

## NATIONAL CENTRE FOR MANAGEMENT & TRAINING "NCMT"

### 2009 TRAINING PLAN

Sr.	Course Title	Duration	Venue	January	February	March	April	May	June	July	August	September	October	November	December
1	Advanced Risk Management & Cause Tree Analysis	5 Days	AUH			01 - 05									
2	Assertiveness & Self-Confidence	3 Days	DXB		03 - 05										
3	Basis Petroleum Industry for Non Petroleum Personnel	4 Days	DXB			09 - 12									07 - 10
4	Behavioral Safety Audit & Site Inspection	4 Days	DXB												
5	Budgeting Accounting & Cost Control	5 Days	DXB												20 - 24
6	Business & Technical Report Writing Skills	4 Days	AUH		09 - 12										
7	Communication & Interpersonal Skills	3 Days	AUH/DXB				07 - 09	26 - 28							
8	Crisis Management	2 Days	DXB/AUH	28 - 29				03 - 04							
9	Effective Time Management & Business Communication	4 Days	AUH/DXB						22 - 25	05 - 08					
10	Hazard Awareness	2 Days	AUH/DXB			29 - 30				22 - 23					
11	Hydrocarbon Production Operation	4 Days	AUH/DXB	25 - 28										22 - 25	
12	Incident & Accident Reporting	3 Days	DXB			25 - 27									
13	Incident Command System "ICS"	2 Days	AUH/DXB	18 - 19	22 - 23	11 - 12	01 - 02	03 - 04	07 - 08	01 - 02	05 - 06	23 - 24	07 - 08	24 - 25	30 - 31
14	Introduction to the Oil & Gas Industry	4 Days	AUH				26 - 29								
15	Management of Chemicals Spills & Leaks	3 Days	AUH			15 - 17									
16	Management of Multiple Projects	4 Days	AUH/DXB		16 - 19	16 - 19									
17	Oil & Gas Field Development	4 Days	AUH							27 - 30					
18	Oil Spill Emergency Response Planning & Operations	4 Days	AUH				19 - 22								
19	Performance Management form Goal Setting to Appraisal	4 Days	DXB												
20	Professional Integrated Development Programme "PRIDE"	10 Days	DXB/AUH/UK		08 - 19		05 - 16				03 - 14				
21	Risk Assessment & Risk Management	3 Days	AUH/DXB										25 - 27		
22	Successful Planning, Organizing & Control	4 Days	DXB											01 - 04	
23	Team Building	3 Days	AUH			10 - 12									
24	Working Effectively in a Team Work Environment	5 Days	AUH/DXB/UK		22 - 26		12 - 16				17 - 21				