of alternator
* Advanced centrifugal pumps and positive replacement
* Operation and maintenance of gas turbines and turbine expander
* Operation and maintenance of gas pressure device
* Analysis of measurement and protection vibration
* Design, construction, maintenance and operation of heat exchangers
* Basics and applications of lubrication
* Hydraulic circuit theory
* Mechanical shut-off switches and technology of shut-off switches for dry gas
* valve technology (hand valves and controlled valves)
* Gas and diesel exchange engines
* Welding technology in core welding operations
* Properties, examination and heat treatment of materials
* Material System (ASME II, ASTM)
* Preparation of factory inspector API-570
* API (1104 & 650 and 653) Review
* Welding Process Systems (ASME VIII, API 510, AWS)
* Development of marine Deepwater operations and operation of subsea installation
* Design, construction, inspection and maintenance of pipes and pipelines
* Applications and principles of electrical polar protection
* Control on core operations and equipment
* Basics of tools and controls for engineers
* Instrumentation system technology and automatic tank scales
* Selection, maintenance and operations
* of control valves
* General safety of valve devices
* Technological maintenance of different valves and troubleshooting
* Field Bus System and Total Productivity Management
* Basic Shared Control System and SCADA
* Advanced technology in DCS & SCADA systems
* PLC & SCADA Technology
* Burner Management System
* Operation and process of heat transfer equipment
* Design the process and operation of heat transfer equipment
* Planned shut-off, main operations, isolation, and commissioning
* Solution of special problems of lab operations
* Basics of sweetening and processing of crude oil
* Advanced processing of crude oil
* Storage, shipment and use of gas and petroleum
* Natural gas processing
* Natural gas and LPG technology
* LPG technology, NGL & LNG
* Gas drying technology
* Conversion Units in Oil Refineries
* Technology of fertilizer industry
* HAZOP Applications in Petroleum Industries (Level 1)
* HAZOP Applications in Petroleum Industries (Level 2)
* Operations of industrial facilities
* Evaluation of the operating panel, control process and DCS simulator
* Basics of control system and the drawing path (PID, PFD and UFD)
* Water cooling and boilers
* Water purification and injection system
* Desalination of sea water (unit of RO, MSF, and steam pressure)
* Control on and main causes of corrosion
* Breathing apparatus and gas test
* Working in an H2S environment
* Protection from Radiation
 |  |
| **20** | **Education**  | * Assessment of learning outcomes
* Methods of assessment and exams
* Dealing with different personal patterns of students
* Using interactive teaching methods in learning systems
* Active learning
* Motivation of students to self-learning
* planning the time of Class sessions
* Education techniques and the use of education techniques
* Modern methods of active learning
* Recent trends in student assessment
* Multiple intelligences and their use in education
* Promotion of professional practices
* Student centered learning
* Development of personal skills of teaching staff
* Discovering and caring of the talented students
* Development of students' thinking skills
* Modern strategies in effective teaching
* Learning by playing
* Positivity in school environment
* Design and development of learning environments according to quality standards
* Teachers' Performance Assessment Criteria
* Supervision tools and methods
* TRIZ Theory in creative solutions for problems and their applications in educational situations
* Teacher Functional qualifications
* Microteaching
* Educational measurement and evaluation
* Smart School
* Transformation of traditional schools into effective learning organizations
* Evaluation of school administration performance
* Educational Resources
* Management of school as a learning organization
* Management of school work teams
* Shaping the vision and mission in schools
* Improvement of school performance
* Total quality applications in schools
* Writing reports about summer visits
* Governance in the educational field
* Skills of school principal as an assessment supervisor
 |  |
|  |