



ALKHOBRAA
FOR TRAINING AND COMPETENCY DEVELOPMENT
شركة الخبراء المتميزون للتدريب ذ.م.م

Corporate Profile

www.alkhobraa.com

About



AL Khobraa Experts Training Company was established in response to the growing need for quality training to support the business community within your Company, Department or Organization by providing a high standard of Training Programs, Courses, Seminars, Workshops and Consultancy Services to employees in a very competitive business environment.

Following the latest trends and ideas in Technology and Management techniques, and with its in-depth knowledge of the business environment, AL Khobraa Experts Training Company is able to meet the special requirements of both local and international business throughout the Middle East.

AL Khobraa Experts Training Company Training & Consulting is an independent multinational firm with more than 25 years of experience in helping regional organizations develop their human capital in all fields of management. Since 1995, we have been entrusted by our clients to provide the most reliable training and consulting products and services in the region.

Our innovative and diversified range of training programs and consulting services are designed and delivered by an ever-growing team of full time multilingual consultants experienced in providing solutions relevant to this part of the world and applicable to today's business challenges. We pride ourselves on our track record in this regard and on our long-standing relationships with our clients, many of whom have been with us since we started business.

Our public training programs have attracted more than 300,000 participants from almost 3,000 organizations many of whom also entrust us with their needs for bespoke in-company programs. Our client base is steadily growing and so is our commitment to remain the regional leaders in the fields of training and consulting.

AL Khobraa Experts Training Company has always been a great place to work but we have worked very hard during the last two years to make it even better. We have recruited a number of well trained, highly motivated innovative managers and trainers to cope with our ever increasing project demands. We are committed to global unification of work practice and standards, offering template solutions to regional offices and clients alike. And we have implemented a program of high-involvement innovation through policies which:

- Make people management our highest priority Link staff training to global and regional business planning Install Team structures formally train our leaders to assist quicker Team cohesiveness.
- Focus on Team work rather than individual tasks through the incorporation of project management concepts
- Shift focus to knowledge management rather than task management because we see our people as 'assets' to be cultivated rather than 'labour costs' to be minimized.
- Our Quality Assured Training programs not only have the distinction that they have undergone in-depth review and strict examination process by professional governing and certifying bodies but also have direct relevance to the training needs of candidates representing a specialized profession.

Vision

Excellent Consultancy and Industrial Training Services & Solutions and to be your most trusted partner in developing excellence for generations to come. AL Khobraa Experts Training Company will be the centre of excellent training and consultancy setting the benchmarks of the industry.

Mission

Our mission is to provide world-class training and Engineering consulting services for the development and implementation of strategies, techniques, processes, and systems. We endeavour to bring world-class performance to the purchasing, contracting, planning, storage, transportation, projects, and operational activities for materials, equipment, construction, and services that are required by our clients.

- We will earn the trust and confidence of our clients by providing the most reliable training and consulting products and services in the region.
- We will continuously innovate to ensure we are aligned with our clients and we will strive for excellence in everything we do.
- We will walk the talk when it comes to our employees and prove why AL Khobraa Experts Training Company is the leading employer in our industry.



Objectives

It is our objective to excel in each of the following categories:

- Bringing your staff up to date with the latest techniques.
- Improve their performance.
- Deepen their understanding of their working environment.
- Provide new ideas they can use in their daily tasks.
- Services which are proactive and responsive to the requirements of the industry
- Customer Satisfaction as measured by improvement in the results of customer satisfaction surveys and feedback
- Instructors and consultants that are of the highest calibre and known to be key leaders of their industry
- A working environment of productive and progressive workforce bounded by Team spirit, innovation, and goal achievement
- Highly efficient and effective administrative operations using globally certified quality management best practices.

Values

We at AL Khobraa Experts Training Company uphold:

- Honour – We uphold uncompromising integrity by demonstrating loyalty, honesty, and ethical behaviour in all of our transactions. We accomplish this by placing the success of our business, its people, and our customers ahead of any personal gain
- Excellence - We strive to achieve continuous improvement in our organisation and ourselves to deliver the highest quality services and top of the line programmes
- Responsibility - We provide and maintain constant credibility by consistently delivering on our commitments, admitting to our mistakes, and being held accountable for our performance
- Customer Satisfaction - We work with high-energy, enthusiasm, the desire to exceed our customers' expectations
- Innovation – We will provide our valued clients with the means to continuously improve their ability to efficiently and effectively implement best practices
- Mutual Relationships – We understand the success of our company is directly related to the success of our client partners.
- Mastery
- Reliability
- Client-Centricity



Strengths

- Use of broad global resources
- Our training evaluation systems enable organisations to understand more about the effectiveness of all development provided. First launched in 1995, our systems are now multilingual, and used globally by some of the world's leading businesses to make every training pound/dollar/euro/yen/dirham – go further.
- Learning Design: Since 1995 we have been tailoring programs to the needs of different businesses and sectors. Today we are world renowned as experts in tailoring and learning design. Our world class learning design, which always incorporates accelerated learning methods, ensures a quality of content combined with innovative and engaging delivery that delivers genuine competitive advantage through development.
- Technology: we possess, understand and apply internet based learning technologies, blended with traditional solutions to deliver profoundly different development which is more accessible, portable, relevant and powerful than our competitors.
- People: Since 1995 we have been investing in the building and development of an exceptional group of people. Today and everyday our team delivers benefits of this investment back to you – our clients. AL Khobraa Experts Training Company trainers are best in class; they are strong business people with expertise, insight, energy and inspiration. Our developers, designers and technicians are instinctive, quick and brilliant. Our service is consistent, speedy, accurate and attentive. Daily creativity from everyone - is one of the beautiful by-products team confidence and capability.

- The ability to facilitate innovative thinking and exchange of ideas
- Skill to develop client-specific strategies
- A strong value of client loyalty which increases value to clients
- The ability to respond flexibly to diverse client needs that allow for a primary focus on activities/offerings that advance the careers and skills of our clients' employees
- Ability to provide expertise across diverse industries from oil/gas, to manufacturing, finance, military, and government
- Ability to provide real-world solutions to current real-world issues
- Learning Generations: AL Khobraa Experts Training Company develop learning solutions for all four learning generations – generation X and Y, baby boomers and traditionalists – these generations were all educated differently and all respond to different learning stimulus. Every generation is represented in the workplace today but how many organisations even consider these differences, let alone use this insight to produce more effective development solutions? AL Khobraa Experts Training Company do.



Our Training Services

We are the leading provider of training programmes across the region, boasting the largest and most diverse range of training courses with more than 1500 public programmes covering management, technical and core-skills improvement programmes.

Our Expertise Covers:

Management Development and Leadership
Business and Strategy
Personal and Professional Development
Oil and Gas
Banking, Finance and Accounting
Project Management
ICT and Telecoms

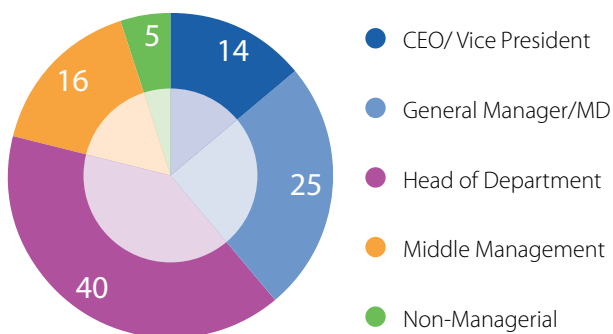
HR and Training
Supply Chain
Industrial
Healthcare
Sales, Marketing and PR
Real Estate
Oil & Gas

Our association with key partners and awarding bodies allows us to provide cutting edge information with recognised certification through public seminars, customised in-house training, consultancy, distance learning, workshops and blended solutions.

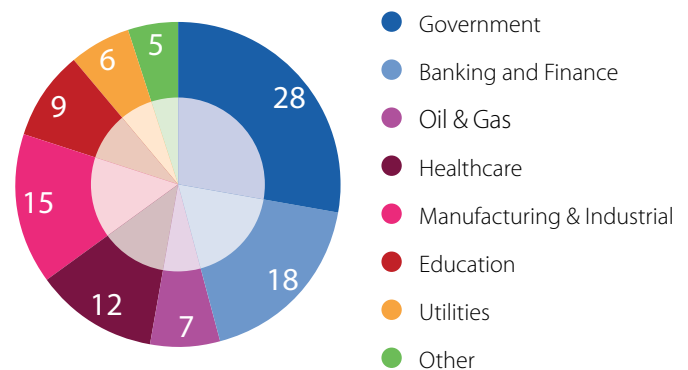
AL Khobraa Experts Training Company Co. experience promises a superior solution with renowned industry experts and leaders in their field.

Who Attends Our Training Courses/Workshops

By Seniority



By Industry





Our Training Services:

AL Khobraa Experts Training Company's training programs have been developed and are continually updated, based not only on the latest international technical and management principles and practices, but also on field research, first-hand experience, in-depth knowledge of the region and the specific requirements of organizations.

1. Public Training Programs:

Public Training Programs are open to participants from any organization. These participants have the opportunity to concentrate on their learning away from the job and without the pressures of day-to-day work. Participants also benefit from sharing experiences with people from other organizations and gain a new perspective on common problems.

Terms and Conditions for Public Programs

- a. Frequent Nomination Plan** In recognition of those clients who frequently nominate participants on public programs offered by AL Khobraa Experts Training Company Training, a special frequent nomination discount of 10% on paid fees will be given if 10 or more candidates are nominated per year. This special discount will apply to the 10th paid nomination onwards on programs offered. Moreover, clients who nominated 10 or more participants during last year will be eligible for the 10% discount for every nomination in 2015.
- b. Several Nominations on the Same Program** In addition to the above plan, one extra free place is offered to any organization that makes 2 paid nominations for the same program and dates.
- c. Cancellation Terms** If a confirmed registration is cancelled less than 5 calendar days prior to the program start date, a substitute participant may be nominated to attend the same program, or a 20% cancellation charge is applied. The 100% cancellation fee will be charged in case the participant is a no-show.

2. in-Company Training Programs:

Most of the training programs described in this directory can be offered "in-company" in English or Arabic and are then designed to effectively and economically meet the specific needs of the client. AL Khobraa Experts Training Company Co. can also design and offer "in-company" programs on subjects that are not listed in this directory. In addition, programs can be designed based on any combination of topics listed in this directory.

In-company programs benefit the client because they:

- Address issues specifically related to the organization.
- Include specially designed cases and exercises, which apply to the client's situation.
- Enable the organization to select the proper mix of participants to ensure maximum benefit.
- Build team spirit among the program participants.
- Are cost effective.

Program Material and Customization:

AL Khobraa Experts Training Company will design and prepare all the material required for "in-company" programs, including training binders with the client's name and logo and participation certificates for those with full attendance. AL Khobraa Experts Training Company Co. will also customize the presentation if the client can provide to the assigned consultant relevant information (priorities,

problems faced at work, etc.) within a reasonable period prior to the start of the training program.

3. Individualized Training Programs:

Individualized Training Programs (ITPs) are concentrated, practical, one-to-one coaching sessions, with individuals receiving the full-time attention of specialized and experienced consultants.

AL Khobraa Experts Training Company Co. has conducted many such in-depth training programs, which were specifically designed for individual participants. The subjects covered were based on the specific needs of each participant. The programs usually comprise briefings by AL Khobraa Experts Training Company Senior Consultants, reviews of manuals, reports and other data, as well as supervised exercises and structured discussions. ITPs may last from one day to three months, depending on individual and organizational needs, and may be conducted in English and/or Arabic.

4. Training Methodology:

AL Khobraa Experts Training Company relies on a variety of training and facilitation methods and techniques. Used whenever applicable, these methods are aimed at enhancing individual and group interaction while maximizing learning. Some of these methods are:

- Brief presentations by the consultant.
- Group debriefs.
- Individual and team exercises, indoors and outdoors.
- Behaviour modelling and role-plays.
- One-to-one and group discussions.
- Case studies, simulations and small projects.
- Video films, videotaping and playback.
- Self-analysis questionnaires and learning instruments.
- Assessment tests at the beginning and end of training programs.
- Individual action plans (to follow up and evaluate training results).

Most training programs are facilitated by bilingual (English and Arabic) consultants. Public programs are held from 8:30 a.m. to 3:00 p.m. (lunch included). However, in-company programs can be more intensive with extended hours.



5. Action Plans and Training Follow-Up:

To ensure the concepts and skills introduced in our programs are duly transferred to the workplace, AL Khobraa Experts Training Company is ready to incorporate an "Action Plan" section at the end of any training program. This section will constitute an integral part of the training and will be completed by the participants before the closing of the program.

If requested by the client, AL Khobraa Experts Training Company also stands ready to design a follow-up training session and/or consult with the client to try to expedite the transfer of learning to the workplace and to deal with any post-training issues which may impact the business.

6. Consultant's Feedback:

At the formal request of the client, AL Khobraa Experts Training Company will be glad to give a brief evaluation of the participants (attendance, participation, etc.) and to provide the client's Management with a summary evaluation of the training.

We are proud to be the leading training provider of choice across the Middle East and we would welcome an opportunity to discuss your company's training and development initiatives.

Please contact us on info@alkhobraa.com for one of our training specialists to get in touch.

Our Engineering Consulting Services

AL Khobraa Competency and Virtual Learning Systems



AL Khobraa is in the process of incorporating CompetencySet into its Virtual Learning System for the Integrated Energy Industry. The Virtual Learning System will consist of five major components: Background Knowledge, Practical Knowledge, Competency Development through Interactive Assignments, Communications, and Self- Development Planning and Administration. In order to expand the content of this system to meet customer needs, we are entering into "industry development alliances".

AL Khobraa has also developed and offers long-term training, and the development of associated training materials, for operations and maintenance technicians. This includes training in background science and technology, English language instruction and on-the-job training for competency development. Recent assignments include an extensive and long-term assignment for biggest Oil & Gas Organization around the world.

Our Scope Of Services:

1. Competence Profiles

Define the full range of production and maintenance activities and review the Company's Operation personnel job descriptions in line with the approved field operations organization structure.

2. Training Strategy

Develop, implement and manage a training and competence assurance system and strategy which will be based on a tried and tested generic system tailored to the specific needs of the Company.

3. Training Matrix

Conduct "Training Needs Analysis" for all disciplines and develop a Training Matrix detailing the pre-production and the through life training requirements for each of the disciplines identified in the field Operations Organization.

4. Competence Standards And Assurance Program:

Develop a Competence Standard and Assurance Program for each discipline.

Provide all necessary learning and assessment materials.

The execution of the duties will be formally appraised, assessed and recorded.

5. Training, Development And Management:

Develop, manage and implement the trainee manpower deployment schedule in line with the COMPANY'S Project Execution Plan.

Co-ordinate the compilation of the relevant vendor data for training purposes with the COMPANY, including Factory Acceptance and Site Integrated Testing programs, conducted in various locations.

Safety, Quality and Environmental Consultancy Solutions

Considering the high importance of the safety and environmental aspects of any project, we have a dedicated team of experts who provide a range of Safety & Environmental Engineering studies.

Whether related to the project design, project surroundings or environment, our team of experts will make sure that all relevant safety & environmental aspects are adequately addressed, and where applicable, protective measures and safeguards are implemented. Our scope of service covers, but is not limited to, the following:

- Hazard & Operability (HAZOP) Study
- Hazard Identification (HAZID) Study
- Quantitative Risk Assessment (QRA)
- Formal Safety Assessment (FSA)
- Design of Active & Passive Fire Protection Systems
- Environmental Impact Assessment (EIA)
- Specialized Engineering Studies
- Strategic Performance Management
- AL Khobraa Experts Training Company Laboratory Systems.

Our Clients



Since opening AL Khobraa Experts Training Company Co. in 1995 more than 300,000 professionals have benefited from our training, through our public course schedule and in-house programmes. AL Khobraa Experts Training Company Co. has been privileged to work with most leading organisations in the region, covering all aspects of development from strategic leadership to patient flow to financial modeling. With our carefully screened instructors and our excellent team, we have shaped a superior training experience that has been a privilege to share with top tier institutions all over the Middle East. Below is a selection of our clients:

ABB Utilities GMBH Power	Al Wazan Trading	Rosen Middle East
Abu Dhabi GAS Liquefaction Co. (ADGAS)	BABCOCK	Sigma Specialized Section
Abu Dhabi Co. for Onshore Oil Operations (ADCO)	Bainounah Power Company	Sultan Qaboos University
Abu Dhabi Distribution Company (ADDC)	BP Amoco Middle East Ltd.	Sun Power Gen. Systems & Services
Abu Dhabi Gas Industries Ltd. (GASCO)	BUNDUQ	Total Abu Al Bukhoosh
Abu Dhabi Marine Operating Company (ADMA-OPCO)	Bureau Veritas	Total Fina Elf
Abu Dhabi National Oil Company (ADNOC)	Crescent Petroleum Company	Zakum Development Company (ZADCO)
Abu Dhabi Oil Refining Company (TAKREER)	Control Contracting & Trading Co. (CCTC)	Rosen Middle East
Abu Dhabi Polymers Company Ltd. (BOROUGE)	Dubai Aluminum Company Ltd. (DUBAL)	Sigma Specialized Section
Abu Dhabi Water & Electricity Authority (ADWEA)	Dubai Petroleum Company (DPC)	Sultan Qaboos University
Abu Dhabi Drilling Chemicals & Products Limited (ADDCAP)	EMARAT	Sun Power Gen. Systems & Services
Al Ain Distribution Company (AADC)	Emirates CMS Power Company	Total Abu Al Bukhoosh
Al Jaber Engineering	Emirates Telecommunications Corp. (ETISALAT)	Total Fina Elf
Al Mirfa Power Company	Emirates National Oil Company (ENOC)	Zakum Development Company (ZADCO)
Al Jubail Fertilizer Company (ALBAYRONI)	Sabic Terminal Services Co. (SABTANK)	EXXON MOBIL
Al Jubail Petrochemical Company (KEMYA)	Saudi Aramco OOC Group	Maersk Oil Qatar AS
Al Khafji Joint Operations AOC & AGOC	Saudi Aramco Mobil Refinery Company Limited (SAMREF)	Occidental Petroleum of Qatar (OXY)
Al Suwaidi Industrial Services Co. Ltd	Saudi Aramco Shell Refinery Company (SASREF)	Qatar Fuel Additives Company Limited (QAFAC)
Arabian Industrial Fibers Company (IBN RUSHD)	Saudi Arabian Fertilizer Company (SAFCO)	Qatar Electricity & Water Company (QEWAC)
Arabian Petrochemical Company (PETROKEMYA)	Saudi Chevron Phillips	Qatar Fertilizers Company (QAFCO)
Consolidated Contractors Company W.L.L. (CCC)	Saudi Electricity Company	Qatar Liquefied Gas Company (Qatar Gas)
Eastern Petrochemical Company (SHARQ)	Saudi European Petrochemical Company (IBN ZAHR)	Qatar Petrochemical Company (QAPCO)
EXXON MOBIL	Saudi European Petrochemical Company	Qatar Petroleum Company (QP)
National Gas & Industrial Co. (GASCO)	Saudi Iron & Steel Company (HADEED)	Qatar Steel Company (QASCO)
IBN AI BAYTAR National Chemical Fertilizer (SABIC)	Saudi Methanol Company (AR-RAZI)	Qatar Subsea Services (QSS)
Ibn Hayyan Plastic Product Company (TAYF)	Saudi Petrochemical Company (SADAF)	Qatar Vinyl Company
Kafji Joint Operation	Saudi Yanpet Petrochemical Co. (YANPET)	Ras Laffan Liquefied Natural Gas Company (RAS GAS)
National Industrial Gases Company (GAS)	SHARQ (Sabic SHARQ - East Petrochemical)	RAMBOLL
National Chemical Fertilizer Company (IBN AI-BAYTAR)	Saudi Consolidated Electric Company (SCECO)	Total Fina Elf
National Methanol Co. (IBN SINA)	VELA International Marine	Oman National Electric Company
Sabic Basic Industries Corporation (SABIC)	Bahrain National Gas Company (BANAGAS)	Halliburton Oman
Bahrain National Oil Company (BANOCO)	Oman LNG	MB Petroleum Services
Aluminum Bahrain (ALBA)	Oman Oil Company	Oil Drilling and Exploration LLC
Bahrain Petroleum Company (BAPCO)	Oman Refinery Company L.L.C.	Occidental Of Oman (OXY)
Bahrain Telecommunications Company (Batelco)	Petroleum Development Oman (PDO)	Oman Gas Company S.A.O.C.
Gulf Petroleum Industries Company (GPIC)	Kuwait Oil Company (KOC)	Kuwait Petroleum Company (KPC)
Kuwait National Petroleum Company (KNPC)	Kuwait Oil Tanker Company (KOTC)	Petroleum Industries Company (PIC) (KSC)
Jordan Petroleum Refinery Co. LTD	Jordan Phosphate Mines	NNPC - Nigerian National Petroleum Corporation
Karachaganak Petroleum Operating	Nigerian Gas Company	Warri Refining and Petrochemical Company
JGC-DESCON ENGINEERING (PVT.)	MOL Pakistan Oil and Gas Company B.V.	McDermott
ORYX GTL	Rabigh Refining & Petrochemical	RasGas Company Ltd
Royal Commission For Yanbu & Jubail	Emirates Nuclear Energy Corporation	Federal Authority For Nuclear Regulation
International Petroleum Investment	King Abdulaziz City for Science & Tech	Mubadala Petroleum
Dolphin Energy Ltd	Tawazun Offset Program Bureau	Dubai Electricity & Water Authority

Certified And Specialised Courses

The certified courses are cutting-edge events which are brought to you in association with our academic partners.

Discover the benefits of these certified courses:

- Gain an in-depth understanding of every issue impacting your organisation and ensure you walk away with the confidence and experience to handle any situation
- Earn a certificate in your chosen topic area that will attest to your proficiency, enhance your value to your organisation and further your professional development
- Discover best practice and critical strategies in your chosen field that will ensure organisational compliance and improve your job performance
- Exchange ideas and discuss practical solutions to common (and not so common) dilemmas with colleagues and leading specialists



International Accreditations

By virtue of AL Khobraa Experts Training Company approved training provider status with the below professional organizations, the participant may be awarded with an internationally recognized and Accredited Certificate that will provide him with unmatched value in enhancing and developing his career and professional skills.

AL Khobraa Experts Training Company Company is the first training company in the whole Middle East that adapted the Continuing Professional Development concept, which features the awarding of continuing education units, professional development hours or similar professional development units which greatly assists all professionals in quantifying and making a proper and valid reference as to the training that they have gained through time.



API: American Petroleum Institute

AL Khobraa Experts Training Company Company is the training provider in the Middle East that holds this prestigious status as an API Certified Training Provider, and will continue its commitment to promote API's tradition of quality in its delivery of internationally-accredited training programs. AL Khobraa Experts Training Company Company demonstrates compliance to the standards and strictest requirements of **API's Training Provider Certification Program (TPCP)**. AL Khobraa Experts Training Company complies with the API's strictest API TM-1 standard and fully satisfies the **TPCP criteria** in the delivery of global qualifications at par with international standards.



IACET: International Association for Continuing Education & Training

AL Khobraa Experts Training Company is an Authorized Training Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102, USA. In obtaining this authority, AL Khobraa Experts Training Company has demonstrated that it complies with **the ANSI/IACET 1-2013 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, AL Khobraa Experts Training Company is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 1-2013 Standard**.

AL Khobraa Experts Training Company's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

AL Khobraa Experts Training Company will award CEUs (Continuing Education Units) or PDHs (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of AL Khobraa Experts Training Company programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by AL Khobraa Experts Training Company. AL Khobraa Experts Training Company will provide a copy of the participant's CEU and PDH Transcript of Records upon request.



BAC: British Accreditation Council

AL Khobraa Experts Training Company is accredited by the British Accreditation Council **for Independent Further and Higher Education as an International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, AL Khobraa Experts Training Company meets all of the international higher education criteria and standards set by BAC.



AWS: American Welding Society

AL Khobraa Experts Training Company is the International Agent of the **American Welding Society (AWS)** and Authorized Provider of AWS international certification examinations outside the USA. AL Khobraa Experts Training Company exhibits compliance and adherence to **AWS Quality Control Standards** in the development, conduct and delivery of certification courses and exams for welding and inspection professionals on behalf of the American Welding Society.

The American Welding Society's certification programs are internationally recognized and are used as a benchmark of quality workmanship and skills within the welding industry around the world.



C&G: British City & Guilds (C&G)

AL Khobraa Experts Training Company is an Approved Centre by the **British City & Guilds**. City & Guilds is the leading award-giving body and provider of international vocational qualifications. City & Guilds qualifications are recognized worldwide and are offered across a wide range of industries progressing from entry level to the highest levels of professional achievement. AL Khobraa Experts Training Company complies with the scope and qualification requirements of City & Guilds.



NEBOSH: The National Examination Board in Occupational Safety and Health

AL Khobraa Experts Training Company is an Accredited Course Provider of The National Examination Board in Occupational Safety and Health (**NEBOSH**). NEBOSH is an awarding body approved by Scottish Qualifications Authority (SQA) and AL Khobraa Experts Training Company is authorized to offer NEBOSH's comprehensive range of globally-recognized qualifications designed to meet the health, safety, environmental and risk management needs of all places of work in both the private and public sectors.



ITC-UNCTAD/WTO: International Trade Centre – United Nations Center for Trade & Development / World Trade Organization

AL Khobraa Experts Training Company is an Approved Training Partner of the **International Trade Center – UNCTAD/WTO**. AL Khobraa Experts Training Company is approved to deliver ITC's International Professional Certification Program based on the Modular Learning System on Supply Chain Management (MLS-SCM). AL Khobraa Experts Training Company exhibits its commitment in regularly monitoring and evaluating the implementation of ITC's training programmes and in adopting corrective measures as needed to ensure that the highest possible levels of professionalism, quality and impact are attained. ITC is the joint agency of WTO and the United Nations and is devoted to helping countries become more competitive in global markets and thus speed up sustainable economic development and contribute to the achievement of the Millennium Develop-



CIEH: Chartered Institute of Environmental Health

AL Khobraa Experts Training Company is an Approved Training Centre of the **Chartered Institute of Environmental Health (CIEH)**. As an approved training centre, AL Khobraa Experts Training Company is authorized to offer CIEH's international qualifications on health, safety and environment, and demonstrates its commitment to the Charter Principles which incorporates standards of excellence and principles of good practice as specified in the CIEH Centre Charter. CIEH is a Royal Charter commissioned to promote environmental health and safety by regulating training and certification programs for public benefit.



ISBI: International Society of Boiler & Pressure Vessel Inspectors (ISBI)

AL Khobraa Experts Training Company is an approved training and exam provider of the **International Society of Boiler & Pressure Vessel Inspectors (ISBI)**. ISBI is one of the premiere international organizations that focus on upgrading the skills and qualification levels of boiler and pressure vessel inspectors and operators.



ICML: International Council for Machinery Lubrication

AL Khobraa Experts Training Company is an international exam partner of the **International Council for Machinery Lubrication (ICML)**. AL Khobraa Experts Training Company has exhibited compliance to standards of delivery of ICML's qualifications and examinations in the Middle East. The ICML is an independently-chartered organization founded to facilitate growth and development of machine lubrication as a technical field of endeavour. Among its various activities, ICML offers skill certification testing for individuals in the fields of machine condition monitoring, lubrication and oil analysis.



PMI: Project Management Institute (R.E.P.) ID: 4526

AL Khobraa Experts Training Company's training programs meet the continuing professional development requirements of the **Project Management Institute (PMI)**. The Professional Development Units/Hours (**PDU**s) or Continuing Education Units (**CEU**s) awarded to AL Khobraa Experts Training Company's participants are recognized and credited by the Project Management Institute (**PMI**) as per Criterion 4 of the Registered Education Provider (**R.E.P**) Program, by virtue of AL Khobraa Experts Training Company's Authorized Provider status from the International Association for Continuing Education & Training (**IACET-USA**).



SAVE International: Society of Value Engineers

Some of AL Khobraa Experts Training Company's instructors are certified by **SAVE International®** to deliver its internationally-recognized qualifications and certification programs on value engineering. **SAVE International®** is the premier international society devoted to the advancement and promotion of value engineering, methodology and management.



BEAC: Board of Environmental, Health & Safety Auditor Certifications

AL Khobraa Experts Training Company's safety audit and inspection courses adhere to the guidelines set by the **Board of Environmental, Health & Safety Auditor Certifications (BEAC-USA)**. BEAC is authorized to issue professional certifications relating to environmental, health, and safety auditing and other scientific fields. BEAC is a member of the Council of Engineering and Scientific Specialty Boards (**CESB**), a third-party accreditation board. The **CESB** has granted full accreditation to BEAC's Certified Professional Environmental Auditor (**CPEA**) certification.



NACE: National Association of Corrosion Engineers

AL Khobraa Experts Training Company employs some instructors who are active and certified members of the **National Association of Corrosion Engineers (NACE)**. **NACE International** is recognized globally as the premier authority for corrosion control solutions. The organization offers technical training and certification programs, conferences, industry standards, reports, publications, technical journals and government relations activities.



OSHA: Occupational Safety and Health Administration

Some of AL Khobraa Experts Training Company's instructors are certified and approved by the **Occupational Safety & Health Administration (OSHA)** to conduct general safety courses and outreach training programs for industries. **OSHA's** mission is to assure safe and healthy working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.



IOSH Managing Safety & Working Safety- Centre ID: 3474

IOSH is dedicated to raising the standards of health, safety and environmental management. They are recognised worldwide by practitioners and employers alike as the leading light in health and safety standards of training. AL Khobraa Experts Training Company Licensed Training Provider and accredited to run IOSH 'Managing Safely' certification. View our IOSH Accredited Training Programmes.



ACTVET: Abu Dhabi Centre for Technical & Vocational Education and Training

AL Khobraa Experts Training Company is approved by Abu Dhabi Centre for Technical & Vocational Education and Training (ACTVET) as a Training Provider of technical and management programmes. AL Khobraa Experts Training Company demonstrates its compliance with ACTVET's standards and licensing requirements pertaining to the competence of its staff, learning materials, and resources needed to deliver and assess the qualifications offered. ACTVET was created by the Abu Dhabi Executive Council to preside over technical and vocational training, committed to establishing policies and standards that effectively regulate technical and vocational educational institutions in the Emirate of Abu Dhabi.



KHADA: Knowledge & Human Development Authority - Permit No. 627400

AL Khobraa Experts Training Company is approved by Dubai Knowledge & Human Development Authority (KHADA Permit No. 627400) as a Training Provider of technical and management programmes. AL Khobraa Experts Training Company demonstrates its compliance with KHADA's standards and licensing requirements pertaining to the competence of its staff, learning materials, and resources needed to deliver and assess the qualifications offered. KHADA was created by the Dubai Executive Council to preside over technical and vocational training, committed to establishing policies and standards that effectively regulate technical and vocational educational institutions in the Emirate of Dubai.



TVTC: Technical and Vocational Training Corporation - Registration No. (8/1/54436)

AL Khobraa Experts Training Company was established in 1995 as a consultancy and training provider in the UAE, today we have branches all over the Middle East. Our KSA branch is approved by TVTC , registration No. (8/1/54436), and CR No: (1010264773).



ISO 9001:2015 Quality Assurance Standard (Certificate No. ICA2420320169710056)

IAL Khobraa Experts Training Company has been awarded the ISO 9001:2015 Quality Assurance Standard in 2009. Receiving the ISO is validation of sustainability of achievements accomplished throughout the years for the quality services provided to our clients and the increased level of client satisfaction, as well as adopting and enhancing the best international practices and procedures. ACS Registrars Limited, an international organisation and provider for ISO Certificates, has granted AL Khobraa Experts Training Company the Quality Assurance Standard after examining the processes for compatibility with the classification rules and criteria, the implementation of the process, performance measurement, continuous development and other requirements to hold the ISO Certification. This includes offering the best quality services and responding to clients promptly.



OHSAS 18001 (Certificate No. ICA2420420169710066)

AL Khobraa Experts Training Company has recently been awarded the OHSAS 18001:2007 Certification. The objective of this new standard is to provide a model for Quality professional safety practice and performance, and a common reference for learning service providers (LSPs) in the design, development, and delivery of training.



FAHR: Federal Authority for Government Human Resources

AL Khobraa Experts Training Company is an Approved Training Partner of the Federal Authority for Government Human Resources (FAHR). The FAHR is the government authority established to manage and develop human resources of ministries and federal government entities to achieve corporate performance excellence through effective collaboration with training partners and support the implementation of integrated solutions for human resources according to international best practices.



ASNT: American Society for Non-destructive Testing

Some of AL Khobraa Experts Training Company's instructors are certified by the **American Society for Non-destructive Testing (ASNT)** and are authorized to conduct ASNT's certification programs for specific NDT levels. The ASNT is the world's largest technical society for non-destructive testing (NDT) that provides a forum for exchange of NDT technical information, NDT educational materials and programs, and standards and services for the qualification and certification of NDT personnel.



ASME: American Society of Mechanical Engineers

Some of AL Khobraa Experts Training Company's instructors are active members of the **American Society of Mechanical Engineers (ASME)** and deliver relevant and applicable courses from Pressure Vessels and Piping to Welding and Power Plant Construction. ASME is an organization that enables collaboration, career enrichment, and skills development through quality programs in continuing education, training and professional development, codes and standards, research, conferences and publications, government relations and other forms of outreach.



Centre for Administrative Management Studies

Formed in 2013, Centre for Administrative Management Studies (CAMS) is the global professional body for practitioners, academics and students in Administrative Management. With clear stated charitable aims, CAMS undertakes to promote the science of administrative management for the public benefit.



The Chartered Institute of Logistics and Transport - United Arab Emirates Certificate No. A2017/ECO/00013

The Chartered Institute of Logistics and Transport (CILT) is a worldwide organisation with an established international pedigree. With over 33,000 members working in over 100 countries, the CILT spans the globe. CILT is the pre-eminent independent professional body for individuals associated with logistics, supply chains and all transport throughout their careers. It offers significant benefits to all its members, as well as a complete suite of educational courses internationally.

For more information on CILT, please visit www.ciltuae.org or www.cilt-international.com



The Chartered Institute of Procurement and Supply (CIPS)

The Chartered Institute of Procurement and Supply (CIPS) is an international organisation serving the purchasing and supply profession. Established in 1932, they have grown to become the central reference for industry best practice and their code of conduct is the standard around the world. In 1992 they were awarded a Royal Charter in recognition of our status as a centre of excellence and support for the profession.

Dedicated to promoting good practice, CIPS provides a wide range of services for the benefit of members and the wider business community. CIPS exists to promote and develop high standards of professional skill, ability and integrity among all those engaged in purchasing and supply chain management.

CIPS programmes provide professionals with practical knowledge and skills that can be used immediately back at work. Their trainers are experts in the field and have a track record in delivering innovative, interactive, stimulating and practical learning.



EFQM

EFQM helps to prepare a new generation of business leaders by offering training and development opportunities built on practice-based learning and exchange between organisations. Initially focusing on training business excellence professionals how to assess an organisation using the EFQM Excellence Model, the EFQM portfolio has expanded to include courses on how to start your organisation's "Journey to Excellence", to business management training for senior managers and high potentials through the Pegasus programme.



Institute of Healthcare Leadership and Management (IHLM)

In conjunction with IHLM, AL Khobraa Experts Training Company are proud to offer a comprehensive programme of certified courses in healthcare strategy, leadership and management designed to meet the professional development needs of today's healthcare leaders and their organisations. Based in Oxford in the UK, IHLM is a leading provider of open (available to all) and customised (tailor made for an organisation) courses and programmes as well as digital learning technologies that support the development of healthcare leaders and managers. It aspires to become the world's leading provider of executive education programmes and non-degree courses for healthcare organisations and those who work with or for them, with a faculty that includes many of the world's top healthcare thinkers and leaders.

IHLM's certified courses are aimed at anyone working in any healthcare sector irrespective of their professional or functional background. This includes those who are working in a professional or clinical role as well as staff with an administrative or managerial focus or who have significant leadership responsibilities. They are also appropriate for experienced healthcare managers who wish to refresh or update their existing skills.



ILM: Institute of Leadership & Management - Centre ID: 821887C

The Institute of Leadership and Management (ILM) is the UK's largest awarding body for leadership and management qualifications. ILM partners with over 2,000 ILM-approved centres, comprising private training providers, further and higher education colleges, and employers delivering in-house management training.



AL Khobraa Experts Training Company is approved by Society for Human Resource Management (SHRM)

Founded in 1948, the Society for Human Resource Management (SHRM) is the world's largest association devoted to human resource management. Representing more than 285,000 members in over 140 countries, the Society serves the needs of HR professionals and advances the interests of the HR profession. SHRM's motto is, leading people, leading organisations. Professional development programs offered by SHRM are created using proven global standards of best practice with an applied focus. Today, theory is not enough, the application is crucial. One of SHRM's four strategic pillars is to be a global organisation. SHRM's global growth increased by 32% in 2011 and over 8,500 members currently reside outside of the US. SHRM is also leading in the development ISO Standards for HR and competency models, by the profession, for the profession. A SHRM learning experience delivers the confidence of value and brand recognition that can only come from the world's largest HR association.



The Institute of Sales & Marketing Management (ISMM)

The Institute of Sales & Marketing Management (ISMM) is the UK's only professional body for salespeople. Founded in 1911 to promote standards of excellence in sales and sales management and to enhance the status and profile of sales as a profession, the ISMM has been the authoritative voice of selling and the custodian of sales standards, ethics and best practice for over 35 years.

The ISMM is also responsible for establishing benchmarks of professionalism in sales. It is the only membership body recognised by the UK Government regulatory body Ofqual as an awarding organisation to offer qualifications in Sales, Marketing and Sales Management.

ISMM members are drawn from every sector of industry and commerce. From those just embarking upon a sales career through to senior and experienced sales managers and directors, they share a commitment to upholding the standards of professionalism and integrity that are all hallmarks of sales success.



ATD

Association for Talent Development (previously ASTD) is the world's largest association dedicated to those who develop talent in organizations. For 70 years, ATD's educational mission has been to empower learning and development professionals with the knowledge and skills they need to be successful and competitive.



AIPMM

The Association of International Product Marketing and Management (AIPMM) is the world's largest professional organisation of product managers, brand managers, product marketing managers and other individuals responsible for guiding their organisations and clients through a constantly changing business landscape. It is the only organisation that represents those who manage the entire product life-cycle throughout any industry. Currently over 8000 members strong, it has offerings in North America, Europe and the Middle East, and is expanding soon into Southeast Asia.



ASQ: American Society of Quality

AL Khobraa Experts Training Company delivers certification-preparation programs on quality management and reliability engineering in accordance with the certification requirements of the American Society of Quality (ASQ). ASQ advances the professional development, credentials, knowledge and skills of quality and reliability professionals through a variety of fields and standards. ASQ also provides support to a number of volunteer groups that develop and approve international and American National Standards. This includes the most widely known standards, such as ISO 9001, ISO 26000, and ISO 14001, as well as other standards and technical reports that apply quality management principles, tools and technology.

Frequently Asked Questions (FAQ)

There are five easy ways to register:

- Web: Click REGISTER and complete the form and click SUBMIT.
- e-mail: Send your details to info@ecomana-uae.com
- Fax: Complete the Registration Form and fax it to +971 2 6262300
- Telephone: Please call +971 2 6263326 / +971 2 6911867 to reserve your place.
- Post: Send a completed registration form to P.o.Box: 31441 - Abu Dhabi, UAE

How can I participate in EcoMan Co. course?

To maximize convenience, EcoMan Co. public courses are available in over 40 locations around the world, and held multiple times throughout the year. Participants can attend in person.

What do the fees include?

The fee for the seminar/Programs includes expert instruction materials, documentation, lunch, snacks, and coffee/tea. Accommodation charges are not included in the Fees.

Are there prerequisites or qualifications required to participate in EcoMan Co. training?

There are no prerequisites or qualifications required to participate. However, to maximize the course experience, you will want to pay particular attention to the "Designed For" section of each description, as well as how the course fits in its respective Course Progression Map.

How can I tell which course is right for me?

The best way to find the course that will meet your needs is to look at the Course Progression Map for your discipline, job function, or subject matter need. Each map will show you how the courses are organized within each discipline by level, from Basic to Specialized. In addition to specific subject matter categories within each discipline, the map will also show you the most relevant inter-disciplinary and cross-training courses from other disciplines.

How can I pay?

Your company will be invoiced and we accept a variety of payment methods, including; bank transfer, bankers draft, cheque or cash. We do require payment before the seminar is scheduled to take place.

Do EcoMan Co. courses give me credit toward continuing education?

Yes, EcoMan Co. courses qualify toward Continuing Education Units (CEU) and Professional Development Hours (PDH). A five day course counts toward 3.2 CEUs and 32 PDHs. Our training group can provide the documentation needed upon completion of the course.

Are there any places left on a seminar/program?

Please contact us to check availability. Some seminars fill up very quickly so it is advisable to register as soon as possible to avoid disappointment. Email us at info@ecomana-uae.com

Do you give any assistance with obtaining a visa?

Yes – we do. For registered delegates, we issue a visa invitation letter to help support your application. We can also assist with hotel accommodation in all our venues, as some visas require accommodation in advance.

Are EcoMan Co. Training registered as a learning provider?

We are registered with the U.A.E, Saudi and Egypt Register of Learning Providers which is used by agencies such as the Learning & Skills Council (ACTVET)

Are there any special rates for accommodation?

We always try to secure a special rate for our delegates, please contact us for details. Special rates are subject to availability and are on a limited basis. Early registration will help secure a room at the reduced rate.

Cancellation Policy

If you need to cancel your registration, please do let us know as soon as possible. A late cancellation charge of US \$ 250.00 will be required if cancellation is less than 2 weeks before commencement. If you prefer, you can substitute a colleague in your place at no extra charge. Please call us on +971 2 6263326 / +971 2 6911867



UAE Tel: +971 2 69 86 076

KSA Tel: +966 11 466 0466

Fax: +966 11 4628912

P.o.Box: 295990 - Riyadh 11351 KSA

E-mail : info@alkhobraa.com

www.alkhobraa.com