

2019

A spiral-bound calendar for the year 2019. The calendar is white with a large, faint orange leaf graphic overlaid on the right side. The days of the week are listed at the top: SUN, MON, TUE, WED, THU, FRI, SAT. The dates are arranged in a grid. The numbers 4, 11, 18, and 25 are printed in red, indicating the start of a new week. The numbers 1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, and 28 are printed in black. The numbers 5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, and 31 are printed in grey.

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

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ACCREDITATIONS AND MEMBERSHIPS



Developmental and Special Courses



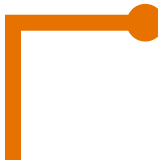
Course Name	Duration	Venue	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Business Etiquette by Ms. Nadine Daher	1 Day(s) 8 AM - 12 PM	Doha			30 QNCC		RAMADAN							
Parents and Kids Safety Workshop	1 Day(s) 9 AM - 12 PM	Doha		23 Qatar Chamber					07 QNCC					
Team Building for Teens	1 Day(s) 8 AM - 5 PM	Doha	30	27	31	30	29	30	31	29	30	31	28	31
Home and School Safety For Children	1 Day(s) 8 AM - 5 PM	Doha	6	3	3	7	5	2	7	4	1	6	3	1
Social Graces for Teens	1 Day(s) 8 AM - 5 PM	Doha	8	4	4	8	6	3	8	5	2	7	4	2
Effective Workplace Communication	4 Hour(s) 8 AM - 12 PM	Doha	7	5	6	6	7	9	9	7	5	8	5	5
Effective Writing for Business	4 Hour(s) 1 PM - 5 PM	Doha	7	5	6	6	7	9	9	7	5	8	5	5
Train the Trainer	4 Day(s) 8 AM - 12 PM	Doha	13-16	10-13	10-13	14-17	12-15	16-19	14-17	18-21	15-18	20-23	17-20	15-18



Computer and IT Courses



Course Name	Duration	Venue	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Business Application Software (Word, Excel, Powerpoint, Outlook, Project)	10 Day(s) 8 AM - 12 PM	Act Masters, Qatar Chamber	1-12	3-13	2-12	1-11	5-15	1-11	1-11	1-12	1-11	1-12	2-12	1-11
Adobe Photoshop	10 Day(s) 8 AM - 12 PM	Act Masters, Qatar Chamber	13-23	14-25	13-23	12-23	16-27	13-23	13-23	13-24	12-23	13-23	13-24	12-23
Apple® iPadfor Business Use	1 Day(s) 8 AM - 12 PM	Act Masters, Qatar Chamber	5	2	3	24	6	24	24	25	24	24	25	30
Introduction to Personal Computers Using Microsoft Windows	1 Day(s) 8 AM - 12 PM	Act Masters, Qatar Chamber	19	9	4	25	28	25	25	26	25	26	26	29
Using Google Drive and Apps (Google G - Suite)	1 Day(s) 8 AM - 12 PM	Act Masters, Qatar Chamber	26	16	5	27	29	26	27	27	26	27	27	28
CompTIA® IT Fundamentals® (Exam FC0-U51)	6 Day(s) 8 AM - 12 PM	Act Masters, Qatar Chamber	20-26	17-23	10-16	7-13	19-25	16-22	14-20	25-31	22-28	20-26	24-30	22-28
Mastering Autodesk Revit 2018	12 Day(s) 8 AM - 12 PM	Act Masters, Qatar Chamber	19-31	10-23	2-14	1-14	1-14	1-13	1-14	1-14	1-14	1-14	2-14	1-14
Cyber SAFE Extended Edition 2017: Exam CBS-210	1 Day(s) 8 AM - 12 PM	Act Masters, Qatar Chamber	24	24	24	24	25	24	24	24	24	24	24	28
Developing Secure Android Apps for Business	6 Day(s) 1 PM - 5 PM	Act Masters, Qatar Chamber	6-12	2-6	2-7	1-7	1-7	1-6	1-7	1-7	1-7	1-7	2-7	1-7
Certified Ethical Hacker - IT (E - 312 - 50)	10 Day(s) 1 PM - 5 PM	Act Masters, Qatar Chamber	13-23	9-19	9-19	8-18	8-19	8-18	8-18	10-20	8-18	8-19	9-19	8-18
Certified Network Defender (E - 312 - 38)	10 Day(s) 1 PM - 5 PM	Act Masters, Qatar Chamber	21-31	18-28	20-30	20-30	20-30	19-30	20-30	20-31	19-30	20-30	19-30	19-30
Computer Hacking Forensic Investigator (312 - 49)	10 Day(s) 6 PM - 9 PM	Act Masters, Qatar Chamber	2-13	2-12	2-12	1-11	1-12	1-11	1-11	1-12	1-11	1-12	2-12	1-11
EC - Council Certified Security Analyst (ECSA V10)	10 Day(s) 6 PM - 9 PM	Act Masters, Qatar Chamber	13-23	13-24	13-24	13-23	13-23	12-23	13-23	13-24	12-23	13-23	13-24	12-23
Incident Handler	4 Day(s) 6 PM - 9 PM	Act Masters, Qatar Chamber	27-30	25-28	25-28	24-28	25-28	24-27	24-28	25-28	24-28	25-28	25-28	28-31
Certified Information Systems Security Professional (CISSP)	10 Day(s) 6 PM - 9 PM	Act Masters, Qatar Chamber	1-12	3-13	2-12	1-11	5-15	1-11	1-11	1-12	1-11	1-12	2-12	1-11
The ITIL Foundation Certificate in IT Service Management	6 Day(s) 6 PM - 9 PM	Act Masters, Qatar Chamber	6-12	2-6	2-7	1-7	1-7	1-6	1-7	1-7	1-7	1-7	2-7	1-7
Digital Marketing Professional	8 Day(s) 6 PM - 9 PM	Act Masters, Qatar Chamber	9-17	3-11	2-10	1-9	5-13	1-9	1-9	1-10	1-9	1-10	2-8	1-9



***“Reading furnishes the mind only with materials of knowledge;
it is thinking that makes what we read ours.”***

-John Locke



International HSE Courses



Course Name	Duration	Venue	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
NEBOSH International General Certificate	10 Day(s) 8 AM - 5 PM	Queensland, Doha, Oman, Manila, Turkey, Azerbaijan, Kuwait, Beirut	6-16	17-27	17-27	14-24	19-29	16-26	21-31	18-28	15-25	20-30	17-27	8-18
IOSH Managing Safely	3 Day(s) 8 AM - 5 PM	Queensland, Doha, Oman, Manila, Turkey, Azerbaijan, Kuwait, Beirut	20-22	17-19	24-26	21-23	19-21	23-25	21-23	18-20	22-24	20-22	17-19	22-24
IOSH Working Safely	1 Day(s) 8 AM - 5 PM	Queensland, Doha, Oman, Manila, Turkey, Azerbaijan, Kuwait, Beirut	19	16	23	20	18	22	20	17	23	19	16	21
CIEH Food Safety Level 1	1 Day(s) 8 AM - 5 PM	Queensland, Doha, Oman, Manila, Turkey, Azerbaijan, Kuwait, Beirut	23	20	27	24	22	26	24	21	25	23	20	25
CIEH Food Safety Level 2	1 Day(s) 8 AM - 5 PM	Queensland, Doha, Oman, Manila, Turkey, Azerbaijan, Kuwait, Beirut	24	21	28	25	23	27	25	22	26	24	21	26
CIEH Food Safety Level 3	1 Day(s) 8 AM - 5 PM	Queensland, Doha, Oman, Manila, Turkey, Azerbaijan, Kuwait, Beirut	26	23	30	27	25	29	27	24	28	26	23	28
IIRSM Food Handler Program	4 Hour(s) 1 PM - 5 PM	Queensland, Doha, Oman, Manila, Turkey, Azerbaijan, Kuwait, Beirut	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
IIRSM Environmental Awareness	4 Hour(s) 1 PM - 5 PM	Queensland, Doha, Oman, Manila, Turkey, Azerbaijan, Kuwait, Beirut	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
IIRSM General Safety Induction Training	4 Hour(s) 1 PM - 5 PM	Queensland, Doha, Oman, Manila, Turkey, Azerbaijan, Kuwait, Beirut	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Highfield Level 2 Award in First Aid at Work with CPR and AED	6 Hour(s) 8 AM - 5 PM	Queensland, Doha, Oman, Manila, Turkey, Azerbaijan, Kuwait, Beirut	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Highfield Award in Fire Fighting	1 Day(s) 8 AM - 5 PM	Queensland, Doha, Oman, Manila, Turkey, Azerbaijan, Kuwait, Beirut	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Highfield Food Safety Level 1	1 Day(s) 8 AM - 5 PM	Queensland, Doha, Oman, Manila, Turkey, Azerbaijan, Kuwait, Beirut	6	3	10	7	5	9	14	11	15	13	10	15
Highfield Food Safety Level 2	1 Day(s) 8 AM - 5 PM	Queensland, Doha, Oman, Manila, Turkey, Azerbaijan, Kuwait, Beirut	13	10	17	14	12	16	21	18	22	20	17	22
Highfield HACCP Level 2	2 Day(s) 8 AM - 5 PM	Queensland, Doha, Oman, Manila, Turkey, Azerbaijan, Kuwait, Beirut	20-21	17-18	24-25	21-22	19-20	23-24	28-29	25-26	29-30	27-28	24-25	29-30



Language Courses



Course Name	Duration	Venue	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Business English Essentials	5 Day(s) 8 AM - 12 PM	Doha	20-25	17-22	10-15	7-12	19-24	16-21	14-19	25-30	22-27	20-25	24-29	22-27
English - Elementary (2 Levels A & B) Headway Plus	10 Day(s) 1 PM - 5 PM	Doha	1-12	3-13	2-12	1-11	5-15	1-11	1-11	1-12	1-11	1-12	2-12	1-11
English - Beginners (2 levels, A & B) Headway Plus	10 Day(s) 8 AM - 12 PM	Doha	1-12	3-13	2-12	1-11	5-15	1-11	1-11	1-12	1-11	1-12	2-12	1-11
English - Pre - Intermediate (2 levels, A & B) Headway Plus	10 Day(s) 1 PM - 5 PM	Doha	6-16	17-27	17-27	14-24	19-29	16-26	21-31	18-28	15-25	20-30	17-27	8-18
English - Intermediate (2 levels, A & B)	10 Day(s) 8 AM - 12 PM	Doha	6-16	17-27	17-27	14-24	19-29	16-26	21-31	18-28	15-25	20-30	17-27	8-18
English - Upper - Intermediate (2 levels, A & B)	10 Day(s) 1 PM - 5 PM	Doha	1-12	3-13	2-12	1-11	19-24	1-11	1-11	1-12	1-11	1-12	2-12	1-11
IELTS	5 Day(s) 1 PM - 5 PM	Doha	20-25	17-22	10-15	7-12	5-15	16-21	14-19	25-30	22-27	20-25	24-29	22-27
IELTS Revision	2 Day(s) 1 PM - 5 PM	Doha	27-28	25-26	25-26	24-25	25-26	24-25	24-25	25-26	24-25	25-26	25-26	28-29
TOEFL	5 Day(s) 6 PM - 9 PM	Doha	20-25	17-22	10-15	7-12	19-24	16-21	14-19	25-30	22-27	20-25	24-29	22-27
Arabic for Non - Arabic	1 Day(s) 8 AM - 5 PM	Doha	23	20	27	25	22	26	24	21	25	23	20	25
English for Arabic Speakers	5 Day(s) 8 AM - 12 PM	Doha	20-25	17-22	10-15	7-12	19-24	16-21	14-19	25-30	22-27	20-25	24-29	22-27



“A true knowledge of ourselves is knowledge of our power.”

-Mark Rutherford



Business Courses



Course Name	Duration	Venue	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Advanced Interpersonal Communication	1 Day(s) 8 AM - 5 PM	Doha, Manila, Beirut, Oman Queensland, Kuwait, Turkey	6	3	3	7	5	2	7	4	1	6	3	1
Business Continuity Management System	2 Day(s) 8 AM - 5 PM	Doha, Manila, Beirut, Oman Queensland, Kuwait, Turkey	27-28	25-26	25-26	24-25	25-26	24-25	24-25	25-26	24-25	25-26	25-26	28-29
Business Etiquette	1 Day(s) 8 AM - 5 PM	Doha, Manila, Beirut, Oman Queensland, Kuwait, Turkey	8	4	4	8	6	3	8	5	2	7	4	2
Business Management	3 Day(s) 8 AM - 5 PM	Doha, Manila, Beirut, Oman Queensland, Kuwait, Turkey	20-22	24-26	24-26	21-23	19-21	23-25	21-23	18-20	22-24	20-22	17-19	22-24
Business Writing	1 Day(s) 8 AM - 5 PM	Doha, Manila, Beirut, Oman Queensland, Kuwait, Turkey	23	20	27	24	22	26	24	21	25	23	20	25
Call Center	4 Hour(s) 8 AM - 12 PM	Doha, Manila, Beirut, Oman Queensland, Kuwait, Turkey	7	5	6	6	7	9	9	7	5	8	5	5

ISO Courses



Course Name	Duration	Venue	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
ISO 9001:2015 Foundation Course	1 Day(s) 8 AM - 5 PM	Doha	6	24	3	1	1	2	1	1	1	1	2	1
ISO 9001:2015 Internal Auditor Course	2 Day(s) 8 AM - 5 PM	Doha	7-8	10-11	4-5	2-3	4-5	3-4	2-3	3-4	2-3	2-3	3-4	2-3
EnMS 50001 Auditor / Lead Auditor Training Course	5 Day(s) 8 AM - 5 PM	Doha	6-10	3-7	9-13	6-10	6-11	8-12	6-10	10-14	7-11	5-9	5-10	4-9
ISO 45001:2018 Auditor / Lead Auditor Training Course	5 Day(s) 8 AM - 5 PM	Doha	13-17	12-16	16-20	13-17	12-16	15-19	13-17	17-21	14-18	12-16	12-17	10-15
Integrated Management Systems Internal Auditor Training Course (Based on ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018)	3 Day(s) 8 AM - 5 PM	Doha	20-22	19-21	5-7	20-22	18-20	22-24	20-22	24-26	21-23	19-21	18-23	15-21
ISO 9001:2015 Auditor Transition Training Course	2 Day(s) 8 AM - 5 PM	Doha	21-22	22-23	17-18	23-24	21-22	25-26	23-24	27-28	24-25	22-27	24-28	22-26
ISO 9001:2015 Auditor / Lead Auditor Training Course	5 Day(s) 8 AM - 5 PM	Doha	27-31	26-30	24-28	23-27	25-29	18-22	23-27			26-31		26-31
ISO 14001:2015 Auditor / Lead Auditor Training Course	5 Day(s) 8 AM - 5 PM	Doha	20-24	26-30	23-27	25-30	25-29	11-15	25-30			26-31		26-31

2019

Act Masters W.L.L

General Takaful Building , C-Ring Road

P.O. Box 21789, Doha, Qatar | CR: 103020

Hotline: +974 31 2222 11 | T: +974 4040 2111

E: info@actmasters.net | www.actmasters.net

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