



INSIGNIA SEMINARS & CONFERENCE ORGANIZERS LLC

NON - TECHNICAL TRAINING PLAN

Note: All our courses can be conducted On Site/In-House/or in Dubai, Abu Dhabi, Amman, Istanbul, Kuala Lumpur or as per client's request.

No.	Course Title	Duration	
IT, Telecommunication & Security Training Programs			
TT001	Advanced Electronic Archiving	5 Days	
TT002	Advanced Inform. Tech. Management (Smart Cards, E- Services, IT Security Audit & Management)	5 Days	
TT003	AutoCad Introductory Course	5 Days	
TT004	AutoCAD Civil 3D	5 Days	
TT005	Best Management Practices in (IT) Security	5 Days	
TT006	Creative Strategic IT Leadership	5 Days	
TT007	Data Communications and Field Bus Systems	5 Days	
TT008	Engineering Drawing and Development using "2D" & "3D" Max Studio	5 Days	
TT009	Electronic Document Management Systems (EDMS)	5 Days	
TT010	Implementing, Configuring & Troubleshooting IT Networking & Security Systems	5 Days	
TT011	Information Security for Business & IT Managers	5 Days	
TT012	Investigating IT Crime for IT Professionals	5 Days	
TT013	ISO 15000/20000: IT Service Management	5 Days	
TT014	Managing Ethical Risks In Research Projects	5 Days	
TT015	Managing Through Information	5 Days	
TT016	Record Management Systems: Using "State Record Act 2000"	5 Days	



TT017	Software Testing & Quality Assurance	5 Days	
TT018	Unified Modeling Language (UML)	5 Days	