

No.	Program	Place	Date	Hours	Fees	Professional Diploma in
1.	Structuring Jobs & Salaries in Institutions	Amman-Jordan	5-8/11	20	1700\$	HR Management & Development
2.	Leadership Strategies 360: Best Practices & Challenges	Amman-Jordan	5-8/11	20	1800\$	Management
3.	Modern Trend Towards Internal Auditing Based on Added Value	Istanbul-Turkey	5-8/11	20	1900\$	Internal Auditing
4.	Methods for Detecting Counterfeiting of Arab & Foreign Currencies	Doha-Qatar	5-8/11	20	1700\$	Banking Operations Management
5.	Certified Internal Control Specialist, CICS	Dubai-UAE	5-9/11	30	2500\$	Internal Auditing
6.	Government Accounting	Amman-Jordan	5-9/11	25	1600\$	Accounting & Finance
7.	Financial Analysis & Reading of Financial Indicators for Non-Financials	Amman-Jordan	12-14/11	15	1500\$	Accounting & Finance
8.	Advanced Customer Service Skills for Supervisors	Cairo-Egypt	12-15/11	20	1700\$	Self-Management & Career Development
9.	Excellence in Secretarial & Contemporary Office Management	Cairo-Egypt	12-15/11	20	1800\$	Secretary & Office Management
10.	Effective Leadership Skills	Muscat-Oman	12-15/11	20	2000\$	Management
11.	Foreign Trade Finance	Amman-Jordan	12-16/11	25	1800\$	Banking Operations Management
12.	Revenue From Contracts with Clients in Accordance with IFRS 15	Amman-Jordan	19-21/11	15	1600\$	Accounting & Finance
13.	Best Practices in the Organizational Excellence System	Dubai-UAE	19-22/11	20	2200\$	Management
14.	How to start your own SMEs: From Idea to Operation & Development	Amman-Jordan	19-22/11	20	1900\$	Small & Medium Enterprises SMEs
15.	Develop Formal Thinking Skills	Dubai-UAE	19-22/11	20	2400\$	Public Relations
16.	Preparing Internal Auditor Report & Worksheets According to IIA	Dubai-UAE	19-22/11	20	2200\$	Internal Auditing
17.	Document Management, Electronic Archiving & Digital Preservation Techniques	Cairo-Egypt	19-22/11	20	1700\$	Secretary & Office Management
18.	Islamic Finance Risks & Guarantees	Amman-Jordan	26-29/11	20	1800\$	Islamic Banking
19.	Early Warning Indicators of Nonperforming Loans & their Restructuring	Amman-Jordan	26-29/11	20	1900\$	Banking Credit
20.	Modern Supervisory Skills	Istanbul-Turkey	26-29/11	20	1900\$	Management
21.	Effective Banking Supervision of Central Banks	Amman-Jordan	26-30/11	25	2000\$	Internal Auditing