



## 4 QUARTERS CONSULTANTS LTD TRAINING LIST

CATEGORIES	COURSES	DAYS
<b>LEADERSHIP &amp; EXECUTIVE MANAGEMENT</b>	Strategic Leadership management	1
	Building and Developing Productive Executives	1
	Corporate Leadership and Board dynamics	1
	Corporate Affairs and governance	1
	Business Optimization	1
	Emotional Intelligence for Managers and Team Leads	1
	Corporate ethics: Ethics and social responsibility for directors	1
	Effective Communication for Business Stakeholders	1
	Change Management	1
	Building an Effective Team	1
	Business Optimization	1
	Critical Thinking Skills: Tools for Problem Solving and Decision Making	1
<b>CORPORATE STRATEGY</b>	Strategic Business development for SMEs Management	1
	Strategic Thinking & Goal-Setting	1
	Building and Sustaining Strategy for Competitive Advantage	1
	Business Process Mapping and Improvement	1
	Corporate Performance Management (CPM)	1
<b>GENERAL MANAGEMENT</b>	Strategic Supply Chain Management	1
	Contract & Procurement Management & Procedures	1
	Bid and Tender Management	1
	Quantitative and Qualitative methods in Business	1
	Conflict Resolution & Crisis Management	1
	Personal Effectiveness , Time Magement & Mastery	1
	Quality proposal & Report Writing and Crucial Communications	1
	Effective Business Writing Skills	1
	Effective Presentation Skills	1
	Creative Facilitation Techniques	1
	Problem Solving & Decision Making	1
<b>OPERATIONS MANAGEMENT</b>	Cost Control	1
	Performance Management	1
	Advanced Supervisory Skills	1
	WorkPlace & Goal Setting	1
	Waste Management Techniques	1
	Advanced Office Management & Administrative Skills	1
	Effective Administration for P. A's and Secretaries	1
	New Approach To Documents Control & Records Management	1
	Warehouse Operations Planning & Management	1

	Inventory Management & Stock Control	1
	Profitable Branch Management	1
<b>RISK MANAGEMENT &amp; BUSINESS ANALYSIS</b>	Enterprise Risk Management	1
	Fundamentals of Business Analysis	1
	Developing Enterprise Wide Incident Management	1
	Enhancing Business Value through a Risk Based Approach to Internal Audit	1
	Risks: Prevention, Detection and Response	1
	Healthcare Risk Management	1
<b>HUMAN RESOURCE MANAGEMENT &amp; DEVELOPMENT</b>	HR Metrics and Analytics	1
	Human Resources: Compensation and Benefits	1
	Human Resources: Understanding HR Systems Features and Benefits	1
	HR as a Business Partner	1
	Human Resources: Leadership and Strategic Impact	1
	HR Service Delivery	1
	HR Policy Development, implementation and Auditing	1
	Human Resources: Creating an Employee Handbook	1
	Conflict Resolution Foundations	1
	Human Resources: Building a Performance Management System	1
	Training & Development Techniques	1
	Employee motivation and Demotivation	1
	Coaching and Developing Employees	1
	Team building	1
	Strategic Human Resources Management	1
	Career Planning and Talent Management	1
	Designing & implementing institutional strategies in coordination with conformity assessment policies	1
	Continuous Improvement on Personal & Corporate Level	1
	Effective Management of Time, Priority and Work Pressure	1
	Assertiveness & Self Confidence	1
Business Etiquette: Mastering Manners & Behaviors at Work	1	
<b>SALES &amp; MARKETING</b>	Sales Management Foundations	1
	Analyzing Sales Competitors	1
	CMO Foundations: Creating a Marketing Culture	1
	Building an Integrated Online Marketing Plan	1
	Data fundamentals for retail, sales, and marketing	1
	CMO Foundations: Working with Leadership and Board-of-Directors	1
	Strategies for Emerging Markets	1
	Digital Marketing	1
	Creating a Marketing Growth System	1
	Marketing Analytics: Presenting Digital Marketing Data	1
	Marketing Foundations: Influencer Marketing	1
	The Strategy of Content Marketing	1
	Social Media: From Engagement to Business Value & Profit	1
	B2B Marketing Foundations	1
	Strategic Marketing Management for Real Estate Business	1
	Content Marketing Foundations	1
	Marketing to Millennials	1
	Sales Secrets for Small Business	1
	Marketing Plan & Pricing Strategies	1
	Marketing Foundations: Integrated Marketing Strategies	1
Branding & Product Management	1	

	Affiliate Marketing: Advertising	1
	Introduction to Marketing	1
	Marketing Research & Consumer Behavior	1
	Marketing Analysis & Marketing Strategy	1
	Integrated Marketing Communications: Advertising, Public Relations, Digital Marketing	1
	Strategic Account Management	1
	Executive Negotiation & Bargaining for Advantage	1
	Customer Experience Management	1
	Customer Relationship Management CRM	1
	Sales & Marketing: The Six Sigma Way	1
	Marketing and Business Development for SMEs'	1
	Aggressive Market Penetration	1
<b>HEALTH CARE ADMINISTRATION</b>		
	JCI accreditation process for health care organizations ii	1
	JCI Accreditation Process for Health Care Organizations II	1
	ISO 13485 Medical Devices Management Systems	1
	Health Care Management & Strategy	1
	Medical Information & Decision Management	1
	Health Care Financial Management	1
	Community & Public Health	1
	Health Economics & Quantitative Methods	1
	Systems Thinking & Health Leadership	1
	Building a Multidisciplinary Approach to Health	1
	Communications, Marketing & Public Relations for Health Care Admin Leaders	1
	Global Health & Issues in Disease Prevention	1
	Advanced Application of Practice-Based Research in Health	1
	Healthcare Quality Management	1
	Micro-economics in Public Health	1
	Introduction to us Healthcare System	1
	Current Topics in Public Health	1
	Managed Care & Health Insurance	1
	Strategic Planning in Initiating Health Care Organization	1
Organizational Leadership in Public Health	1	
Human Resources in Health Organizations	1	
Healthcare Quality & Patient Safety: Management Perspective	1	
Introduction to Health Policy	1	
<b>CONSTRUCTION</b>		
	Construction Management Foundations	1
	AutoCAD Civil 3D Essential Training	1
	Construction Management: Reading Drawings & Specifications	1
	Construction Management: Safety & Health	1
	Construction Management: Project Delivery Methods	1
	Construction Project Management	1
	Site Managers Safety Training Scheme	1
	Supervisor & Management at construction sites	1
	Contractor Safety Management	1
	Lean to Pharmaceutical Manufacturing	1
	Charting Process Behavior (SPC)	1
	Continual Improvement Assessment (CIA)	1
	Lean Kaizen: A Simplified Approach to Process Improvements	1
	Process Capability Analysis	1
Risk Management for Medical Device	1	

<b>PHARMACEUTICALS</b>	Process Auditing Techniques	1
	ISO 13485:2016 The Path Forward	1
	Auditor Training for ISO 13485	1
	Lead Auditor Training for ISO 13485	1
	Customer-Supplier Partnerships	1
	Design for Six Sigma (DFSS)	1
	Introduction to Quality Engineering	1
	Lean Enterprise	1
	Good Manufacturing Practice Training	1
	Good Pharmacovigilance Practice Training	1
	Good Distribution Practice Training	1
	International Good Clinical Practice Training	1
	Process-Based Auditing	1
	Systematic Problem Solving for Sustained Improvements with Quality Tools	1
	Measuring Process And Organizational Performance	1
	Certified Supplier Quality Professional Certification	1
	Pharmaceutical and Medical Device Innovations	1
	Pharmaceutical Supply Management for Developing Countries	1
	Warehousing and distribution logistics	1
	How to forecast/quantify medicines and health products	1
	The Global Pharmaceutical Market Size	1
	Manufacturers versus Wholesalers in the Pharmaceutical Industry	1
	Inventory Control in the Pharmaceutical Industry	1
	Pharmaceutical Supply Management	1
	Importance of proper product specification	1
	Auditing and Qualifying Suppliers and Vendors	1
	Best Practices for an Effective Cleaning Validation Program	1
	Effective Internal and External Quality Assurance Auditing for FDA Regulated Industries	1
	GCP Audits - Best Practices for Ensuring Compliance & Detecting Fraud and Misconduct in Clinical Tr	1
	Pharmaceutical Production Batch Record Review Training	1
	Pharmaceutical Root Cause Analysis of Failures & Deviations - Developing an Effective CAPA Strateg	1
	Pharmaceutical Product shelf life	1
	Pharmaceutical Quality assurance and quality control	1
	Norms, standards and guidance for pharmaceuticals: Initial	1
	Norms, standards and guidance for pharmaceuticals: Senior	1
	FDA Drugs Guidance	1
	Approaches to drug GMP Inspection: FDA	1
	Quality Metrics for Drug Manufacturing	1
<b>PROJECT MANAGEMENT</b>	project management I	1
	Project Management II	1
	MS Project: Initial Level & Intermediate Level	1
	MS Project: Professional Level	1
<b>FINANCE &amp; ACCOUNTING &amp; TAXATION</b>	Introduction to Financial Accounting	1
	Finance for non-Finance Managers	1
	Analyzing Financial Statements	1
	Basic Accounting Principles & Book Keeping	1
	Credit & Risk Management	1
	Effective Budgeting & Cost Control	1
	Fixed Assets Management	1
	Credit Control & Debt Recovery	1
	Cost Reduction Methods	1

	Banking: Credit Analysis	1
	Accounting For Decision Making	1
	Managerial Accounting	1
	Accounting Crash	1
	Payroll Accounting	1
	Advanced Spreadsheet Applications	1
	Corporate Finance	1
	Taxation System	1
	Mergers & Acquisitions	1
	Professional Senior Accountants applications	1
	VAT & Income Tax Returns	1
<b>WTO: WORLD TRADE ORGANIZATION</b>	Introduction to WTO	1
	WTO: General Agreement on Trade in Services (GATS)	1
	WTO Agreement on Sanitary and Phytosanitary Measures (SPS)	1
	WTO: SPS Handbook: How to apply the transparency provisions of the SPS Agreement	1
	WTO dispute settlement system	1
	Accession to the WTO	1
	Agriculture in the WTO	1
	Copyright in the WTO	1
	WTO: Market Access for goods & Non-Agricultural Market Access, NAMA Negotiations	1
	Patents in the WTO	1
	Regional Trade Agreements & the WTO	1
	WTO: Technical Barriers to Trade (TBT)	1
	WTO: The Multilateral Trade Agreement	1
	Trade in Services in the WTO	1
	WTO: Tourism-led Poverty Reduction Programme	1
	WTO: Trade Policy Review requirement	1
	WTO Agreement Series	1
Export Competitiveness & WTO Implications	1	
<b>SIX SIGMA</b>	Six Sigma Yellow Belt (CSSYB)	2
	Six Sigma Green Belt (CSSGB)	2
	Six Sigma Black Belt (CSSBB)	3
	Six Sigma Champions Belt (CSSCB)	3
<b>QUALITY - ISO - INTERNATIONAL STANDARDIZATION</b>	ISO 10002 Customer Satisfaction, Customer Complaints Handling	2
	ISO 13485 Medical Devices Management Systems	2
	ISO 14001 EMS Environmental Management System: Foundation / Initial Level	2
	ISO 14001 EMS Environmental Management System: Internal Audit	2
	ISO 14001 EMS Environmental Management System: Lead Auditor	2
	ISO 18001 OHSHAS Occupational Health and Safety: Foundation / Initial Level	2
	ISO 18001 OHSHAS Occupational Health and Safety: Lead Auditor	2
	ISO 18788 Management Systems Certification Scheme	2
	ISO 20000 Continuity, Resilience, and Service Management System: Foundation / Initial Level	2
	ISO 20121 Event Sustainability Management Systems	2
	ISO 21500 Lead Project Manager	2
	ISO 22000:2018 HACCP Food Safety Management System: Auditor	2
	ISO 22000:2018 HACCP Food Safety Management System: Foundation / Initial Level	2
	ISO 22000:2018 HACCP Food Safety Management System: Lead Auditor	2
	ISO 22301 Business Continuity Management Systems	2
ISO 26000 Social Responsibility: Foundation / Initial Level	2	
ISO 27001 ISMS Information Security Management System: Foundation / Initial Level	2	

	ISO 27001 ISMS Information Security Management System: Lead Auditor	2
	ISO 27001:2013 Information Security Management System	2
	ISO 28000 Supply Chain Security Management Systems	2
	ISO 30301 Records Management Systems	2
	ISO 31000 Risk Management: Foundation / Initial Level	2
	ISO 37001 Anti-bribery Management Systems	2
	ISO 39001 Road Traffic Safety Management Systems	2
	ISO 45001:2018 Occupational Health and Safety: Foundation / Initial Level	2
	ISO 45001:2018 Occupational Health and Safety: Lead Auditor	2
	ISO 50001 Energy Management Systems / Initial Level	2
	ISO 50001 Energy Management Systems: Lead Auditor	2
	ISO 55001 Asset Management Systems	2
	ISO 9001:2015 Quality Management System: Foundation / Initial Level	2
	ISO 9001:2015 Quality Management System: Internal Audit	2
	ISO 9001:2015 Quality Management System: Lead Auditor	2
	ISO/IEC 17025:2017 Basic	1
	ISO/IEC 17025:2017 Advance	2
	ISO/IEC 17025:2017 Internal Audit	2
	ISO/IEC 17025:2017 Change Management	2
	ISO/IEC 17025:2017 Validation & Uncertainty mgt	2
	KAIZEN & 5 S	1
	TQM: Total Quality Management	1
<b>HSE: HEALTH, SAFETY &amp; ENVIRONMENT</b>		
	Occupational Health, Safety & Accident Prevention in the Factory-Workshop	1
	Chemical Safety at Workplace	1
	Occupational First Aid & Emergency Response	1
	Environmental Management System	1
	Occupational Health and Safety	1
	Occupational Accident investigation and reporting	1
	HSE Documentation	1
	Environmental Pollution Management	1
	Security Intelligence and Surveillance	1
	NEBOSH Level 1 - National Examination Board in Occupational Safety and Health	1
	NEBOSH Level 2 - National Examination Board in Occupational Safety and Health	1
	NEBOSH Level 3 - National Examination Board in Occupational Safety and Health	1
	IOSH Level 1 - Institution of Occupational Safety and Health	1
IOSH Level 2 - Institution of Occupational Safety and Health	1	
<b>FOOD SAFETY</b>		
	Food Safety for Food handlers in manufacturing and food service	1
	Food safety for food managers ( manufacturing & food service)	1
	Introductory HACCP: Hazard Analysis Critical Control Point	1
	HACCP: Hazard Analysis Critical Control Point for food managers	1
	Product Protection Strategies: The essentials of Food Fraud and Food Defense	1
Product Identification, Traceability and Recall for food manufacturers.	1	
<b>INFORMATION &amp; COMMUNICATION TECHNOLOGY- ICT</b>		
	Excel: Initial & Intermediate Levels	1
	Excel: Professional Level	1
	Access: Initial Level & Intermediate Level	1
	Power Point Presentation: Initial Level & Intermediate Level	1
	Microsoft Word Document: Initial Level & Intermediate Level	1
	Microsoft Word Document: Professional Level	1
	Microsoft Publisher Document: Initial Level & Intermediate Level	1
Microsoft Publisher Document: Professional Level	1	

	Microsoft VISIO: Initial Level & Intermediate Level	1
	Microsoft VISIO: Professional Level	1
<b>HOTEL MANAGEMENT</b>		
	Rooms Division Management Specialization	1
	Functions of Housekeeping Department	1
	Assess the importance of Hotel Security	1
	Front office operations and its organizational structure	1
	Food & Beverage Managerial Skills	1
	Food & Beverage Cost Control Techniques	1
	Suppliers Evaluation Methods	1
	Kitchen Cleanliness and Pre-requisite Programs	1
	Menu Establishments	1
	Serving Techniques	1
	Stores Management	1
	Procurement Tips & Techniques	1
	Food Safety Supervisor Role	1
	Food Handler Methods	1
	Security & Valet	1
	Communication Methods and Reporting Relationship	1
Front Office & Customer Relations	1	
<b>OIL &amp; GAS</b>		
	Cost Reduction & Optimization	1
	Introduction to The Refinery Asset Lifecycle	1
	Up-streaming Petro Skills	1
	Down-Streaming Petro Skills	1
	Occupational Health, Safety & Accident Prevention in the Factory-Workshop	1
	Chemical Safety at Workplace	1
	Occupational First Aid & Emergency Response	1
	Environmental Management System	1
	Occupational Health and Safety	1
	Occupational Accident investigation and reporting	1
	HSE Documentation	1
	Environmental Pollution Management	1
	Security Intelligence and Surveillance	1
	NEBOSH Level 1 - National Examination Board in Occupational Safety and Health	1
	NEBOSH Level 2 - National Examination Board in Occupational Safety and Health	1
	NEBOSH Level 3 - National Examination Board in Occupational Safety and Health	1
IOSH Level 1 - Institution of Occupational Safety and Health	1	
IOSH Level 2 - Institution of Occupational Safety and Health	1	
<b>TECHNICAL ELECTRICAL TRAINING</b>	Advanced Circuit Breaker Operation and Maintenance	3
	ARC Flash Hazard Analysis Impact, Control & Safety	3
	Electrical Distribution Equipment Operation & Maintenance	3
	Electrical Drawings and Control Circuits	3
	Electrical Equipment & Control Systems Commissioning, Testing & Start-Up of Electrical Systems	3
	Electrical Installations in Hazardous Areas	3
	Energy Isolation Standards, Techniques and Best Practices	3
	Generator Excitation Systems	3
	Grounding Systems Design & Application	3
	Modern Electrical Power Systems and maintenance	3
	Modern Power System Protective Relaying	3

	Power Quality, Harmonics Mitigation & Reactive Power Management	3
	Substation Design & Operation	3
	TAMCO High Voltage Switchgears	3
	Transformer Operational Principles, Selection & Troubleshooting	3
	Transmission & Distribution Operation & Design Calculations	3
	Troubleshooting & Maintenance of Electrical Equipment	3
	Uninterruptible Power Supply Systems	3
<b>INSTRUMENTAL AND PROCESS CONTROL</b>	Alarm Management	3
	Control Valves & Actuators	3
	Fiscal Metering Systems	3
	Flow Measurement and Custody Transfer	3
	Modern Wi-Fi Solutions to Instrumentation and Control	3
	PLC, Telemetry & SCADA Technologies	3
	Grits Processing Equipment Optimization	3
	Process Control & Safeguarding of Miller Roller	3
	Process Measurement, Instrumentation & Process Control	3
	Safety Instrumentation and Emergency Shut-down Systems	3
<b>GENERAL MAINTENANCE MANAGEMENT</b>	Corrosion Protection and Management of Grushers, Meal Grits and Milling Machines	3
	Certificate Course in Advance Maintenance Planning	3
	Failure Mode Effect and Criticality Analysis (FMECA) Facilitator Skills Training	3
	Fundamentals of Asset Management	3
	Implementing Effective Preventive & Predictive Maintenance Programmes	3
	Maintenance & Reliability Best Practices	3
	Maintenance Audit and Site Inspection	3
	Maintenance Contracting & Outsourcing	3
	Maintenance Errors	3
	Maintenance Strategy Development and Cost Effective Implementation	3
	Managing Efficient Shutdowns & Turnarounds	3
	Modern Maintenance & Reliability Best Practices	3
	Modern Maintenance Technologies	3
	Optimising Equipment Maintenance & Replacement Decisions	3
	Problem Solving & Decision Making Skills for Engineers and Technical Professionals	3
	Reducing Costs through Spares Optimisation and Rationalisation	3
	Writing Effective Maintenance Procedures	3
<b>MECHANICAL TRAINING</b>	Centrifugal Compressor & Steam Turbine	3
	Commissioning & Start-Up with API RP 1FSC Foundation	3
	Couplings & Shaft Alignment	3
	Diesel Engine	3
	Fired Heaters and Heat Exchangers	3
	Gas Turbine Technology	3
	Heavy Duty Diesel Engine (HDD) Operation and Maintenance	3



	Hydraulic Systems	3
	Machinery Failure, Vibration & Predictive Maintenance	3
	Materials of Construction for Process Equipment & Piping Systems	3
	Mobile Lifting Equipment Operation and Maintenance	3
	Practical Pump & Valve Technology	3
	Process Plant Optimization Technology and Continual Improvement	3
	Pumps, Compressors & Turbines	3
	Risk Based Strategies for Inspection & Maintenance (RBI & RBM)	3
	Root Cause Failure Analysis	3
	Steam Boilers	3
	Troubleshooting Process Operation	3
	Understanding and Preventing Process Equipment Failures	3

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