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ENHANCEMENT AND PERFORMANCE ENRICHING CONGLOMERATE AT YOUR DOOR
STEP IN THE KINGDOM OF SAUDI ARABIA



BEMCONIANS YEARLY TRAINING PROGRAM 2023

رؤية
2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

المؤسسة العامة للتدريب التقني والمهني
Technical and Vocational Training Corporation
GOVT. APPROVED TRAINING CENTER

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JANUARY 2023

#	COURSE TITLE	COURSE DURATION	NUMBER OF CANDIDATES	DAMM	RIYADH	JEDDAH
1	BRCGS Food Safety Lead Auditor Session ISSUE 9	5 Days	Min. 06 Max. 15	01-05	08-12	15-19
2	The Innovation Imperative	2 Days	Min. 06 Max. 15	10-11	10-11	10-11
3	Creative Problem Solving & Decision-Making	2 Days	Min. 06 Max. 15	11-12	11-12	11-12
4	Change Management	2 Days	Min. 06 Max. 15	15-16	17-18	22-23
5	Measurement Uncertainty	2 Days	Min. 06 Max. 15	02-03	04-05	11-12
6	Certified Healthcare Quality Professional	"4 Months Weekend Based"	Min. 06 Max. 15	NIL	DEC-APR, 2023-2024	NIL
7	Scaffolding Safety Inspection, Erection & Dismantling	2 Days	Min. 06 Max. 15	NIL	NIL	23-24
8	Developing High-Performance Supplier & Partner Relationships	2 Days	Min. 06 Max. 15	22-23	25-26	29-30
9	E-Auditing Fundamentals: Virtual Communication & Remote Auditing	2 Days	Min. 06 Max. 15	NIL	25-26	29-30
10	Dropped Objects Prevention (DROPS)	2 Days	Min. 06 Max. 15	30-31	30-31	30-31

JAN 01 جمادى الآخرة - رجب 1444						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
01 ⁰⁸	02 ⁰⁹	03 ¹⁰	04 ¹¹	05 ¹²	06 ¹³	07 ¹⁴
08 ¹⁵	09 ¹⁶	10 ¹⁷	11 ¹⁸	12 ¹⁹	13 ²⁰	14 ²¹
15 ²²	16 ²³	17 ²⁴	18 ²⁵	19 ²⁶	20 ²⁷	21 ²⁸
22 ²⁹	23 ⁰¹	24 ⁰²	25 ⁰³	26 ⁰⁴	27 ⁰⁵	28 ⁰⁶
29 ⁰⁷	30 ⁰⁸	31 ⁰⁹				



MANAGEMENT SYSTEMS AND STANDARDS

ISO 9001 : 2015 QUALITY MANAGEMENT SYSTEM

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15
4.	Lead Practitioner & Lead Implementer	5 Days	Managers	10 - 15
5.	Lead Auditor Course	5 Days	Supervisors and Managers	10 - 15

ISO 14001 : 2015 ENVIRONMENTAL MANAGEMENT SYSTEM

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15
4.	Lead Practitioner & Lead Implementer	5 Days	Managers	10 - 15
5.	Lead Auditor Course	5 Days	Supervisors and Managers	10 - 15

ISO 45001 : 2018 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15
4.	Lead Practitioner & Lead Implementer	5 Days	Managers	10 - 15
5.	Lead Auditor Course	5 Days	Supervisors and Managers	10 - 15

ISO 22000:2018 + FSSC 22000 V5 FOOD SAFETY MANAGEMENT SYSTEM

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15
4.	Lead Practitioner & Lead Implementer	5 Days	Managers	10 - 15
5.	Lead Auditor Course	5 Days	Supervisors and Managers	10 - 15

BRCGS FOOD SAFETY

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15

ISO 17025:2017 LAB QUALITY MANAGEMENT SYSTEM

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15
4.	Lead Practitioner & Lead Implementer	5 Days	Managers	10 - 15
5.	Lead Auditor Course	5 Days	Supervisors and Managers	10 - 15



#	COURSE TITLE	COURSE DURATION	NUMBER OF CANDIDATES	DAMM	RIYADH	JEDDAH
1	Level 4 Award in Food Safety Management	5 Days	Min. 06 Max. 10	05-09	12-16	19-23
2	Service Excellence Through Quality Practices	2 Days	Min. 06 Max. 15	01-02	NIL	NIL
3	IOSH Managing Safely	3 Days	Min. 06 Max. 15	NIL	19-23	NIL
4	Quality Tools and Techniques	2 Days	Min. 06 Max. 15	06-07	NIL	NIL
5	Leadership Development through Emotional Intelligence	2 Days	Min. 06 Max. 15	NIL	14-15	NIL
6	Communication Skills with Different Cultures	2 Days	Min. 06 Max. 15	NIL	NIL	22-23
7	44-hour OSH Specialist	7 Days	Min. 06 Max. 10	05-11	12-18	19-25
8	Value Stream Mapping	2 Days	Min. 06 Max. 10	NIL	14-15	NIL
9	Cost of Quality (COQ) Implementation	2 Days	Min. 06 Max. 10	19-20	22-23	27-28
10	Food Safety Culture - BRCGS	3 Days	Min. 06 Max. 10	12-15	20-22	26-28

FEB				رجب - شعبان		02
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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05 ¹⁴	06 ¹⁵	07 ¹⁶	08 ¹⁷	09 ¹⁸	10 ¹⁹	11 ²⁰
12 ²¹	13 ²²	14 ²³	15 ²⁴	16 ²⁵	17 ²⁶	18 ²⁷
19 ²⁸	20 ²⁹	21 ⁰¹	22 ⁰²	23 ⁰³	24 ⁰⁴	25 ⁰⁵
26 ⁰⁶	27 ⁰⁷	28 ⁰⁸				



ISO 15189:2022 MEDICAL LAB QUALITY MANAGEMENT SYSTEM

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15
4.	Lead Practitioner & Lead Implementer	5 Days	Managers	10 - 15
5.	Lead Auditor Course	5 Days	Supervisors and Managers	10 - 15

ISO 13485:2016 MEDICAL DEVICES QUALITY MANAGEMENT SYSTEM

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15
4.	Lead Practitioner & Lead Implementer	5 Days	Managers	10 - 15
5.	Lead Auditor Course	5 Days	Supervisors and Managers	10 - 15

ISO 27001:2022 INFORMATION SECURITY MANAGEMENT SYSTEM

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15
4.	Lead Practitioner & Lead Implementer	5 Days	Managers	10 - 15
5.	Lead Auditor Course	5 Days	Supervisors and Managers	10 - 15

ISO 26000:2010 GUIDANCE ON SOCIAL RESPONSIBILITY IWA 26:2017 FOR ISO 26000:2010 IN MANAGEMENT SYSTEMS SA8000:2014 SOCIAL RESPONSIBILITY MANAGEMENT SYSTEM

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15
4.	Lead Practitioner & Lead Implementer	5 Days	Managers	10 - 15
5.	Lead Auditor Course	5 Days	Supervisors and Managers	10 - 15

ISO 50001:2018 ENERGY MANAGEMENT SYSTEM

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15
4.	Lead Practitioner & Lead Implementer	5 Days	Managers	10 - 15
5.	Lead Auditor Course	5 Days	Supervisors and Managers	10 - 15

ISO 37001:2016 ANTI-BRIBERY MANAGEMENT SYSTEMS

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15
4.	Lead Practitioner & Lead Implementer	5 Days	Managers	10 - 15
5.	Lead Auditor Course	5 Days	Supervisors and Managers	10 - 15



MARCH 2023

#	COURSE TITLE	COURSE DURATION	NUMBER OF CANDIDATES	DAMM	RIYADH	JEDDAH
1	ISO 9001:2015 QMS Auditor / Lead Auditor Course	5 Days	Min. 06 Max. 10	05-09	12-16	19-22
2	FIRST AID, AED as per AHA Guidelines	2 Days	Min. 06 Max. 10	08-09	08-09	08-09
3	Six Sigma Black Belt	5 Days	Min. 06 Max. 10	12-16	NIL	NIL
4	Communication Skills for Managers	2 Days	Min. 06 Max. 10	NIL	26-30	NIL
5	Certified Human Resource Professional	July-Oct	Min. 06 Max. 10	NIL	NIL	4 Months Weekend Based
6	32 Hour Safety Committee/Team Member	4 Days	Min. 06 Max. 15	26-30	NIL	NIL
7	Regression Analysis	1 Day	Min. 06 Max. 15	NIL	30	NIL
8	Hazardous Materials (HAZMAT) Management	2 Days	Min. 06 Max. 15	NIL	NIL	07-08
9	Measurement System Analysis	2 Days	Min. 06 Max. 15	07-08	12-13	15-16
10	Measuring Process & Organizational Performance	2 Days	Min. 06 Max. 15	21-22	26-27	29-30

MAR 03 شعبان - رمضان

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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05 ¹³	06 ¹⁴	07 ¹⁵	08 ¹⁶	09 ¹⁷	10 ¹⁸	11 ¹⁹
12 ²⁰	13 ²¹	14 ²²	15 ²³	16 ²⁴	17 ²⁵	18 ²⁶
19 ²⁷	20 ²⁸	21 ²⁹	22 ³⁰	23 ⁰¹	24 ⁰²	25 ⁰³
26 ⁰⁴	27 ⁰⁵	28 ⁰⁶	29 ⁰⁷	30 ⁰⁸	31 ⁰⁹	



PRODUCTIVITY AND EXCELLENCE TRAINING

QUALITY AND PRODUCTIVITY

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1	Quality Improvement Tools and Techniques	2 Days	Supervisors & Managers	10 - 15
2	Statistical Process Control	2 Days	Supervisors & Managers	10 - 15
3	Statistical Quality Control	2 Days	Supervisors & Managers	10 - 15
4	Root Cause Analyses	2 Days	Supervisors & Managers	10 - 15
5	Conducting Meaningful & Effective Corrective Action	2 Days	Supervisors & Managers	10 - 15
6	Continuous Improvement Assessment	2 Days	Supervisors & Managers	10 - 15
7	Cost of Quality: Implementation Level Courses	2 Days	Supervisors & Managers	10 - 15
8	Failure Mode and Effects Analysis	2 Days	Supervisors & Managers	10 - 15
9	Introduction to Quality Engineering	2 Days	Supervisors & Managers	10 - 15
10	Guide to Process Improvement and Change	2 Days	Supervisors & Managers	10 - 15
11	Measuring Process and Organizational Performance	2 Days	Supervisors & Managers	10 - 15
12	Quality Fundamentals for Services	2 Days	Supervisors & Managers	10 - 15
13	Services Excellence Through Quality Practices	2 Days	Supervisors & Managers	10 - 15
14	Services Quality Measurement	2 Days	Supervisors & Managers	10 - 15
15	Introduction to Measurement and Calibration	2 Days	Supervisors & Managers	10 - 15
16	Process Auditing Tools and Techniques	2 Days	Supervisors & Managers	10 - 15
17	Total Productive Maintenance	2 Days	Supervisors & Managers	10 - 15
18	5-S Techniques for Housekeeping	2 Days	Supervisors & Managers	10 - 15
19	5 Whys Tools	2 Days	Supervisors & Managers	10 - 15
20	8 Wastes	2 Days	Supervisors & Managers	10 - 15
21	Kaizan	2 Days	Supervisors & Managers	10 - 15
22	Developing High-Performance Supplier Partnerships	2 Days	Supervisors & Managers	10 - 15
23	Cost of Quality: Finance for Continuous Improvement	2 Days	Supervisors & Managers	10 - 15
24	Changeover Reduction	2 Days	Supervisors & Managers	10 - 15
25	Supplier Quality Management	2 Days	Supervisors & Managers	10 - 15
26	Implementing a Complaint Handling	2 Days	Supervisors & Managers	10 - 15

LEAN/SIX SIGMA

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1	Introduction to Lean Principles	2 Days	Supervisors & Managers	10 - 15
2	Leading Lean Teams in Healthcare	2 Days	Supervisors & Managers	10 - 15
3	Lean Enterprise	2 Days	Supervisors & Managers	10 - 15
4	Lean for Service	2 Days	Supervisors & Managers	10 - 15
5	Lean for Healthcare	2 Days	Supervisors & Managers	10 - 15
6	Lean Six Sigma Yellow Belt	2 Days	Supervisors & Managers	10 - 15
7	Lean Six Sigma Green Belt Training	5 Days	Supervisors & Managers	10 - 15
8	Lean Six Sigma Black Belt Training	5 Days	Supervisors & Managers	10 - 15
9	Lean Six Sigma Master Black Belt Training	10 Days	Supervisors & Managers	10 - 15
10	Applying Lean to Pharmaceutical Manufacturing	2 Days	Supervisors & Managers	10 - 15
11	Lean Leadership Skills Workshop	2 Days	Supervisors & Managers	10 - 15

SOFTWARE ENGINEERING

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1	Reliability Engineering	5 Days	Supervisors & Managers	10 - 15
2	Software Quality Engineering	5 Days	Supervisors & Managers	10 - 15
3	Software Requirements Engineering	3 Days	Supervisors & Managers	10 - 15



#	COURSE TITLE	COURSE DURATION	NUMBER OF CANDIDATES	DAMM	RIYADH	JEDDAH
1	ISO 14001:2015 EMS Auditor / Lead Auditor Course	5 Days	Min. 06 Max. 10	02-06	09-13	16-20
2	Level 3 Award in First Aid at work & Safe Use of AED	3 Days	Min. 06 Max. 10	03-06	NIL	11-13
3	Statiscal Quality Control	2 Days	Min. 06 Max. 15	12-13	12-13	12-13
4	Balanced Scorecard & KPI's Development	2 Days	Min. 06 Max. 10	16-17	16-17	16-17
5	Level 1 Certificate in Quality Assurance	3 Days	Min. 06 Max. 15	18-20	18-20	18-20
6	132 Hour OSH Professional	15 Days	Min. 06 Max. 15	Week 1 Week 2	Week 1 Week 2	Week 1 Week 2
7	ISO 13485:2016 The Path Forward	2 Days	Min. 06 Max. 15	11-12	NIL	NIL
8	HAZCOM Train the Trainer	3 Days	Min. 06 Max. 15	25-27	25-27	25-27
9	Auditing for Improved	2 Days	Min. 06 Max. 15	17-18	19-20	NIL
10	Cost of Quality Finance Continuous Improvement	2 Days	Min. 06 Max. 15	09-10	11-12	19-20

APR رمضان - شوال **04**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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02 ¹¹	03 ¹²	04 ¹³	05 ¹⁴	06 ¹⁵	07 ¹⁶	08 ¹⁷
09 ¹⁸	10 ¹⁹	11 ²⁰	12 ²¹	13 ²²	14 ²³	15 ²⁴
16 ²⁵	17 ²⁶	18 ²⁷	19 ²⁸	20 ²⁹	21 ⁰¹	22 ⁰²
23 ⁰³	24 ⁰⁴	25 ⁰⁵	26 ⁰⁶	27 ⁰⁷	28 ⁰⁸	29 ⁰⁹
30 ¹⁰						



CERTIFICATION PREPARATION SESSIONS

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1	Certified Biomedical Auditor Exam Preparation	3 Days	Supervisors & Managers	10 - 15
2	Certified Manager of Quality/Organizational Excellence	5 Days	Supervisors & Managers	10 - 15
3	Certified Quality Engineer Certification Preparation	5 Days	Supervisors & Managers	10 - 15
4	Software Quality Engineering Refresher	1 Day	Supervisors & Managers	10 - 15
5	Certified Quality Auditor Certification Preparation	2 Days	Supervisors & Managers	10 - 15

LAB QUALITY TRAINING SERVICES

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1	Preparation for Laboratory Accreditation	5 days	Supervisors & Managers	10 - 15
2	Laboratory Management - Role of the Quality Manager	5 days	Supervisors & Managers	10 - 15
3	Laboratory Internal Audit	5 days	Supervisors & Managers	10 - 15
4	Combined Laboratory Management	4 Days	Supervisors & Managers	10 - 15
5	Uncertainty of Measurement	3 Days	Supervisors & Managers	10 - 15
6	Proficiency Testing ISO/IEC 17043	3 Days	Supervisors & Managers	10 - 15
7	Assessor Training – Laboratories ISO/IEC 17025	3 Days	Supervisors & Managers	10 - 15
8	ISO/IEC 17025 Lead Assessor	5 Days	Supervisors & Managers	10 - 15
9	ISO/IEC 17020 Awareness	3 Days	Supervisors & Managers	10 - 15
10	ISO 17065 Awareness Training	5 Days	Supervisors & Managers	10 - 15
11	Implementing Design Control Requirements and Best Practices	3 Days	Supervisors & Managers	10 - 15
12	Risk Management and Analysis for Medical Devices	3 Days	Supervisors & Managers	10 - 15
13	Process Validation Principles and Protocols	3 Days	Supervisors & Managers	10 - 15
14	Calibration Requirements and Equipment Controls for Medical Devices	3 Days	Supervisors & Managers	10 - 15
15	Root Cause Analysis for Life Science Investigations	3 Days	Supervisors & Managers	10 - 15
16	Implementing CAPA Programs for the Medical Device Industry	3 Days	Supervisors & Managers	10 - 15
17	Assessor Training – Medical Laboratories ISO 15189	3 Days	Supervisors & Managers	10 - 15

HEALTH AND SAFETY

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1	Level 1 Award in Health and Safety	1/2 Day	New Staff	10 - 15
2	Level 2 Award in Health and Safety	1 Day	Existing Staff	10 - 15
3	Level 3 Award in Health and Safety	3 Days	Supervisors & Managers	10 - 15
4	Level 4 Award in Health and Safety	5 Days	Supervisors & Managers	10 - 15

FIRE SAFETY

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1	Level 1 Award in Fire Safety	1/2 Day	New Staff	10 - 15
2	Level 2 Award in Fire Safety	1 Day	Staff and Supervisor	10 - 15
3	Level 3 Award in Fire Safety	3 Days	Supervisors& Managers	10 - 15

FIRST AID

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1	Level 3 Award in First Aid	3 Day	Staff and Supervisor	10 - 15
2	Level 6 Award in First Aid	3 Days	Supervisors& Managers	10 - 15

MAY 2023

#	COURSE TITLE	COURSE DURATION	NUMBER OF CANDIDATES	DAMM	RIYADH	JEDDAH
1	Level 3 Award in HACCP	3 Days	Min. 06 Max. 10	01-03	01-03	01-03
2	Total Productive Maintenance (TPM)	5 Days	Min. 06 Max. 10	07-09	07-09	07-09
3	Corporate Governance & Social Responsibility	3 Days	Min. 06 Max. 10	10-12	NIL	NIL
4	Corporate Risk Assessment	3 Days	Min. 06 Max. 10	NIL	16-18	NIL
5	Certified Healthcare Quality Professional	Aug-Nov	Min. 06 Max. 10	NIL	NIL	4 Months Weekend Based
6	Design Of Experiments (DOE)	2 Days	Min. 06 Max. 10	21-22	NIL	NIL
7	Process Capability	2 Day	Min. 06 Max. 10	NIL	23-24	NIL
8	Scaffolding Safety, Inspection, Erection	2 Days	Min. 06 Max. 10	NIL	NIL	29-30
9	Level 3 Award in Food Allergen Management	1 Days	Min. 06 Max. 10	21	22	23
10	Root Cause Analysis - BRCGS	2 Days	Min. 06 Max. 10	15-16	23-24	30-31

MAY 05 شوال - ذو القعدة

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	01 ¹¹	02 ¹²	03 ¹³	04 ¹⁴	05 ¹⁵	06 ¹⁶
07 ¹⁷	08 ¹⁸	09 ¹⁹	10 ²⁰	11 ²¹	12 ²²	13 ²³
14 ²⁴	15 ²⁵	16 ²⁶	17 ²⁷	18 ²⁸	19 ²⁹	20 ³⁰
21 ⁰¹	22 ⁰²	23 ⁰³	24 ⁰⁴	25 ⁰⁵	26 ⁰⁶	27 ⁰⁷
28 ⁰⁸	29 ⁰⁹	30 ¹⁰	31 ¹¹			



VISION رؤية
2030
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NEBOSH, IOSH & BRITISH SAFETY COUNCIL COURSES

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1	NEBOSH International Award	3 Days	Supervisors	10 - 15
2	NEBOSH International General Certificate in Occupational Health and Safety (IGC)	12 Days	Supervisors & Managers	10 - 15
3	NEBOSH Diploma	3 Months	Supervisors & Managers	10 - 15
4	British Safety Council Diploma	3 Months	Supervisors & Managers	10 - 15
5	IOSH Working Safely	3 Days	Supervisors	10 - 15
6	IOSH Managing Safely	5 Days	Supervisors & Managers	10 - 15

HEALTH AND SAFETY COURSES (BEMCON UK & OSHA USA CERTIFIED COURSES)

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1	Introduction to Occupational Safety & Health	2 Days	Staff and Supervisor	10 - 15
2	Essentials of Occupational Safety & Health	2 Days	Staff and Supervisor	10 - 15
3	Heat and Cold Stress Safety	2 Days	Staff and Supervisor	10 - 15
4	Stairway and Ladder Safety	2 Days	Staff and Supervisor	10 - 15
5	Scaffold Safety	2 Days	Staff and Supervisor	10 - 15
6	Confined Space Safety	2 Days	Staff and Supervisor	10 - 15
7	Hazard Communication for the Employee	2 Days	Staff and Supervisor	10 - 15
8	Housekeeping Safety	2 Days	Staff and Supervisor	10 - 15
9	Housekeeping Safety	2 Days	Staff and Supervisor	10 - 15
10	Housekeeping Safety	2 Days	Staff and Supervisor	10 - 15
11	Introduction to Safety Management	2 Days	Staff and Supervisor	10 - 15
12	Effective OSH Committee Operations	2 Days	Staff and Supervisor	10 - 15
13	Effective Accident Investigation	2 Days	Staff and Supervisor	10 - 15
14	Hazard Analysis and Control	2 Days	Staff and Supervisor	10 - 15
15	Hazard Communication Program	2 Days	Staff and Supervisor	10 - 15
16	Personal Protective Equipment (PPE)	2 Days	Staff and Supervisor	10 - 15
17	Energy Control Program (Lockout/Tagout)	2 Days	Staff and Supervisor	10 - 15
18	Introduction to Ergonomics	2 Days	Staff and Supervisor	10 - 15
19	Safety Supervision and Leadership	2 Days	Staff and Supervisor	10 - 15
20	Confined Space Program	2 Days	Staff and Supervisor	10 - 15

ASSESSOR QUALIFICATION

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Level 3 Award in Assessing Competence in the Work Environment	3 Days	Supervisors and Managers	10 - 15
2.	Level 3 Award in Assessing Vocationally Related Achievement	3 Days	Supervisors and Managers	10 - 15
3.	Level 3 Award in Understanding the Principles and Practices of Assessment	3 Days	Supervisors and Managers	10 - 15
4.	Level 3 Certificate in Assessing Vocational Achievement	3 Days	Supervisors and Managers	10 - 15

LICENSING

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Level 2 Award for Personal License Holders	1 Day	Existing Staff	10 - 15
2.	Level 2 Award In Underage Sales Prevention	1 Day	Existing Staff	10 - 15
3.	Level 6 Scottish Certificate for Personal License Holders (Refresher)	10 Days	Supervisors and Managers	10 - 15
4.	Level 6 Scottish Certificate for Personal License Holders	10 Days	Supervisors and Managers	10 - 15

JUNE 2023



#	COURSE TITLE	COURSE DURATION	NUMBER OF CANDIDATES	DAMM	RIYADH	JEDDAH
1	NEBOSH IGC (4 Hrs Daily or Weekend Session)	10 Days	Min. 06-Max. 15	Week 1-Week 4	Week 1-Week 4	Week 1-Week 4
2	Permit-to-Work (PTW)	1 Days	Min. 06-Max. 15	01	01	NIL
3	HAZCOM Train the Trainer	3 Days	Min. 06-Max. 15	04-06	NIL	13-15
4	Lockout Tagout (LOTO)	1 Day	Min. 06-Max. 15	NIL	NIL	NIL
5	Flow & Pull Systems	2 Days	Min. 06-Max. 10	07-08	07-08	NIL
6	Corporate Quality Strategy for Competitiveness	2 Days	Min. 06-Max. 10	NIL	NIL	21-22
7	Certified Supply Chain Management Professional	4 Months Weekend Based	Min. 06-Max. 10	NIL	NIL	NIL
8	36 Hours OSHA Supervisor	5 Days	Min. 06-Max. 10	11-15	18-22	NIL
9	Continual Improvement Assessment (CIA)	2 Days	Min. 06-Max. 15	11-12	14-15	18-19
10	Confined Space Entry	1 Days	Min. 06-Max. 15	22	25	26

JUN 06

ذو القعدة - ذو الحجة

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VISION رؤية
2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA
SAUDI ARABIAN

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Technical and Vocational Training Corporation
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NEBOSH, IOSH & BRITISH SAFETY COUNCIL COURSES

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
21	Fall Protection Program	2 Days	Staff and Supervisor	10 - 15
22	Electrical Safety Basics	2 Days	Staff and Supervisor	10 - 15
23	Safety Management System Evaluation	2 Days	Staff and Supervisor	10 - 15
24	Emergency Action Plans	2 Days	Staff and Supervisor	10 - 15
25	Fire Prevention Plans	2 Days	Staff and Supervisor	10 - 15
26	Fleet Safety Management	2 Days	Staff and Supervisor	10 - 15
27	Preventing Workplace Violence	2 Days	Staff and Supervisor	10 - 15
28	Ergonomics Program Management	2 Days	Staff and Supervisor	10 - 15
29	Forklift Safety	2 Days	Staff and Supervisor	10 - 15
30	Introduction to Machine Guarding	2 Days	Staff and Supervisor	10 - 15
31	Introduction to Process Safety Management	2 Days	Staff and Supervisor	10 - 15
32	Introduction to Industrial Hygiene	2 Days	Staff and Supervisor	10 - 15
33	Hearing Conservation Program Management	2 Days	Staff and Supervisor	10 - 15
34	Bloodborne Pathogens Prgm. Management	2 Days	Staff and Supervisor	10 - 15
35	Laboratory Safety	2 Days	Staff and Supervisor	10 - 15
36	Managing Workplace Stress	2 Days	Staff and Supervisor	10 - 15
37	Nail Gun Safety	2 Days	Staff and Supervisor	10 - 15
38	Introduction to Construction Safety Mgt.	2 Days	Staff and Supervisor	10 - 15
39	Trench and Excavation Safety	2 Days	Staff and Supervisor	10 - 15
40	Scaffold Safety Program Management	2 Days	Staff and Supervisor	10 - 15
41	Safe Scaffold Erection and Inspection	2 Days	Staff and Supervisor	10 - 15
42	Fall Protection in Construction	2 Days	Staff and Supervisor	10 - 15
43	Focus Four - Fall Hazards	2 Days	Staff and Supervisor	10 - 15
44	Focus Four - Caught-In or -Between Hazards	2 Days	Staff and Supervisor	10 - 15
45	Focus Four - Struck-By Hazards	2 Days	Staff and Supervisor	10 - 15
46	Focus Four - Electrocution Hazards	2 Days	Staff and Supervisor	10 - 15
47	Hand and Power Tool Safety	2 Days	Staff and Supervisor	10 - 15
48	Construction Worksite Safety	2 Days	Staff and Supervisor	10 - 15
49	Heavy Equipment Safety	2 Days	Staff and Supervisor	10 - 15
50	Demolition Safety	2 Days	Staff and Supervisor	10 - 15
51	Confined Space Safety in Construction	2 Days	Staff and Supervisor	10 - 15
52	Crane and Derrick Safety	2 Days	Staff and Supervisor	10 - 15
53	Health Hazards in Construction	2 Days	Staff and Supervisor	10 - 15
54	Well Site Preparation and Drilling Safety	2 Days	Staff and Supervisor	10 - 15
55	Oil and Gas Well Inspection	2 Days	Staff and Supervisor	10 - 15
56	Oil Spill Cleanup	2 Days	Staff and Supervisor	10 - 15
57	Offshore Oil and Gas Safety I	2 Days	Staff and Supervisor	10 - 15
58	Offshore Oil and Gas Safety II	2 Days	Staff and Supervisor	10 - 15
59	Oil and Gas Safety Management	2 Days	Staff and Supervisor	10 - 15
60	Oil and Gas Hazard Awareness	2 Days	Staff and Supervisor	10 - 15



JULY 2023



#	COURSE TITLE	COURSE DURATION	NUMBER OF CANDIDATES	DAMM	RIYADH	JEDDAH
1	ISO 45001:2018 OHSMS Lead Auditor Course	5 Days	Min. 06 Max. 10	02-06	09-13	16-20
2	Level 2 International Award in COSHH	1 Day	Min. 06 Max. 10	16	17	18
3	Statiscal Process Control	2 Days	Min. 06 Max. 15	23-24	25-26	NIL
4	TQM in Public Sectors	3 Days	Min. 06 Max. 15	NIL	NIL	NIL
5	Level 2 Certificate in Quality Assurance	3 Days	Min. 06 Max. 15	NIL	18-20	24-26
6	48-hour OSH Manager	5 Days	Min. 06 Max. 10	02-06	09-13	NIL
7	Lean For Healthcare	3 Days	Min. 06 Max. 10	23-25	NIL	NIL
8	Error-Proofing Business Processes	4 Days	Min. 06 Max. 10	NIL	NIL	24-27
9	Environmental - BRCGS	2 Days	Min. 06 Max. 10	09-10	12-13	16-17
10	Hazard Analysis Risk Assessment - BRCGS	2 Days	Min. 06 Max. 10	19-20	23-24	30-31

JUL							1445	ذو الحجة - محرم	07
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30 ¹²	31 ¹³								



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COSHH QUALIFICATION

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1	Level 2 Award in the Control of Substances Hazardous to Health (QCF)	1 Days	Staff and Supervisor	10 - 15

HEALTH AND SOCIAL CARE

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1	Level 2 Award in Awareness of Dementia (QCF)	1 Days	Staff and Supervisor	10 - 15
2	Level 2 Award in Awareness of End of Life Care (QCF)	1 Days	Staff and Supervisor	10 - 15

LEGIONELLA AWARENESS

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1	Level 2 Award in Legionella Awareness (Cooling Towers and Evaporative Condensers) (QCF)	1 Days	Existing Staff	10 - 15
2	Level 2 Award in Legionella Awareness (Hot and Cold Water Systems) (QCF)	1 Days	Staff and Supervisor	10 - 15
3	Level 3 Award in Legionella Control for Responsible Persons (QCF)	3 Days	Supervisors and Managers	10 - 15

MANUAL HANDLING QUALIFICATION

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1	Level 2 Award in Moving People Safely (QCF)	1 Days	Staff and Supervisor	10 - 15
2	Level 2 Award in Safe Moving and Handling (QCF)	1 Days	Staff and Supervisor	10 - 15

POOL LIFEGUARDING

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1	Level 2 Award in Pool Lifeguarding (QCF)	1 Days	Staff	10 - 15
2	Level 2 Award in Swimming Pool Water Testing (QCF)	1 Days	Staff and Supervisor	10 - 15

SUBSTANCE MISUSE AWARENESS

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1	Level 1 Award in Substance Misuse Awareness (QCF)	1 Days	Staff and Supervisor	10 - 15
2	Level 2 Award in Substance Misuse (QCF)	1 Days	Staff and Supervisor	10 - 15

DEFENSIVE DRIVING

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1	Level 2 Award in the Control of Substances Hazardous to Health (QCF)	1 Days	New Learners	10 - 15



#	COURSE TITLE	COURSE DURATION	NUMBER OF CANDIDATES	DAMM	RIYADH	JEDDAH
1	ISO 41001 :2018 FM Management System Lead Auditor	5 Days	Min. 06 Max. 10	06-10	13-17	20-24
2	Negotiation Skills Learn How To Be A Master Negotiator	3 Days	Min. 06 Max. 10	07-09	NIL	NIL
3	Level 2 Int. Award in Work at Height	1 Day	Min. 06 Max. 10	NIL	13	NIL
4	Strategic Quality Planning	2 Days	Min. 06 Max. 10	NIL	NIL	13-14
5	ISO/IEC 17025 Compliance Introduction For Technicians	2 Days	Min. 06 Max. 10	16-17	NIL	NIL
6	Certificate in Customer Service Excellence	3 Days	Min. 06 Max. 10	NIL	20-21	NIL
7	How to Dressup for Corporate Environment	1 Day	Min. 06 Max. 10	14	17	21
8	Spill Prevention, Control and Countermeasure	2 Days	Min. 06 Max. 10	23-24	27-28	NIL
9	Failure Modes And Effects Analysis -- Design	2 Days	Min. 06 Max. 10	NIL	29-30	NIL
10	Emergency Response Leadership	2 Days	Min. 06 Max. 10	29-30	NIL	30-31

AUG 08 محرم - صفر

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13 ²⁶	14 ²⁷	15 ²⁸	16 ²⁹	17 ⁰¹	18 ⁰²	19 ⁰³
20 ⁰⁴	21 ⁰⁵	22 ⁰⁶	23 ⁰⁷	24 ⁰⁸	25 ⁰⁹	26 ¹⁰
27 ¹¹	28 ¹²	29 ¹³	30 ¹⁴	31 ¹⁵		



PROJECT MANAGEMENT COURSES

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1	Project Management Professional (PMP)	5 Days	Supervisors and Managers	10 - 15
2	Program Management Professional (PgMP)	4 Days	Supervisors and Managers	10 - 15
3	Portfolio Management Professional (PfMP)	5 Days	Supervisors and Managers	10 - 15
4	Certified Associate in Project Management (CAPM)	5 Days	Supervisors and Managers	10 - 15
5	Professional in Business Analysis (PMI-PBA)	5 Days	Supervisors and Managers	10 - 15
6	PMI Agile Certified Practitioner (PMI-ACP)	3 Days	Supervisors and Managers	10 - 15
7	PMI Risk Management Professional (PMI-RMP)	10 Days	Supervisors and Managers	10 - 15
8	PMI Scheduling Professional (PMI-SP)	12 Days	Supervisors and Managers	10 - 15

FOOD SAFETY

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1	Level 1 Award in Food Safety (Catering, Retail and Manufacturing)	1/2 Day	New Staff	10 - 15
2	Level 2 Award in Food Safety (Catering, Retail and Manufacturing)	1 Day	Existing Staff	10 - 15
3	Level 3 Award in Food Safety (Catering, Retail and Manufacturing)	3 Days	Supervisors	10 - 15
4	Level 4 Award in Food Safety (Catering, Retail and Manufacturing)	5 Days	Supervisors and Managers	10 - 15
5	FSPCA Preventive Controls for Human Food- USA	3 Days	Supervisors	10 - 15
6	BRCGS for Food Safety Issue 9 - Conversion course for manufacturers	1 Day	Supervisors	10 - 15
7	BRCGS for Food Safety Issue 9 - Conversion course for manufacturers	2 Days	Supervisors	10 - 15
8	BRCGS for Food Safety Issue 9 - Third Party Auditor	5 Days	Supervisors	10 - 15
9	BRCGS for Food Safety Issue 9 - Implementing the Standard	2 Days	Supervisors	10 - 15
10	BRCGS for Food Safety Issue 9 - Understanding the Requirements	2 Days	Supervisors	10 - 15
11	BRCGS Internal Auditor	2 Days	Supervisors	10 - 15
12	BRCGS Root Cause Analysis	2 Days	Supervisors	10 - 15
13	BRCGS HACCP	2 Days	Supervisors	10 - 15
14	BRCGS Packaging and Packaging Materials Issue 6 - Conversion course for manufacturers	1 Day	Supervisors	10 - 15
15	BRCGS Packaging and Packaging Materials Issue 6 - Conversion course for auditors	2 Days	Supervisors	10 - 15
16	BRCGS Packaging and Packaging Materials Issue 6 - Understanding the Requirements	2 Days	Supervisors	10 - 15
17	BRCGS Root Cause Analysis- Packaging	1/2 Day	Supervisors	10 - 15
18	BRCGS Internal Auditor Packaging	2 Days	Supervisors	10 - 15
19	BRCGS for Storage and Distribution Issue 4 - Understanding the Requirements	2 Days	Supervisors	10 - 15
20	BRCGS Storage & Distribution-Root Cause Analysis	1/2 Day	Supervisors	10 - 15
21	BRCGS Storage & Distribution-Internal Auditor	2 Days	Supervisors	10 - 15
22	BRCGS Agents and Brokers Issue 3 Understanding the Requirements for companies	1 Day	Supervisors	10 - 15
23	BRCGS Agents and Brokers Issue 3 Understanding the Requirements for auditors and ATPs	1 Day	Supervisors	10 - 15
24	BRCGS Agents and Brokers Root Cause Analysis	1/2 Day	Supervisors	10 - 15
25	BRCGS Agents and Brokers Internal Auditor	2 Days	Supervisors	10 - 15
26	Internal Auditor-Consumer Product	2 Days	Supervisors	10 - 15

Hazard Analyses & Critical Control Point (HACCP)

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Level 1 Award in HACCP (Manufacturing, Retail and Catering)	1/2 Day	New Staff	10 - 15
2.	Level 2 Award in HACCP (Manufacturing, Retail and Catering)	1 Day	Existing Staff	10 - 15
3.	Level 3 Award in HACCP (Manufacturing, Retail and Catering)	3 Days	Supervisors	10 - 15
4.	Level 4 Award in HACCP (Manufacturing, Retail and Catering)	5 Days	Supervisors and Managers	10 - 15
5.	Hazard Analysis and Risk Based Preventive Controls (HARPC)	2 Days	Supervisors	10 - 15

SEPTEMBER 2023

#	COURSE TITLE	COURSE DURATION	NUMBER OF CANDIDATES	DAMM	RIYADH	JEDDAH
1	ISO 14001:2015 EMS Auditor / Lead Auditor Course	5 Days	Min. 06 Max. 10	03-07	10-14	17-21
2	Level 2 Award Infection Control	1 Day	Min. 06 Max. 10	11	12	13
3	Presentation Skills Making A Powerful Impact On Any Audience	3 Days	Min. 06 Max. 10	NIL	12-14	NIL
4	Strategic Marketing	2 Days	Min. 06 Max. 10	NIL	NIL	13-14
5	Process Risk Management	2 Days	Min. 06 Max. 10	18-19	NIL	NIL
6	Certified Software Quality Professional	Sep-Oct	Min. 06 Max. 10	NIL	4 Months Weekend Based	NIL
7	Certified Enterprise Risk Specialist	5 Days	Min. 06 Max. 10	NIL	NIL	24-28
8	10 Hour Employee Occupational Safety and Health	2 Days	Min. 06 Max. 10	17-18	NIL	NIL
9	Continuous Improvement Techniques	3 Days	Min. 06 Max. 10	NIL	25-27	NIL
10	Overhead Crane Safety	1 Day	Min. 06 Max. 10	NIL	NIL	28

SEP

09 صفر - ربيع الأول

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FOOD SAFETY AUDITING AND INSPECTION SKILLS

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Level 3 Award in Effective Auditing and Inspection Skills	2 Days	Supervisors	10 - 15

FOOD ALLERGEN MANAGEMENT QUALIFICATION

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Level 3 Award in Food Allergen Management for Caterers	3 Days	Supervisors	10 - 15

MANAGEMENT AND LEADERSHIP

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1	Supervisory Management Skills	2 Days	Supervisors & Managers	10 - 15
2	Leading High Performance Teams	2 Days	Supervisors & Managers	10 - 15
3	Developing Management Skills	5 Days	Supervisors & Managers	10 - 15
4	Strategic Thinking & Planning	2 Days	Supervisors & Managers	10 - 15
5	Managing Organizational Change	2 Days	Supervisors & Managers	10 - 15
6	Creative Problem Solving & Decision Making	2 Days	Supervisors & Managers	10 - 15
7	The Fundamentals of Project Management	3 Days	Supervisors & Managers	10 - 15
8	Event Management	2 Days	Supervisors & Managers	10 - 15
9	Coaching For Optimum Performance	2 Days	Supervisors & Managers	10 - 15
10	Planning & Organizing Skills	2 Days	Supervisors & Managers	10 - 15
11	Level 2 Award in Conflict Management (QCF)	1 Day	Supervisors	10 - 15
12	Level 2 Certificate in Team Leading Principles (QCF)	1 Day	Supervisors	10 - 15
13	Level 2 NVQ Certificate in Team Leading (QCF)	1 Day	Supervisors	10 - 15
14	Level 3 Certificate in Management (QCF)	3 Days	Supervisors and Managers	10 - 15
15	Level 3 NVQ Certificate in Management (QCF)	3 Days	Supervisors and Managers	10 - 15

ADMINISTRATIVE SKILLS

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Office Management	3 Days	Staff and Supervisors	10 - 15
2.	Professional Secretarial & Administration Skills	2 Days	Staff and Supervisors	10 - 15
3.	The Perfect PA - For PAs & Executive Secretaries	2 Days	Staff and Supervisors	10 - 15

SALES AND MARKETING

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1	Your Sales Skills – The Key Elements Of Successful Selling	3 Days	Supervisors & Managers	10 - 15
2	Advanced Selling Skills	2 Days	Supervisors & Managers	10 - 15
3	Key Account Management	3 Days	Supervisors & Managers	10 - 15
4	Negotiation Skills	3 Days	Supervisors & Managers	10 - 15
5	Advanced Negotiation Skills	2 Days	Supervisors & Managers	10 - 15
6	Managing A Successful Sales Team	2 Days	Supervisors & Managers	10 - 15
7	Essentials Of Marketing & Preparing An Effective Marketing Plan	3 Days	Supervisors & Managers	10 - 15
8	Strategic Marketing Workshop	2 Days	Supervisors & Managers	10 - 15
9	Presentation Skills – Making A Powerful Impact On Any Audience	3 Days	Supervisors & Managers	10 - 15
10	Advanced Presentation Skills	2 Days	Supervisors & Managers	10 - 15



#	COURSE TITLE	COURSE DURATION	NUMBER OF CANDIDATES	DAMM	RIYADH	JEDDAH
1	ISO 17025 Lab. Quality Mgt. System Auditor / Lead Auditor Course	5 Days	Min. 06 Max. 10	01-05	08-12	15-19
2	Effective Communication Skills for Auditors & Inspectors	2 Days	Min. 06 Max. 10	04-05	18-19	25-26
3	Risk Management Essentials & Implementation Strategies	3 Days	Min. 06 Max. 10	15-17	22-24	NIL
4	Conflict Management Skills for Leaders and Managers	2 Days	Min. 06 Max. 10	NIL	NIL	16-17
5	Traceability from Farm to Fork Safety	2 Days	Min. 06 Max. 10	23-24	23-24	23-24
6	Certified Quality Assurance Professional	"4 Months Weekend Based"	Min. 06 Max. 10	NIL	Jan-April 2023	NIL
7	H2S and SCBA Working and Operational Safety	2 Days	Min. 06 Max. 10	NIL	NIL	18-19
8	Personal Protective Equipment	1 Day	Min. 06 Max. 10	24	24	24
9	Customer Service For The Frontline	1 Day	Min. 06 Max. 10	30	30	NIL
10	Hazard Recognition and Identification	1 Day	Min. 06 Max. 10	31	NIL	31

OCT

ربيع الأول - ربيع الآخر

10

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HR MANAGEMENT TRAINING

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Human Resource (HR) Management Skills	3 Days	Supervisors & Managers	10 - 15
2.	Interviewing Skills – For Recruitment & Selection	2 Days	Supervisors & Managers	10 - 15
3.	Train The Trainer – Group Training Techniques	3 Days	Supervisors & Managers	10 - 15
4.	Writing Effective Job Descriptions & Person Specifications	2 Days	Supervisors & Managers	10 - 15
5.	Writing Effective Policies & Procedures	2 Days	Supervisors & Managers	10 - 15

CUSTOMER SERVICES TRAINING

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Customer Relationship Management	2 Days	Staff and Supervisors	10 - 15
2.	Etiquette For Excellent Customer Service	2 Days	Staff and Supervisors	10 - 15
3.	Improve Your Telephone Skills – ‘How To Win & Keep Customers	2 Days	Staff and Supervisors	10 - 15
4.	Customer Care & Telephone Skills	2 Days	Staff and Supervisors	10 - 15

PERSONAL DEVELOPMENT

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Self & Time Management	2 Days	Supervisors & Managers	10 - 15
2.	Stress Management	1 Day	Supervisors & Managers	10 - 15
3.	Developing Effective Interpersonal & Communication Skills	2 Days	Supervisors & Managers	10 - 15
4.	Assertiveness Skills (& Dealing With Difficult Situations)	2 Days	Supervisors & Managers	10 - 15
5.	Understanding Emotional Intelligence	2 Days	Supervisors & Managers	10 - 15

FINANCE COURSES

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Financial Awareness For The Non-Financial Person	3 Days	Supervisors & Managers	10 - 15
2.	Fundamentals of Budgeting	2 Days	Supervisors & Managers	10 - 15
3.	Bid (Tender) Management	3 Days	Supervisors & Managers	10 - 15

RETAIL COURSES

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Level 1 Award in Retail Knowledge	1/2 Day	New Staff	10 - 15
2.	Level 1 Certificate in Retail Knowledge	1/2 Day	New Staff	10 - 15
3.	Level 2 Award in Retail Knowledge	1 Day	Supervisors	10 - 15
4.	Level 3 Award in Retail Knowledge	3 Days	Supervisors and Manager	10 - 15
5.	Level 3 Certificate in Retail Skills (Management)	3 Days	Supervisors and Manager	10 - 15
6.	Level 3 Certificate in Retail Skills (Sales Professional)	3 Days	Supervisors and Manager	10 - 15
	Level 3 Certificate in Retail Skills (Visual Merchandising)	3 Days	Supervisors and Manager	10 - 15

RISK ASSESSMENT

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Level 2 Award in Risk Assessment	2 Days	Supervisors	10 - 15
2.	Level 3 Award in Risk Assessment	3 Days	Supervisors and Managers	10 - 15



#	COURSE TITLE	COURSE DURATION	NUMBER OF CANDIDATES	DAMM	RIYADH	JEDDAH
1	NEBOSH IGC (4 Hrs Daily or Weekend Session)	10 Days	Min. 06 Max. 15	Week 1-Week 4	Week 1-Week 4	Week 1-Week 4
2	Defensive Driving	1 Days	Min. 06 Max. 15	02	02	NIL
3	Crane, Rigging and Lifting Safety	2 Days	Min. 06 Max. 15	NIL	08-09	NIL
4	Off-Road/Desert Driving Train-the-Trainer	2 Days	Min. 06 Max. 15	NIL	NIL	14-15
5	5-S Champions Program for Productivity	2 Days	Min. 06 Max. 15	05-06	08-09	12-13
6	Six Sigma Green Belt	2 Days	Min. 06 Max. 15	19-20	21-22	NIL
7	Certified Labor Laws & IR Management Professional	2 Days	Min. 06 Max. 15	NIL	NIL	May-Aug.
8	36-hour Safety Committee/Team Leader	5 Days	Min. 06 Max. 15	19-23	19-23	NIL
9	Process Auditing Techniques	2 Days	Min. 06 Max. 15	NIL	NIL	NIL
10	Overhead Crane Safety	1 Days	Min. 06 Max. 15	NIL	NIL	28

NOV 11

ربيع الآخر - جمادى الأولى

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			01 ¹⁷	02 ¹⁸	03 ¹⁹	04 ²⁰
05 ²¹	06 ²²	07 ²³	08 ²⁴	09 ²⁵	10 ²⁶	11 ²⁷
12 ²⁸	13 ²⁹	14 ³⁰	15 ⁰¹	16 ⁰²	17 ⁰³	18 ⁰⁴
19 ⁰⁵	20 ⁰⁶	21 ⁰⁷	22 ⁰⁸	23 ⁰⁹	24 ¹⁰	25 ¹¹
26 ¹²	27 ¹³	28 ¹⁴	29 ¹⁵	30 ¹⁶		



BUSINESS WRITING COURSES

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Writing For Business (Level 1)	2 Days	Staff and Supervisors	10 - 15
2.	Writing For Business (Level 2)	2 Days	Staff and Supervisors	10 - 15
3.	Effective Business Report Writing	2 Days	Staff and Supervisors	10 - 15
4.	Taking Minutes of Meetings	1 Day	Staff and Supervisors	10 - 15

BUSINESS ADMINISTRATION

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Level 1 Certificate in Business Administration	1/2 Day	New Staff	10 - 15
2.	Level 2 Certificate in Principles of Business and Administration	1 Day	Supervisors	10 - 15
3.	Level 2 NVQ Certificate in Business and Administration	1 Day	Supervisors	10 - 15
4.	Level 3 Certificate in Principles of Business and Administration	3 Days	Supervisors and Managers	10 - 15
5.	Level 3 NVQ Diploma in Business and Administration	3 Days	Supervisors and Managers	10 - 15

MICROSOFT OFFICE COURSES

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Office Word 2010 (Intermediate/Advance)	2 Days	Staff and Supervisors	10 - 15
2.	PowerPoint 2013 (Intermediate / Advanced) NEW	2 Days	Staff and Supervisors	10 - 15
3.	Excel 2010 Level 1 (Beginner / Intermediate)	2 Days	Staff and Supervisors	10 - 15
4.	Excel 2010 Level 2 (Intermediate / Advanced)	2 Days	Staff and Supervisors	10 - 15
5.	Excel 2013 Level 1 (Beginner / Intermediate) NEW	2 Days	Staff and Supervisors	10 - 15
6.	Excel 2013 Level 2 (Intermediate / Advanced)	2 Days	Staff and Supervisors	10 - 15

STEWARDED COURSES

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Level 2 Award in Front of Stage Pit Barrier Operations	1 Day	Existing Staff	10 - 15
2.	Level 2 Award in Understanding Stewarding at Spectator Events	1 Day	Existing Staff	10 - 15

ENGLISH LANGUAGE COURSES

Nr.	Modules	Duration	Targeted Audience	Number of Candidates
1.	Level 1 Award English Language	3 MONTH	New Learners	20 - 25
2.	Level 2 Award English Language	6 MONTH	New Working Professional	20 - 25
3.	Level 3 Award English Language	12 MONTH	Working Professional	20 - 25
4.	Level 1 A General English Language	3-6 Weeks	Beginner	20 - 25
5.	Level 1 A Beginner, Elementary	3-6 Weeks	Beginner, Elementary	20 - 25
6.	Level 2 A PRE-Intermediate	3-6 Weeks	PRE-Intermediate	20 - 25
7.	Level 1 B Intermediate	3-6 Weeks	Intermediate	20 - 25
8.	Level 2 B Upper-Intermediate	3-6 Weeks	Upper-Intermediate	20 - 25
9.	Level 1 C Advanced	3-6 Weeks	Advance Professional	20 - 25
10.	Level 2 C Advanced	3-6 Weeks	Working Professional	20 - 25



#	COURSE TITLE	COURSE DURATION	NUMBER OF CANDIDATES	DAMM	RIYADH	JEDDAH
1	Level 4 Award in HACCP	5 Days	Min. 06 Max. 15	03-07	03-07	10-14
2	First Aid Bloodborne Pathogens Control	1 Days	Min. 06 Max. 15	17	18	19
3	KAIZEN	2 Day	Min. 06 Max. 15	24-25	NIL	26-27
4	7 Tools of Quality & its application According to Industry	2 Days	Min. 06 Max. 15	NIL	26-27	NIL
5	ISO 9001:2015 Auditor / Lead Auditor Course	5 Days	Min. 06 Max. 15	03-07	10-14	17-21
6	36-hour OSH Trainer (Train-the-Trainer)	5 Days	Min. 06 Max. 10	27-28	NIL	NIL
7	Integrated Quality Management Foundation Session	2 Days	Min. 06 Max. 15	NIL	19-20	27-28
8	Hoisting, Rigging & Lifting Safety	2 Days	Min. 06 Max. 15	24-25	NIL	27-28
9	Root Cause Analsis - BRCGS	2 Days	Min. 06 Max. 15	10-11	12-13	17-18
10	Internal Auditor - BRCGS	2 Days	Min. 06 Max. 15	20-21	24-25	27-28

DEC 12 جمادى الأولى - جمادى الآخرة

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01 ¹⁷	02 ¹⁸
03 ¹⁹	04 ²⁰	05 ²¹	06 ²²	07 ²³	08 ²⁴	09 ²⁵
10 ²⁶	11 ²⁷	12 ²⁸	13 ²⁹	14 ⁰¹	15 ⁰²	16 ⁰³
17 ⁰⁴	18 ⁰⁵	19 ⁰⁶	20 ⁰⁷	21 ⁰⁸	22 ⁰⁹	23 ¹⁰
24 ¹¹	25 ¹²	26 ¹³	27 ¹⁴	28 ¹⁵	29 ¹⁶	30 ¹⁷
31 ¹⁸						



TRAINING SERVICES PORTFOLIO

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Business Intelligence For Excellence



MANAGEMENT SYSTEM & STANDARDS

1. **ISO 9001:2015**
QUALITY MANAGEMENT SYSTEMS
2. **ISO 13485:2016**
MEDICAL DEVICES QUALITY MANAGEMENT SYSTEMS
3. **ISO 14001:2015**
ENVIRONMENTAL MGT. SYSTEMS
4. **ISO 15189**
MEDICAL LABORATORIES
5. **ISO 17025:2017**
LAB QUALITY MANAGEMENT
6. **ISO 18788:2015**
MANAGEMENT SYSTEMS FOR PRIVATE SECURITY OPERATIONS
7. **ISO 20000-1:2018**
INFORMATION TECHNOLOGY SERVICE MANAGEMENT
8. **ISO 21001:2018**
EDUCATIONAL ORGANIZATIONS MANAGEMENT SYSTEMS FOR EDUCATIONAL ORGANIZATIONS
9. **ISO 22000:2018**
FOOD SAFETY MGT. SYSTEMS
10. **FSSC 22000 V5.1**
FOOD SAFETY MGT. SYSTEM
11. **ISO 22301:2019**
SECURITY & RESILIENCE BUSINESS CONTINUITY MANAGEMENT SYSTEMS
12. **ISO 26000:2010**
GUIDANCE ON SOCIAL RESPONSIBILITY
13. **ISO 27001:2013**
INFORMATION SECURITY MANAGEMENT SYSTEM
14. **ISO 28000:2007**
SUPPLY CHAIN SECURITY MANAGEMENT
15. **ISO 29001:2020**
PETROLEUM, PETROCHEMICAL & NATURAL GAS INDUSTRIES SECTOR-SPECIFIC QMS
16. **ISO 30401:2018**
KNOWLEDGE MGT. SYSTEMS
17. **ISO 35001:2019**
BIORISK MGT. FOR LABORATORIES & OTHER RELATED ORGANISATIONS
18. **ISO 37001:2016**
ANTI-BRIBERY MGT. SYSTEMS
19. **ISO 37301:2021**
COMPLIANCE MGT. SYSTEMS
20. **ISO 41001:2018**
FACILITY MANAGEMENT MANAGEMENT SYSTEMS
21. **ISO 45001:2018**
OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEMS
22. **ISO 46001:2019**
WATER EFFICIENCY MGT. SYSTEMS
23. **ISO 50001:2018**
ENERGY MANAGEMENT MANAGEMENT SYSTEMS
24. **ISO 55001:2014**
ASSET MANAGEMENT MANAGEMENT SYSTEMS

QUALITY, PRODUCTIVITY & EXCELLENCE

1. Statistical Process Control
2. Statistical Quality Control
3. Root Cause Analyses
4. Conducting Effective Corrective Action
5. Cost of Quality: Implementation Courses
6. Failure Mode & Effects Analysis
7. Total Productive Maintenance
8. 5-S Techniques for Housekeeping
9. 5 Whys Tools
10. 8 Wastes
11. KAIZAN
12. Cost of Quality: Finance for Improvement
13. Supplier Quality Management
14. Implementing a Complaint Handling
15. Certified Mgr. of Quality Org. Excellence
16. Certified Quality Engineer
17. Uncertainty of Measurement
18. Proficiency Testing ISO/IEC 17043
19. Assessor Training Lab. ISO/IEC 17025
20. Introduction to Lean Principles
21. Lean Enterprise
22. Lean for Service
23. Lean for Healthcare
24. Lean Leadership Skills Workshop
25. Six Sigma Yellow Belt
26. Six Sigma Green Belt
27. Six Sigma Black Belt Training
28. Six Sigma Master Black Belt
29. Project Mgt. Professional
30. Program Mgt. Professional
31. Portfolio Mgt. Professional
32. Certified Associate in Project Mgt.
33. Professional in Business Analysis
34. PMI Agile Certified Practitioner
35. PMI Risk Mgt. Professional
36. PMI Scheduling Professional

HEALTH & SAFETY

HEALTH AND SAFETY

1. Level 1 Award in Health and Safety
2. Level 2 Award in Health and Safety
3. Level 3 Award in Health and Safety
4. Level 4 Award in Health and Safety

FIRE SAFETY

1. Level 1 Award in Fire Safety
2. Level 2 Award in Fire Safety
3. Level 3 Award in Fire Safety

FIRST AID

1. Level 2 Award in First Aid
2. Level 3 Award in First Aid

NEBOSH, ISOH & BRITISH SAFETY COUNCIL

1. NEBOSH International Award
2. NEBOSH International General Certificate in Occupational Health and Safety (IGC)
3. NEBOSH Diploma
4. British Safety Council Diploma
5. IOSH Working Safely
6. IOSH Managing Safely

MISCELLANEOUS COURSES

1. Level 2 Defensive Driving
3. Heat and Cold Stress Safety
5. Scaffold Safety
6. Confined Space Safety
7. Hazard Communication
13. Hazard Communication Program
14. Personal Protective Equipment
15. Energy Control Program (Lockout/Tagout)
16. Introduction to Ergonomics
18. Confined Space Program
20. Electrical Safety Basics
22. Emergency Action Plans
23. Fire Prevention Plans
26. Ergonomics Program
27. Forklift Safety
28. Machine Guarding
38. Scaffold Safety Program

FOOD SAFETY

1. **LEVEL 1 AWARD IN FOOD SAFETY**
2. **LEVEL 2 AWARD IN FOOD SAFETY**
3. **LEVEL 3 AWARD IN FOOD SAFETY**
4. **LEVEL 4 AWARD IN FOOD SAFETY**
5. **FOOD SAFETY AUDITING & INSPECTION**
6. **FOOD ALLERGEN MANAGEMENT**

HACCP

1. **LEVEL 2 AWARD IN HACCP**
2. **LEVEL 3 AWARD IN HACCP**
3. **LEVEL 4 AWARD IN HACCP**

BRCS

1. **BRCS Food Safety Issue 8**
2. **BRCS Food Safety Issue 9**
3. **Food safety culture**
4. **Environmental - BRCS**
5. **Hazard Analysis Risk Assessment**

SOFT SKILL TRAINING PROGRAMS

1. **Leading High Performance Teams**
2. **Developing Management Skills**
3. **Advanced Selling Skills**
4. **Key Account Management**
5. **Negotiation Skills**
6. **Advanced Negotiation Skills**
7. **Strategic Marketing Workshop**
8. **Human Resource Management Skills**
9. **Train The Trainer**
10. **Writing Effective Policies & Procedures**
11. **Customer Relationship Management**
12. **Etiquette For Excellent Customer Service**
13. **Self & Time Management**
14. **Stress Management**
15. **Understanding Emotional Intelligence**



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KINGDOM OF SAUDI ARABIA

المؤسسة العامة للتدريب التقني والمهني
Technical and Vocational Training Corporation
SAUDI ARABIAN GOVT. APPROVED TRAINING CENTER

CREATIVE
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