



Excellence With Us Through Our Training Programs

Abar Solutions Petroleum Consultancy

Training Plan In

Various Specializations

Our Contact Details :

Tel. 00965 22610021 , 99600277
Fax 00965 22630021
Email info@abarsolutions.com
Abar-solutions@hotmail.com
Website www.abarsolutions.com
Facebook Page www.facebook.com/abarsolutions
Twitter Page www.twitter.com/abar_kw



Dear Sir / Madame,

Welcome To Abar Solutions Petroleum Consultancy ...

Abar Solutions Petroleum Consultancy Ltd. was formed in 2003 to play a strategic role in providing assertive engineering consultancy services and modern solutions to all upstream oil and gas industry , We are the undisputed leader in delivering largest selection of training courses , which offers an opportunity to bring professionals up to a proficient level of knowledge in a minimum period of time , Abar is recognized for the provision of products , training , engineering consultancy and research services and is called on by many organizations to provide the eminence and professional training and advise that are required by the industry , We are known for our reliability , service and quality and are dedicated to satisfy the ever-changing needs and requirements of the oil and gas sectors , Abar Solutions has been conducting training programmes for over 10 years in the Gulf Region , We deliver innovative & exceptional solutions through our self-motivated and multi-talented people by arranging over 850 seminars yearly in several subject areas , which are beneficial to the Management & Oil and Gas Industry and to the Energy sector , Abar Solutions have been providing exceptionally bravura in-house training and development training courses , Abar Solutions provide seminars in UK through the Aberdeen office of Blue Square and various offshore and onshore companies based in the North Sea Region , Abar Solutions Ltd. offers a wide range of quality products and equipment that are proficient and effective in handling of all types of spill cleanup and controlling prospective pollution by reducing , if not entirely but by preventing emissions of pollution , Our products have been designed to solve the most negligible as well as complex problems , which help us to achieve our goal to meet the dynamic environmental requirements of the industry , We will continue to support initiatives , which will bring about the control of pollution and help to reduce the effects of oil pollution , Abar Solutions products and equipment are divided in five categories : Oil Pollution Recovery Systems , Oil Pollution Containment Products , Oil Pollution Spill Response , Oil Pollution Bio-Treatment and Cleaning Chemicals , Oil Pollution Sludge Control , Our clients are worldwide passed and are well recognized companies , In addition to all the products and equipment that we supply we also have colossal suppliers for a wide range or products and equipment worldwide , Abar Solutions provide a wide range of engineering consultancy services to clients in the petroleum and environmental sectors , We are specialists

Tel. 00965 22610021 , 99600277

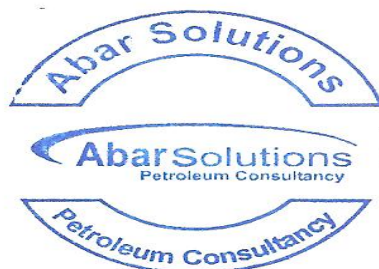
Fax 00965 22630021

Email info@abarsolutions.com , abar-solutions@hotmail.com

Website www.abarsolutions.com

in detailed engineering that has been developed through the delivery of services to major challenging engineering projects across the world both onshore and offshore environments , The provision of our services is “all about solutions and value” , and applying the best engineering practice combined with the most appropriate technology and relevant experience to deliver value enhancement to all activities related to the exploitation of hydrocarbon reserves , We take pride in being able to offer our clients a high-quality and often unique combination of advanced skills and practical experiences , We provide assistance and support in the following areas like Oil Pollution Environmental Control , Tank Construction , Pipeline Engineering and Construction , Production and Processing Facilities , Design and Engineering , Integrate Reservoir Study and Management , Field Development Plant , Conceptual and Detailed Design , Production Optimization , Sand Production Control and Management , Well Integrity Assurance , Field and Well Data Validation and Quality , Our engineering services offer a diverse range of specialised skills which are utilised by major Exploration and Production Companies across the world , Today , with a network of multi-disciplinary oilfield consultants throughout the world we are recognized as setting the standard in the provision of excellence in engineering , consulting and training services , Abar undertake technical feasibility and operational studies and provide technical support covering all aspects of the Oil and Gas industry , Whether planning a new project , developing design concepts for modification or de-bottlenecking an existing oil and gas production facility , our engineers evaluate options , optimize designs and direct the project effort towards proven cost effective solutions , Abar Solutions is committed to its staff and their professional development , and in return , their dedication and loyalty have carried the company to greater achievement , At Abar , we deliver the best equipment , service and value to our clientele , As our organization continues to grow , we look forward to a continued productive and esteemed relation with our clients and partners

Sincerely ,,,



Muhanad T. Issa
General Manager

Courses Index

Section	Electrical & Power Engineering	
Code	Course Name	Period
EL 01	ELECTRICAL INSPECTION & TESTING WORKSHOP	5 Days
EL 03	TEST EQUIPMENT AND LINK-CABLE TESTING	5 Days
EL 05	MV CIRCUIT BREAKERS : DESIGN , APPLICATION & MAINTENANCE	5 Days
EL 07	HIGH AND MEDIUM VOLTAGE SUBSTATION DESIGN , TESTING AND MAINTENANCE	5 Days
EL 09	PRACTICAL DISTRIBUTION TRANSFORMERS - OPERATION AND MAINTENANCE	5 Days
EL 11	PRACTICAL GROUNDING , BONDING , SHIELDING AND SURGE PROTECTION	5 Days
EL 13	MODERN POWER SYSTEM PROTECTIVE RELAYING	5 Days
EL 15	ADVANCE ELECTRICAL TROUBLESHOOTING , REPAIRS AND ISOLATIONS TECHNIQUES	5 Days
EL 17	VARIABLE FREQUENCY DRIVES	5 Days
EL 19	ADVANCED POWER TRANSMISSION TECHNOLOGIES	5 Days
EL 21	SIZING , SELECTING , AND APPLYING PROCESS CONTROL VALVES	5 Days
EL 23	MODERN ELECTRIC POWER SYSTEMS : DESIGN , MODELING , ANALYSIS & PROBLEM SOLVING	5 Days
EL 25	ADVANCED POWER DISTRIBUTION ENGINEERING FOR UTILITIES	5 Days
EL 27	ELECTRIC POWER DISTRIBUTION SYSTEM FOR INDUSTRIAL PLANTS	5 Days
EL 29	CONFIGURING AND TESTING SMART FIELD DEVICES	5 Days
EL 31	COMMISSIONING , TESTING AND START-UP OF ELECTRICAL SYSTEMS	5 Days
EL 33	ELECTRIC POWER SUBSTATION ENGINEERING	5 Days
EL 35	HAZARDOUS AREA CLASSIFICATION	5 Days
EL 37	DISTRIBUTION OVERHEAD TRANSMISSION LINE EQUIPMENT	5 Days
EL 39	TROUBLESHOOTING , MAINTENANCE & PROTECTION OF AC ELECTRICAL MOTORS & DRIVES	5 Days

EL 41	ADVANCED GENERATOR MAINTENANCE	5 Days
EL 43	DIESEL POWER GENERATING MAINTENANCE & TROUBLESHOOTING	5 Days
EL 45	ADVANCED POWER SYSTEM ANALYSIS IN ELECTRICAL NETWORKS USING ETAP POWER STATION	5 Days
EL 47	DCS TROUBLESHOOTING	5 Days
EL 49	PERFORMANCE ANALYSIS , PREDICATION AND OPTIMIZATION USING NODLE ANALYSIS	5 Days
EL 51	MOTORS & VARIABLE SPEED DRIVES	5 Days
EL 53	BOILER CONTROL & BURNER MANAGEMENT SYSTEMS	5 Days
EL 55	CIRCUIT BREAKERS & SWITCHGEARS INSPECTION , MAINTENANCE , DESIGN , REPAIR & TROUBLESHOOTING	5 Days
EL 57	POWER CAPACITORS : APPLICATIONS , SWITCHING PROBLEMS , PROTECTION & MAINTENANCE	5 Days
EL 59	PROGRAMMABLE LOGIC CONTROLLERS (PLC) & SCADA SYSTEM	5 Days
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EL 63	DESIGN OF ELECTRIC SWITCHBOARDS (LV & MV) ONLY OF DESIGN & ENGINEERING ENGINEERS	5 Days
EL 65	GENERATOR EXCITATION SYSTEMS	5 Days
EL 67	POWER SYSTEMS PROTECTION : CONTROL & STABILITY	5 Days
EL 69	PRACTICAL INDUSTRIAL DATA COMMUNICATIONS & TELECOMMUNICATIONS	5 Days
EL 71	INDUSTRIAL PROCESS MEASUREMENT AND CONTROL	5 Days
EL 73	ELECTRICAL EQUIPMENT IN HAZARDOUS	5 Days
EL 75	FUNDAMENTALS OF ELECTRICAL SYSTEMS	5 Days
EL 77	ELECTRICAL FAULTS : CAUSES , ANALYSIS , DETECTION & REMEDIES	5 Days
EL 79	EARTHLING OF UTILITY AND INDUSTRIAL DISTRIBUTION SYSTEM	5 Days
EL 81	CONDITION MONITORING OF POWER SYSTEM EQUIPMENT	5 Days
EL 83	POWER AND POWER STATIONS : (DESIGN , INSTALLATION , AND MAINTENANCE)	5 Days
EL 85	ELECTRICAL ENGINEERING PRACTICES FOR FACILITIES ENGINEER	5 Days

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EL 89	COMMISSIONING AND TROUBLESHOOTING CONTROL SYSTEMS	5 Days
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EL 109	CIRCUIT BREAKERS & SWITCHGEARS : OPERATIONS , MAINTENANCE & TROUBLESHOOTING	5 Days
EL 111	LV/MV/HV CIRCUIT BREAKERS (SWITCHGEAR) : INSPECTION , MAINTENANCE , DESIGN , REPAIR & TROUBLESHOOTING	5 Days
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EL 123	ELECTRIC DISTRIBUTION SYSTEM EQUIPMENT	5 Days
EL 125	ELECTRICAL EQUIPMENT : TRANSFORMERS , INVERTERS , RECTIFIERS , UNINTERRUPTABLE POWER SYSTEMS , GENERATORS	5 Days
EL 127	MV CIRCUIT BREAKERS : DESIGN , APPLICATION & MAINTENANCE	5 Days

EL 129	PRACTICAL HIGH VOLTAGE CABLE JOINTING & TERMINATION	5 Days
EL 131	TUNING CONTROL LOOPS , FEEDBACK AND ADVANCED CONTROLLERS	5 Days
EL 133	POWER SYSTEM BLACKOUTS (CAUSE & PREVENTIVE MEASURES)	5 Days
EL 135	ELECTRICAL CONTROLS PANEL DESIGNING	5 Days
EL 137	POWER PLANT TROUBLESHOOTING & ENGINEERING PROBLEM SOLVING	5 Days
EL 139	ELECTRICAL DEMAND SIDE MANAGEMENT (EDS)	5 Days
EL 141	CERTIFIED CONTROL SYSTEMS TECHNICIAN (CCST)	5 Days
EL 143	FAULT ANALYSIS IN ELECTRICAL NETWORKS & DISTRIBUTION CABLES	5 Days
EL 145	FLOW SELECTION CRITERIA & MULTIPHASE MEASUREMENT TECHNOLOGY	5 Days
EL 147	PRACTICAL OPERATION , MAINTENANCE & TESTING OF DIESEL POWER GENERATION PLANTS	5 Days
EL 149	PROTECTION SCHEMES FOR GENERATORS & RECOMENDED SETTINGS	5 Days
EL 151	HIGH VOLTAGE OPERATIONAL SAFETY FOR ENGINEERS & TECHNICIANS (OSHA , NFPA & EN STANDARDS)	5 Days
EL 153	POWER TRANSFORMER DIAGNOSTIC , METHOD, MAINTENANCE AND LIFETIME EXTENSION	5 Days
EL 155	SAFETY INSTRUMENTED SYSTEMS (SIS) FOR PROCESS INDUSTRIES USING IEC 61511 AND IEC 61508	5 Days
EL 157	EARTHING , BONDING , LIGHTNING & SURGE PROTECTION OF ELECTRICAL SYSTEMS AND EQUIPMENT	5 Days
EL 159	INTRODUCTION TO READING OF ELECTRICAL DRAWINGS & DIAGRAMS	5 Days
EL 161	POWER SYSTEM ANALYSIS & CALCULATIONS IN ELECTRICAL NETWORKS USING ETAP POWER STATION	5 Days
EL 163	HV MOTORS & TRANSFORMERS : DESIGN , OPERATIONS & TROUBLE-SHOOTING	5 Days

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Fax 00965 22630021

Email info@abarsolutions.com , abar-solutions@hotmail.com

Website www.abarsolutions.com

Courses Index

Section	Civil & Construction Engineering	
Code	Course Name	Period
CIV 01	AUTOCAD CIVIL 3D : LAND DEVELOPMENT	5 Days
CIV 03	PAVEMENT DESIGN OF ROADS	5 Days
CIV 05	DYNAMIC ANALYSIS FOR RC STRUCTURES UNDER DYNAMIC LOADING IN PETROLEUM INDUSTRY	5 Days
CIV 07	REFRACTORY DESIGN , INSTALLATION , INSPECTION , & REPAIR	5 Days
CIV 09	CONSTRUCTION QUALITY CONTROL ON SITE	5 Days
CIV 11	BEST PRACTICE IN SEWAGE AND EFFLUENT TREATMENT TECHNOLOGIES	5 Days
CIV 13	CONCRETE STRUCTURAL DESIGN FOR INDUSTRIAL PROJECTS	5 Days
CIV 15	BEST PRACTICE PROPERTY MANAGEMENT	5 Days
CIV 17	DESIGNING HIGH PERFORMANCE CONCRETE STRUCTURES	5 Days
CIV 19	GREEN BUILDING AND WHOLE BUILDING COMMISSIONING TOOLS	5 Days
CIV 21	ADVANCED FACILITIES ENGINEERING AND CONSTRUCTION	5 Days
CIV 23	GPS GENERAL TRAINING AND SOFTWARE APPLICATIONS	5 Days
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CIV 27	STRUCTURAL DESIGN FOR NON STRUCTURAL ENGINEERS	5 Days
CIV 29	ASSESSMENT OF DEFECTS IN CONCRETE STRUCTURES AND EVALUATION OF SAFETY OF CONCRETE INFRASTRUCTURE	5 Days
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CIV 33	ROAD PROJECT MANAGEMENT	5 Days
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CIV 41	ADVANCED GPS CONTROL NETWORK SURVEY AND QC	5 Days
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CIV 57	INTERPRETATION AND ENFORCEMENT OF CONSTRUCTION CONTRACTS FOR INDUSTRIAL PLANTS	5 Days
CIV 59	DAMAGE ASSESSMENT AND REHABILITATION OF CONCRETE STRUCTURES	5 Days
CIV 61	DESIGNING AND ANALYZING WATER NETWORKS USING COMPUTER APPLICATIONS	5 Days
CIV 63	MAXIMIZING ENERGY EFFICIENCY IN BUILDINGS	5 Days
CIV 65	FACILITY MANAGEMENT	5 Days
CIV 67	TECHNIQUES FOR PAVEMENT REHABILITATION	5 Days
CIV 69	CORROSION & CONCRETE PROTECTION	5 Days
CIV 71	STRUCTURAL RENOVATION OF BUILDINGS	5 Days
CIV 73	ROAD MAINTENANCE	5 Days
CIV 75	RESOLVING CONTRACT DISPUTES AND AVOIDING CONSTRUCTION CLAIMS	5 Days
CIV 77	ADVANCED CONCRETE TECHNOLOGY	5 Days
CIV 79	CONSTRUCTION AND BUILDING ENVELOPE INSPECTION INCLUDING TESTING, TECHNIQUES AND PRACTICES	5 Days
CIV 81	INSPECTION , ASSESSMENT AND REPAIR OF CONCRETE STRUCTURE	5 Days
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CIV 99	ENGINEERING MATERIALS FOR BUILDINGS AND BRIDGES	5 Days
CIV 101	INDUSTRIAL BUILDING DESIGN (CONTROL ROOM , SUBSTATIONS , WAREHOUSE , OFFICES)	5 Days
CIV 103	PLANNING CONSTRUCTION EQUIPMENT AND METHODS FOR REDUCING COST OF HIGH-RISE BUILDINGS	5 Days
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CIV 113	REINFORCED CONCRETE FOR HOT CLIMATE REGIONS	5 Days
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CIV 143	QUALITY CONTROL AND ASSURANCE FOR CONCRETE AND STEEL STRUCTURE PROJECTS	5 Days
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CIV 147	STRUCTURAL ANALYSIS AND DESIGN FOR CONCRETE BUILDINGS	5 Days
CIV 149	RISK AND CONSTRUCTION MANAGEMENT , NEW ENGINEERING CONTRACTS TECHNIQUES AND KNOWLEDGE BASED STRUCTURE	5 Days
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CIV 161	AUTOCAD 2010	5 Days
CIV 163	DESIGN & INSPECTION OF REFRACTORY MATERIALS FOR REFINERIES , POWER GENERATION & PETROCHEMICAL PLANTS	5 Days
CIV 165	ASSESSMENT OF SITE CONDITION OF CONCRETE STRUCTURES AND EVALUATION OF REPAIR AND REHABILITATION STRA	5 Days
CIV 167	FUNDAMENTAL OF PRESTRESSED & POST TENSIONED CONCRETE	5 Days

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Tel. 00965 22610021 , 99600277

Fax 00965 22630021

Email info@abarsolutions.com , abar-solutions@hotmail.com

Website www.abarsolutions.com

Courses Index

Section	Geology , Drilling & Reservoirs	
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DRI 03	SEISMIC ANALYSIS OF STRATIGRAPHIC SEQUENCES	5 Days
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DRI 61	TIGHT GAS PETROPHYSICS	5 Days
DRI 63	ARTIFICIAL LIFT SYSTEMS	5 Days
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DRI 127	EXPLORATION DATA CONTOURING, MAPING AND INTERPRETATION	5 Days
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DRI 141	DIRECTIONAL & HORIZONTAL WELLS	5 Days
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DRI 145	WELL TESTING DESIGN ANALYSIS & INTERPRETATION	5 Days
DRI 147	ADVANCED DRILLING RIG INSPECTION & MAINTENANCE	5 Days

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Fax 00965 22630021

Email info@abarsolutions.com , abar-solutions@hotmail.com

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Courses Index

Section	Health, Safety, Security & Environment	
Code	Course Name	Period
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HSE 03	ADVANCED TECHNIQUES OF INDUSTRIAL HYGIENE & OCCUPATIONAL HEALTH	5 Days
HSE 05	ISO 22000 : 2005 FOOD SAFETY AUDITOR-LEAD AUDITOR CLASS	5 Days
HSE 07	POLLUTION PREVENTION TECHNIQUES & TECHNOLOGY	5 Days
HSE 09	SECURITY RISK ASSESSMENT & MANAGEMENT	5 Days
HSE 11	HAZMAT & HAZCOM : HAZARDOUS MATERIALS & CHEMICALS HANDLING , STORAGE , DISPOSAL , MONITORING & RESPONSE	5 Days
HSE 13	SAFETY AUDIT & SITE INSPECTION	5 Days
HSE 15	PHA FOR TEAM LEADERS	5 Days
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HSE 19	SAFETY AND LOSS PREVENTION IN PETROCHEMICAL PLANTS TECHNIQUES FOR RISK ASSESSMENT AND DECISION MAKING	5 Days
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	18001 : 1999	
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HSE 315	HEALTH AND SAFETY BENCHMARKING PRINCIPLES AND PRACTICE	5 Days
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HSE 319	OIL SPILL AND POLLUTION CONTROL	5 Days
HSE 321	DEVELOPING AND IMPLEMENTING A RISK MANAGEMENT PROGRAM	5 Days
HSE 323	SAFETY LEADERSHIP TRAINING	5 Days

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Tel. 00965 22610021 , 99600277

Fax 00965 22630021

Email info@abarsolutions.com , abar-solutions@hotmail.com

Website www.abarsolutions.com

Courses Index

Section	Information Technology (IT)	
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IT 01	BUSINESS CONTINUITY PLANNING (BASIC LEVEL)	5 Days
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IT 159	CERTIFIED HIPPA PROFESSIONAL	5 Days
IT 161	PRINCE 2 FOUNDATION / PRACTITIONER	5 Days

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Tel. 00965 22610021 , 99600277

Fax 00965 22630021

Email info@abarsolutions.com , abar-solutions@hotmail.com

Website www.abarsolutions.com

Courses Index

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Fax 00965 22630021

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Website www.abarsolutions.com

Courses Index

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Fax 00965 22630021

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Website www.abarsolutions.com

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Fax 00965 22630021

Email info@abarsolutions.com , abar-solutions@hotmail.com

Website www.abarsolutions.com

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ME 181	DESIGN, ANALYSIS & FABRICATION OF PRESSURE VESSELS	5 Days
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ME 189	PRACTICAL HYDRAULIC SYSTEMS: OPERATION AND TROUBLESHOOTING	5 Days
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ME 195	HYDRAULIC OIL & GAS PIPELINES	5 Days
ME 197	HEAT EXCHANGER TYPES,APPLICATIONS,DESIGN,OPERATION & MAINTENANCE	5 Days
ME 199	PRACTICAL BOILER PLANT OPERATION & MANAGEMENT	5 Days
ME 201	API 577: SUPPLEMENTAL INSPECTION CERTIFICATION PROGRAM: ADVANCED KNOWLEDGE OF WELDING AND METALLURGY	5 Days
ME 203	CORROSION ENGINEERING: MONITORING, PREVENTION & CONTROL	5 Days
ME 205	MECHANICAL SEALS: DESIGNS, APPLICATION, SELECTION, INSTALLATION, TROUBLESHOOTING AND MAINTENANCE	5 Days
ME 207	MAINTENANCE AND FAULT FINDING OF CENTRAL AIR CONDITIONING UNITS AND CHILLERS	5 Days
ME 209	API 653: TANK INSPECTION CODE: INSPECTION, REPAIR, ALTERATION, AND	5 Days

	RECONSTRUCTION OF STEEL	
ME 211	ADVANCED STEAM TURBINES FOR DESIGN, OPERATION & MAINTENANCE	5 Days
ME 213	ADVANCED AIR CONDITIONING AND REFRIGERATING TECHNOLOGY	5 Days
ME 215	PROCESS PIPING, VALVE, FLANGE CLASSES SELECTION SPECIFICATION FITTINGS AND LAYOUTS	5 Days
ME 217	PRACTICAL VALVE TECHNOLOGY: SELECTION, INSTALLATION, UPGRADING, INSPECTION & TROUBLESHOOTING	5 Days
ME 219	MECHANICAL INTEGRITY & RELIABILITY IN REFINERIES PETROCHEMICAL & PROCESS PLANTS	5 Days
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ME 225	P & IDS, PIPE SIZING, PIPING LAYOUTS AND ISOMETRICS	5 Days
ME 227	HVAC SYSTEMS FUNDAMENTALS & HEATING, VENTILATION AND AIR-CONDITIONING (HVAC) SYSTEMS	5 Days
ME 229	VIBRATION MEASUREMENT	5 Days

For More Details About Our Training Courses Please Don't Hesitate To Inform Us

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Section	Process, Production & Chemical Engineering	
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PPC 05	HIGH ACCURACY OIL & GAS FLOW MEASUREMENT	5 Days
PPC 07	HYDRATE GAS MODELING	5 Days
PPC 09	OIL & GAS PROCESS TROUBLESHOOTING & PROBLEM SOLVING	5 Days
PPC 11	PROCESS PLANT TROUBLESHOOTING & ENGINEERING PROBLEM SOLVING	5 Days
PPC 13	WATER TREATMENT AND OIL WELL INJECTION	5 Days
PPC 15	PRODUCT BLENDING & ADDITIVE	5 Days
PPC 17	PIPELINE CORROSION MANAGEMENT	5 Days
PPC 19	MULTI-STAGE FLASH DESALINATION (MSF): OPERATION, MAINTENANCE, HEAT BALANCE, PERFORMANCE, OPTIMIZATION, START-UP AND TROUBLESHOOTING	5 Days
PPC 21	INTRODUCTION TO LNG PROCESSES, MARKETS AND BUSINESS	5 Days
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PPC 25	OIL MOVEMENT, STORAGE & GAUGING IN OIL PLANT TANKS	5 Days
PPC 27	CATALYST TECHNOLOGY IN REFINERY AND PROCESS INDUSTRY	5 Days
PPC 29	FISCAL FLOW METERING AND PROVING SYSTEM	5 Days
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PPC 35	RULES OF THUMB FOR CHEMICAL & PROCESS ENGINEERS	5 Days
PPC 37	LIQUID & GAS FLOWMETERING & CUSTODY MEASUREMENT: MULTIPHASE, ULTRASONIC & LOSS CONTROL	5 Days
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PPC 49	FUNDAMENTALS OF REFINERY CATALYTIC PROCESSES	5 Days
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PPC 71	HYDROTREATING TECHNOLOGY	5 Days
PPC 73	ADVANCED PROCESS ENGINEERING	5 Days
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PPC 85	OIL LOSS CONTROL SYSTEM CAPABILITY AND TECHNOLOGY APPLICATION FOR CUSTODY TRANSFERS AND MASS BALANCE IN GASEOUS SERVICES	5 Days
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PPC 89	INDUSTRIAL CORROSION: MONITORING, INSPECTION, TESTING AND CONTROL	5 Days
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PPC 93	GAS PROCESSING TREATMENT AND SULPHUR RECOVERY	5 Days
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PPC 249	PRODUCTION CHEMISTRY IN OIL AND GAS PRODUCTION	5 Days
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PPC 253	CRUDE OIL PRODUCTION AND WELLHEAD PROCESS	5 Days
PPC 255	CRUDE OIL STABILIZATION	5 Days

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Tel. 00965 22610021 , 99600277

Fax 00965 22630021

Email info@abarsolutions.com , abar-solutions@hotmail.com

Website www.abarsolutions.com

Courses Index

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PM 05	CONTRACT PLANNING, STRATEGY & CLAIMS MITIGATION	5 Days
PM 07	MANAGING COMPLEX PROJECTS	5 Days
PM 09	ADVANCED CONTRACT MANAGEMENT	5 Days
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PM 21	BEST PRACTICES FOR PROCUREMENT AND CONTRACT MANAGEMENT	5 Days
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PM 31	PREPARING AND MANAGING CONTRACTS	5 Days
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PM 437	PROJECTS ECONOMIC & DECISION MAKING IN OIL & GAS	5 Days
PM 441	DESIGN MANAGEMENT FOR CONSTRUCTION PROJECTS	5 Days

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Tel. 00965 22610021 , 99600277

Fax 00965 22630021

Email info@abarsolutions.com , abar-solutions@hotmail.com

Website www.abarsolutions.com

Courses Index

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WE 03	CATHODIC PROTECTION SYSTEMS: DESIGN, FABRICATION, INSTALLATION, OPERATION AND REPAIR	5 Days
WE 05	BASIC CORROSION TECHNIQUES & MONITORING	5 Days
WE 07	BASIC OF WELDING TECHNOLOGY	5 Days
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WE 47	MODERN WELDING TECHNOLOGY : WELDING, FABRICATION & INSPECTION (AWS, ASME & API CODES)	5 Days
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Tel. 00965 22610021 , 99600277

Fax 00965 22630021

Email info@abarsolutions.com , abar-solutions@hotmail.com

Website www.abarsolutions.com

Courses Index

Section	Sales & Marketing	
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SM 07	TELESALES ESSENTIAL SKILLS	5 Days
SM 09	MASTERING DISTRIBUTION SALES	5 Days
SM 11	MARKETING MANAGEMENT ESSENTIALS	5 Days
SM 13	CUSTOMER SERVICE TRAINING : MANAGING CUSTOMER SERVICE	5 Days
SM 15	DYNAMITE SALES PRESENTATIONS	5 Days
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SM 41	RECENT TRENDS FOR THE DEVELOPMENT OF MARKETING AND APPLICATIONS TO INCREASE SALES	5 Days

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Fax 00965 22630021

Email info@abarsolutions.com , abar-solutions@hotmail.com

Website www.abarsolutions.com

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MLT 307	21ST CENTURY LEADERSHIP MANAGEMENT SUITE	5 Days
MLT 309	ORGANIZATIONAL DEVELOPMENT TO MEET CHANGING NEEDS	5 Days
MLT 311	LEADERSHIP FUNDAMENTALS & SUPERVISORY SKILLS	5 Days
MLT 313	MASTERING SUPERVISORY SKILLS	5 Days
MLT 315	OFFICE MANAGEMENT & EFFECTIVE ADMINISTRATION SKILLS	5 Days
MLT 317	THE ART OF SUPERVISORY SKILLS	5 Days
MLT 319	ESSENTIAL SKILLS FOR EFFECTIVE TRAINING ADMINISTRATION	5 Days
MLT 321	SIMPLIFICATIONS AND WORK PROCEDURES	5 Days
MLT 323	MASTERING THE TRAINING CYCLE – FROM TRAINING NEEDS ANALYSIS TO EVALUATION	5 Days
MLT 325	ENHANCED PRODUCTIVITY SKILLS MAXIMIZING YOUR PERSONAL EFFECTIVENESS	5 Days
MLT 327	PROFESSIONAL TRAINING COORDINATOR : ANALYSIS , CONSULTING AND EVALUATION	5 Days
MLT 329	INTERNAL COMMUNICATIONS MASTER CLASS	5 Days
MLT 331	MASTERING EMOTIONAL INTELLIGENCE : SKILLS FOR EXCELLENT LEADERSHIP	5 Days
MLT 333	QUALITIES AND ETHICS OF A SUCCESSFUL SECRETARY	5 Days
MLT 335	WRITING EFFECTIVE POLICIES & PROCEDURES	5 Days
MLT 337	ENHANCE PRESENTATION SKILLS	5 Days
MLT 339	ADMINISTRATION PERFORMANCE & SKILLS DEVELOPMENT FOR ADMINISTRATIVE PERSONNEL	5 Days
MLT 341	COMMUNICATION SKILLS FOR MANAGERS	5 Days

MLT 343	MANAGEMENT SKILLS FOR THE NEW MANAGER	5 Days
MLT 345	IDENTIFYING TRAINING NEEDS AND EVALUATING TRAINING	5 Days
MLT 347	MANAGEMENT AND BEHAVIOR SKILLS FOR SUPERVISORS	5 Days
MLT 349	DOCUMENTS & RECORDS MANAGEMENT	5 Days
MLT 351	THE COMPLETE COURSE ON OPERATIONS MANAGEMENT AND ERP SYSTEMS	5 Days
MLT 353	MASTERING THE ART OF EFFECTIVE COMMUNICATIONS	5 Days
MLT 355	MANAGEMENT AND LEADERSHIP SKILLS FOR SUPERVISORS	5 Days
MLT 357	LEADERSHIP , CRITICAL THINKING & INNOVATION	5 Days
MLT 359	ADVANCED MARKETING STRATEGY	5 Days
MLT 361	SELLING AND CUSTOMER RELATIONS	5 Days
MLT 363	DOCUMENT CONTROLLING AND OFFICE MANAGEMENT	5 Days
MLT 365	MANAGEMENT REPORTING FOR DECISION MAKING	5 Days
MLT 367	MANAGING SERVICE QUALITY AND CUSTOMER SATISFACTION	5 Days
MLT 369	PERSONAL SKILLS FOR PROFESSIONAL EXCELLENCE	5 Days
MLT 371	SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE	5 Days
MLT 373	ADVANCED MANAGEMENT & EXCELLENCE: THE ART OF LEADERSHIP & MANAGEMENT SEMINAR	5 Days
MLT 375	MANAGEMENT REPORTING AND DECISION MAKING	5 Days
MLT 377	UNDERSTANDING ORGANIZATION STRUCTURE, CLIMATE & CULTURE	5 Days
MLT 379	UNDERSTANDING BUSINESS NEEDS	5 Days
MLT 381	THE EFFECTIVE & SUCCESSFUL MANAGER SKILLS FOR NEWLY PROMOTED MANAGERS	5 Days
MLT 383	THE CERTIFIED TRAINING ADMINISTRATION	5 Days
MLT 385	PROTOCOL & EVENT MANAGEMENT	5 Days
MLT 387	CAREER DEVELOPMENT & SUCCESSION PLANNING	5 Days
MLT 389	MANAGERIAL LEADERSHIP	5 Days
MLT 391	SALES AND MARKETING IN A COMPETITIVE ENVIRONMENT	5 Days
MLT 393	EFFECTIVE BUSINESS DECISIONS USING DATA ANALYSIS	5 Days
MLT 395	BUILDING HIGH PERFORMANCE TEAMS CAPTURING THE MAGIC OF SYNERGISTIC	5 Days

	EFFORT	
MLT 397	WRITING HR POLICIES , PROCEDURES AND CONDUCTING STAFF PERFORMANCE APPRAISAL	5 Days
MLT 399	MASTERING TEAM LEADERSHIP SKILLS	5 Days
MLT 401	LEADERSHIP VISION AND ORGANISATIONAL REALITY	5 Days
MLT 403	REWARDS MANAGEMENT : COMPENSATION PACKAGES AND SALARY STRUCTURES	5 Days
MLT 405	UNDERSTANDING MINDSET CHANGE	5 Days
MLT 407	THE ART OF HUMAN RESOURCE MANAGEMENT	5 Days
MLT 409	SCHEME MANAGEMENT AND PUBLIC RELATION	5 Days
MLT 411	ANALYZING AND DESIGNING SUCCESSFUL ORGANIZATIONS LEADING A COMPLEX EFFORT IN A CHANGING WORLD	5 Days
MLT 413	COMPENSATION & BENEFITS MANAGEMENT	5 Days
MLT 415	COACHING, MENTORING AND TEAM BUILDING SKILLS	5 Days
MLT 417	ESSENTIAL SKILLS FOR EFFECTIVE TRAINING (CERTIFIED TRAINING CO-ORDINATOR)	5 Days
MLT 419	TRAINING CO-ORDINATORS WORKSHOP- IMPROVING TRAINING EFFECTIVENESS	5 Days
MLT 421	LEADING WITH EMOTIONAL INTELLIGENCE	5 Days
MLT 423	MODERN MANAGEMENT OF PUBLIC RELATIONS	5 Days
MLT 425	ADMINISTRATION AND OFFICE MANAGEMENT : BEST PRACTICES AND TECHNOLOGY	5 Days
MLT 427	MANAGEMENT SKILLS FOR EXPERIENCED MANAGERS	5 Days
MLT 429	SETTING PRIORITIES, TIME MANAGEMENT & STRESS REDUCTION	5 Days
MLT 431	THE MIDDLE MANAGER DEVELOPMENT	5 Days
MLT 433	MANAGEMENT FOR KEY SUCCESSION	5 Days
MLT 435	MANAGEMENT EXCELLENCE MASTERCLASS	5 Days
MLT 437	ACHIEVING LEADERSHIP EXCELLENCE : INSPIRE , BUILD & DELIVER	5 Days
MLT 439	PRODUCTION MANAGEMENT, TEAM LEADERSHIP & MANAGEMENT	5 Days
MLT 441	LEADERSHIP SKILLS : SUCCESS THROUGH TEAM WORK	5 Days
MLT 443	BREAKTHROUGH TO SUCCESS	5 Days
MLT 445	RECRUITMENT AND DEVELOPMENT PLANNING	5 Days

MLT 447	MANAGING CONFLICTING PRIORITIES - PERSONAL ASSISTANT PROGRAM	5 Days
MLT 449	COMMUNICATION & PLANNING SKILLS FOR ADMINISTRATIVE PROFESSIONALS	5 Days
MLT 451	ADVANCED LEADERSHIP & MANAGEMENT SKILLS FOR THE 21ST CENTURY	5 Days
MLT 453	LEADERSHIP BEST PRACTICE MODULE 1&2 - THE POWER OF INFLUENCING & LEADING PEOPLE TO MAXIMISE PERFORMANCE	5 Days
MLT 455	CUSTOMER SERVICE STRATEGY : BUILDING A CUSTOMER CENTRIC ORGANISATION	5 Days
MLT 457	ADVANCED NEGOTIATION , COMMUNICATION & PRESENTATION SKILLS	5 Days
MLT 459	MEETING MANAGEMENT : THE ART OF MAKING MEETINGS WORK	5 Days
MLT 461	CERTIFIED MASTER TRAINER	5 Days
MLT 463	STRATEGIC CHANGE MANAGEMENT FOR HR PROFESSIONALS	5 Days
MLT 465	ASSET MANAGEMENT	5 Days
MLT 467	PLANT UPSET MANAGEMENT : MANAGE MANPOWER EFFECTIVELY AND ASSESS RISK PROPERLY	5 Days
MLT 469	CONSULTANCY SKILLS FOR TRAINING AND DEVELOPMENT PROFESSIONALS	5 Days
MLT 471	SUPERVISORY MANAGEMENT SKILLS	5 Days
MLT 473	LEADERSHIP BEST PRACTICES : ENHANCING LEADERSHIP FOR PEAK PERFORMANCE	5 Days
MLT 475	HOW TO SHARPEN YOUR BUSINESS WRITING SKILLS	5 Days
MLT 477	CREATIVE THINKING AND INNOVATION TECHNIQUES	5 Days
MLT 479	EFFECTIVE RECORDS AND ARCHIVES MANAGEMENT FLOW	5 Days
MLT 481	PERFORMANCE MANAGEMENT , APPRAISAL AND MOTIVATION	5 Days
MLT 483	BUSINESS LEADERSHIP : BECOMING MANAGEMENT MATERIAL	5 Days
MLT 485	BEST PRACTICES FOR PERFORMANCE MANAGEMENT IN A MULTI-CULTURAL ENVIRONMENT	5 Days
MLT 487	HR COMMUNICATION	5 Days
MLT 489	TALENT MANAGEMENT	5 Days
MLT 491	ADVANCED SECRETARIAL COURSE AND OFFICE MANAGEMENT	5 Days

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Tel. 00965 22610021 , 99600277

Fax 00965 22630021

Email info@abarsolutions.com , abar-solutions@hotmail.com

Website www.abarsolutions.com