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

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