

## Training Plan 2010

No	Program	Place	Date	Hours	Fees
<b>January</b>					
1.	Quality Assurance of Internal Auditing Functions According to IIA	Damascus-Syria	17-20/1	20	\$1400
2.	Seminar: Effective Time Management	Muscat-Oman	24-25/1	10	\$600
3.	Best Practices in Knowledge Management	Muscat-Oman	24-26/1	15	\$1500
4.	The Effective Communication Through MBTI Manners	Amman-Jordan	24-27/1	20	\$1300
5.	Selling Skills of Banking Services	Dubai-Emirates	24-27/1	20	\$1500
6.	New Models of Performance Evaluation & Failure Prediction (Var "O-Score", Logit, Zeta, Z-Score)	Jeddah-Saudi	24-28/1	25	\$1400
7.	Activity Based Costing – ABC	Damascus-Syria	24-28/1	25	\$1400
8.	Seminar: Creative Accounting	Amman-Jordan	26/1	5	\$300
9.	Seminar: Effective Time Management	Amman-Jordan	26-27/1	10	\$600
<b>February</b>					
10.	<b>Diploma in Service Providing: First Series:</b> - Customer Care Culture: Directing Attention Towards the Client - Intelligent Communication for Service Providers	Muscat-Oman	14-17/2	25	\$1400
11.	Analytical Auditing Procedures According with International Auditing Standards	Muscat-Oman	14-17/2	20	\$1400
12.	Computerized Financial Analysis (Workshop)	Tripoli-Libya	14-18/2	25	\$1500
13.	Seminar: Awareness the Auditee by Auditing with the Modern Concepts & Objectives of Internal Auditing	Muscat-Oman	17/2	5	\$300
14.	Situational Leadership	Muscat-Oman	21-23/2	15	\$1400
15.	Competency Based Interviewing & Hiring Approaches	Amman-Jordan	21-25/2	25	\$1400
16.	Basics of Internal Auditing According to IIA	Amman-Jordan	21-25/2	25	\$1400
17.	Computerized Financial Analysis (Workshop)	Khartoum-Sudan	21-25/2	25	\$1400
18.	Change Management	Doha-Qatar	28/2-3/3	20	\$1300
19.	Evaluating Internal Control Systems by COSO & COCO	Dubai-Emirates	28/2-3/3	20	\$1500
20.	<b>Diploma in Service Providing: First Series:</b> - Customer Care Culture: Directing Attention Towards the Client - Intelligent Communication for Service Providers	Tripoli-Libya	28/2-3/3	25	\$1400
21.	Credit Analysis	Damascus-Syria	28/2-4/3	25	\$1400

<b>March</b>					
22.	Seminar: Auditing Committee Strategic in Dealing with the Internal Auditing Activity	Dubai-Emirates	4/3	5	\$300
23.	<b>Diploma in Service Providing: Second Series:</b> - The Effective Communication Through MBTI - Customer Relationship Management.	Muscat-Oman	7-10/3	25	\$1400
24.	<b>Diploma in Service Providing: Second Series:</b> - The Effective Communication Through MBTI - Customer Relationship Management.	Tripoli-Libya	14-18/3	25	\$1400
25.	Coaching & Mentoring	Muscat-Oman	21-23/3	15	\$1500
26.	Analyzing Financial Statements: Results analysis & Assessment	Amman-Jordan	21-24/3	20	\$1400
27.	Advanced Financial Analysis	Muscat-Oman	21-24/3	20	\$1400
28.	Forming a Working Group & Procedures of the Efficiency of the Positive Spirit	Khartoum-Sudan	21-24/3	20	\$1300
29.	Modern Trends in Documentary Credits	Tripoli-Libya	21-25/3	25	\$1400
30.	Internal Auditor's Skills in Identifying Fraud Indicators (Red Flags)	Khartoum-Sudan	28-31/3	20	\$1400
31.	Best Practices in Supervisory skills: Supervisory Situations	Amman-Jordan	28/3-1/4	25	\$1400
<b>April</b>					
32.	<b>Diploma in Service Providing: Third Series:</b> - Etiquettes Skills for Service providers - Problem Solving & Decision Making for Service providers	Muscat-Oman	11-14/4	25	\$1400
33.	Best Practices in Managing the Internal Auditing	Muscat-Oman	11-14/4	20	\$1400
34.	Computerized Financial Analysis (Workshop)	Amman-Jordan	11-15/4	25	\$1500
35.	Effective Branch Management	Amman-Jordan	11-22/4	50	\$2600
36.	Using the Statistical and non-Statistical Samples in the Internal Auditing Procedures	Amman-Jordan	18-21/4	20	\$1500
37.	Competency Based Training Programs Design & Evaluation	Amman-Jordan	18-22/4	25	\$1400
38.	Designing and Implementing Human Resources Management Policies & Procedures	Khartoum-Sudan	18-22/4	20	\$1400
39.	Curriculum of Administrative Management Using KAIZEN	Amman-Jordan	25-28/4	20	\$1500
40.	Best Practices in Career Path Planning & Linking it to the Training Path (Workshop)	Muscat-Oman	25-28/4	20	\$1400
41.	Detection of Banking Forgery & Fraud	Damascus-Syria	25-28/4	20	\$1400
42.	<b>Diploma in Service Providing: Third Series:</b> - Etiquettes Skills for Service providers - Problem Solving & Decision Making for Service providers	Tripoli-Libya	25-28/4	25	\$1400

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43.	Modern Trends in Documentary Credits	Amman-Jordan	25-28/4	25	\$1400
44.	Financial Planning & Control	Damascus-Syria	25-29/4	25	\$1400
45.	Credit Analysis	Tripoli-Libya	25-29/4	25	\$1400
<b>May</b>					
46.	<b>Diploma in Service Providing: Fourth Series:</b> - The Arts in Selling Products & Services for Service Providers - Customer Satisfaction & Loyalty Program	Muscat-Oman	2-5/5	25	\$1400
47.	<b>Diploma in Service Providing: Fourth Series:</b> - The Arts in Selling Products & Services for Service Providers - Customer Satisfaction & Loyalty Program	Tripoli-Libya	2-5/5	25	\$1400
48.	Indicators of Early Warning of Problem Loans & Its Management	Muscat-Oman	2-5/5	20	\$1400
49.	Preparation & Presentation of Financial Statements According to IAS & IFRS	Khartoum-Sudan	2-5/5	20	\$1300
50.	Basics of Internal Auditing According to IIA	Khartoum-Sudan	2-6/5	25	\$1400
51.	Evaluation of Quality of Customer Care & Gap Analysis	Amman-Jordan	9-12/5	20	\$1500
52.	Creative Accounting	Amman-Jordan	16-19/5	20	\$1500
53.	Training of Trainers – TOT	Amman-Jordan	16-27/5	50	\$2600
54.	The First Annual Forum for Internal Auditors	Amman-Jordan	17-19/5	18	\$1500
55.	Best Practices in Supervisory skills: Supervisory Situations	Khartoum-Sudan	23-26/5	25	\$1400
56.	The Excellence Manager & Developing Administrative Performance	Casablanca-Morocco	23-27/5	25	\$1600
57.	Financial Planning & Control	Casablanca-Morocco	23-27/5	25	\$1600
58.	Effective Credit Proposal: Preparation & Presentation	Amman-Jordan	23-27/5	25	\$1400
59.	Risk Management in Foreign Exchange	Damascus-Syria	23-27/5	25	\$1400
60.	International Accounting Standards IAS & International Financial Reporting Standards IFRS	Damascus-Syria	30/5-8/6	40	\$2400
<b>June</b>					
61.	Budget Preparation & Controlling	Amman-Jordan	6-10/6	25	\$1400
62.	Improving Training Coordinators Skills	Amman-Jordan	6-17/6	50	\$2600
63.	Planning by Scenarios	Muscat-Oman	13-15/6	15	\$1500
64.	Report & Letters Writing Skills	Muscat-Oman	13-16/6	20	\$1400
65.	Strategies of Gaining & Keeping Customers	Damascus-Syria	13-16/6	20	\$1400
66.	Best Practices in Supervisory skills: Supervisory Situations	Tripoli-Libya	13-16/6	25	\$1400

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67.	Maximizing Profitability of Bank Branches	Amman-Jordan	20-23/6	20	\$1400
68.	Swift Banking System	Amman-Jordan	20-24/6	25	\$1400
69.	Evaluating Internal Control Systems by COSO & COCO	Amman-Jordan	20-24/6	25	\$1400
70.	Islamic Accounting Standards As by The AAOIFI	Amman-Jordan	20-29/6	40	\$2400
71.	The Best Practices of Corporate Banking: Management & Finance	Amman-Jordan	20/6-1/7	50	\$2600
72.	Follow-up & Control of Credit & Bank Financing	Khartoum-Sudan	27/6-1/7	25	\$1400
73.	Modern Trends in Performing Internal Audit	Amman-Jordan	27/6-1/7	25	\$1400
74.	Contemporary Human Resources Management	Amman-Jordan	27/6-8/7	50	\$2600
75.	Motivation Skills & enhancing Workers Loyalty	Khartoum-Sudan	28-30/6	15	\$1300
<b>July</b>					
76.	Best Practices in Managing the Internal Auditing	Amman-Jordan	4-8/7	20	\$1400
77.	Excellence in Customer Service	Amman-Jordan	4-8/7	20	\$1400
78.	Preparing & Qualifying the Second Line of Order	Amman-Jordan	11-22/7	50	\$2600
79.	Financial Accounting	Amman-Jordan	11-22/7	50	\$2600
80.	The Behavioral & Leadership Skills of the Distinguished Director	Beirut-Lebanon	12-16/7	25	\$1500
81.	Applying Risk Based Auditing Models in Performing Audit Tasks	Beirut-Lebanon	12-16/7	25	\$1500
82.	HR Forum: Human Resources Audit	Amman-Jordan	18-21/7	20	\$1500
83.	Competency Based Training Needs	Damascus-Syria	18-21/7	20	\$1400
84.	Professional Succession & Leadership Sequence	Salalah-Oman	18-21/7	20	\$1500
85.	Best Practices for Emotional Intelligence in Work Environment	Khartoum-Sudan	18-21/7	20	\$1300
86.	Internal Audit Reporting According to IIA	Amman-Jordan	18-21/7	20	\$1400
87.	Computerized Financial Analysis (Workshop)	Damascus-Syria	18-22/7	25	\$1500
88.	International Standard Banking Practice For the Examination of Documents under Documentary Credits publication No. 681	Amman-Jordan	18-22/7	25	\$1500
89.	Budget Preparation & Controlling	Khartoum-Sudan	25-29/7	25	\$1400
90.	Follow-up & Control of Credit & Bank Financing	Amman-Jordan	25-29/7	25	\$1400
<b>August</b>					
91.	Competency Based Performance Appraisal	Amman-Jordan	1-4/8	20	\$1400
92.	Intelligent Communication in Customer Service	Amman-Jordan	1-4/8	20	\$1400
93.	Modern Leadership Skills	Khartoum-Sudan	1-4/8	20	\$1400
94.	Analyzing Financial Statements: Results analysis & Assessment	Khartoum-Sudan	1-4/8	20	\$1400

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95.	Problem Solving & Decision Making	Tripoli-Libya	1-4/8	20	\$1300
96.	Cash Flow: Preparation & Analysis	Damascus-Syria	1-4/8	20	\$1400
97.	Evaluating Internal Control Systems by COSO & COCO	Amman-Jordan	22-26/8	20	\$1400
<b>September</b>					
98.	Job Analysis: Job Description and Specifications	Amman-Jordan	19-23/9	25	\$1400
99.	Managerial Auditing (Workshop)	Amman-Jordan	20-23/9	20	\$1400
100.	Crisis Management	Amman-Jordan	26-29/9	20	\$1300
101.	Administrative Excellence in Time Management & Dealing with Working Stresses	Damascus-Syria	26-29/9	20	\$1400
102.	Preparation and Controlling of Government Budgets	Muscat-Oman	26-29/9	20	\$1300
103.	Risk Management of Credit Portfolio	Amman-Jordan	26-30/9	25	\$1500
104.	Budget Preparation & Controlling	Damascus-Syria	26-30/9	25	\$1400
105.	Modern Secretarial Functions in Business Organizations	Khartoum-Sudan	26-30/9	25	\$1300
106.	Developing the Behavioral & Management Skills	Amman-Jordan	27-30/9	20	\$1400
<b>October</b>					
107.	Modern Leadership Skills	Amman-Jordan	3-6/10	20	\$1500
108.	Preparation & Presentation of Financial Statements According to IAS & IFRS	Tripoli-Libya	3-6/10	20	\$1400
109.	Preparing the Marketing Plan & Follow-Up	Amman-Jordan	3-6/10	20	\$1400
110.	Applying Risk Based Auditing Models in Performing Audit Tasks	Amman-Jordan	10-14/10	25	\$1400
111.	Economic Feasibility Studies & Project Evaluations	Khartoum-Sudan	10-14/10	25	\$1400
112.	International Accounting Standards IAS & International Financial Reporting Standards IFRS	Amman-Jordan	10-19/10	40	\$2400
113.	Modern Methodologies of Employee Performance Evaluation	Muscat-Oman	17-20/10	20	\$1400
114.	Internal Auditor's Skills in Identifying Fraud Indicators (Red Flags)	Muscat-Oman	17-20/10	20	\$1400
115.	The Excellence Manager & Developing Administrative Performance	Cairo-Egypt	17-21/10	25	\$1500
116.	Computerized Financial Analysis (Workshop)	Amman-Jordan	17-21/10	25	\$1500
117.	Intelligent Communication in Customer Service	Amman-Jordan	24-28/10	20	\$1400
118.	Best Practices in Supervisory skills: Supervisory Situations	Damascus-Syria	24-28/10	25	\$1400
119.	Best Practices in Career Path Planning & Linking it to the Training Path (Workshop)	Amman-Jordan	31/10-3/11	20	\$1400
<b>November</b>					
120.	Preparation & Presentation of Financial Statements According to IAS & IFRS	Amman-Jordan	7-10/11	20	\$1400

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121.	Advanced Financial Analysis	Dubai-Emirates	7-10/11	20	\$1400
122.	Best Practices in Supervisory skills: Supervisory Situations	Muscat-Oman	7-10/11	20	\$1400
123.	Modern Trends in Performing Internal Audit	Damascus-Syria	7-11/11	25	\$1400
124.	Managerial Skills for New Manager	Amman-Jordan	7-11/11	25	\$1400
125.	Administrative Excellence in Time Management & Dealing with Working Stresses	Khartoum-Sudan	14-17/11	20	\$1300
126.	Advanced Financial Analysis	Tripoli-Libya	14-17/11	20	\$1400
127.	Internal Auditor's Skills in Identifying Fraud Indicators (Red Flags)	Tripoli-Libya	14-17/11	20	\$1400
<b>December</b>					
128.	Designing and Developing Organizational Structures	Muscat-Oman	5-8/12	20	\$1400
129.	Report & Letters Writing Skills	Khartoum-Sudan	5-8/12	20	\$1300
130.	Mass Communication & Interaction Skills	Amman-Jordan	5-9/12	25	\$1400
131.	Basics of Internal Auditing According to IIA	Amman-Jordan	12-16/12	25	\$1400
132.	Internal Auditor's Skills in Identifying Fraud Indicators (Red Flags)	Dubai-Emirates	19-23/12	20	\$1500