

2024 TRAINING CALENDAR



## ACCREDITED AFRICA TRAINING INSTITUTE for CAPACITY DEVELOPMENT

### SOUTH AFRICA REGISTRATION:

AATICD 2017/337061/07

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<https://www.aaticd.co.za>

We offer Accredited Training that we conduct as traditional classes conducted at any of our training venues, all our courses can also be offered online with the exception of the courses that require practical training on site, we also conduct in-house training as classes at our clients' premises if delegates to participate in the class are 10 or more.

All our courses are awarded certificates on completion.

Training for campus courses is conducted at any of our training venues around the world namely Shenzhen – China, Kigali – Rwanda, Dubai – the United Arab Emirates, Victoria Falls – Zimbabwe, Pretoria, Cape Town and Durban – South Africa.

Online training is conducted through our website from the comfort of your homes by delegates that do not have the time or cannot afford to attend the campus classes in any of our training venues.

We also tailor make courses according to your request, please get in touch with us should you need a course that is not available on our list.

Tuition for our courses is as follows:

The tuition includes stationery, breakfast and lunch during training as well as transportation to the training venue.

To get a quote please fill in the Online Application form on our website [www.aaticd.co.za](http://www.aaticd.co.za) and we will get back to you with the course outline as well as the quotation.

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## 1.0 INFORMATION TECHNOLOGY (IT)

COURSE	DURATION
Oracle Financials	1/2/3 Weeks
Ethical hacking and Digital Forensic Investigation	1/2/3 Weeks
Management Information System and Data Management	1/2/3 Weeks
Network Security Administration and Management	1/2/3 Weeks
Website Development and Management	1/2/3 Weeks
Advanced IT Risk, Security Management and Security Crime	1/2/3 Weeks
Electronic Records Management	1/2/3 Weeks
Disaster Recovery Planning	1/2/3 Weeks
Oracle Database Administration and Programming	1/2/3 Weeks
Law of Data Security and Investigation	1/2/3 Weeks
Advanced Records Management and Archival System	1/2/3 Weeks
Microsoft Advanced Excel	1/2/3 Weeks
IT Project Management	1/2/3 Weeks
Computer and Network Security	1/2/3 Weeks
SAP FI/CO	1/2/3 Weeks
SAP HR	1/2/3 Weeks
SAP ABAP	1/2/3 Weeks
SAP MM and SAP SD	1/2/3 Weeks
SAP S4HANA Migration and Administration	1/2/3 Weeks
SAP BASIS	1/2/3 Weeks

## 2.0 ENERGY AND SUSTAINABLE DEVELOPMENT (ESD)

COURSE	DURATION
Energy Economics Efficiency in Industries	1/2/3 Weeks
Energy Planning and Management	1/2/3 Weeks
Energy Project Planning and Evaluation	1/2/3 Weeks
Environmental Impact Assessment of Energy Projects	1/2/3 Weeks
Financial Management of Energy Project	1/2/3 Weeks
Monitoring and Evaluation of Energy Projects	1/2/3 Weeks
Planning and Management of Energy Resources	1/2/3 Weeks
Planning, Monitoring & Evaluation of Energy Projects	1/2/3 Weeks
Strategic Procurement Management in the Energy Sector	1/2/3 Weeks
Power System Simulation for Engineers	1/2/3 Weeks

### 3.0 HUMAN RESOURCES AND ORGANISATION DEVELOPMENT (HROD)

COURSE	DURATION
Advanced Trainers Skills Development for Trainers	1/2/3 Weeks
Building Self Esteem and Assertiveness Skills	1/2/3 Weeks
Crisis Management	1/2/3 Weeks
Good Governance and Leadership	1/2/3 Weeks
Employee Welfare Management	1/2/3 Weeks
HR Management and Law	1/2/3 Weeks
HR Policy Development and Implementation	1/2/3 Weeks
Human Resources Management and Development	1/2/3 Weeks
Introductory Human Resources Management and Performance Evaluation	1/2/3 Weeks
Labor Relations in the Public Sector	1/2/3 Weeks
Leadership Skills for Supervisors – Communications, Coaching and Conflict	1/2/3 Weeks
Managing the Training Function	1/2/3 Weeks
Meditation, Grievance Handling and Conflict Management	1/2/3 Weeks
Organizational Change and Development	1/2/3 Weeks
Performance Appraisal Techniques for PA's	1/2/3 Weeks
Performance Based Human Resources Management	1/2/3 Weeks
Performance Management and Evaluation	1/2/3 Weeks
Staff Performance, Appraisal and Evaluation Technique	1/2/3 Weeks
Strategic Planning for Managers	1/2/3 Weeks
Supervisory Skills Training	1/2/3 Weeks
Training Needs Analysis and Staff Development	1/2/3 Weeks
Training of Trainers	1/2/3 Weeks
Payroll Management, Remuneration and Taxes	1/2/3 Weeks
Conflict Management	1/2/3 Weeks
Leadership and Skills development	1/2/3 Weeks
Counseling, Skills for HR Professionals	1/2/3 Weeks
Industrial Relations	1/2/3 Weeks
Competence Based Recruitment	1/2/3 Weeks
Organizational Behavior	1/2/3 Weeks

#### 4.0 LOGISTICS, PURCHASING AND SUPPLY CHAIN MANAGEMENT (LPSM)

COURSE	Duration
Advanced Logistics and Supply Chain Management	1/2/3 Weeks
Effective Purchasing, Tendering Supply Selection	1/2/3 Weeks
Evaluating, Rating and Selecting Suppliers	1/2/3 Weeks
Fleet and Transport Management	1/2/3 Weeks
Logistics and Facility Management	1/2/3 Weeks
Managing the Contracts & Supplier Relationships	1/2/3 Weeks
Procurement Management	1/2/3 Weeks
Public Procurement, Supply Chain and Contract Management	1/2/3 Weeks
Purchasing & Supply Management	1/2/3 Weeks
Strategic Logistics: Planning and Management	1/2/3 Weeks
Warehouse and Retails Logistics	1/2/3 Weeks
Warehouse Operations and Management	1/2/3 Weeks
Advanced Technology in Transportation, Logistics and Supply Chain Management	1/2/3 Weeks
Logistics During Emergencies	1/2/3 Weeks
Procurement and Contract Management	1/2/3 Weeks
Tendering for public Procurement	1/2/3 Weeks
Good, Works & Equipment Procurement and c	1/2/3 Weeks
Advanced Procurement of Goods and Works and Selection of Consultant	1/2/3 Weeks

#### 5.0 FINANCE AND FINANCIAL MANAGEMENT (FAFM)

COURSES	DURATION
Accounting Skills for the New Supervisor	1/2/3 Weeks
Activity Based Budgeting	1/2/3 Weeks
Advanced Accounting and Auditing for public Sector Organization	1/2/3 Weeks
Advanced Business Financial Analysis	1/2/3 Weeks
Budgetary Control in Project Control Management	1/2/3 Weeks
Cash Management	1/2/3 Weeks
Evaluating Financial Performance	1/2/3 Weeks
Finance and Budgeting for Non-Finance Managers	1/2/3 Weeks
Financial Analysis	1/2/3 Weeks

Financial Management and Auditing of Donor Funded Projects	1/2/3 Weeks
Financial Management and Budgetary Control	1/2/3 Weeks
Financial Management for Managers	1/2/3 Weeks
Financial Management for NGOs	1/2/3 Weeks
Financial Risk Management	1/2/3 Weeks
Forensic Auditing and Investigation	1/2/3 Weeks
Internal Audit	1/2/3 Weeks
International Financial Reporting Standards (IFRS)	1/2/3 Weeks
Managing Cash Flow	1/2/3 Weeks
Modern Accounting Techniques for Accountants and Auditors	1/2/3 Weeks
Performance Based Budgeting	1/2/3 Weeks
Public Sector Financial Management and Control	1/2/3 Weeks
Revenue Collection Management	1/2/3 Weeks
Strategic Financial Management	1/2/3 Weeks
International Public-Sector Accounting Standards (IPSAS)	1/2/3 Weeks
Fraud and Corruption: Organizational Transparency and Accountability	1/2/3 Weeks
Financial Control and Accountability in the Public Sector	1/2/3 Weeks
Public Sector Budgeting, Accounting and Internal Auditing	1/2/3 Weeks
Asset Management	1/2/3 Weeks
Accounts Payable, Planning, Organizing and Achieving Best Practice	1/2/3 Weeks
Financial Accounting for PA's	1/2/3 Weeks
IT Auditing for Non-IT Auditors (Basics of IT Auditing)	1/2/3 Weeks

## 6.0 HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT (HSEM)

COURSES	DURATION
Climate change Adaption in Development	1/2/3 Weeks
Climate Change and Policy Design	1/2/3 Weeks
Community Health Project Planning and Management	1/2/3 Weeks
Community Health Promotion for Trainers	1/2/3 Weeks
Community Management for Sustainable Water Supply	1/2/3 Weeks
Community Water and Sanitation	1/2/3 Weeks
Dietary Management and Treatments for HIV/AIDS	1/2/3 Weeks
Health Policy and Formulation	1/2/3 Weeks

Emergency Water Supply and Environmental Sanitation	1/2/3 Weeks
Environment Impact Assessment Management	1/2/3 Weeks
Environment Impact Assessment and Land Reclamation	1/2/3 Weeks
Environment Impact Assessment for Sustainable Development	1/2/3 Weeks
Environmental Planning for Sustainable Development	1/2/3 Weeks
Managing Occupational Health and Safety	1/2/3 Weeks
Natural Resource Development and Environment Protection	1/2/3 Weeks
Nutrition and HIV Management	1/2/3 Weeks
Pest Control in Food Processing Plants	1/2/3 Weeks
Safety in the Workplace	1/2/3 Weeks
Sustainable Rural Water Supply and Sanitation	1/2/3 Weeks
Waste Management	1/2/3 Weeks
Housekeeping, Safe Handling of Chemical & Storage	1/2/3 Weeks
Wildlife conservation	1/2/3 Weeks
Strategic Environmental Assessment	1/2/3 Weeks
Environmental Impact Assessment	1/2/3 Weeks
Environmental Economics and Valuation Techniques	1/2/3 Weeks
Safety Training for Managers and Supervisors	

## 7.0 MARKETING AND BUSINESS MANAGEMENT (MABM)

COURSE	DURATION
Building Relationships for Success in Sales	1/2/3 Weeks
Business Leadership – Becoming Management Material	1/2/3 Weeks
Customer Relationship Management	1/2/3 Weeks
Customer Care and Public Relations	1/2/3 Weeks
Public Relations Management	1/2/3 Weeks
Strategic Marketing Communications and Business Development	1/2/3 Weeks
Strategic Tourism Marketing	1/2/3 Weeks
Management of Public Relations & Customer Care	1/2/3 Weeks
Public Management and Corporate Governance	1/2/3 Weeks
Markets, Innovations and Opportunity	1/2/3 Weeks
Leadership Innovation and Change Management	1/2/3 Weeks
Management Advanced Program	1/2/3 Weeks
Strategic Management Skills for Senior Executives	1/2/3 Weeks



Strategic Planning	1/2/3 Weeks
Raising the game into Management	1/2/3 Weeks
Time Management	1/2/3 Weeks
Leadership and integrity in the public sector	1/2/3 Weeks
Organization Management	1/2/3 Weeks
Basic Internet Marketing	1/2/3 Weeks

## 8.0 LAND, AGRICULTURE AND FOOD SECURITY (LAFS)

COURSES	DURATION
Agricultural Extension, Innovation and Training	1/2/3 Weeks
Agricultural Policy Formulation and Analysis	1/2/3 Weeks
Agricultural Policy in Africa	1/2/3 Weeks
Agricultural Project Planning and Implementation Management	1/2/3 Weeks
Agricultural Projects Monitoring and Evaluation	1/2/3 Weeks
Agricultural Development and Food Security	1/2/3 Weeks
Agricultural Marketing and International Trade	1/2/3 Weeks
Agricultural Production and Trade	1/2/3 Weeks
Agricultural Project Planning & Management	1/2/3 Weeks
Analysis & Planning of Investment Projects in the Agriculture	1/2/3 Weeks
Commodity Chains and Globalization	1/2/3 Weeks
Commodity –Based Export Diversification and Competition	1/2/3 Weeks
Community Food Security and Agriculture Development	1/2/3 Weeks
Community Sustainable Livelihood and Food Security Management	1/2/3 Weeks
Competitive Strategies Through Participatory Processes	1/2/3 Weeks
Concept and Tools for Agriculture Development	1/2/3 Weeks
Data Collection & Analysis in Agriculture Sector	1/2/3 Weeks
Developing Value Chain Pilot Project Plans	1/2/3 Weeks
Development of Indicators for Sustainable Agriculture	1/2/3 Weeks
Eco-farming Practices for Small Holding	1/2/3 Weeks
Environmental Impact Assessment of Agriculture Projects	1/2/3 Weeks
Environmental Monitoring in the Agriculture Sector	1/2/3 Weeks
Farming Planning Management	1/2/3 Weeks
Field Crop Production for Sustainable Agriculture	1/2/3 Weeks
Financing of Agricultural Projects	1/2/3 Weeks

Food Insecurity and Vulnerability Information and Map	1/2/3 Weeks
Food Security and Land Rights	1/2/3 Weeks
Land Policy Formulation, Implementation and Monitoring	1/2/3 Weeks
Land Tenure and Policy and Policy Issues in Land use Planning	1/2/3 Weeks
Mapping Agricultural Value Chain	1/2/3 Weeks
Planning, Monitoring & Evaluation of Agricultural Projects	1/2/3 Weeks
Governance in Global Value Chain	1/2/3 Weeks
High Value Agriculture Products for Smallholders Marketing	1/2/3 Weeks
Land Conflict Resolution	1/2/3 Weeks

## 9.0 MICRO FINANCE ENTERPRISE DEVELOPMENT (MAED)

COURSE	DURATION
Basic Entrepreneurial and Business Management Skills	1/2/3 Weeks
Business Planning for Microfinance	1/2/3 Weeks
Business, Credit Appraisal and Entrepreneurship Development	1/2/3 Weeks
Financial Analysis for Microfinance Institutions	1/2/3 Weeks
Microfinance Training of Trainers	1/2/3 Weeks
Operational risk Management for Microfinance Institutions	1/2/3 Weeks
Sustainable Enterprise Development and Management	1/2/3 Weeks
Financial Control and Accountability	1/2/3 Weeks
Management Reporting for Accountants	1/2/3 Weeks
Micro Insurance	1/2/3 Weeks

## 10.0 PROJECT AND CONTRACT MANAGEMENT (PACM)

COURSES	DURATION
Effective Planning and Scheduling	1/2/3 Weeks
Negotiation Skills on Energy Projects and Supervision	1/2/3 Weeks
Participatory Project Planning and Management	1/2/3 Weeks
Private Public Partnerships for Development Projects	1/2/3 Weeks
Project Design Planning and Management	1/2/3 Weeks
Project Design Proposal Writing and Fund Raising	1/2/3 Weeks
Project Finance Analysis	1/2/3 Weeks
Project Planning, Monitoring and Evaluation	1/2/3 Weeks

Project Management	1/2/3 Weeks
Project Management for PAs, Secretaries and Administrators	1/2/3 Weeks
Project Management Skills for Non- Project Managers	1/2/3 Weeks
Project Planning and Management of NGO projects	1/2/3 Weeks
Results Based Monitoring and Evaluation of Development Projects	1/2/3 Weeks
Strategic Financial Management of NGO projects	1/2/3 Weeks
Sustainable Development Projects in Rural Communities	1/2/3 Weeks
Project Management for Engineers	1/2/3 Weeks
Methods and tools for Project Monitoring and Evaluation	1/2/3 Weeks

## **11.0 SECRETARIAL AND OFFICE ADMINISTRATION (SAOM)**

<b>COURSES</b>	<b>DURATION</b>
Advanced Executive Office Administration and Secretarial Skills	1/2/3 Weeks
Advanced Writing Skills	1/2/3 Weeks
Archives Management and Documentation	1/2/3 Weeks
Basic Executive Office Administration and Secretarial Skills	1/2/3 Weeks
Communication and Report Writing Skills	1/2/3 Weeks
Computerized Management of Institutional Records	1/2/3 Weeks
Developing Communication Skills	1/2 Weeks
Event Planning Management	1/2/3 Weeks
Executive Administration Skills for PA's and Secretaries	1/2/3 Weeks
Executive Secretarial and Administrators Course	1/2/3 Weeks
Intermediate Executive Office Administration and Secretarial Skills	1/2/3 Weeks
Library Management and Documentation	1/2/3 Weeks
Management Advancement Program for Secretaries	1/2/3 Weeks
Management Skills for Minister's Secretaries	1/2/3 Weeks
Managing Information Registry	1/2/3 Weeks
NGO Management and Administration	1/2/3 Weeks
Professional Minute Taking and Report Writing Skills	1/2/3 Weeks
Management Development Program for Personal Assistants, Executive Secretaries and Admin Support Staff	1/2/3 Weeks
International Diplomacy and Protocol for PA's, Executive Secretaries and Admin Support Staff	1/2/3 Weeks
Advanced Records Management and Archival System	1/2/3 Weeks
Electronic Records Management	1/2/3 Weeks
International Diplomacy, Ethics and Etiquette	1/2/3 Weeks

Office Assistance and Receptionists Course	1/2/3 Weeks
Office Management	1/2/3 Weeks
Managing the Office Function	1/2/3 Weeks
Skills for the Administrative Assistant	1/2/3 Weeks
Strategic Marketing Communication and Business Development	1/2/3 Weeks

## **I2.0 HUMAN RIGHTS AND LAW COURSES (HRL)**

<b>COURSE</b>	<b>DURATION</b>
Human Rights and Global Ethics	1/2/3 Weeks
International Human Rights Laws and Practice	1/2/3 Weeks
Law, War and Human Rights	1/2/3 Weeks
Understanding Children's Human Rights	1/2/3 Weeks
Understanding Women's Human Rights	1/2/3 Weeks
Criminal Justice and Forensic Investigation	1/2/3 Weeks
Money Laundering Control	1/2/3 Weeks
Compliance Management	1/2/3 Weeks
Drafting and Interpretation of Contracts	1/2/3 Weeks
Paralegal Specialty Course	1/2/3 Weeks
African Human Rights System in Comparative	1/2/3 Weeks
Judicial and Enforcement of Socio-Economic Rights in Africa	1/2/3 Weeks
International Taxation	1/2/3 Weeks
Company Law and Corporate Governance	1/2/3 Weeks
Competition Law	1/2/3 Weeks
Environmental Law for Non-Lawyers	1/2/3 Weeks
Environmental Law	1/2/3 Weeks
Mining Law	1/2/3 Weeks
Mediation and Arbitration in Insurance	1/2/3 Weeks
Litigation	1/2/3 Weeks
Sustainable Mining Laws and Policy Implementation	1/2/3 Weeks

## **I3.0 COMMUNICATION COURSES (COMM)**

<b>COURSE</b>	<b>DURATION</b>
Events Management	1/2/3 Weeks
Events Management, Diplomacy and Protocol	1/2/3 Weeks
International Diplomacy and Protocol	1/2/3 Weeks

Strategic Communication and PR program	1/2/3 Weeks
Communication (advocacy) and behavioral change	1/2/3 Weeks
Advanced Professional Office English & Grammar	1/2/3 Weeks
Conquering Fear of Public Speaking	1/2/3 Weeks
Media Communication and Advocacy	1/2/3 Weeks
Social Media and Corporate Relations	1/2/3 Weeks
Social Media and Digital Journalism	1/2/3 Weeks

#### **I 4.0 GOVERNANCE COURSES (GOV)**

<b>COURSE</b>	<b>DURATION</b>
Advanced governance and trustees	1/2/3 Weeks
A practical workshop in corporate governance and risk management	1/2/3 Weeks
Ethics and corporate governance	1/2/3 Weeks
Public participation in service delivery and development	1/2/3 Weeks
Municipal management development program on leadership and management	1/2/3 Weeks
Local government strategic leadership management	1/2/3 Weeks
Politics and governance	1/2/3 Weeks
Advanced governance and finance seminar for trustees	1/2/3 Weeks
Cooperate governance for secretaries	1/2/3 Weeks

#### **I 5.0 GENDER MANAGEMENT (GEND)**

<b>COURSE</b>	<b>DURATION</b>
Gender Issues for Sustainable Development & Poverty Reduction	1/2/3 Weeks
HIV/AIDS in Gender Research Project	1/2/3 Weeks
Training the Gender Trainer	1/2/3 Weeks
Women Empowerment, gender issues & Sustainable Development	1/2/3 Weeks
Gender Advocacy, Networking & Strategy Management	1/2/3 Weeks
Capacity Building for Effective Management & Leadership for Gender	1/2/3 Weeks
Gender Management	1/2/3 Weeks
Gender Mainstreaming in Public Service Management	1/2/3 Weeks

## 16.0 TOURISM MANAGEMENT PROGRAMMES (TMP)

COURSE	DURATION
Heritage and Museum Management	1/2/3 Weeks
Sustainable Tourism Management and Development	1/2/3 Weeks
Tourism and Hotel Management	1/2/3 Weeks
Tourism Leisure Management and Development	1/2/3 Weeks
E –Tourism Management	1/2/3 Weeks
Eco –Tourism Development	1/2/3 Weeks
Sustainable Tourism in Protected Areas	1/2/3 Weeks
Policy Development for Sustainable Tourism	1/2/3 Weeks
Human Resources Management in Tourism & Hospitality	1/2/3 Weeks
Wildlife Life Conservation	1/2/3 Weeks

## 17.0 SKILLS TRADES COURSES (STC)

COURSE	DURATION
Painting	1/2/3 Weeks
Plumbing	1/2/3 Weeks
Drywall Installation and Maintenance	1/2/3 Weeks
Carpentry	1/2/3 Weeks
Welding	1/2/3 Weeks
Heating Ventilation and Air Conditioning (HVAC)	1/2/3 Weeks
Solar Installations	1/2/3 Weeks
Electrical Installations and Maintenance	1/2/3 Weeks
Auto Electrics	1/2/3 Weeks
Motor Mechanics	1/2/3 Weeks
Machinist	1/2/3 Weeks
Instrumentation	1/2/3 Weeks
Masonry/ Bricklaying	1/2/3 Weeks
CNC Operations	1/2/3 Weeks
Scaffolding	1/2/3 Weeks
Gas Installations	1/2/3 Weeks
Color Mixing of Acrylics and Oil Paints	1/2/3 Weeks
Mine Surveying Basics	1/2/3 Weeks
Water and Water Waste Treatment	1/2/3 Weeks
Safety and Health Environment (SHE)	1/2/3 Weeks
Fuel Station Technician	1/2/3 Weeks

## **I8.0 ENERGY OIL AND GAS (EOG)**

<b>COURSE</b>	<b>DURATION</b>
Electrical Equipment and Safety	1/2/3 Weeks
Electrical Hazards and Protective Measures	1/2/3 Weeks
Crisis Management for Hazardous Environments	1/2/3 Weeks
Energy Efficiency and Sustainability	1/2/3 Weeks
Oil and Gas Essentials	1/2/3 Weeks
Petroleum Information and Data Management	1/2/3 Weeks

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