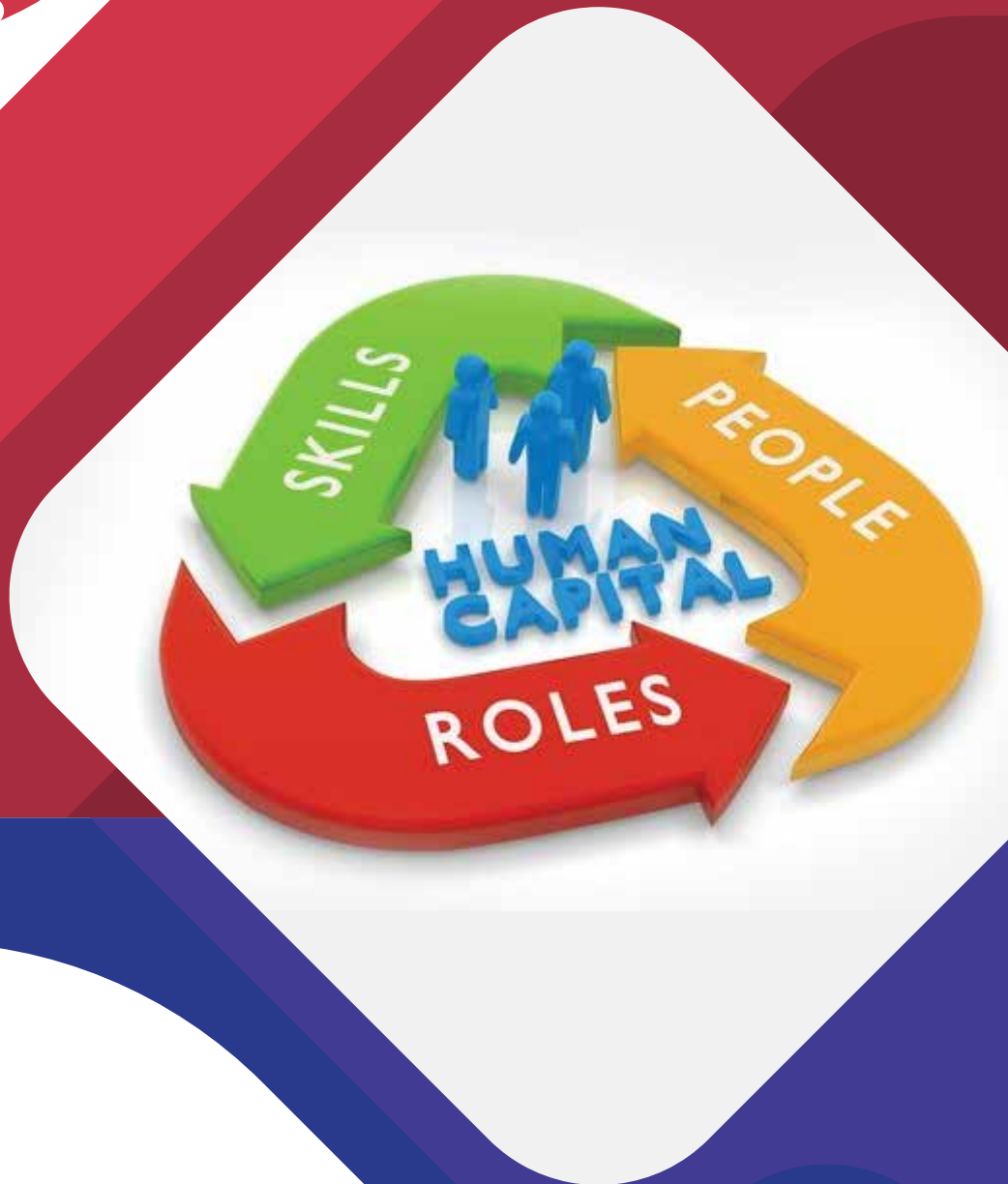


PROCLAD ACADEMY

Inspiring People...



HUMAN CAPITAL

DEVELOPMENT PROGRAMMES

2020

www.procladacademy.com



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Overview

Proclad Academy, a wholly owned subsidiary of Proclad Group, is an ISO 9001:2015 Certified 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 & VOCATIONAL training 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 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 competence 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 on a wide range of Welding/NDT, HSE and First Aid topics. We also have a fully fitted MEM Suite to conduct highly practical Major Emergency Management training, and CompEx training & certification facility with practical bays

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

Sl. No.	Code	Category Description	Page
1	AD	Administration, Office Management & Secretarial	5
2	CM	Contract Management & Tendering	5
3	CS	Customer Service Management	8
4	EL	Electrical Engineering	8
5	FI	Finance, Accounting & Budgeting	9
6	HS	Health, Safety, Environmental & Security	11
7	HR	Human Resource Management & Personnel Development	12
8	IN	Instrumentation & Process Control	14
9	ME	Mechanical Engineering	14
10	VMG	Management, Leadership & Strategy	16
11	MM	Procurement & Material Management	20
12	MN	Maintenance Management	21
13	OG	Oil, Gas, Chemical & Process Engineering	23
14	PM	Project Management	25
15	PR	Public Relations	26
16	WT	Welding/NDT Training	27
17	HSE	Health, Safety & Environment (HSE) – Vocat	27
18	HABC	HABC/First Aid Training	29
19	FR	Facility Rental	30
20		CompEx Certification & MEM/OIM Training Courses	31

ADMINISTRATION, OFFICE MANAGEMENT & SECRETARIAL

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
AD 001	Advanced Office Administration & Management: Best Practices & Procedures	01 - 05 March	Dubai	4,500
AD 002	Enhancing Personal Effectiveness of Office Administrators, Secretaries and Personal Assistants	15 - 19 March	Dubai	4,500
AD 003	Business Writing Skills for Office Administrators, Secretaries and Personal Assistants	05 - 09 April	Dubai	4,500
AD 004	Advanced Documents and Records Management: Global Standards & Methodologies	12 - 16 April	Dubai	4,500
AD 001	Advanced Office Administration & Management: Best Practices & Procedures	13 - 17 July	Istanbul	5,000
AD 003	Business Writing Skills for Office Administrators, Secretaries and Personal Assistants	09 - 13 August	Dubai	4,500
AD 004	Advanced Documents and Records Management: Global Standards & Methodologies	30 Aug - 03 Sept	Dubai	4,500
AD 002	Enhancing Personal Effectiveness of Office Administrators, Secretaries and Personal Assistants	11 - 15 October	Dubai	4,500
AD 001	Advanced Office Administration & Management: Best Practices & Procedures	01 - 05 November	Dubai	4,500
AD 003	Business Writing Skills for Office Administrators, Secretaries and Personal Assistants	29 Nov - 03 Dec	Dubai	4,500
AD 004	Advanced Documents and Records Management: Global Standards & Methodologies	13 - 17 December	Dubai	4,500

CONTRACT MANAGEMENT & TENDERING

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
CM 001	Contract Management Skills for Non-Contract Professionals	05 - 09 January	Dubai	4,500
CM 004	Contract Management Masterclass: Planning, Development, Negotiation & Formulation of Effective Contracts	13 - 17 January	Istanbul	5,000
CM 008	The 10-day Contract & Project Management Masterclass	13 - 24 January	Istanbul	10,000
CM 006	Contract Drafting, Reading & Understanding	09 - 13 February	Dubai	4,500

CONTRACT MANAGEMENT & TENDERING

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
CM 007	Advanced Contract Risk Management	16 - 20 February	Dubai	4,500
CM 010	The 10-day Advanced Contract & Project Risk Management	16 - 27 February	Dubai	9,000
CM 003	Bidding, Evaluation, Negotiation & Awarding of Contracts	01 - 05 March	Dubai	4,500
CM 002	Building a Sustainable Vendor Qualification Process: Systematic Approach to Enhance Vendor Performance & Contract Compliance	15 - 19 March	Dubai	4,500
CM 005	Professional Contract Management: International Principles, Techniques & Strategies	06 - 10 April	Istanbul	5,000
CM 009	The 10-day Contract & Project Management Professional	06 - 17 April	Istanbul	10,000
CM 001	Contract Management Skills for Non-Contract Professionals	19 - 23 April	Dubai	4,500
CM 006	Contract Drafting, Reading & Understanding	07 - 11 June	Dubai	4,500
CM 004	Contract Management Masterclass: Planning, Development, Negotiation & Formulation of Effective	08 - 12 June	London	5,000
CM 008	The 10-day Contract & Project Management Masterclass	08 - 19 June	London	10,000
CM 002	Building a Sustainable Vendor Qualification Process: Systematic Approach to Enhance Vendor Performance	21 - 25 June	Dubai	4,500
CM 003	Bidding, Evaluation, Negotiation & Awarding of Contracts	28 June - 02 July	Dubai	4,500
CM 004	Contract Management Masterclass: Planning, Development, Negotiation & Formulation of Effective	06 - 10 July	New York	5,500
CM 008	The 10-day Contract & Project Management Masterclass	06 - 17 July	New York	11,000
CM 005	Professional Contract Management: International Principles, Techniques & Strategies	13 - 17 July	California	5,500
CM 009	The 10-day Contract & Project Management Professional	13 - 24 July	California	11,000
CM 007	Advanced Contract Risk Management	19 - 23 July	Dubai	4,500

CONTRACT MANAGEMENT & TENDERING				
Ref. No.	Course Title	Dates	Venue	Fees (US\$)
CM 010	The 10-day Advanced Contract & Project Risk Management	19 - 30 July	Dubai	9,000
CM 006	Contract Drafting, Reading & Understanding	20 - 24 September	Dubai	4,500
CM 004	Contract Management Masterclass: Planning, Development, Negotiation & Formulation of Effective Contracts	28 Sept - 02 Oct	Miami	5,500
CM 008	The 10-day Contract & Project Management Masterclass	28 Sept - 09 Oct	Miami	11,000
CM 005	Professional Contract Management: International Principles, Techniques & Strategies	12 - 16 October	London	5,000
CM 009	The 10-day Contract & Project Management Professional	12 - 23 October	London	10,000
CM 001	Contract Management Skills for Non-Contract Professionals	08 - 12 November	Dubai	4,500
CM 002	Building a Sustainable Vendor Qualification Process: Systematic Approach to Enhance Vendor Performance & Contract Compliance	22 - 26 November	Dubai	4,500
CM 003	Bidding, Evaluation, Negotiation & Awarding of Contracts	29 Nov - 03 Dec	Dubai	4,500
CM 005	Professional Contract Management: International Principles, Techniques & Strategies	30 Nov - 04 Dec	New York	5,500
CM 009	The 10-day Contract & Project Management Professional	30 Nov - 11 Dec	New York	11,000
CM 004	Contract Management Masterclass: Planning, Development, Negotiation & Formulation of Effective Contracts	07 - 11 December	London	5,000
CM 008	The 10-day Contract & Project Management Masterclass	07 - 18 December	London	10,000
CM 007	Advanced Contract Risk Management	13 - 17 December	Dubai	4,500
CM 010	The 10-day Advanced Contract & Project Risk Management	13 - 24 December	Dubai	9,000

CUSTOMER SERVICE MANAGEMENT

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
CS 001	Customer Service Excellence: Principles & Global Best Practices	15 - 19 March	Dubai	4,500
CS 002	Customer Relationship Management: Analysing & Integrating Key Components	12 - 16 April	Dubai	4,500
CS 003	Service Quality & Customer Happiness: Building a Customer-Centric Organisation	09 - 13 August	Dubai	4,500
CS 001	Customer Service Excellence: Principles & Global Best Practices	13 - 17 September	Dubai	4,500
CS 002	Customer Relationship Management: Analysing & Integrating Key Components	25 - 29 October	Dubai	4,500
CS 003	Service Quality & Customer Happiness: Building a Customer-Centric Organisation	06 - 10 December	Dubai	4,500

ELECTRICAL ENGINEERING

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
EL 004	Start-up, Commissioning & Testing of Electrical Power Systems	19 - 23 January	Dubai	4,500
EL 002	Troubleshooting & Maintenance of Electrical Equipment	02 - 06 February	Dubai	4,500
EL 006	Solar Energy: Sustainable Alternative Green Energy	23 - 27 February	Dubai	4,500
EL 004	Start-up, Commissioning & Testing of Electrical Power Systems	01 - 05 March	Dubai	4,500
EL 003	Transformers: Selection, Operation & Troubleshooting	08 - 12 March	Dubai	4,500
EL 005	Electrical Installations in Hazardous Areas: Safe Handling & Operation	22 - 26 March	Dubai	4,500
EL 001	Safe Operation & Maintenance of Circuit Breakers & Switchgears	12 - 16 April	Dubai	4,500
EL 004	Start-up, Commissioning & Testing of Electrical Power Systems	07 - 11 June	Dubai	4,500
EL 006	Solar Energy: Sustainable Alternative Green Energy	14 - 18 June	Dubai	4,500
EL 002	Troubleshooting & Maintenance of Electrical Equipment	28 June - 02 July	Dubai	4,500

ELECTRICAL ENGINEERING

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
EL 005	Electrical Installations in Hazardous Areas: Safe Handling & Operation	12 - 16 July	Dubai	4,500
EL 003	Transformers: Selection, Operation & Troubleshooting	16 - 20 August	Dubai	4,500
EL 006	Solar Energy: Sustainable Alternative Green Energy	27 Sept - 01 Oct	Dubai	4,500
EL 004	Start-up, Commissioning & Testing of Electrical Power Systems	04 - 08 October	Dubai	4,500
EL 002	Troubleshooting & Maintenance of Electrical Equipment	08 - 12 November	Dubai	4,500
EL 001	Safe Operation & Maintenance of Circuit Breakers & Switchgears	22 - 26 November	Dubai	4,500
EL 005	Electrical Installations in Hazardous Areas: Safe Handling & Operation	06 - 10 December	Dubai	4,500
EL 003	Transformers: Selection, Operation & Troubleshooting	20 - 24 December	Dubai	4,500

FINANCE, ACCOUNTING & BUDGETING

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
FI 006	Budgeting, Planning & Forecasting: The Complete Process	06 - 10 January	London	5,000
FI 001	Essentials of Finance, Accounting & Budgeting	26 - 30 January	Dubai	4,500
FI 003	Financial Analysis, Planning & Control	10 - 14 February	London	5,000
FI 004	Setting & Controlling Budgets	17 - 21 February	London	5,000
FI 009	Accounts Receivable & Credit Policies Management	15 - 19 March	Dubai	4,500
FI 008	Finance for Non-Financial Professionals	22 - 26 March	Dubai	4,500
FI 007	Financial Statement Analysis & Reporting	12 - 16 April	Dubai	4,500
FI 002	Budgeting & Cost Control: Modern Methods for Better Decision Making	19 - 23 April	Dubai	4,500

FINANCE, ACCOUNTING & BUDGETING

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
FI 001	Essentials of Finance, Accounting & Budgeting	07 - 11 June	Dubai	4,500
FI 003	Financial Analysis, Planning & Control	08 - 12 June	London	5,000
FI 004	Setting & Controlling Budgets	15 - 19 June	London	5,000
FI 005	The 5-day Finance & Accounting Mini-MBA	29 June - 03 July	Geneva	5,000
FI 006	Budgeting, Planning & Forecasting: The Complete Process	06 - 10 July	Geneva	5,000
FI 003	Financial Analysis, Planning & Control	13 - 17 July	New York	5,500
FI 009	Accounts Receivable & Credit Policies Management	19 - 23 July	Dubai	4,500
FI 004	Setting & Controlling Budgets	20 - 24 July	New York	5,500
FI 005	The 5-day Finance & Accounting Mini-MBA	10 - 14 August	California	5,500
FI 006	Budgeting, Planning & Forecasting: The Complete Process	17 - 21 August	California	5,500
FI 007	Financial Statement Analysis & Reporting	23 - 27 August	Dubai	4,500
FI 002	Budgeting & Cost Control: Modern Methods for Better Decision Making	31 Aug - 04 Sept	Istanbul	5,000
FI 008	Finance for Non-Financial Professionals	07 - 11 September	Istanbul	5,000
FI 003	Financial Analysis, Planning & Control	28 Sept - 02 Oct	Miami	5,500
FI 004	Setting & Controlling Budgets	05 - 09 October	Miami	5,500
FI 001	Essentials of Finance, Accounting & Budgeting	11 - 15 October	Dubai	4,500
FI 005	The 5-day Finance & Accounting Mini-MBA	12 - 16 October	London	5,000
FI 006	Budgeting, Planning & Forecasting: The Complete Process	19 - 23 October	London	5,000

FINANCE, ACCOUNTING & BUDGETING

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
FI 009	Accounts Receivable & Credit Policies Management	29 Nov - 03 Dec	Dubai	4,500
FI 005	The 5-day Finance & Accounting Mini-MBA	30 Nov - 04 Dec	New York	5,500
FI 003	Financial Analysis, Planning & Control	07 - 11 December	London	5,000
FI 006	Budgeting, Planning & Forecasting: The Complete Process	07 - 11 December	New York	5,500
FI 007	Financial Statement Analysis & Reporting	13 - 17 December	Dubai	4,500
FI 004	Setting & Controlling Budgets	14 - 18 December	London	5,000
FI 002	Budgeting & Cost Control: Modern Methods for Better Decision Making	20 - 24 December	Dubai	4,500
FI 008	Finance for Non-Financial Professionals	27 - 31 December	Dubai	4,500

HEALTH, SAFETY, ENVIRONMENTAL & SECURITY

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
HS 004	Advanced Incident & Accident Investigation	13 - 17 January	London	5,000
HS 007	Safety Audits & Site Inspection	19 - 23 January	Dubai	4,500
HS 006	Process Risk Assessment & Risk Management Masterclass	08 - 12 March	Dubai	4,500
HS 002	Hazard and Operability (HAZOP) Study	22 - 26 March	Dubai	4,500
HS 003	Basic Safety & Loss Prevention: Securing a Safer Working Environment	19 - 23 April	Dubai	4,500
HS 005	Oil & Gas Operational Safety	21 - 25 June	Dubai	4,500
HS 001	Emergency Response Planning, Management & Leadership	06 - 10 July	Amsterdam	5,000
HS 004	Advanced Incident & Accident Investigation	13 - 17 July	London	5,000

HEALTH, SAFETY, ENVIRONMENTAL & SECURITY

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
HS 007	Safety Audits & Site Inspection	19 - 23 July	Dubai	4,500
HS 006	Process Risk Assessment & Risk Management Masterclass	24 - 28 August	Paris	5,000
HS 002	Hazard and Operability (HAZOP) Study	20 - 24 September	Dubai	4,500
HS 003	Basic Safety & Loss Prevention: Securing a Safer Working Environment	18 - 22 October	Dubai	4,500
HS 004	Advanced Incident & Accident Investigation	09 - 13 November	Amsterdam	5,000
HS 007	Safety Audits & Site Inspection	15 - 19 November	Dubai	4,500
HS 005	Oil & Gas Operational Safety	29 Nov - 03 Dec	Dubai	4,500
HS 001	Emergency Response Planning, Management & Leadership	07 - 11 December	Kuala Lumpur	5,000
HS 006	Process Risk Assessment & Risk Management Masterclass	27 - 31 December	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	20 - 24 January	London	5,000
HR 006	Human Resource Management for Non-HR Professionals	26 - 30 January	Dubai	4,500
HR 005	Enhancing Personal Effectiveness of Training Coordinators & Specialists	23 - 27 February	Dubai	4,500
HR 001	Basics of Human Resource Management	08 - 12 March	Dubai	4,500
HR 004	Interviewing, Selection & Recruitment: Principles & Best Practices	22 - 26 March	Dubai	4,500
HR 002	Human Resource Management Masterclass	30 March - 03 April	London	5,000
HR 009	Compensation & Benefits Administration: Managing Employee Motivation, Performance & Rewards	06 - 10 April	Istanbul	5,000

HUMAN RESOURCE MANAGEMENT & PERSONNEL DEVELOPMENT

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
HR 007	Best Practices in Managing & Enhancing Employee Relations	13 - 17 April	Barcelona	5,000
HR 003	Manpower Development & Succession Planning	31 May - 04 June	Dubai	4,500
HR 005	Enhancing Personal Effectiveness of Training Coordinators & Specialists	07 - 11 June	Dubai	4,500
HR 006	Human Resource Management for Non-HR Professionals	21 - 25 June	Dubai	4,500
HR 007	Best Practices in Managing & Enhancing Employee Relations	06 - 10 July	Geneva	5,000
HR 008	Developing and Managing HR Processes, Culture & Change	13 - 17 July	London	5,000
HR 001	Basics of Human Resource Management	19 - 23 July	Dubai	4,500
HR 002	Human Resource Management Masterclass	10 - 14 August	Paris	5,000
HR 009	Compensation & Benefits Administration: Managing Employee Motivation, Performance & Rewards	23 - 27 August	Dubai	4,500
HR 004	Interviewing, Selection & Recruitment: Principles & Best Practices	20 - 24 September	Dubai	4,500
HR 003	Manpower Development & Succession Planning	18 - 22 October	Dubai	4,500
HR 005	Enhancing Personal Effectiveness of Training Coordinators & Specialists	01 - 05 November	Dubai	4,500
HR 008	Developing and Managing HR Processes, Culture & Change	09 - 13 November	Amsterdam	5,000
HR 006	Human Resource Management for Non-HR Professionals	15 - 19 November	Dubai	4,500
HR 001	Basics of Human Resource Management	22 - 26 November	Dubai	4,500
HR 002	Human Resource Management Masterclass	30 Nov - 04 Dec	New York	5,500
HR 007	Best Practices in Managing & Enhancing Employee Relations	07 - 11 December	Kuala Lumpur	5,000
HR 009	Compensation & Benefits Administration: Managing Employee Motivation, Performance & Rewards	20 - 24 December	Dubai	4,500

INSTRUMENTATION & PROCESS CONTROL

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
IN 002	Instrumentation & Control Systems	09 - 13 February	Dubai	4,500
IN 003	PLC & SCADA Technologies	08 - 12 March	Dubai	4,500
IN 001	Flow Measurement & Metering	22 - 26 March	Dubai	4,500
IN 004	Advanced Alarm Management	19 - 23 April	Dubai	4,500
IN 002	Instrumentation & Control Systems	14 - 18 June	Dubai	4,500
IN 003	PLC & SCADA Technologies	05 - 09 July	Dubai	4,500
IN 001	Flow Measurement & Metering	09 - 13 August	Dubai	4,500
IN 004	Advanced Alarm Management	23 - 27 August	Dubai	4,500
IN 002	Instrumentation & Control Systems	18 - 22 October	Dubai	4,500
IN 003	PLC & SCADA Technologies	22 - 26 November	Dubai	4,500
IN 004	Advanced Alarm Management	13 - 17 December	Dubai	4,500
IN 001	Flow Measurement & Metering	20 - 24 December	Dubai	4,500

MECHANICAL ENGINEERING

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
ME 004	Boilers: Operation, Maintenance & Troubleshooting	12 - 16 January	Dubai	4,500
ME 002	Operation, Maintenance & Troubleshooting of Pumps, Compressors & Turbines	16 - 20 February	Dubai	4,500
ME 007	Cathodic Protection Systems	08 - 12 March	Dubai	4,500
ME 005	Storage Tanks & Tank Farms - Design, Sizing and Calculations	22 - 26 March	Dubai	4,500

MECHANICAL ENGINEERING

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
ME 001	Data Analysis Techniques & Practices	05 - 09 April	Dubai	4,500
ME 006	Heat Exchangers: Types, Application, Design, Operation & Maintenance	12 - 16 April	Dubai	4,500
ME 003	Cooling Towers: Operation, Maintenance & Troubleshooting	19 - 23 April	Dubai	4,500
ME 004	Boilers: Operation, Maintenance & Troubleshooting	07 - 11 June	Dubai	4,500
ME 002	Operation, Maintenance & Troubleshooting of Pumps, Compressors & Turbines	21 - 25 June	Dubai	4,500
ME 005	Storage Tanks & Tank Farms - Design, Sizing and Calculations	05 - 09 July	Dubai	4,500
ME 007	Cathodic Protection Systems	12 - 16 July	Dubai	4,500
ME 001	Data Analysis Techniques & Practices	19 - 23 July	Dubai	4,500
ME 006	Heat Exchangers: Types, Application, Design, Operation & Maintenance	06 - 10 September	Dubai	4,500
ME 001	Data Analysis Techniques & Practices	04 - 08 October	Dubai	4,500
ME 003	Cooling Towers: Operation, Maintenance & Troubleshooting	18 - 22 October	Dubai	4,500
ME 004	Boilers: Operation, Maintenance & Troubleshooting	25 - 29 October	Dubai	4,500
ME 007	Cathodic Protection Systems	01 - 05 November	Dubai	4,500
ME 005	Storage Tanks & Tank Farms - Design, Sizing and Calculations	15 - 19 November	Dubai	4,500
ME 002	Operation, Maintenance & Troubleshooting of Pumps, Compressors & Turbines	29 Nov - 03 Dec	Dubai	4,500
ME 006	Heat Exchangers: Types, Application, Design, Operation & Maintenance	13 - 17 December	Dubai	4,500
ME 001	Data Analysis Techniques & Practices	27 - 31 December	Dubai	4,500

MANAGEMENT, LEADERSHIP & STRATEGY				
Ref. No.	Course Title	Dates	Venue	Fees (US\$)
MG 006	People Management & Team Leadership Masterclass	13 - 17 January	London	5,000
MG 005	Leadership Development, Self-Awareness Skills & Strategy	02 - 06 February	Dubai	4,500
MG 018	Time, Task & Stress Management	09 - 13 February	Dubai	4,500
MG 017	Positive Thinking, Psychology and Attitude	10 - 14 February	London	5,000
MG 004	Enhancing Leadership, Critical Thinking & Innovation	01 - 05 March	Dubai	4,500
MG 001	Management & Leadership Skills for the Supervisor/ New Manager	08 - 12 March	Dubai	4,500
MG 003	Next Generation Leadership Development	15 - 19 March	Dubai	4,500
MG 009	Leading with Emotional Intelligence: Skills for Excellent Leadership	22 - 26 March	Dubai	4,500
MG 010	Strategic Planning & Goal Setting: Setting Focused Goals and Enhancing Competitiveness	29 March - 02 April	Dubai	4,500
MG 015	Developing Women as Leaders: Liberating Power, Potential & Positivity of Women in the Workplace	05 - 09 April	Dubai	4,500
MG 011	Mastering Teamwork & Cooperation Skills	06 - 10 April	London	5,000
MG 016	Goal Setting, Planning & Decision Making: Methods, Processes, Procedures and Practices	12 - 16 April	Dubai	4,500
MG 019	Communication, Problem Solving & Decision Making	13 - 17 April	Istanbul	5,000
MG 022	Building Personal Leadership Skills for Working in Teams	19 - 23 April	Dubai	4,500
MG 014	Effective Self-Management: Evaluating and Monitoring Energy, Attitude and Priority	19 - 23 April	Dubai	4,500

MANAGEMENT, LEADERSHIP & STRATEGY				
Ref. No.	Course Title	Dates	Venue	Fees (US\$)
MG 025	Effective Workplace Communication	31 May - 04 June	Dubai	4,500
MG 024	Professional Business Writing Skills	07 - 11 June	Dubai	4,500
MG 002	Management & Leadership Masterclass	08 - 12 June	London	5,000
MG 007	Strategy, Strategic Thinking & Business Planning	15 - 19 June	London	5,000
MG 003	Next Generation Leadership Development	15 - 19 June	Paris	5,000
MG 018	Time, Task & Stress Management	21 - 25 June	Dubai	4,500
MG 012	Strategic Planning, Development & Implementation	22 - 26 June	Geneva	5,000
MG 020	Communication, Interpersonal & Influencing Skills	22 - 26 June	Paris	5,000
MG 013	Smart Leadership: Achieving Strategy through Leadership & Innovation	29 June - 03 July	Geneva	5,000
MG 017	Positive Thinking, Psychology and Attitude	29 June - 03 July	London	5,000
MG 001	Management & Leadership Skills for the Supervisor/ New Manager	05 - 09 July	Dubai	4,500
MG 021	Leading & Managing High Performing Teams	06 - 10 July	London	5,000
MG 023	Effective Presentation & Public Speaking Skills: Developing Persuasive & Credible Executive Presentations	12 - 16 July	Dubai	4,500
MG 004	Enhancing Leadership, Critical Thinking & Innovation	13 - 17 July	Istanbul	5,000
MG 002	Management & Leadership Masterclass	13 - 17 July	New York	5,500
MG 005	Leadership Development, Self-Awareness Skills & Strategy	19 - 23 July	Dubai	4,500
MG 007	Strategy, Strategic Thinking & Business Planning	20 - 24 July	New York	5,500

MANAGEMENT, LEADERSHIP & STRATEGY

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
MG 009	Leading with Emotional Intelligence: Skills for Excellent Leadership	26 - 30 July	Dubai	4,500
MG 019	Communication, Problem Solving & Decision Making	27 - 31 July	London	5,000
MG 010	Strategic Planning & Goal Setting: Setting Focused Goals and Enhancing Competitiveness	09 - 13 August	Dubai	4,500
MG 015	Developing Women as Leaders: Liberating Power, Potential & Positivity of Women in the Workplace	10 - 14 August	Paris	5,000
MG 006	People Management & Team Leadership Masterclass	10 - 14 August	California	5,500
MG 008	Creating & Fostering High Impact Managers	17 - 21 August	California	5,500
MG 022	Building Personal Leadership Skills for Working in Teams	24 - 28 August	Paris	5,000
MG 012	Strategic Planning, Development & Implementation	07 - 11 September	London	5,000
MG 013	Smart Leadership: Achieving Strategy through Leadership & Innovation	14 - 18 September	London	5,000
MG 021	Leading & Managing High Performing Teams	21 - 25 September	Kuala Lumpur	5,000
MG 002	Management & Leadership Masterclass	28 Sept - 02 Oct	Miami	5,500
MG 009	Leading with Emotional Intelligence: Skills for Excellent Leadership	05 - 09 October	Kuala Lumpur	5,000
MG 007	Strategy, Strategic Thinking & Business Planning	05 - 09 October	Miami	5,500
MG 003	Next Generation Leadership Development	11 - 15 October	Dubai	4,500
MG 010	Strategic Planning & Goal Setting: Setting Focused Goals and Enhancing Competitiveness	12 - 16 October	Kuala Lumpur	5,000
MG 006	People Management & Team Leadership Masterclass	12 - 16 October	London	5,000
MG 024	Professional Business Writing Skills	18 - 22 October	Dubai	4,500

MANAGEMENT, LEADERSHIP & STRATEGY

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
MG 008	Creating & Fostering High Impact Managers	19 - 23 October	London	5,000
MG 018	Time, Task & Stress Management	25 - 29 October	Dubai	4,500
MG 011	Mastering Teamwork & Cooperation Skills	26 - 30 October	Kuala Lumpur	5,000
MG 016	Goal Setting, Planning & Decision Making: Methods, Processes, Procedures and Practices	01 - 05 November	Dubai	4,500
MG 025	Effective Workplace Communication	08 - 12 November	Dubai	4,500
MG 017	Positive Thinking, Psychology and Attitude	09 - 13 November	Kuala Lumpur	5,000
MG 004	Enhancing Leadership, Critical Thinking & Innovation	15 - 19 November	Dubai	4,500
MG 012	Strategic Planning, Development & Implementation	16 - 20 November	Vienna	5,000
MG 020	Communication, Interpersonal & Influencing Skills	16 - 20 November	London	5,000
MG 014	Effective Self-Management: Evaluating and Monitoring Energy, Attitude and Priority	22 - 26 November	Dubai	4,500
MG 013	Smart Leadership: Achieving Strategy through Leadership & Innovation	23 - 27 November	Vienna	5,000
MG 001	Management & Leadership Skills for the Supervisor/ New Manager	29 Nov - 03 Dec	Dubai	4,500
MG 015	Developing Women as Leaders: Liberating Power, Potential & Positivity of Women in the Workplace	29 Nov - 03 Dec	Dubai	4,500
MG 006	People Management & Team Leadership Masterclass	30 Nov - 04 Dec	New York	5,500
MG 022	Building Personal Leadership Skills for Working in Teams	06 - 10 December	Dubai	4,500
MG 023	Effective Presentation & Public Speaking Skills: Developing Persuasive & Credible Executive Presentations	06 - 10 December	Dubai	4,500
MG 002	Management & Leadership Masterclass	07 - 11 December	London	5,000

MANAGEMENT, LEADERSHIP & STRATEGY				
Ref. No.	Course Title	Dates	Venue	Fees (US\$)
MG 008	Creating & Fostering High Impact Managers	07 - 11 December	New York	5,500
MG 005	Leadership Development, Self-Awareness Skills & Strategy	13 - 17 December	Dubai	4,500
MG 007	Strategy, Strategic Thinking & Business Planning	14 - 18 December	London	5,000
MG 009	Leading with Emotional Intelligence: Skills for Excellent Leadership	20 - 24 December	Dubai	4,500
MG 010	Strategic Planning & Goal Setting: Setting Focused Goals and Enhancing Competitiveness	27 - 31 December	Dubai	4,500
MG 021	Leading & Managing High Performing Teams	28 Dec - 1 Jan	London	5,000
PROCUREMENT & MATERIAL MANAGEMENT				
Ref. No.	Course Title	Dates	Venue	Fees (US\$)
MM 004	Logistics & Supply Chain Management	26 - 30 January	Dubai	4,500
MM 003	Warehouse Operation & Stores Management	02 - 06 February	Dubai	4,500
MM 005	Procurement Management of Equipment and Works for World Bank Aided Projects	10 - 14 February	London	5,000
MM 006	Purchasing Management and Cost Saving Techniques	16 - 20 February	Dubai	4,500
MM 001	Purchasing Management, Tendering & Supplier Selection	29 March - 02 April	Dubai	4,500
MM 002	Purchasing Management Masterclass	06 - 10 April	Dubai	5,000
MM 004	Logistics & Supply Chain Management	31 May - 04 June	Dubai	4,500
MM 003	Warehouse Operation & Stores Management	07 - 11 June	Dubai	4,500

PROCUREMENT & MATERIAL MANAGEMENT

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
MM 006	Purchasing Management and Cost Saving Techniques	21 - 25 June	Dubai	4,500
MM 005	Procurement Management of Equipment and Works for World Bank Aided Projects	06 - 10 July	London	5,000
MM 002	Purchasing Management Masterclass	10 - 14 August	Kuala Lumpur	5,000
MM 001	Purchasing Management, Tendering & Supplier Selection	11 - 15 October	Dubai	4,500
MM 004	Logistics & Supply Chain Management	18 - 22 October	Dubai	4,500
MM 003	Warehouse Operation & Stores Management	25 - 29 October	Dubai	4,500
MM 005	Procurement Management of Equipment and Works for World Bank Aided Projects	09 - 13 November	Amsterdam	5,000
MM 006	Purchasing Management and Cost Saving Techniques	29 Nov - 03 Dec	Dubai	4,500
MM 002	Purchasing Management Masterclass	07 - 11 December	New York	5,500

MAINTENANCE MANAGEMENT

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
MN 002	Efficient Shutdown & Turnarounds Management	02 - 06 February	Dubai	4,500
MN 001	Maintenance Planning, Scheduling & Work Control	23 - 27 February	Dubai	4,500
MN 003	Reliability Centered Maintenance (RCM): Analytical Process to Develop Optimized Maintenance Program	01 - 05 March	Dubai	4,500
MN 004	Maintenance Management & Technology: Proactive Approach for Managing and Improving Maintenance	06 - 10 April	London	5,000
MN 005	Piping System Design, Operation and Maintenance	12 - 16 April	Dubai	4,500
MN 001	Maintenance Planning, Scheduling & Work Control	31 May - 04 June	Dubai	4,500

MAINTENANCE MANAGEMENT

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
MN 002	Efficient Shutdown & Turnarounds Management	14 - 18 June	Dubai	4,500
MN 004	Maintenance Management & Technology: Proactive Approach for Managing and Improving Maintenance	10 - 14 August	Kuala Lumpur	5,000
MN 005	Piping System Design, Operation and Maintenance	16 - 20 August	Dubai	4,500
MN 003	Reliability Centered Maintenance (RCM): Analytical Process to Develop Optimized Maintenance Program	24 - 28 August	Paris	5,000
MN 001	Maintenance Planning, Scheduling & Work Control	31 Aug - 04 Sept	Istanbul	5,000
MN 002	Efficient Shutdown & Turnarounds Management	07 - 11 September	Barcelona	5,000
MN 005	Piping System Design, Operation and Maintenance	22 - 26 November	Dubai	4,500
MN 004	Maintenance Management & Technology: Proactive Approach for Managing and Improving Maintenance	30 Nov - 04 Dec	New York	5,500
MN 001	Maintenance Planning, Scheduling & Work Control	06 - 10 December	Dubai	4,500
MN 002	Efficient Shutdown & Turnarounds Management	13 - 17 December	Dubai	4,500
MN 003	Reliability Centered Maintenance (RCM): Analytical Process to Develop Optimized Maintenance Program	20 - 24 December	Dubai	4,500

OIL, GAS, CHEMICAL & PROCESS ENGINEERING

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
OG 002	Gas Processing & Gas Conditioning	19 - 23 January	Dubai	4,500
OG 001	Hydrocarbon Production Operations	02 - 06 February	Dubai	4,500
OG 007	Oil & Gas Field Operations	16 - 20 February	Dubai	4,500
OG 003	Process Plant Start-up, Commissioning & Troubleshooting	08 - 12 March	Dubai	4,500
OG 009	ISO 50001 Energy Management Systems	15 - 19 March	Dubai	4,500
OG 010	Corrosion Monitoring, Prevention & Control	22 - 26 March	Dubai	4,500
OG 005	Petroleum Projects Economics & Risk Analysis	06 - 10 April	Kuala Lumpur	5,000
OG 004	The 5-day Executive Mini-MBA in Upstream Oil & Gas	13 - 17 April	London	5,000
OG 008	Measurement While Drilling (MWD) & Logging While Drilling (LWD) - Tools and Data Evaluation	19 - 23 April	Dubai	4,500
OG 001	Hydrocarbon Production Operations	31 May - 04 June	Dubai	4,500
OG 002	Gas Processing & Gas Conditioning	14 - 18 June	Dubai	4,500
OG 006	Integrated Reservoir Modelling	28 June - 02 July	Dubai	4,500
OG 007	Oil & Gas Field Operations	05 - 09 July	Dubai	4,500
OG 003	Process Plant Start-up, Commissioning & Troubleshooting	12 - 16 July	Dubai	4,500
OG 009	ISO 50001 Energy Management Systems	19 - 23 July	Dubai	4,500
OG 010	Corrosion Monitoring, Prevention & Control	26 - 30 July	Dubai	4,500
OG 004	The 5-day Executive Mini-MBA in Upstream Oil & Gas	10 - 14 August	California	5,500
OG 005	Petroleum Projects Economics & Risk Analysis	17 - 21 August	Kuala Lumpur	5,000

OIL, GAS, CHEMICAL & PROCESS ENGINEERING

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
OG 008	Measurement While Drilling (MWD) & Logging While Drilling (LWD) - Tools and Data Evaluation	14 - 18 September	Toronto	5,500
OG 004	The 5-day Executive Mini-MBA in Upstream Oil & Gas	12 - 16 October	London	5,000
OG 001	Hydrocarbon Production Operations	18 - 22 October	Dubai	4,500
OG 002	Gas Processing & Gas Conditioning	25 - 29 October	Dubai	4,500
OG 007	Oil & Gas Field Operations	15 - 19 November	Dubai	4,500
OG 003	Process Plant Start-up, Commissioning & Troubleshooting	22 - 26 November	Dubai	4,500
OG 006	Integrated Reservoir Modelling	29 Nov - 03 Dec	Dubai	4,500
OG 004	The 5-day Executive Mini-MBA in Upstream Oil & Gas	30 Nov - 04 Dec	New York	5,500
OG 009	ISO 50001 Energy Management Systems	06 - 10 December	Dubai	4,500
OG 005	Petroleum Projects Economics & Risk Analysis	07 - 11 December	Kuala Lumpur	5,000
OG 010	Corrosion Monitoring, Prevention & Control	13 - 17 December	Dubai	4,500
OG 008	Measurement While Drilling (MWD) & Logging While Drilling (LWD) - Tools and Data Evaluation	14 - 18 December	London	5,000

PROJECT MANAGEMENT				
Ref. No.	Course Title	Dates	Venue	Fees (US\$)
PM 004	Project Management Masterclass	20 - 24 January	Istanbul	5,000
PM 002	Project Planning, Scheduling & Control: Initiating, Planning, Executing, and Closing Projects	09 - 13 February	Dubai	4,500
PM 003	Advanced Project Risk Management	23 - 27 February	Dubai	4,500
PM 001	Project Management for Non-Project Professionals	08 - 12 March	Dubai	4,500
PM 008	Managing Multiple Tasks, Priorities & Deadlines	12 - 16 April	Dubai	4,500
PM 005	Professional Project Management	13 - 17 April	Istanbul	5,000
PM 002	Project Planning, Scheduling & Control: Initiating, Planning, Executing, and Closing Projects	31 May - 04 June	Dubai	4,500
PM 001	Project Management for Non-Project Professionals	07 - 11 June	Dubai	4,500
PM 004	Project Management Masterclass	15 - 19 June	London	5,000
PM 007	Project Analysis: Quantifying Risks for Consistent Decision-Making and Better Economic Projections	06 - 10 July	Amsterdam	5,000
PM 006	Oil & Gas Project Management Skills	13 - 17 July	London	5,000
PM 004	Project Management Masterclass	13 - 17 July	New York	5,500
PM 005	Professional Project Management	20 - 24 July	California	5,500
PM 003	Advanced Project Risk Management	26 - 30 July	Dubai	4,500
PM 008	Managing Multiple Tasks, Priorities & Deadlines	07 - 11 September	Istanbul	5,000
PM 004	Project Management Masterclass	05 - 09 October	Miami	5,500
PM 005	Professional Project Management	19 - 23 October	London	5,000
PM 006	Oil & Gas Project Management Skills	09 - 13 November	Amsterdam	5,000
PM 001	Project Management for Non-Project Professionals	15 - 19 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	29 Nov - 03 Dec	Dubai	4,500
PM 008	Managing Multiple Tasks, Priorities & Deadlines	06 - 10 December	Dubai	4,500
PM 005	Professional Project Management	07 - 11 December	New York	5,500
PM 004	Project Management Masterclass	14 - 18 December	London	5,000
PM 003	Advanced Project Risk Management	20 - 24 December	Dubai	4,500
PM 007	Project Analysis: Quantifying Risks for Consistent Decision-Making and Better Economic Projections	28 Dec - 1 Jan	Kuala Lumpur	5,000

PUBLIC RELATIONS

Ref. No.	Course Title	Dates	Venue	Fees (US\$)
PR 001	Public Relations & Corporate Communications	26 - 30 January	Dubai	4,500
PR 002	Protocol, Public Relations & Event Management	23 - 27 February	Dubai	4,500
PR 003	Planning & Executing Public Relation Campaigns	15 - 19 March	Dubai	4,500
PR 001	Public Relations & Corporate Communications	14 - 18 June	Dubai	4,500
PR 002	Protocol, Public Relations & Event Management	28 June - 02 July	Dubai	4,500
PR 003	Planning & Executing Public Relation Campaigns	16 - 20 August	Dubai	4,500
PR 001	Public Relations & Corporate Communications	20 - 24 September	Dubai	4,500
PR 002	Protocol, Public Relations & Event Management	01 - 05 November	Dubai	4,500
PR 003	Planning & Executing Public Relation Campaigns	13 - 17 Decemberv	Dubai	4,500

WELDING/NDT 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
7	Radiography Testing (RT) Training
8	Ultrasonic Testing (UT) Training
9	Magnetic Particle Testing (MT) Training
10	Liquid Penetrant Testing (PT) Training
11	Visual Testing (VT) Training
12	ANST NDT Level 3 (PCN Level 3) Certification Training in Compliance to EN ISO 9712

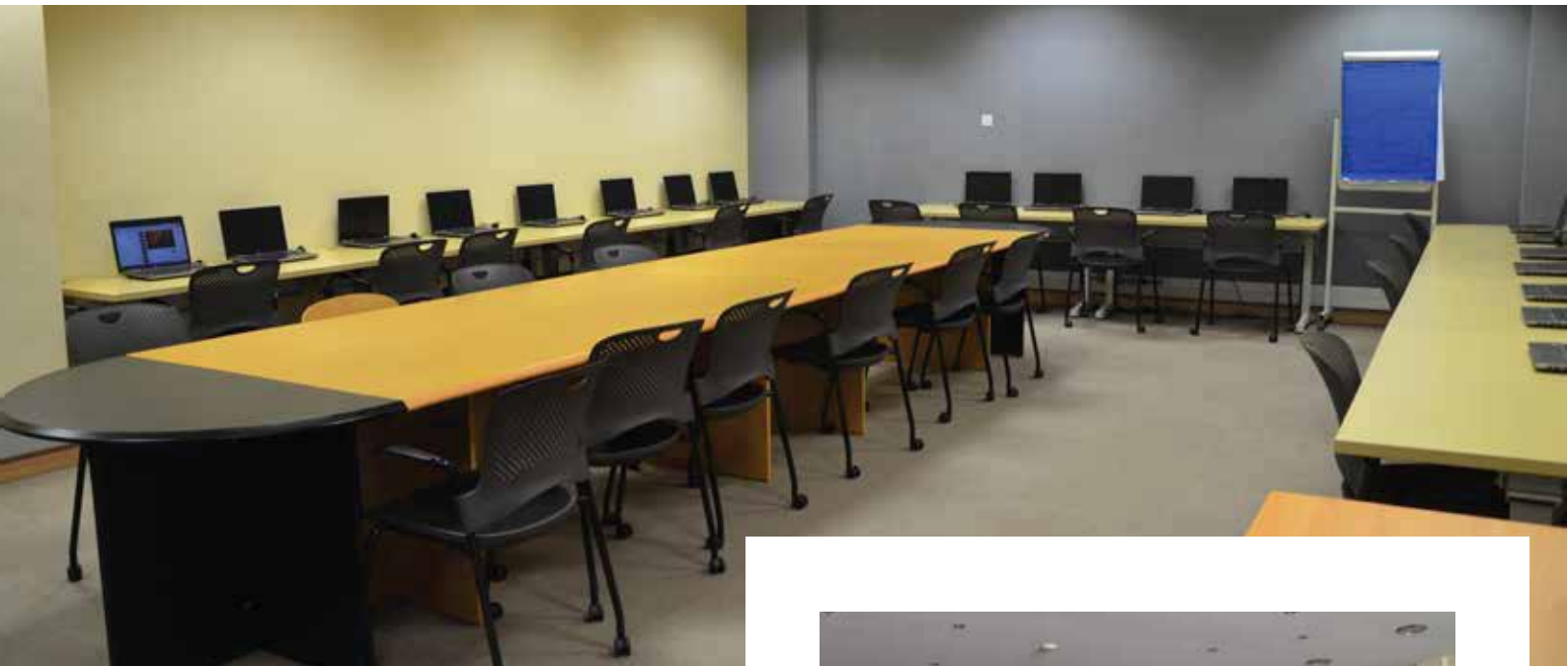
HEALTH, SAFETY & ENVIRONMENT (HSE) – VOCATIONAL TRAINING

Sl. No.	Course Title
1	Abrasive Wheels & Grinder Safety
2	Control of Substances Hazardous to Health (COSHH)
3	Confined Space Entry
4	Fire Warden
5	Forklift Truck
6	H2S Awareness

HEALTH, SAFETY & ENVIRONMENT (HSE) – VOCATIONAL TRAINING

Sl. No.	Course Title
7	Manual Handling
8	Medic First Aid
9	Conducting a Job Hazard Analysis or Risk Assessment
10	Spill Control
11	Working at Height
12	Effective Accident Investigation
13	Hazard Analysis and Control
14	Well Control Training
15	Personal Protective Equipment
16	Rigging/Lifting/Slings & Banksman Training
17	Introduction to Ergonomics
18	Safety Supervision and Leadership
19	Fall Protection Program
20	Tank Inspection Training (API Standards)
21	Safety Management System Evaluation
22	Emergency Action Plans
23	Fire Prevention Plan
24	Preventing Workplace Violence
25	Developing OSH Training
26	Ergonomics Program Management
27	Conducting OSH Training
28	Introduction to Industrial Hygiene
29	IOSH Managing Safely
30	NEBOSH Qualification Training Courses
31	Basic Radiation Safety (BRS)
32	Radiation Protection Officer (RPO)

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 De fibrillator 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 has fully equipped CompEx Lab with Practical Bays to provide:

- ✓ CompEx Foundation Training & Certification
- ✓ CompEx 01-04 Training & Certification
- ✓ CompEx 05-06 Training & Certification
- ✓ CompEx Design Ex12 Training & Certification



All the above courses are certified by JT Limited – CompEx Certification Body accredited via ISO/IEC 17024:2012 - and attendees will receive CompEx Certificate of Competence valid for 5 years upon successfully passing the JTL exam.

MAJOR EMERGENCY MANAGEMENT TRAINING OFFSHORE INSTALLATIONS MANAGER TRAINING



Proclad Academy has fully equipped MEM Suite to provide the following training courses to OPITO Standards:

1. Major Emergency Management Initial Response (MEMIR)

The MEMIR training course is intended to equip personnel with formal training in command, control, communications and stress-related factors in the management of major emergencies. There are no pre-requisites to attend this training course.

2. Offshore Installations Manager (OIM) Controlling Emergencies Assessment

The OIM standard introduces and describes the competence statements, safety training and further practice for OIMs controlling emergencies. It also explains how competence shall be assessed and certified for this role.

PROCLAD ACADEMY

Inspiring People...



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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