

HUMAN CAPITAL DEVELOPMENT PROGRAMMES

2019

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Overview

Proclad Academy, a wholly owned subsidiary of Proclad Group, is an independent, innovative and top-quality training & management consultancy, operating in the knowledge and information industry.

Incorporated by the TechnoPark authority in Dubai, we provide corporate training & consultancy services worldwide based on content, market intelligence & networking opportunities covering a diverse range of business sectors.

Whether you are attending one of our public training courses or engaging Proclad Academy's services for customised training solutions, you are certain to acquire latest business knowledge that will be not only beneficial to your company, but also to you as a professional.

Proclad Academy's training courses, seminars & workshops are designed and delivered by experienced industry practitioners, providing the participants access to latest knowledge, using a variety of facilitation methodologies and techniques. Used where applicable, these methods aim to enhance individual and group interaction while maximising learning.

About Us

At Proclad Academy, we pride ourselves in our ability to deliver innovative and diversified training courses and consulting services that are designed and presented by subject matter experts, with proven track-record and competent in providing relevant learning solutions applicable to today's business challenges.

Achieving our ambitions relies on three indispensable teams; the management team, the facilitators and the support teams. Collaboratively, these teams work in tandem to ensure that the needs and expectations of our clients are consistently met and regularly exceeded:

- Proclad Academy's Management Team innovates continuously to ensure alignment with clients' expectations is maintained
- Proclad Academy's Facilitators strive for excellence in the design and delivery of all training and consultancy services
- Proclad Academy's Support Team, working in a motivating environment, engage with the company and its values

Apart from Corporate Training, Proclad Academy has an excellent track record of offering vocational training services on a wide range of Welding, HSE and First Aid topics.



CHAIRMAN'S MESSAGE



It is my pleasure to warmly welcome you to Proclad Academy, a wholly owned subsidiary of the Proclad Group, incorporated by the TechnoPark authority in Dubai.

Whether you are a global corporation, government department, small business or an individual; Proclad Academy seeks to go beyond traditional training models to demonstrate measurable improvements to our clients.

This ambition is backed up with the track record of some of the well-known and world-class training and education institutions that we have partnered with. Proclad Academy brings you the very best training and consultancy experts who are experienced, practical and accessible for your requirements throughout the world.

There is an old Arabic saying "seek education from the cradle to the grave" which is as relevant today as when it was first said. In modern times we talk of lifelong learning, and Proclad Academy aims to embody the spirit of learning through excellence, flexibility and technology.

It is my pleasure to humbly invite you to explore the benefits to be gained from our portfolio of training and be "inspired" to learn.

Sincerely,

Yaseen M Jaffer
Chairman

TRAINING COURSE CATEGORIES

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ADMINISTRATION, OFFICE MANAGEMENT & SECRETARIAL

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
AD 001	Advanced Office Administration & Management: Best Practices & Procedures	03 - 07 March	Dubai	4,500
AD 002	Enhancing Personal Effectiveness of Office Administrators, Secretaries and Personal Assistants	17 - 21 March	Dubai	4,500
AD 003	Business Writing Skills for Office Administrators, Secretaries and Personal Assistants	07 - 11 April	Dubai	4,500
AD 004	Advanced Documents and Records Management: Global Standards & Methodologies	14 - 18 April	Dubai	4,500
AD 001	Advanced Office Administration & Management: Best Practices & Procedures	15 - 19 July	Istanbul	5,000
AD 003	Business Writing Skills for Office Administrators, Secretaries and Personal Assistants	04 - 08 August	Dubai	4,500
AD 004	Advanced Documents and Records Management: Global Standards & Methodologies	01 - 05 September	Dubai	4,500
AD 002	Enhancing Personal Effectiveness of Office Administrators, Secretaries and Personal Assistants	13 - 17 October	Dubai	4,500
AD 001	Advanced Office Administration & Management: Best Practices & Procedures	03 - 07 November	Dubai	4,500
AD 003	Business Writing Skills for Office Administrators, Secretaries and Personal Assistants	01 - 05 December	Dubai	4,500
AD 004	Advanced Documents and Records Management: Global Standards & Methodologies	15 - 19 December	Dubai	4,500

CONTRACT MANAGEMENT & TENDERING

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
CM 001	Contract Management Skills for Non-Contract Professionals	06 - 10 January	Dubai	4,500
CM 004	Contract Management Masterclass: Planning, Development, Negotiation & Formulation of Effective Contracts	14 - 18 January	Istanbul	5,000
CM 008	The 10-day Contract & Project Management Masterclass	14 - 25 January	Istanbul	10,000
CM 006	Contract Drafting, Reading & Understanding	10 - 14 February	Dubai	4,500

CONTRACT MANAGEMENT & TENDERING

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
CM 007	Advanced Contract Risk Management	17 - 21 Februar	Dubai	4,500
CM 010	The 10-day Advanced Contract & Project Risk Management	17 - 28 February	Dubai	9,000
CM 003	Bidding, Evaluation, Negotiation & Awarding of Contracts	03 - 07 March	Dubai	4,500
CM 005	Professional Contract Management: International Principles, Techniques & Strategies	08 - 12 April	Istanbul	5,000
CM 009	The 10-day Contract & Project Management Professional	08 - 19 April	Istanbul	10,000
CM 001	Contract Management Skills for Non-Contract Professionals	21 - 25 April	Dubai	4,500
CM 006	Contract Drafting, Reading & Understanding	09 - 13 June	Dubai	4,500
CM 004	Contract Management Masterclass: Planning, Development, Negotiation & Formulation of Effective Contracts	10 - 14 June	London	5,000
CM 008	The 10-day Contract & Project Management Masterclass	10 - 21 June	London	10,000
CM 002	Building a Sustainable Vendor Qualification Process: Systematic Approach to Enhance Vendor Performance & Contract Compliance	23 - 27 June	Dubai	4,500
CM 003	Bidding, Evaluation, Negotiation & Awarding of Contracts	30 June - 04 July	Dubai	4,500
CM 004	Contract Management Masterclass: Planning, Development, Negotiation & Formulation of Effective Contracts	15 - 19 July	New York	5,500
CM 008	The 10-day Contract & Project Management Masterclass	15 - 26 July	New York	11,000
CM 005	Professional Contract Management: International Principles, Techniques & Strategies	22 - 26 July	California	5,500
CM 009	The 10-day Contract & Project Management Professional	22 Jul - 02 Aug	California	11,000
CM 007	Advanced Contract Risk Management	28 Jul - 01 Aug	Dubai	4,500

CONTRACT MANAGEMENT & TENDERING

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
CM 010	The 10-day Advanced Contract & Project Risk Management	28 Jul - 08 Aug	Dubai	9,000
CM 006	Contract Drafting, Reading & Understanding	22 - 26 September	Dubai	4,500
CM 004	Contract Management Masterclass: Planning, Development, Negotiation & Formulation of Effective Contracts	30 Sep - 04 Oct	Miami	5,500
CM 008	The 10-day Contract & Project Management Masterclass	30 Sep - 11 Oct	Miami	11,000
CM 005	Professional Contract Management: International Principles, Techniques & Strategies	14 - 18 October	London	5,000
CM 009	The 10-day Contract & Project Management Professional	14 - 25 October	London	10,000
CM 001	Contract Management Skills for Non-Contract Professionals	10 - 14 November	Dubai	4,500
CM 002	Building a Sustainable Vendor Qualification Process: Systematic Approach to Enhance Vendor Performance & Contract Compliance	24 - 28 November	Dubai	4,500
CM 003	Bidding, Evaluation, Negotiation & Awarding of Contracts	01 - 05 December	Dubai	4,500
CM 005	Professional Contract Management: International Principles, Techniques & Strategies	02 - 06 December	New York	5,500
CM 009	The 10-day Contract & Project Management Professional	02 - 13 December	New York	11,000
CM 004	Contract Management Masterclass: Planning, Development, Negotiation & Formulation of Effective Contracts	09 - 13 December	London	5,000
CM 008	The 10-day Contract & Project Management Masterclass	09 - 20 December	London	10,000
CM 007	Advanced Contract Risk Management	15 - 19 December	Dubai	4,500
CM 010	The 10-day Advanced Contract & Project Risk Management	15 - 26 December	Dubai	9,000

CUSTOMER SERVICE MANAGEMENT

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
CS 001	Customer Service Excellence: Principles & Global Best Practices	17 - 21 March	Dubai	4,500
CS 002	Customer Relationship Management: Analysing & Integrating Key Components	14 - 18 April	Dubai	4,500
CS 003	Service Quality & Customer Happiness: Building a Customer-Centric Organisation	04 - 08 August	Dubai	4,500
CS 001	Customer Service Excellence: Principles & Global Best Practices	15 - 19 September	Dubai	4,500
CS 002	Customer Relationship Management: Analysing & Integrating Key Components	27 - 31 October	Dubai	4,500
CS 003	Service Quality & Customer Happiness: Building a Customer-Centric Organisation	08 - 12 December	Dubai	4,500

ELECTRICAL ENGINEERING

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
EL 004	Start-up, Commissioning & Testing of Electrical Power Systems	20 - 24 January	Dubai	4,500
EL 002	Troubleshooting & Maintenance of Electrical Equipment	03 - 07 February	Dubai	4,500
EL 003	Transformers: Selection, Operation & Troubleshooting	10 - 14 March	Dubai	4,500
EL 001	Safe Operation & Maintenance of Circuit Breakers & Switchgears	14 - 18 April	Dubai	4,500
EL 004	Start-up, Commissioning & Testing of Electrical Power Systems	09 - 13 June	Dubai	4,500
EL 002	Troubleshooting & Maintenance of Electrical Equipment	30 June - 04 July	Dubai	4,500
EL 005	Electrical Installations in Hazardous Areas: Safe Handling & Operation	14 - 18 July	Dubai	4,500
EL 003	Transformers: Selection, Operation & Troubleshooting	18 - 22 August	Dubai	4,500
EL 004	Start-up, Commissioning & Testing of Electrical Power Systems	06 - 10 October	Dubai	4,500

ELECTRICAL ENGINEERING

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
EL 002	Troubleshooting & Maintenance of Electrical Equipment	10 - 14 November	Dubai	4,500
EL 001	Safe Operation & Maintenance of Circuit Breakers & Switchgears	24 - 28 November	Dubai	4,500
EL 005	Electrical Installations in Hazardous Areas: Safe Handling & Operation	08 - 12 December	Dubai	4,500
EL 003	Transformers: Selection, Operation & Troubleshooting	22 - 26 December	Dubai	4,500

FINANCE, ACCOUNTING & BUDGETING

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
FI 006	Budgeting, Planning & Forecasting: The Complete Process	07 - 11 January	London	5,000
FI 001	Essentials of Finance, Accounting & Budgeting	27 - 31 January	Dubai	4,500
FI 003	Financial Analysis, Planning & Control	11 - 15 February	London	5,000
FI 004	Setting & Controlling Budgets	18 - 22 February	London	5,000
FI 009	Accounts Receivable & Credit Policies Management	17 - 21 March	Dubai	4,500
FI 008	Finance for Non-Financial Professionals	24 - 28 March	Dubai	4,500
FI 007	Financial Statement Analysis & Reporting	14 - 18 April	Dubai	4,500
FI 002	Budgeting & Cost Control: Modern Methods for Better Decision Making	21 - 25 April	Dubai	4,500
FI 001	Essentials of Finance, Accounting & Budgeting	09 - 13 June	Dubai	4,500
FI 003	Financial Analysis, Planning & Control	10 - 14 June	London	5,000
FI 004	Setting & Controlling Budgets	17 - 21 June	London	5,000

FINANCE, ACCOUNTING & BUDGETING				
Ref. No.	Course Title	Dates	Venue	Fees (US\$)
FI 005	The 5-day Finance & Accounting Mini-MBA	01 - 05 July	Geneva	5,000
FI 006	Budgeting, Planning & Forecasting: The Complete Process	08 - 12 July	Geneva	5,000
FI 003	Financial Analysis, Planning & Control	15 - 19 July	New York	5,500
FI 009	Accounts Receivable & Credit Policies Management	21 - 25 July	Dubai	4,500
FI 004	Setting & Controlling Budgets	22 - 26 July	New York	5,500
FI 005	The 5-day Finance & Accounting Mini-MBA	05 - 09 August	California	5,500
FI 006	Budgeting, Planning & Forecasting: The Complete Process	19 - 23 August	California	5,500
FI 007	Financial Statement Analysis & Reporting	25 - 29 August	Dubai	4,500
FI 002	Budgeting & Cost Control: Modern Methods for Better Decision Making	02 - 06 September	Istanbul	5,000
FI 008	Finance for Non-Financial Professionals	09 - 13 September	Istanbul	5,000
FI 003	Financial Analysis, Planning & Control	30 Sep - 04 Oct	Miami	5,500
FI 004	Setting & Controlling Budgets	07 - 11 October	Miami	5,500
FI 001	Essentials of Finance, Accounting & Budgeting	13 - 17 October	Dubai	4,500
FI 005	The 5-day Finance & Accounting Mini-MBA	14 - 18 October	London	5,000
FI 006	Budgeting, Planning & Forecasting: The Complete Process	21 - 25 October	London	5,000
FI 009	Accounts Receivable & Credit Policies Management	01 - 05 December	Dubai	4,500
FI 005	The 5-day Finance & Accounting Mini-MBA	02 - 06 December	New York	5,500

FINANCE, ACCOUNTING & BUDGETING

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
FI 003	Financial Analysis, Planning & Control	09 - 13 December	London	5,000
FI 006	Budgeting, Planning & Forecasting: The Complete Process	09 - 13 December	New York	5,500
FI 007	Financial Statement Analysis & Reporting	15 - 19 December	Dubai	4,500
FI 004	Setting & Controlling Budgets	16 - 20 December	London	5,000
FI 002	Budgeting & Cost Control: Modern Methods for Better Decision Making	22 - 26 December	Dubai	4,500
FI 008	Finance for Non-Financial Professionals	29 Dec - 02 Jan	Dubai	4,500

HEALTH, SAFETY, ENVIRONMENTAL & SECURITY

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
HS 004	Advanced Incident & Accident Investigation	14 - 18 January	London	5,000
HS 007	Safety Audits & Site Inspection	20 - 24 January	Dubai	4,500
HS 006	Process Risk Assessment & Risk Management Masterclass	10 - 14 March	Dubai	4,500
HS 002	Hazard and Operability (HAZOP) Study	24 - 28 March	Dubai	4,500
HS 003	Basic Safety & Loss Prevention: Securing a Safer Working Environment	21 - 25 April	Dubai	4,500
HS 005	Oil & Gas Operational Safety	23 - 27 June	Dubai	4,500
HS 001	Emergency Response Planning, Management & Leadership	08 - 12 July	Amsterdam	5,000
HS 004	Advanced Incident & Accident Investigation	15 - 19 July	London	5,000
HS 007	Safety Audits & Site Inspection	21 - 25 July	Dubai	4,500

HEALTH, SAFETY, ENVIRONMENTAL & SECURITY

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
HS 006	Process Risk Assessment & Risk Management Masterclass	26 - 30 August	Paris	5,000
HS 002	Hazard and Operability (HAZOP) Study	22 - 26 September	Dubai	4,500
HS 003	Basic Safety & Loss Prevention: Securing a Safe Working Environment	20 - 24 October	Dubai	4,500
HS 004	Advanced Incident & Accident Investigation	11 - 15 November	Amsterdam	5,000
HS 007	Safety Audits & Site Inspection	17 - 21 November	Dubai	4,500
HS 005	Oil & Gas Operational Safety	01 - 05 December	Dubai	4,500
HS 001	Emergency Response Planning, Management & Leadership	09 - 13 December	Kuala Lumpur	5,000
HS 006	Process Risk Assessment & Risk Management Masterclass	29 Dec - 02 Jan	Dubai	4,500

HUMAN RESOURCE MANAGEMENT & PERSONNEL DEVELOPMENT

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
HR 008	Developing and Managing HR Processes, Culture & Change	21 - 25 January	London	5,000
HR 005	Enhancing Personal Effectiveness of Training Coordinators & Specialists	24 - 28 February	Dubai	4,500
HR 001	Basics of Human Resource Management	10 - 14 March	Dubai	4,500
HR 004	Interviewing, Selection & Recruitment: Principles & Best Practices	24 - 28 March	Dubai	4,500
HR 002	Human Resource Management Masterclass	08 - 12 April	London	5,000
HR 009	Compensation & Benefits Administration: Managing Employee Motivation, Performance & Rewards	15 - 19 April	Istanbul	5,000
HR 007	Best Practices in Managing & Enhancing Employee Relations	22 - 26 April	Barcelona	5,000

HUMAN RESOURCE MANAGEMENT & PERSONNEL DEVELOPMENT

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
HR 003	Manpower Development & Succession Planning	28 April - 02 May	Dubai	4,500
HR 005	Enhancing Personal Effectiveness of Training Coordinators & Specialists	09 - 13 June	Dubai	4,500
HR 006	Human Resource Management for Non-HR Professionals	23 - 27 June	Dubai	4,500
HR 007	Best Practices in Managing & Enhancing Employee Relations	08 - 12 July	Geneva	5,000
HR 008	Developing and Managing HR Processes, Culture & Change	15 - 19 July	London	5,000
HR 001	Basics of Human Resource Management	21 - 25 July	Dubai	4,500
HR 002	Human Resource Management Masterclass	05 - 09 August	Paris	5,000
HR 009	Compensation & Benefits Administration: Managing Employee Motivation, Performance & Rewards	25 - 29 August	Dubai	4,500
HR 004	Interviewing, Selection & Recruitment: Principles & Best Practices	22 - 26 September	Dubai	4,500
HR 003	Manpower Development & Succession Planning	20 - 24 October	Dubai	4,500
HR 005	Enhancing Personal Effectiveness of Training Coordinators & Specialists	03 - 07 November	Dubai	4,500
HR 008	Developing and Managing HR Processes, Culture & Change	11 - 15 November	Amsterdam	5,000
HR 006	Human Resource Management for Non-HR Professionals	17 - 21 November	Dubai	4,500
HR 001	Basics of Human Resource Management	24 - 28 November	Dubai	4,500
HR 002	Human Resource Management Masterclass	02 - 06 December	New York	5,500
HR 007	Best Practices in Managing & Enhancing Employee Relations	09 - 13 December	Kuala Lumpur	5,000
HR 009	Compensation & Benefits Administration: Managing Employee Motivation, Performance & Rewards	22 - 26 December	Dubai	4,500

MECHANICAL ENGINEERING

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
ME 004	Boilers: Operation, Maintenance & Troubleshooting	13 - 17 January	Dubai	4,500
ME 001	Data Analysis Techniques & Practices	07 - 11 April	Dubai	4,500
ME 003	Cooling Towers: Operation, Maintenance & Troubleshooting	21 - 25 April	Dubai	4,500
ME 004	Boilers: Operation, Maintenance & Troubleshooting	09 - 13 June	Dubai	4,500
ME 002	Operation, Maintenance & Troubleshooting of Pumps, Compressors & Turbines	23 - 27 June	Dubai	4,500
ME 005	Storage Tanks & Tank Farms - Design, Sizing and Calculations	07 - 11 July	Dubai	4,500
ME 001	Data Analysis Techniques & Practices	21 - 25 July	Dubai	4,500
ME 001	Data Analysis Techniques & Practices	06 - 10 October	Dubai	4,500
ME 003	Cooling Towers: Operation, Maintenance & Troubleshooting	20 - 24 October	Dubai	4,500
ME 004	Boilers: Operation, Maintenance & Troubleshooting	27 - 31 October	Dubai	4,500
ME 005	Storage Tanks & Tank Farms - Design, Sizing and Calculations	17 - 21 November	Dubai	4,500
ME 002	Operation, Maintenance & Troubleshooting of Pumps, Compressors & Turbines	01 - 05 December	Dubai	4,500
ME 001	Data Analysis Techniques & Practices	29 Dec - 02 Jan	Dubai	4,500

MANAGEMENT, LEADERSHIP & STRATEGY

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
MG 006	People Management & Team Leadership Masterclass	14 - 18 January	London	5,000
MG 005	Leadership Development, Self-Awareness Skills & Strategy	03 - 07 February	Dubai	4,500

MANAGEMENT, LEADERSHIP & STRATEGY

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
MG 018	Time, Task & Stress Management	10 - 14 February	Dubai	4,500
MG 017	Positive Thinking, Psychology and Attitude	11 - 15 February	London	5,000
MG 004	Enhancing Leadership, Critical Thinking & Innovation	03 - 07 March	Dubai	4,500
MG 001	Management & Leadership Skills for the Supervisor/ New Manager	10 - 14 March	Dubai	4,500
MG 003	Next Generation Leadership Development	17 - 21 March	Dubai	4,500
MG 009	Leading with Emotional Intelligence: Skills for Excellent Leadership	24 - 28 March	Dubai	4,500
MG 010	Strategic Planning & Goal Setting: Setting Focused Goals and Enhancing Competitiveness	31 March - 04 April	Dubai	4,500
MG 015	Developing Women as Leaders: Liberating Power, Potential & Positivity of Women in the Workplace	07 - 11 April	Dubai	4,500
MG 011	Mastering Teamwork & Cooperation Skills	08 - 12 April	London	5,000
MG 016	Goal Setting, Planning & Decision Making: Methods, Processes, Procedures and Practices	14 - 18 April	Dubai	4,500
MG 019	Communication, Problem Solving & Decision Making	15 - 19 April	Istanbul	5,000
MG 022	Building Personal Leadership Skills for Working in Teams	21 - 25 April	Dubai	4,500
MG 014	Effective Self-Management: Evaluating and Monitoring Energy, Attitude and Priority	21 - 25 April	Dubai	4,500
MG 025	Effective Workplace Communication	28 April - 02 May	Dubai	4,500
MG 024	Professional Business Writing Skills	09 - 13 June	Dubai	4,500
MG 002	Management & Leadership Masterclass	10 - 14 June	London	5,000
MG 007	Strategy, Strategic Thinking & Business Planning	17 - 21 June	London	5,000

MANAGEMENT, LEADERSHIP & STRATEGY

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
MG 003	Next Generation Leadership Development	17 - 21 June	Paris	5,000
MG 018	Time, Task & Stress Management	23 - 27 June	Dubai	4,500
MG 012	Strategic Planning, Development & Implementation	24 - 28 June	Geneva	5,000
MG 020	Communication, Interpersonal & Influencing Skills	24 - 28 June	Paris	5,000
MG 013	Smart Leadership: Achieving Strategy through Leadership & Innovation	01 - 05 July	Geneva	5,000
MG 017	Positive Thinking, Psychology and Attitude	01 - 05 July	London	5,000
MG 001	Management & Leadership Skills for the Supervisor/ New Manager	07 - 11 July	Dubai	4,500
MG 021	Leading & Managing High Performing Teams	08 - 12 July	London	5,000
MG 023	Effective Presentation & Public Speaking Skills: Developing Persuasive & Credible Executive Presentations	14 - 18 July	Dubai	4,500
MG 004	Enhancing Leadership, Critical Thinking & Innovation	15 - 19 July	Istanbul	5,000
MG 002	Management & Leadership Masterclass	15 - 19 July	New York	5,500
MG 005	Leadership Development, Self-Awareness Skills & Strategy	21 - 25 July	Dubai	4,500
MG 007	Strategy, Strategic Thinking & Business Planning	22 - 26 July	New York	5,500
MG 009	Leading with Emotional Intelligence: Skills for Excellent Leadership	28 Jul - 01 Aug	Dubai	4,500
MG 019	Communication, Problem Solving & Decision Making	29 Jul - 02 Aug	London	5,000
MG 010	Strategic Planning & Goal Setting: Setting Focused Goals and Enhancing Competitiveness	04 - 08 August	Dubai	4,500
MG 015	Developing Women as Leaders: Liberating Power, Potential & Positivity of Women in the Workplace	05 - 09 August	Paris	5,000

MANAGEMENT, LEADERSHIP & STRATEGY

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
MG 006	People Management & Team Leadership Masterclass	05 - 09 August	California	5,500
MG 008	Creating & Fostering High Impact Managers	19 - 23 August	California	5,500
MG 022	Building Personal Leadership Skills for Working in Teams	26 - 30 August	Paris	5,000
MG 012	Strategic Planning, Development & Implementation	09 - 13 September	London	5,000
MG 013	Smart Leadership: Achieving Strategy through Leadership & Innovation	16 - 20 September	London	5,000
MG 021	Leading & Managing High Performing Teams	23 - 27 September	Kuala Lumpur	5,000
MG 002	Management & Leadership Masterclass	30 Sep - 04 Oct	Miami	5,500
MG 009	Leading with Emotional Intelligence: Skills for Excellent Leadership	07 - 11 October	Kuala Lumpur	5,000
MG 007	Strategy, Strategic Thinking & Business Planning	07 - 11 October	Miami	5,500
MG 003	Next Generation Leadership Development	13 - 17 October	Dubai	4,500
MG 010	Strategic Planning & Goal Setting: Setting Focused Goals and Enhancing Competitiveness	14 - 18 October	Kuala Lumpur	5,000
MG 006	People Management & Team Leadership Masterclass	14 - 18 October	London	5,000
MG 024	Professional Business Writing Skills	20 - 24 October	Dubai	4,500
MG 008	Creating & Fostering High Impact Managers	21 - 25 October	London	5,000
MG 018	Time, Task & Stress Management	27 - 31 October	Dubai	4,500
MG 011	Mastering Teamwork & Cooperation Skills	28 Oct - 01 Nov	Kuala Lumpur	5,000
MG 016	Goal Setting, Planning & Decision Making: Methods, Processes, Procedures and Practices	03 - 07 November	Dubai	4,500

MANAGEMENT, LEADERSHIP & STRATEGY

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
MG 025	Effective Workplace Communication	10 - 14 November	Dubai	4,500
MG 017	Positive Thinking, Psychology and Attitude	11 - 15 November	Kuala Lumpur	5,000
MG 004	Enhancing Leadership, Critical Thinking & Innovation	17 - 21 November	Dubai	4,500
MG 012	Strategic Planning, Development & Implementation	18 - 22 November	Vienna	5,000
MG 020	Communication, Interpersonal & Influencing Skills	18 - 22 November	London	5,000
MG 014	Effective Self-Management: Evaluating and Monitoring Energy, Attitude and Priority	24 - 28 November	Dubai	4,500
MG 013	Smart Leadership: Achieving Strategy through Leadership & Innovation	25 - 29 November	Vienna	5,000
MG 001	Management & Leadership Skills for the Supervisor/ New Manager	01 - 05 December	Dubai	4,500
MG 015	Developing Women as Leaders: Liberating Power, Potential & Positivity of Women in the Workplace	01 - 05 December	Dubai	4,500
MG 006	People Management & Team Leadership Masterclass	02 - 06 December	New York	5,500
MG 022	Building Personal Leadership Skills for Working in Teams	08 - 12 December	Dubai	4,500
MG 023	Effective Presentation & Public Speaking Skills: Developing Persuasive & Credible Executive Presentations	08 - 12 December	Dubai	4,500
MG 002	Management & Leadership Masterclass	09 - 13 December	London	5,000
MG 008	Creating & Fostering High Impact Managers	09 - 13 December	New York	5,500
MG 005	Leadership Development, Self-Awareness Skills & Strategy	15 - 19 December	Dubai	4,500
MG 007	Strategy, Strategic Thinking & Business Planning	16 - 20 December	London	5,000
MG 009	Leading with Emotional Intelligence: Skills for Excellent Leadership	22 - 26 December	Dubai	4,500

MANAGEMENT, LEADERSHIP & STRATEGY

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
MG 010	Strategic Planning & Goal Setting: Setting Focused Goals and Enhancing Competitiveness	29 Dec - 02 Jan	Dubai	4,500
MG 021	Leading & Managing High Performing Teams	30 Dec - 3 Jan	London	5,000

PROCUREMENT & MATERIAL MANAGEMENT

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
MM 004	Logistics & Supply Chain Management	27 - 31 January	Dubai	4,500
MM 005	Procurement Management of Equipment and Works for World Bank Aided Projects	11 - 15 February	London	5,000
MM 006	Purchasing Management and Cost Saving Techniques	17 - 21 February	Dubai	4,500
MM 001	Purchasing Management, Tendering & Supplier Selection	31 March - 04 April	Dubai	4,500
MM 002	Purchasing Management Masterclass	08 - 12 April	London	5,000
MM 003	Warehouse Operation & Stores Management	28 April - 02 May	Dubai	4,500
MM 004	Logistics & Supply Chain Management	16 - 20 June	Dubai	4,500
MM 006	Purchasing Management and Cost Saving Techniques	23 - 27 June	Dubai	4,500
MM 005	Procurement Management of Equipment and Works for World	08 - 12 July	London	5,000
MM 002	Purchasing Management Masterclass	05 - 09 August	Kuala Lumpur	5,000
MM 001	Purchasing Management, Tendering & Supplier Selection	13 - 17 October	Dubai	4,500
MM 003	Warehouse Operation & Stores Management	20 - 24 October	Dubai	4,500
MM 004	Logistics & Supply Chain Management	27 - 31 October	Dubai	4,500

PROCUREMENT & MATERIAL MANAGEMENT

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
MM 005	Procurement Management of Equipment and Works for World Bank Aided Projects	11 - 15 November	Amsterdam	5,000
MM 006	Purchasing Management and Cost Saving Techniques	01 - 05 December	Dubai	4,500
MM 002	Purchasing Management Masterclass	09 - 13 December	New York	5,500

MAINTENANCE MANAGEMENT

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
MN 002	Efficient Shutdown & Turnarounds Management	03 - 07 February	Dubai	4,500
MN 003	Reliability Centered Maintenance (RCM): Analytical Process to Develop Optimized Maintenance Program	03 - 07 March	Dubai	4,500
MN 004	Maintenance Management & Technology: Proactive Approach for Managing and Improving Maintenance	08 - 12 April	London	5,000
MN 001	Maintenance Planning, Scheduling & Work Control	28 April - 02 May	Dubai	4,500
MN 002	Efficient Shutdown & Turnarounds Management	16 - 20 June	Dubai	4,500
MN 004	Maintenance Management & Technology: Proactive Approach for Managing and Improving Maintenance	05 - 09 August	Kuala Lumpur	5,000
MN 003	Reliability Centered Maintenance (RCM): Analytical Process to Develop Optimized Maintenance Program	26 - 30 August	Paris	5,000
MN 001	Maintenance Planning, Scheduling & Work Control	02 - 06 September	Istanbul	5,000
MN 002	Efficient Shutdown & Turnarounds Management	09 - 13 September	Barcelona	5,000
MN 004	Maintenance Management & Technology: Proactive Approach for Managing and Improving Maintenance	02 - 06 December	New York	5,500
MN 001	Maintenance Planning, Scheduling & Work Control	08 - 12 December	Dubai	4,500
MN 002	Efficient Shutdown & Turnarounds Management	15 - 19 December	Dubai	4,500
MN 003	Reliability Centered Maintenance (RCM): Analytical Process to Develop Optimized Maintenance Program	22 - 26 December	Dubai	4,500

OIL, GAS, CHEMICAL & PROCESS ENGINEERING

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
OG 002	Gas Processing & Gas Conditioning	20 - 24 January	Dubai	4,500
OG 007	Oil & Gas Field Operations	17 - 21 February	Dubai	4,500
OG 003	Process Plant Start-up, Commissioning & Troubleshooting	10 - 14 March	Dubai	4,500
OG 004	The 5-day Executive Mini-MBA in Upstream Oil & Gas	15 - 19 April	London	5,000
OG 001	Hydrocarbon Production Operations	28 April - 02 May	Dubai	4,500
OG 002	Gas Processing & Gas Conditioning	16 - 20 June	Dubai	4,500
OG 006	Integrated Reservoir Modelling	30 June - 04 July	Dubai	4,500
OG 007	Oil & Gas Field Operations	07 - 11 July	Dubai	4,500
OG 003	Process Plant Start-up, Commissioning & Troubleshooting	14 - 18 July	Dubai	4,500
OG 004	The 5-day Executive Mini-MBA in Upstream Oil & Gas	05 - 09 August	California	5,500
OG 005	Petroleum Projects Economics & Risk Analysis	19 - 23 August	Kuala Lumpur	5,000
OG 004	The 5-day Executive Mini-MBA in Upstream Oil & Gas	14 - 18 October	London	5,000
OG 001	Hydrocarbon Production Operations	20 - 24 October	Dubai	4,500
OG 002	Gas Processing & Gas Conditioning	27 - 31 October	Dubai	4,500
OG 007	Oil & Gas Field Operations	17 - 21 November	Dubai	4,500
OG 003	Process Plant Start-up, Commissioning & Troubleshooting	24 - 28 November	Dubai	4,500
OG 006	Integrated Reservoir Modelling	01 - 05 December	Dubai	4,500
OG 004	The 5-day Executive Mini-MBA in Upstream Oil & Gas	02 - 06 December	New York	5,500
OG 005	Petroleum Projects Economics & Risk Analysis	09 - 13 December	Kuala Lumpur	5,000

PROJECT MANAGEMENT				
Ref. No.	Course Title	Dates	Venue	Fees (US\$)
PM 004	Project Management Masterclass	21 - 25 January	Istanbul	5,000
PM 003	Advanced Project Risk Management	24 - 28 February	Dubai	4,500
PM 001	Project Management for Non-Project Professionals	10 - 14 March	Dubai	4,500
PM 008	Managing Multiple Tasks, Priorities & Deadlines	14 - 18 April	Dubai	4,500
PM 005	Professional Project Management	15 - 19 April	Istanbul	5,000
PM 002	Project Planning, Scheduling & Control: Initiating, Planning, Executing, and Closing Projects	28 April - 02 May	Dubai	4,500
PM 001	Project Management for Non-Project Professionals	09 - 13 June	Dubai	4,500
PM 004	Project Management Masterclass	17 - 21 June	London	5,000
PM 007	Project Analysis: Quantifying Risks for Consistent Decision-Making and Better Economic Projections	08 - 12 July	Amsterdam	5,000
PM 006	Oil & Gas Project Management Skills	15 - 19 July	London	5,000
PM 004	Project Management Masterclass	22 - 26 July	New York	5,500
PM 005	Professional Project Management	29 Jul - 02 Aug	California	5,500
PM 003	Advanced Project Risk Management	04 - 08 August	Dubai	4,500
PM 002	Project Planning, Scheduling & Control: Initiating, Planning, Executing, and Closing Projects	01 - 05 September	Dubai	4,500
PM 008	Managing Multiple Tasks, Priorities & Deadlines	09 - 13 September	Istanbul	5,000
PM 004	Project Management Masterclass	07 - 11 October	Miami	5,500
PM 005	Professional Project Management	21 - 25 October	London	5,000
PM 006	Oil & Gas Project Management Skills	11 - 15 November	Amsterdam	5,000
PM 001	Project Management for Non-Project Professionals	17 - 21 November	Dubai	4,500

PROJECT MANAGEMENT

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
PM 002	Project Planning, Scheduling & Control: Initiating, Planning, Executing, and Closing Projects	01 - 05 December	Dubai	4,500
PM 008	Managing Multiple Tasks, Priorities & Deadlines	08 - 12 December	Dubai	4,500
PM 005	Professional Project Management	09 - 13 December	New York	5,500
PM 004	Project Management Masterclass	16 - 20 December	London	5,000
PM 003	Advanced Project Risk Management	22 - 26 December	Dubai	4,500
PM 007	Project Analysis: Quantifying Risks for Consistent Decision-Making and Better Economic Projections	30 Dec - 3 Jan	Kuala Lumpur	5,000

PUBLIC RELATIONS

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
PR 001	Public Relations & Corporate Communications	27 - 31 January	Dubai	4,500
PR 002	Protocol, Public Relations & Event Management	24 - 28 February	Dubai	4,500
PR 003	Planning & Executing Public Relation Campaigns	17 - 21 March	Dubai	4,500
PR 001	Public Relations & Corporate Communications	16 - 20 June	Dubai	4,500
PR 002	Protocol, Public Relations & Event Management	30 June - 04 July	Dubai	4,500
PR 003	Planning & Executing Public Relation Campaigns	18 - 22 August	Dubai	4,500
PR 001	Public Relations & Corporate Communications	22 - 26 September	Dubai	4,500
PR 002	Protocol, Public Relations & Event Management	03 - 07 November	Dubai	4,500
PR 003	Planning & Executing Public Relation Campaigns	15 - 19 December	Dubai	4,500

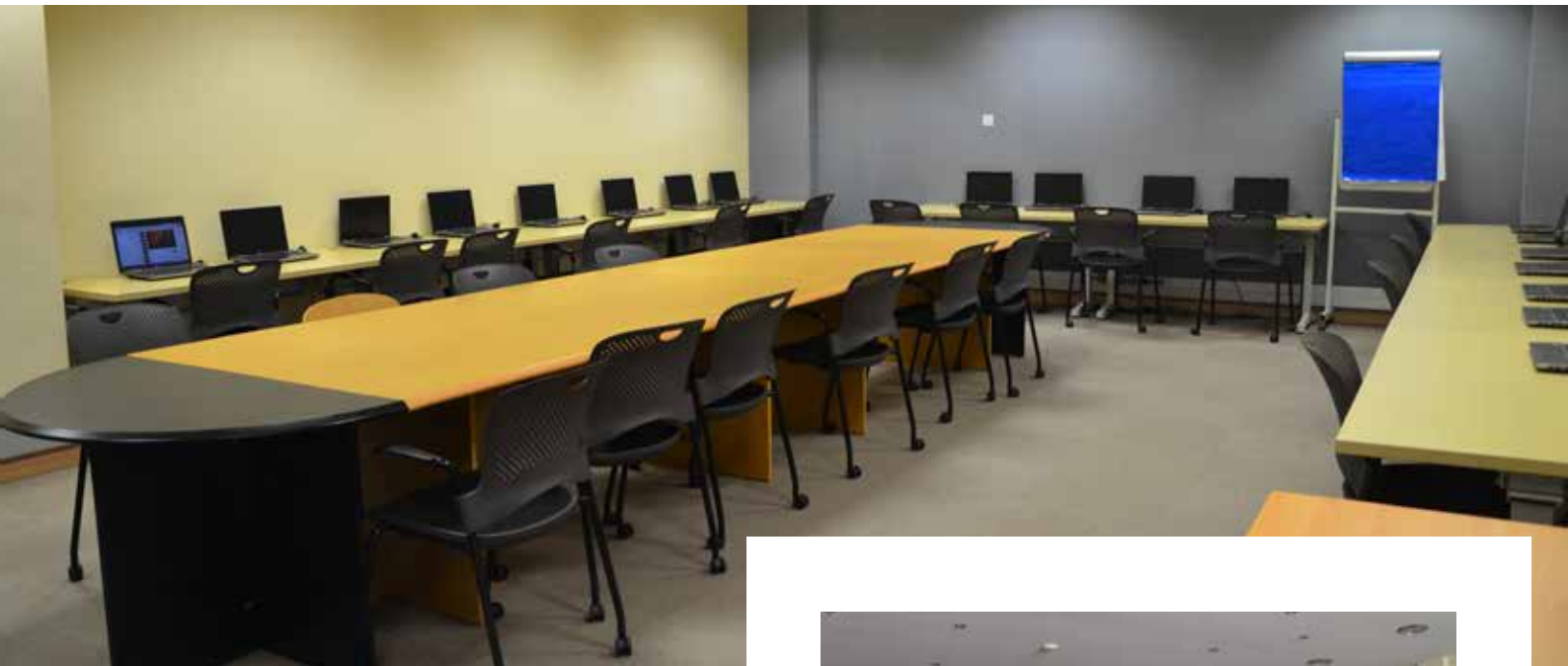
WELDER TRAINING	
Sl. No.	Course Title
1	Shielded Metal Arc Welding (SMAW) on different kind of steels
2	Gas Tungsten Arc Welding (GTAW) on different kind of steels
3	Gas Metal Arc Welding (GMAW) on different kind of steels
4	Flux Cored Arc Welding (FCAW) on different kind of steels
5	Oxy Fuel Welding (OFW)
6	Copper Brazing
HEALTH, SAFETY & ENVIRONMENT (HSE) – VOCATIONAL TRAINING	
Sl. No.	Course Title
1	Abrasive Wheels & Grinder Safety
2	Accident Investigation
3	Advanced Risk Assessment
4	Control of Substances Hazardous to Health (COSHH)
5	Confined Space Entry
6	Confined Space Rescue
7	Electrical Safety
8	Fire Risk Assessment
9	Fire Warden
10	Forklift Truck
11	H2S Awareness
12	HSE Awareness
13	Manual Handling

HEALTH, SAFETY & ENVIRONMENT (HSE) – VOCATIONAL TRAINING

Sl. No.	Course Title
14	Medic First Aid
15	Conducting a Job Hazard Analysis or Risk Assessment
16	Spill Control
17	Working at Height
18	Effective Accident Investigation
19	Hazard Analysis and Control
20	Effective Safety Committee Meetings
21	Personal Protective Equipment
22	Energy Control Program (LOTO)
23	Introduction to Ergonomics
24	Safety Supervision and Leadership
25	Fall Protection Program
26	Electrical Safety Basics
27	Safety Management System Evaluation
28	Emergency Action Plans
29	Fire Prevention Plan
30	Preventing Workplace Violence
31	Developing OSH Training
32	Ergonomics Program Management
33	Conducting OSH Training
34	Introduction to Industrial Hygiene
35	Bloodborne Pathogens Program Management
36	IOSH Managing Safety 5.0
37	NASP/IASP Advanced Diploma in Occupational Health and Safety
38	NASP Certified Safety Manager Course

HABC/FIRST AID TRAINING

Sl. No.	Course Title
1	HABC Level 2 International Award in Basic life Support and the Safe Use of An Automated External Defibrillator
2	HABC Level 2 International Award in Emergency First Aid at Work
3	HABC Level 2 International Award in Emergency First Aid, Defibrillation and CPR
4	HABC Level 2 International Award in Paediatric First Aid and The Safe Use of an Automated External Defibrillator
5	HABC Level 2 International Award in Paediatric First Aid, the Safe Use of an Automated External Defibrillator and Managing Illness and Injury
6	HABC Level 3 International Award in First Aid at Work and the Safe Use of an Automated External Defibrillator
7	HABC Level 2 Award in Control of Substances Hazardous to Health (RQF)
8	HABC Level 1 Award in the Principles of Fire Safety Awareness (RQF)
9	HABC Level 2 Award in the Principles of Fire Safety Awareness (RQF)
10	HABC Level 1 International Award in Health and Safety for Construction Laborers and Site Visitors
11	HABC Level 1 Award in Principles of Health and Safety within the Workplace (RQF)
12	HABC Level 2 Award in Health and Safety within the Workplace (RQF)
13	HABC Level 3 Award in Health and Safety within the Workplace (RQF)
14	HABC Level 1 International Award in Work at Height
15	HABC Level 2 International Award in Work at Height
16	Highfield Level 1 International Award in Working in Confined Spaces
17	HABC Level 1 International Award in Safe Moving and Handling
18	HABC Level 2 Award in Safe Moving and Handling (RQF)
19	HABC Level 2 International Award in Risk Assessment
20	HABC Level 3 International Award in Delivering Training



FACILITY RENTAL

Proclad Academy boasts a state-of-the-art facility consisting function rooms of varying specifications and capacities that are ideal for hosting corporate retreat, technical/non-technical training, meetings or a gathering of senior executives. Our facility also includes two high-tech computer labs with 25 computers each.

The function rooms are available to hire on an exclusive or non-exclusive basis. Depending on the type of audience, number of participants, technology needs and any additional specifications, we will configure function room(s) that can comfortably host your event(s). We will also provide the technology support, amenities and catering services required to make the event a real success.

Regardless of the type of the event, Proclad Academy is capable of providing a facility that will not only meet your precise requirements but also foster an environment that all attendees will enjoy.



Add-on Features:

- We can facilitate factory tours if you deem it would add value to your event(s)
- We can arrange transportation for the attendees from a pick-up point of your choice
- Free parking space for all attendees if they prefer to drive to the facility

We would be delighted to be considered for your forthcoming function space requirement and, given the opportunity, we will ensure that your event is elevated to the next level.

PROCLAD ACADEMY
Inspiring People...



Proclad Academy LLC

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Value Added Tax (VAT): The UAE has implemented VAT on goods and services effective 1st January 2018 at a standard rate of 5%. Accordingly Proclad Academy will be charging 5% VAT on the fees for all our training courses and services, to pay to the Federal Tax Authority (FTA).

Our Tax Registration Number (TRN) for VAT: 100588096600003