



WorldWide
Solutions

WWS Training Brochure 2025-2027

Accredited Capacity Building Courses/Seminars



WorldWide Solutions (WWS)

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www.wwsinc.net

WWS Training Centers Around the World...

Washington DC, USA



Toronto, Canada



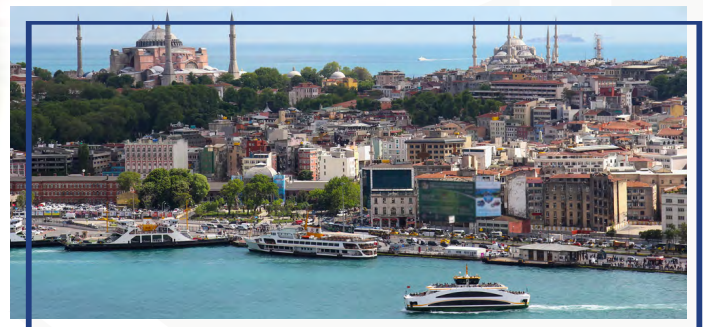
Dubai, UAE



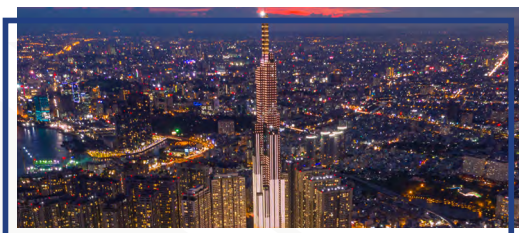
London, England



Cape Town, South Africa



Istanbul, Turkey



Ho Chi Minh City, Vietnam

...and more!

Our Seminars

Computer Application (**CAS**)

Decision Analysis (**DAS**)

Energy Alternative (**EAS**)

Financial Analysis (**FAS**)

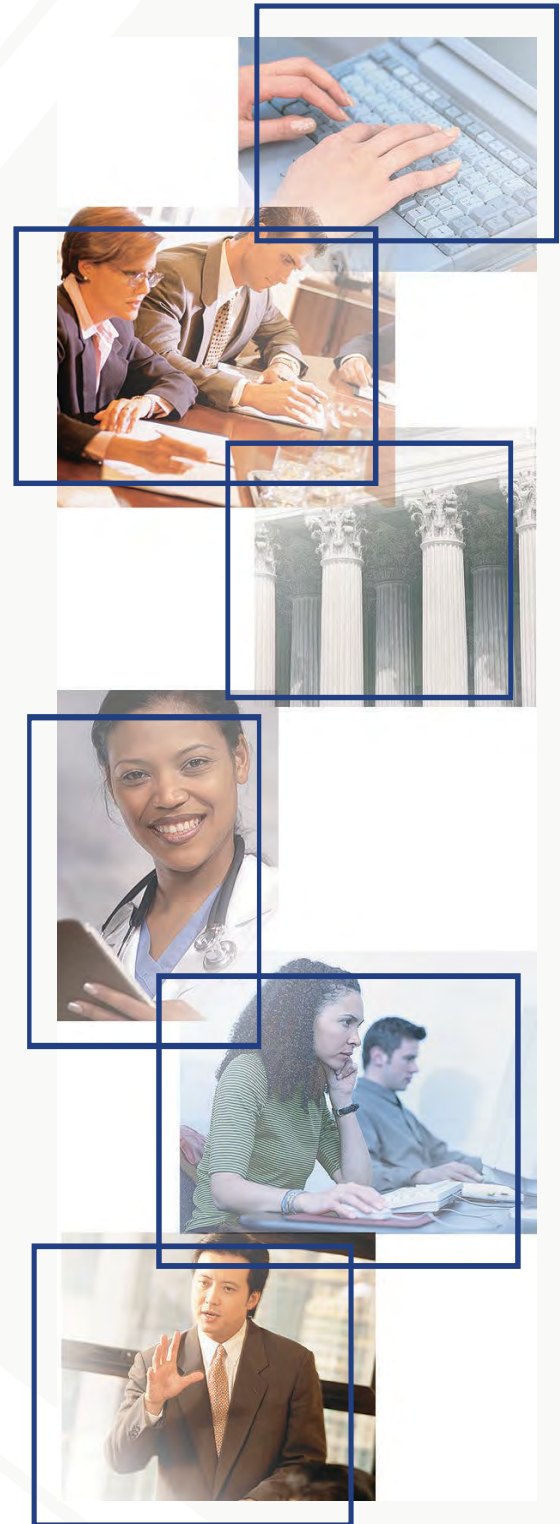
Healthcare Appreciation (**HAS**)

Legal Administration (**LAS**)

Management Alternatives (**MAS**)

Poverty Alleviation (**PAS**)

Specially Arranged (**SAS**)



Overview

Message from the President

We believe training is a shortcut to experience. Our instructors and course developers have worldwide experience and world-class credentials. We adjust to your needs and pass on the knowledge gained through work experience and formal training. This will enable you to acquire more during the short capacity building training period than one can obtain over many years in the actual work place.



Accreditation

WWS capacity building courses/seminars are approved for college credit toward graduate and undergraduate degrees and continued higher education certification (see page 36 for details).

Virtual Training

WWS offers Virtual Interactive Training Seminars that are delivered by expert instructor(s) from our headquarters in USA on any of WWS courses and brought through WWS virtual interactive classroom setting to our clients around the world.

History

WorldWide Solutions (WWS) is a privately held company that started in Toronto, Canada in 1999 and moved to Washington DC area, USA in 2001. WWS is also heavily involved in major programs around the world.

WWS clients include many government agencies and private organizations globally. We are dedicated to providing customers with state-of-the-art technology and the most up-to-date computer systems and communication facilities available in the world today. We provide top quality, expert systems engineering and high-tech project management services. WWS staff have been involved in many projects around the world.

Who Should Attend

WWS courses will be conducted in a participatory seminar format. Courses are designed for senior and mid level management of various government agencies, public institutions, and private organizations. Our experienced instructors will adapt to your needs to ensure the best results.

Course Venue

WWS major venues are as follows:

Washington DC, USA

WWS Seminars are held in the Washington, DC area. The seat of the Nation's Government provides visitors with some of the world's most famous landmarks

including the Capitol, the White House, the Smithsonian Institution, and a plethora of monuments, museums, and other attractions. The main offices of U.S. Government agencies, most international organizations, and many leading industries are located in this area. Many universities and institutions of higher learning are also available here and provide valuable resources to WWS. Many world-class tourist attractions and a variety of modern shopping malls and department stores are also located in the area.

WWS carries out training throughout the USA and the world. WWS headquarter is in Washington DC area, USA. In addition to many universities and the seat of the government at nation's capital, Washington-Dulles Airport High-Tech Corridor where we are located has one of the highest high-tech talent concentrations in the USA and the world. This provides many resources and qualified instructors for us.

WWS also conducts courses in London (UK), Istanbul (Turkey), Toronto (Canada), Dubai (UAE), Ho Chi Minh City (Vietnam), and Cape Town (South Africa) on a regular basis. Any of the seminars can also be carried out at client premises based on mutually acceptable arrangements. For large groups, we can do the course at the venue and date of your choice anywhere in the world. Please contact WWS (info@wwsinc.net) for more information.



London (UK)

London has been home to the birth of the Industrial Revolution, the height of world trade for centuries, and now, regular WWS Seminars. London is the capital of the fifth-largest economy in the world, center of trillions of dollars' worth of investment in finance, manufacturing, and technology. A popular destination with business travelers as well as tourists, WWS London management gurus have a great deal to teach.

There is no end of sights to see in London: London Eye, the Houses of Parliament, Big Ben, Tower Bridge, Buckingham Palace, the British Museum, St Paul's Cathedral, Hyde Park, await the nearly 17 million tourists who visit London annually. For the culturally minded, London has many museums such as National Gallery, Natural History, vibrant theater and shows, shopping from Oxford street to Westfield Malls, and more. There is no better place to see a sports match, whether it's football at Arsenal or Chelsea, tennis at Wimbledon, or cricket at Lord's Cricket Ground.



Istanbul (Turkey)

Istanbul is the gateway between Asia and Europe, connecting Mediterranean & Sea of Marmara to Black Sea via Bosphorus that divides the city into European and Asian sides. A modern city rich with history, numerous historical and modern sites to see, various shopping possibilities and reasonable accommodations. Your trip to Istanbul will be both memorable and educational. While there you can see historic palaces, mosques, museums, and visit the grand bazaar and modern shopping malls. Over 12 million foreign visitors came to Istanbul in 2015, five years after it was named European Capital of Culture, making the city world's fifth-most popular tourist destination.



Toronto (Canada)

Situated on Lake Ontario, Toronto is the heart of Canada's financial sector and home to 6 million residents in the metro area and an ever-growing skyline. Toronto offers a large selection of institutions of higher education and top-ranked businesses, providing learning and opportunities to those who take WWS Seminars.

Home to the famous CN tower as well as an array of gleaming new upscale hotels, those attending WWS Seminars in Toronto will find no shortage of luxury accommodations and sites to see. In between seminar sessions, visitors can visit Museums, Hockey Hall of Fame, an event at Scotiabank Arena, walk to the famed Toronto nightlife in Clubland or Queen Street, including some of the top-ranked restaurant cultures in the world, and many shopping malls like the Eaton Center. Toronto also serves as an ideal launching point for day trips to nearby Niagara Falls, Ottawa, or Montreal.



Dubai (UAE)

Situated at the border of glittering sand and sparkling blue sea, of old and new, Dubai is the fastest-growing city in the world and a major world hub. Dubai is a center of commerce that plays host to some of the biggest organizations in the business world, making it the perfect place to network, build international relationships, and gain invaluable training and knowledge at WWS Seminars. Dubai infrastructure is state of the art offering the latest in technology and paving ways of innovation.

Take in the sights of Old Dubai, or if you're in the mood for nature, the surrounding desert offers breathtaking desert safaris, extreme adventure sports, and beautiful crystal blue waters. Of course, Dubai also contains some of the biggest and sleekest sights in the modern world, where WWS visitors can take advantage of their time in the UAE to visit such sites as: Burj Khalifa the tallest building in the world, Burj Al Arab the only 7 star hotel in the world, Dubai Mall one of the largest malls in the world or Mall of the Emirates which hosts an indoor ski resort and snow park, visit museums or state of the art architectures, and much more. There are also world-class beaches and stunning boardwalk at Jumeirah Beach or Atlantis on the manmade island, The Palm or The World, and much more. Also, Abu Dhabi is just a short drive from Dubai.



Ho Chi Minh City / Saigon (Vietnam)

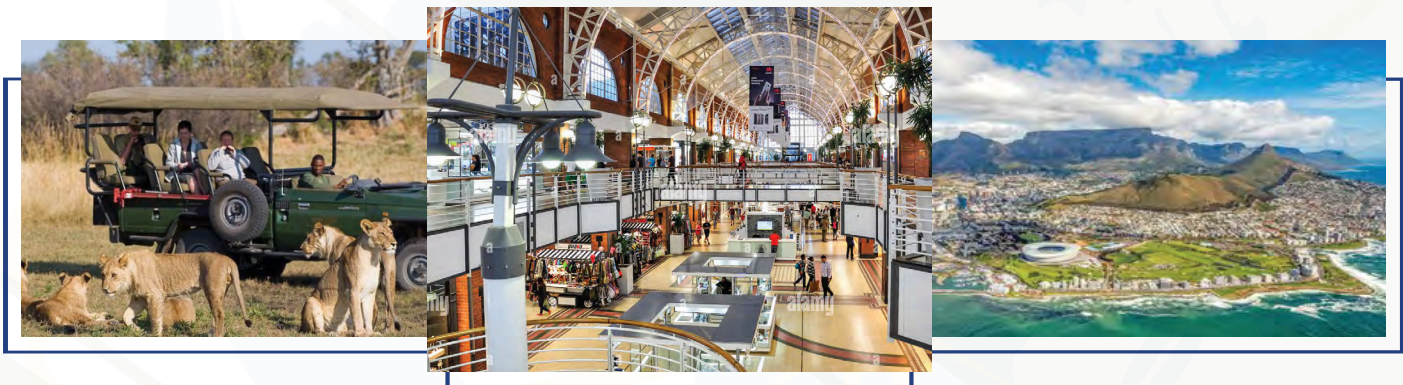
WWS has added Ho Chi Minh City (HCMC), formerly known as Saigon, to its training venues which is the largest city in Vietnam and a bustling economic hub. Located in the southern part of the country, it has a population of over 9 million people. The city is known for its vibrant street life, French colonial architecture along sleek skyscrapers, and historical significance of the Vietnam War.

Key attractions include the Notre-Dame Cathedral Basilica, the Central Post Office, the War Remnants Museum, and the Reunification Palace. HCMC is also famous for its diverse food scene, along with shopping and many markets like Ben Thanh Market. The city is a blend of old and new, markets and pagodas are mixed with modern skyscrapers like the Landmark 81 hotel that is the site for WWS venue and the second tallest building in Southeast Asia. The best time to visit HCMC is during the dry season from December to April. Ho Chi Minh City is a dynamic and rapidly growing metropolis, reflecting Vietnam's development and cultural diversity, waiting for you to visit.



Cape Town (South Africa)

WWS is also proud to hold Seminars in beautiful Cape Town, South Africa. Cape Town is the southernmost city in Africa and the legislative capital of the nation and has countless attractions to delight the business traveler. Besides boasting massive industries in technology, shipping, construction, finance, and tourism, Cape Town hosts impressive upscale accommodations, transportation, and dining. While attending a WWS Seminar, take advantage of your time to visit Table Mountain, Robin Island, world class Wineries, Safari, Camps Bay, Waterfront Mall and many other Shopping centers, and the sights and sounds of this thriving international center of culture and commerce.



WWS Seminar Details

Computer Application Seminars (CAS)

Computer Application Seminar (CAS) series improve delegates' understanding of the computers and management information systems (MIS) as applied to large public institutions or private enterprises. The following CAS courses are offered:

CAS

CAS501 - Computer Proficiency, Applications and Internet

Computer principles and peripheral equipment will be reviewed. Both hardware and software elements will be covered. Operating system software, their role, and capabilities will be discussed. Then several off-the-shelf software packages will be explained and applied to practical work situations. Some of the software packages included in this course will be Microsoft Office, Word, Excel, PowerPoint, Access, Outlook and more. Also, a review of basic Internet principles, providers, applications (apps), eMail and security. Major topics are as follows:

- Computer concepts
- Hardware components
- Software elements
- Off-the-shelf software packages
- Introduction and use
- Basic internet topics, applications, eMail, and security
- Latest trends in information technology

CAS502 - Computer Applications in Financial Management and Budgeting

The course will improve delegates' understanding of financial and budget management software applications as applied to public and private organizations. A review of off-the-shelf software packages and their applications to work situations will be carried out. This course will illustrate Microsoft Office, such as Word, Excel, and Project as powerful tools displaying graphs and charts highlighting financials. Budget control software packages will also be introduced, and various approaches to financial and budget management will be discussed. Economic overview, financial analysis, budgeting, and other financial considerations will be covered. Other topics to fit the participant's needs and suggestions will be included as appropriate. Hands-on exercises are given by expert instructors to give a thorough understanding and appreciation of computer applications. This should lead to improved efficiency and effectiveness through better utilization of the computer applications and management information systems in the various work environments. Topics reviewed include:

Computer Systems

- Hardware and Software Components
- Information Technology (IT) Significance and Impact
- Applications Software Appreciation
- Microsoft Office Suite
 - Word Processing (Word)
 - Spreadsheet (Excel)
 - Database (Access)
 - Graphics (PowerPoint)
- Financial Applications
- Budgeting, Implementation, and Controls
- Project Management and M/S Project
- Practical Examples and Practices
- Internet Basics
- e-Mail Facility
- eCommerce, eBusiness, and eGovernment
- Automation Process and Implications
- The Future of Information Technology

Economics

- Microeconomics and Macroeconomics

- Fiscal Policy
- Monetary Policy

Financial Analysis

- Analysis Methods
- Present and Future Value
- Rate of Return
- Preparation and Analysis of Financial Statement

Production and Production Enterprises

- Essential Economic Considerations of Production
- Pricing
- Cost Estimation
- Life Cycle Worth
- Sensitivity Analysis

Budget Management

- Budget Process – Estimation and Preparation
- I.T. Utilization in Budgeting
- Intro-Intensive Computer Training for Budgeting
- Review of Financial and Budgeting Software and
- Online Tools

CAS503 - Database Management and Customization

Database management systems are widely used in business and government alike. This course reviews the application and customization of database management systems, and gives many examples of actual applications. Major topics are as follows:

- Data and information collection and analysis
- Database organization, creation, and maintenance
- Database development and implementation
- Intelligent systems trends technology

CAS504 - Management Information Systems

Management Information Systems (MIS) are databases incorporated on computer networks that provide relevant information to management for appropriate decision making. MIS components consist of management considerations and expectations, computer networks, information structures and sharing schemes, data transmission devices, and overall control and security of the information. MIS is used by lower and middle management in carrying out their day-to-day and short-term tactical activities. Decision Support Systems (DSS) and Executive Support Systems (ESS) are used by middle and top management for medium term and long-term strategic decisions. Major topics are as follows:

- Information technology basics
- Information management and integration
- Database developments
- Networking principles
- Data transmission, standardization and security

CAS507 - Telecommunications and Computer Networks

Telecommunication concepts and data transmission media will be covered. Analog versus digital and the various bandwidth and data rates or line speeds will be discussed. Network topologies and various protocols will be covered, as will land based cable and fiber optics as well as wideband microwave and other wireless services. Local and long-distance communications, and mobile telephones will be included. Local and wide area computer networks will be reviewed. Private and public networks, the Internet, and other related topics will also be covered. Major topics are as follows:

- Basic concepts; digital versus analog
- Data transmission speeds
- Local, metropolitan, and wide area networks (LANs, MANs, & WANs)
- Internet and websites
- Wireless services, Wi-Fi, Bluetooth
- Emerging Technologies

CAS508 - eCommerce, eBusiness, and eGovernment

eCommerce is buying and selling electronically across the world, whereas eBusiness is doing any business online. eGovernment is automation of services and exchange of information between government agencies and their constituencies. Use of Internet for various electronic transactions and exchange of information by enterprises, individuals (customers), businesses, and the government is growing every day in order to increase efficiency and reduce cost. Major topics are as follows:

- Basic Internet concepts, eCommerce, eBusiness, and eGovernment
- Business to business (B2B) transactions, business to consumers (B2C) and vice versa
- Government to government (G2G), government to business (G2B), government to consumers (G2C), and vice versa
- Pros and cons and benefits and advantages of automation
- Emerging technologies



CAS509 - Computer Applications in Office Management

The course will improve delegates' understanding of the computers and management information systems (MIS) as applied to large public institutions or private enterprises. Computer principles and peripheral equipment will be reviewed. Both hardware and software elements will be covered. Operating system software, their role, and capabilities will be discussed. Then several off-the-shelf software packages will be explained and applied to practical work situations. Some of the software packages included in this course will be Microsoft Office, particularly word processing (Word), spreadsheet (Excel), Graphic software (PowerPoint), and database applications (Access), and other application suites.

Other topics to fit the participant's needs and suggestions will be included as appropriate. Office management, teamwork, and office administration will also be covered. Practical assignments will be carried out in class, and as exercises by the delegates, under close supervision of experts in the field. A thorough understanding and appreciation of the information technology (IT) role in government institutions and private organizations will be ensured. Participants will have a chance to pace themselves, and based on their background, will benefit from the course in their own area of activity. This should lead to improved efficiency and effectiveness through better utilization of the information technology and management information systems in the various work situations. This course is suitable for office managers and staff, and human resource department.

Computer Systems

- Hardware Elements
- Operating System Software
- Application Software Packages
 - Word-processing (Word)
 - Spreadsheets (Excel)
 - Graphic packages (PowerPoint)
 - Database systems (Access)
- Management Information Systems (MIS)
- Financial Software Packages
- Information Technology (IT) Role in Public Institutions and Private Organizations
- Internet Access and Infrastructure
- e-Mail Operation and Advantages

Office Management

- Management Process
- Management Styles
- Effective Communication
- Teamwork
- Office Administration
- Human Resources Management
- Motivation
- Effectiveness

CAS515 - Advanced ICT Strategies

This course comprises advanced topics in information and communication technologies (ICT). It addresses the latest developments in electronics and merger of information technologies, and the new trends. Application specific cases will be discussed. New security challenges and solutions are reviewed. The major topics are as follows:

- Latest developments in the field of electronics
- New information superhighways and transmission techniques
- Information analysis and sharing
- Security risks and considerations
- Applications and strategies
- Future of ICT

CAS520 - Cybersecurity Introduction and Practice

This course discusses the basic Cybersecurity principles, technical skills, and protection for a cyber-secure environment.

Participants will learn fundamental cybersecurity methods, system admin, networks, defense and offense security procedures, and practice through exercises and testing. Major topics are as follows:

- Security Fundamentals – Governance, planning, risk analysis and mitigation
- Systems Administration – Logging, passwords, windows, and rules
- Network Security – Wireless, cloud, encryption, and security tools
- Defensive – Class of attacks, spam, phishing, monitoring, response, and recovery
- Offensive – Ethical hacking, penetration testing, mitigation strategies, and reporting

CAS525 - Cloud Computing and Architecture

Introduction to cloud computing. Cloud concepts and architecture discussed, to gain knowledge of similarities and differences in cloud models. Review of top cloud vendors and which model and components fit an organization. Cloud storage and options and application requirements are discussed. Case studies examined including Big Data and cloud design to process in real-time. The major topics are as follows:

- Basics of cloud computing
- Assess various kinds of cloud storage
- Relational databases
- Analyze cloud infrastructure
- Understand the process and benefits of cloud services with Big Data

CAS530 - Introduction to Artificial Intelligence (AI)

Artificial Intelligence (AI) is transforming industries and reshaping the future of work. This course provides a comprehensive introduction to AI, covering fundamental concepts, key technologies, and practical applications. Participants will gain a solid understanding of AI principles and how to implement AI solutions in various domains. Major topics in this course are:

- Introduction to AI
- Basic Concepts in AI
- Fundamentals of Machine Learning
- Data in AI
- Introduction to Neural Networks and Natural Language Processing (NLP)
- Key AI Tools and Technologies
- AI Applications and Across Industries
- Hands-On AI Projects and Case Studies
- Ethical and Social Implications of AI
- Future of AI

Decision Analysis Seminars (DAS)

The Decision Analysis Seminars (DAS) address the various aspects of risk analysis and management decision making. Quantitative and qualitative methods of decision analysis and decision making are covered in these seminars. The following DAS courses are offered:

DAS

DAS501 - Decision Analysis

This course covers decision making at both the tactical and strategic levels. Expected value and decision trees are covered at the tactical level while strategic alignment and synthesis of selection criteria and rated alternatives are covered at the strategic level. Major topics are as follows:

- Defining tactical versus strategic objectives
- Identifying and analyzing risks
- Identifying viable innovative alternatives
- Performing life cycle cost and benefits analysis on alternatives
- Proceeding with the best alternative while minimizing risk

DAS502 - Management Decision Making

The course will improve delegates' understanding of the management decision making and process. The most popular techniques of management decision making will be discussed. Emphasis will be on the quantitative decision making process. Decision making under certainty, uncertainty, and risk situation will be covered. Other topics to fit the participant's needs and suggestions will be included as appropriate. Case studies will be presented to demonstrate the theory. Practical assignments will be carried out in class and as exercises by the delegates under close supervision of experts.

A thorough understanding and appreciation of the decision analysis role in government institutions and private organizations will be demonstrated. Participants will have a chance to pace themselves, and based on their background, will benefit from the course in their own area of activity. This should lead to improved efficiency and effectiveness through better utilization of the information gained in this course as it may apply to the various work environments.

- Qualitative versus Quantitative Decision making
- Decision Analysis
 - Brief History of Decision Analysis
 - Why study Decision Analysis?
 - Normative, Descriptive, and Prescriptive Decision Making
- Decision Making Under Certainty vs. Under Uncertainty
 - Alternatives, Objectives (Tactical vs. Strategic) and Goals
 - Expert Choice
 - Sensitivity Analysis
 - Case Study
- Decision Making Under Uncertainty
 - Probability (Risk Profiles)
 - Utility (Concave vs. Convex Utility Functions)
 - A Measure of Risk Awareness
 - Maximization of Expected Utility Principle
- Decision Trees
 - Value of Information
 - Expected Monetary Value (EMV)
 - Evaluation of Various Courses of Action
 - Maximization of Expected Utility Principle
- Financial Decision Making: Identifying the Best Set of Alternatives While Minimizing Risk
- Resource Allocation Using Expert Choice
 - Linear Programming Using Excel
 - Expected Monetary Value (EMV)
- Game theory
- Inventory
- Scheduling
- Transportation and Trans-shipment
- Other relevant topics



Energy Alternative Seminars (EAS)

The Energy Alternative Seminars cover alternative sources of energy for human consumption and comfort. Petroleum, gas and oil, electricity, waste-to-energy, solar, wind, and other forms of energy will be covered in detail. Emerging technologies and other alternatives in this field will be addressed. The following EAS courses are offered:

EAS

EAS501 - Petroleum Resources and Their Marketing

This seminar covers the basics of petroleum sources, exploration, extraction, and marketing. Major topics are as follows:

- Petroleum resources and their marketing
- Sources of crude oil and gas
- Discovery, exploration and extraction
- Crude oil refining
- Petroleum market analysis and transportation
- Fuel retail market

EAS502 - Electric Power and Other Energy Sources

This course will improve delegates' understanding of the various sources of power such as diesel and steam generators, hydropower, alternative energy sources such as solar, wind, waste-to-energy, and their scope and typical life cycles. The advantages and disadvantages, and environmental impact of various methods of power generation will be discussed. Power distribution and revenue collections methods will be covered. Urban versus rural electrification and their challenges and pitfalls will be fully reviewed. Emphasis will be placed on electric power and related projects and other complex and sophisticated sources of energy and on the topics of interest to the participants.



The syllabus will be adjusted by the instructor to reflect participant's interest and useful topics that develop during the workshop. The course will be conducted in an interactive seminar form and cover many practical examples. Delegates will perform home works and projects, and make presentations that will be reviewed and critiqued by their peers and the instructor. The role of information technology and automated control systems will be covered in full and the complete understanding of latest automation techniques and use of information technology will be ensured. This course is of great value to majority of the personnel of power companies and government energy agencies.

- Power Generation
 - Power Units and Definitions
 - AC and DC Power and Their Applications
- Battery Systems
- Diesel Generators
- Steam Generators
- Power Distribution
- Power Stations
- Electromagnetic Fields
- Electric Power Industry
- Electrical Transformers and Their Purpose and Applications
- Alternative and Renewable Energy Sources
 - Solar Energy
 - Wind Power Generation
 - Waste-to-Energy Systems
 - Hydro Power
 - Geothermal Power
- Advantages and Disadvantages of Various Sources of Power
 - Central Power Source
 - Distributed Power Systems
- Urban Versus Rural Electrification
 - Latest Trends



EAS503 - Energy Industry Procurements

This course covers the procurement process in the energy industry. Major topics are as follows:

- Procurement practices and procedures
- Competitive bidding process
- Transparency and due process
- Local shopping, National & International Bidding
- Use of computers



EAS504 - Management of Energy Projects

The concept of project management will be reviewed. Project planning, funding, staffing, and control will be covered. Project implementation and control of cost, schedule, quality and risk will be emphasized. Major topics are as follows:

- Project planning, funding, and implementation
- Organizing, staffing, monitoring, and coordination
- Cost, schedule, quality, and risk control
- Effective communication and teamwork
- Management and leadership
- Application of computers as a tool

EAS505 - Harvesting Clean Energy & Restoring Environment

The concept of clean alternative energy will be addressed. Solar, wind and waste-to-energy alternatives will be analyzed and covered in detail. Advantages and economy of alternative energy sources will be reviewed. Practical details and application of various green energy sources will be covered. Major topics are as follows:

- Solar energy concept and applications
- Wind Energy and its advantages and limitations
- Waste-to-energy renewable source
- Advantages and limitations of various alternatives
- Renewable alternatives and their comparison



EAS510: Electrical Grid & Substations Maintenance

This course will improve delegates' understanding of how to maintain electrical grid and/or substations. Trouble shooting substations such as transformers, switchgears, protection and control system will be covered. Major topics are as follows:

- HSE topics of substation
- How to manage single line diagram (SLD).
- How to manage protection of single line diagram (PSLD).
- How to manage control and interlocking diagram.
- Using trip logic diagram for better operation of switchgears.
- Simple network analysis
- How to read schematic diagrams
- Substations equipment maintenance
- Trouble shooting of substation, circuit diagrams, panels and other key equipment
- Design of simple substations and modeling schematic according to SLD



EAS512: Substation Requirements

This course will improve delegates' understanding of the minimum requirement for substations at different levels of voltages and designation. Major topics are as follows:

- Basic elements of substation functions and designation types
- Introduction of substation functions according to voltage level
- Minimum requirements of equipment for MV panels or substations related to type of the industry up to 36 KV.
- Minimum requirement of equipment for HV substation up to 500 KV.
- Minimum requirements of equipment for EHV substation Up to 800 KV.
- New designation of substations according to conventional or GIS.

EAS513: Test Equipment for Electrical Industry

This course will improve delegates' understanding of the primary & secondary test equipment. Major topics are as follows:

- Benefit of testing and why it is done
- Basic test equipment items
- Introduction to primary test equipment
- Introduction to secondary test equipment
- Test equipment new technologies

EAS514: Protection Relay Coordination

This course will improve delegates' understanding of coordinating protection relays at MV substation, HV substation, oil and gas industry, cement industry, and steel industry. Major topics are as follows:

- Basic rules of protection
- Advanced rules of protection
- Relay calculation for OC & EF relays
- Relay calculation for distance protection functions
- Relay calculation for differential transformer protection function
- Relay calculation for line differential protection function
- How to use software to improve stability in network
- Key points for better coordination between relays
- Differences between production industry and electrical regional company



EAS515: Siemens Protection Relays

This course will improve delegates' understanding of the configuration of Siemens relays. Its scope contains Siprotec4 & Siprotec5 family of Siemens relays. Major topics are as follows:

- Basic rules of protection
- Introduction to Siemens relays
- DIGSI Software Introduction
- Introduction to working with DIGSI 4 (configuration, setting, CFC, connection, event & disturbance record)
- Siprotec4 Relays explanation (driver & firmware)
- Introduction to work with DIGSI 5 (configuration, setting, CFC, connection, event & disturbance record)
- Siprotec5 relays explanation (driver & firmware)
- Practical example for a sample substation (63/20 KV Power Transformer, 230 KV Line Protection, or 20 KV Feeder Protection)

EAS516: MICOM Protection Relays

This course will improve delegates' understanding of the configuration of Schneider and GE solution relays. Its scope contains MICOM family of Schneider or GE solution relays. Major topics are as follows:

- Basic rules of protection
- Introduction to MICOM relay family
- Px10, Px20, Px30, Px40, P3 and more
- EASERGY Studio software introduction
- How to work with EASERGY Studio (configuration, setting, PSL, connection, event & disturbance record)
- Practical examples of a sample substation (63/20 KV Power Transformer, 230 KV Line Protection, 20 KV Feeder Protection)

EAS517: GE Protection Relays

This course will improve delegates' understanding of the configuration of GE relays. Its scope contains GE family relays. Major topics are as follows:

- Basic rules of protection
- Introduction to GE relays family
- Multiline, UR Series and 3 Series
- ENERVISTA Software Introduction
- Introduction to working with ENERVISTA (configuration, setting, logic, connection, event & disturbance record)
- Practical examples of a sample substation (63/20 KV Power Transformer, 230 KV Line Protection, 20 KV Feeder Protection)

EAS518: Schneider Electric (Sepam) Protection Relays

This course will improve delegates' understanding of the configuration of Schneider Electric Co. relays. Its scope contains Schneider Electric Company family relays. Major topics are as follows:

- Basic rules of protection
- Introduction to Schneider electric (Sepam) relay Family
- 20, 40, 60, 80 Series
- SFT2841 Software Introduction
- Introduction to work with SFT2841 (configuration, Setting, logic, connection, event & disturbance record)
- Practical example of a sample substation & industry (6 KV motor protection, 63/20 KV Power Transformer, 230 KV Line Protection, 20 KV Feeder Protection)

EAS519: Solar System Integration

This course will improve delegates' understanding of solar system integration, design, installation and commissioning. Major topics are as follows:

- Solar system principles
 - Solar system benefits
- Design of 10 MW solar farm sample
- Key point of installation and commissioning
- Key point of solar farm maintenance
- New generation of solar farm & photovoltaic panels
 - Carbon Credits for clean energy



EAS520: Substation Design Principles

This course is for electrical engineers and technologists that are responsible for the maintenance, testing, and calibration of protection and control equipment that protect transmission lines, transformers, buses, and feeders. Participants should have a basic knowledge of AC/DC electricity. It is also useful for first line managers in charge of the operation and maintenance departments of power companies and related government agencies. At the end of the course, participants should be able to analyze, design, and apply power system protection schemes. The training will cover proper relay maintenance, specific test procedures, and detailed adjustment and calibration procedures utilizing state-of-the-art relay test sets. Major topics are as follows:

- Principles of Relaying Protection
- Control Circuits (AC & DC)
- Fault/Short Circuit Study & Analysis
- Relay Setting & Coordination
- Power Transformers Protection Connections
- Principles of Instrument Transformers, Testing, and Terminations
- Philosophy of Differential Protection
- Basics of Generator Protection
- Transformer Protection
- Basic Line Protection
- Auto-Reclosing Schemes
- Over Voltages & Surge Protection
- Fuses & Fuse Coordination
- Basic System Stability Studies
- System/Equipment Grounding.
- Maintenance, Testing and Recalibration of Relays
- Grid and Commercial Metering
- Electrical Interlocking.
- Maintenance of Battery Chargers.

EAS521 - Transformers, Switchgears & Auxiliary Systems

This course is for Electrical Engineers & Technologists that are responsible for erection, maintenance and testing of high voltage substation equipment (Transformers, Reactors, Capacitor Banks, Circuit Breakers, Isolators, Instrument Transformers and Surge Arresters), and Batteries. Participants should be able to assess transformer and switchgear performance, carry out installation, maintenance, and testing, undertake inspections of power system auxiliary equipment, and evaluate equipment performance. Participants will understand applicable testing standards, battery banks, substation earthing and auxiliary supply. Major topics are as follows:

- Classes of Transformers
- Transformer Operation
- Transformer Design & Construction
- Maintenance of Transformers
- The Principles and Practice of Reliability-Centered Maintenance Management
- Types of Switchgears (Circuit Breakers and Isolators)
- The Essence of Switchgears
- Switchgear Operations
- Switchgear Design & Construction
- Switchgear Maintenance
- Battery Maintenance Checklist
- Grounding and Bonding
- Surge Arresters Maintenance and Testing
- Station Auxiliaries
- Transformer Pre-commissioning and Commissioning Test and Procedures

EAS523 - Advanced Protective Relaying and Metering

This course is for Electrical Engineers & Technologists who exhibit an outstanding performance in Protective Relays and are responsible for the testing, maintenance and calibration of relays that protect Transmission lines, transformers, buses, and loads.

At the end of the course, participants should be able to analyze, design and apply Directional and Distance protection schemes and perform Short Circuit Analysis. Relay maintenance, specific test procedures including impedance reach testing, and detailed adjustment and calibration procedures utilizing state of the art relay test equipment. Participants will understand applicable testing standards, what test result information should be recorded, and what hand tools are necessary for proper relay adjustment and calibration.

- Principles, operations and maintenance of Directional Relays
- Principles, operations and maintenance of Distance Relays
- Advanced Transformer Protection
- Fault/Short Circuit Study & Analysis
- Harmonic Analysis
- Solid State Relay Maintenance
- Microprocessor Based Relay Maintenance
- Advanced System Stability Studies
- Tele-protection
- Telemetry
- Busbar Schemes and Protection of Busbars
- Protection of Shunt Reactors and Capacitor Banks
- Pilot Wire Protection
- Principles, operations, setting and maintenance of Directional relay
- Principles, operations, setting and maintenance of Distance relay

EAS524 - Advanced Transformers, Switchgears & Auxiliary Systems

This course is for Electrical Engineers & Technologists who have exhibited an outstanding performance at work and in earlier EAS courses, and are responsible for maintenance and testing of high voltage substation equipment (transformers, reactors, capacitor banks, switchgears, substation earthing, and substation auxiliaries). Basic knowledge of transformers, switchgears, earthing and power transformer maintenance and testing is required for this course. Major topics covered in this course are shown in the diagram below:

- International Standards and Guidelines
- Sweep Frequency Response Analysis
- Liquid Insulation Analysis (Dissolved Gas Analysis)
- Circuit Breaker Standard and Rating
- SF6 Circuit Breaker Characteristics
- Live Tank and Dead Tank SF6 Circuit Breakers
- SF6 Circuit Breaker Maintenance and Testing
- Introduction to Gas Insulated Switchgear (GIS)
- GIS maintenance
- Batteries Maintenance According to IEEE and ANSI Standards.
- Cable Fault Location and Tracing.
- Cable Splicing and Terminating, High Voltage.
- Perform and Analyze Withstand Tests (DC, AC & VLF)
- Perform and Analyze Diagnostic Field Tests (Tan Delta & PD)
- Auxiliary Supply Voltages
- Time Domain Reflectometer

EAS525 - Lines Maintenance

This course is for electrical engineers, technologists and technicians who are responsible for erection/maintenance of towers, location of fault along transmission lines, and testing of high voltage substation equipment. At the end of the course participants should be able to assess the causes of system collapse, transmission circuit calculation, fault location on power system network, carry out line maintenance and testing; undertake line patrol and treatment of hot spot. Participants will understand applicable testing standards. Major topics will be as follows:

- Transmission Circuit calculations
- Introduction to power systems
- Introduction to transmission network
- Causes of system collapse
- Type of conductor and loading effect
- Calculation of stress, strain and safety factor for materials
- Fault location techniques
- Calculation methods for fault locator (Distance protection relay)
- Line maintenance procedures
- Line patrol procedures: ground patrol, helicopter patrol, tower inspection and their importance
- Safe climbing practices; climbing precautions
- Line rigging
- Tension on straight-line conductor
- Bisect tension on an angle structure
- Combined force on conductor under tension
- Knots, bends, hitches and splices
- Radial and mesh counterpoise
- Relationship between spike, sky wire and counterpoise in line protection
- Hazard voltage tolerable limits
- Periodic Inspection and tests
- Vegetation issues and Right of Way (ROW)
- Trace clearing and its advantages
- Trace maintenance outside ROW
- Practical experience on community issue
- Preventive maintenance

EAS530 - Energy Economics

Energy and electrical power is a fundamental element of a developed infrastructure and industrialization. As such the energy economics will be reviewed in this regard. Major topics are as follows:

- Economic Foundations of Energy Demand
- Alternative Approaches for Energy Demand Analysis
- Utility Maximization for Energy Demand and Cost Minimization for Producer
- Understanding the Energy Sector: Concepts and Context
- Energy Sector and Sustainability
- Energy Sector Governance, Legal and Institutional Framework
- Global Energy Markets and the Energy Sector Planning
- An Overview of the Energy Sector in Developed and Emerging Countries
- Benchmarking Energy Sector Performance: Data Sources, Indicators, and their Interpretation
- Budgeting for the Energy Sector

EAS531 - Electricity Marketing

As a basic element of infrastructure, electric power is in high demand for both personal and commercial use. The following topics and more will be covered for this course. Major topics are as follows:

- Supply, Demand, and Regulatory Issues in Electricity Markets
- Electricity Supply, Access, and Development
- The Electricity Market Value Chain
- Capital Funding Requirements for Emerging Economies: Transmission Services Provider, System Operator, and Market Operator
- Funding Sources and Uses for Power Company: Capital Expenditure Budgets; and Existing and Potential Sources of Capital Funding
- Investment Opportunity for Financing Packages, and Project Prioritization
- Understanding Investment and its Framework
- Economics and Financial Assessments of Projects

EAS532 - Dynamics of Solar Plant Integration

Solar energy is a popular form of clean alternative source of power which is getting momentum and becoming more popular and accepted every day for both personal and commercial applications. It is particularly relevant and useful in emerging markets, such as Africa, with abundant sunshine and huge shortage of electrical power. The fundamental elements and dynamics of solar power and its integration into the electrical source will be covered. Major topics covered will be as follows:

- Large scale solar power integration in distribution grids
- Aggregation studies
- System dynamic approach for solar energy integration
- Integration of multiple energy sources, including renewables such as biomass, heat pumps and solar energy
- Factors to be considered when planning different development scenarios
- System dynamic model to forecast
- competitiveness of solar technology with other alternatives
- Solar Integration data and tools
- Modeled solar data for energy professionals
- The next generation of modeled solar data with higher temporal and spatial resolution
- Current and historical solar resource data and tools to support the integration of solar technologies on the grid.

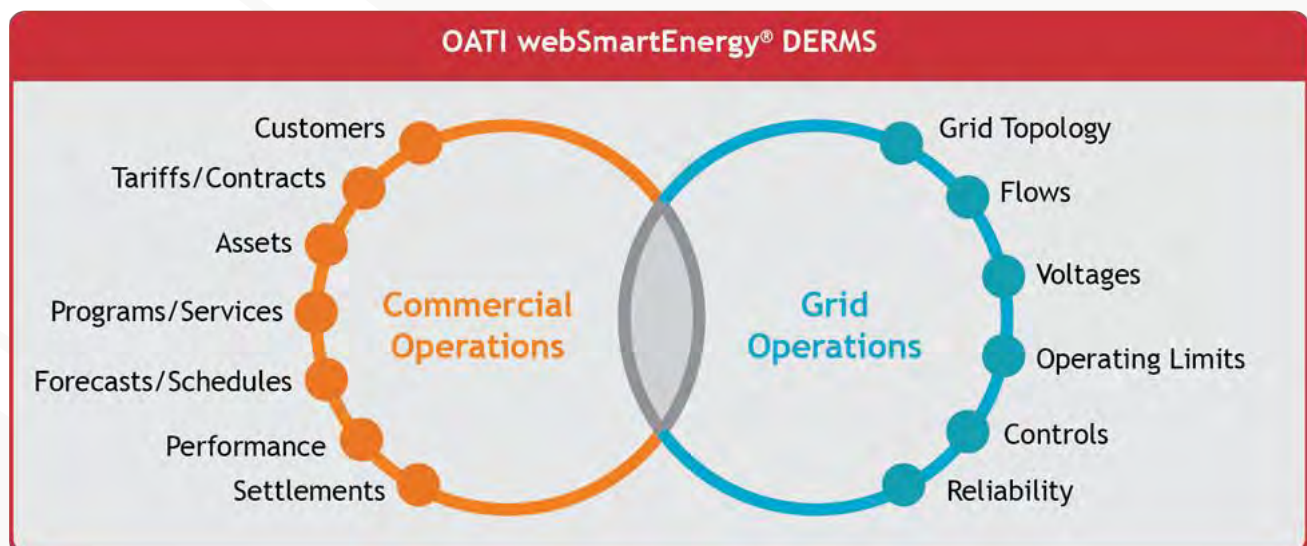
EAS535 - Optimal Multi-Distributed Generation for Loss Reduction

Optimal location and capacity of multi-distributed generation for loss reduction and voltage profile Improvement will be discussed. In case of multiple sources of power generation, the techniques of accumulating the power and transferring it to the end users takes proper transmission and distribution network for optimal transfer of power to end users. The electric distribution grid has become increasingly complex in recent years, with technical advances in distributed energy resources, grid automation, demand side management, smart meters and VAR control devices. Effective modelling of these complexities requires an intuitive software solution that can adapt to ever-increasing technical advances, with a high tolerance for less than perfect data.

Power engineers play a critical role in making CAPEX and OPEX decisions while considering risk, reliability, system performance, and cost. The electric distribution grid has become increasingly complex in recent years, with technical advances in distributed energy resources, grid automation, demand side management, smart meters and VAR control devices. Effective modelling of these complexities requires an intuitive software solution that can adapt to ever-increasing technical advances, with a high tolerance for less than perfect data.

A comprehensive set of tools exists to support these business-critical decisions, all in a single model. Major topics covered in this course will be as follows:

- Distributed Generation (DG)
- Energy Losses in Power Systems
- Optimal Placement and Sizing
- Methodologies: Mathematical & Simulations
- Benefits: Energy Reduction, Cost Savings, Environmental, & Enhanced Grid Resilience
- Challenges: Interconnection Issues, Market Regulations, and Technical Constraints.
- Case Study



EAS536 – Optimal Allocation of DG and DATATCOM

Optimal Allocation of DG and DATATCOM in Radial Distribution System using Cuckoo Search Optimization Algorithm will be covered. This course proposes a new approach to determine the optimal location and sizing of Distributed Generation (DG) and Distribution STATic COMpensator (DSTATCOM) simultaneously in the distribution network. The objective is formulated to minimize the total power losses of the system subjected to equality and inequality constraints. Loss sensitivity factor (LSF) and Voltage Stability Index (VSI) are used to predetermine the optimal location of DG and DSTATCOM, respectively. Following topics will be included in this course:

- Recently developed nature-inspired Cuckoo Search Algorithm (CSA) has been used to determine the optimal size of both DG and DSTATCOM
- Different cases will be considered during DG and DSTATCOM placement to assess the performance of the proposed technique
- To check the feasibility, the proposed method is tested on IEEE 12-bus, 34-bus, and 69-bus radial distribution system and the results compared with other existing techniques
- Simultaneous allocation of DG and DSTATCOM in the radial distribution system is used to compensate the real and reactive power
- It is essential to place the DGs and DSTATCOMs at candidate locations with optimal kW and kVA to ensure the maximum benefits of the system
- In this course, an integrated approach will be used to find the optimal locations of DG and DSTATCOM in the RDS
- The sizing of both compensating devices can be obtained by using cuckoo search algorithm
- The main advantage of using CSA is that it does not need to spend more effort in tuning the control parameters, as in the case of GA, PGS, MINLP, DSA, and other evolutionary algorithms
- The proposed method is applied to IEEE 12-bus, 34-bus, and 69-bus radial distribution system with different cases
- The simulated results obtained using CSA are compared with the other existing techniques, and the results show that the performance of the proposed method for minimization of power loss and maximization of voltage profile is found to be better than the other existing methods
- From the above discussion it can be concluded that the proposed method can be easily applied to any large scale and real time distribution system.

EAS537 – Promotion and Outreach

This course will improve delegates' understanding of the practice of outreach and promotion in the renewable sector. Promotion and outreach is marketing and teaming up with influencers to help motivate and promote organizations and their goals. Through promotion and outreach, influencers show how to link a business and the objectives to customers, local communities, government, and the general public giving a boost of popularity, visibility, and motivation through leadership and collaboration. Aspects and tools of promotion and outreach have large roles in education, raising awareness, referral to services, newsletters, advertising, events, and much more that are covered in this course. Outreach programs often fill the voids of information gap that organizations need to create, which delegates will review through case studies and exercise with a focus in renewable energy. Topics include:

- Contributing to market development, use of surveys and distribution of information and community studies – newsletters
- Encouraging effective leadership
- Creating environment and tools for collaboration and coordination
- Raising awareness for empowerment
- Speaking at townhalls, conferences, webinars, and more
- Outreach via communication campaigns
- Encouraging your participation in the energy transition
- Advantages of renewable energy
- Reduction of green gas effect and contribution to the environment
- Carbon credits
- Sustainability of various alternative clean energies
- Case studies for successful and unsuccessful campaigns in renewables

EAS540 - PLS-CADD Software Overview

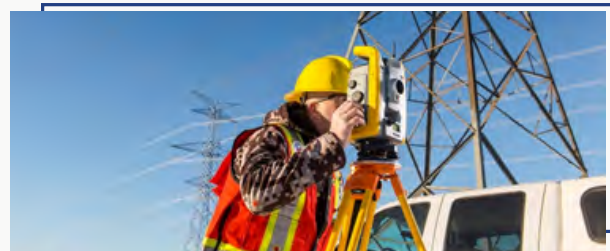
This course is PLS-CADD Software Overview training designed to introduce participants to the essential features and functionalities of PLS-CADD, a powerful tool used for the design and analysis of overhead power lines. Major topics are as follows:

- How to create terrain / surface from XML model
- Take OGL data from global mapper or google Earth
- Import data from auto cad
- Create & edit data
- Transmission line design fundamentals
- Create overhead line alignment
- Create ground center line profiles & other data
- Merge different project into one type
- DXF and Bitmaps
- Check all the above for better design

EAS541 - Surveying Transmission Lines

This training course is on Surveying Transmission Lines and is aimed at equipping participants with the knowledge and skills necessary for conducting accurate surveys for the planning, design, and construction of transmission lines. Major topics are as follows:

- Topographic survey as a new project
- OHL engineering
- GPS & total station data
- Get data from GPS & TS into PLS-CADD
- Create 3D modeling
- LIDAR data



EAS542 - Conductor modeling in PLS-CADD

The Conductor Modeling in PLS-CADD training is aimed at providing participants with the expertise needed to accurately model conductors for overhead transmission lines using PLS-CADD software. The training focuses on the critical aspects of conductor selection, modeling, and analysis within the software environment. Major topics are as follows:

- Setting up codes
- Weather data
- Simplified PLS-CADD
- Stress strain cart explanation
- Conductor modeling data
- Intelligent solution for better design
- Design criteria
- Design tension
- Automatic sagging
- Initial & final sag
- Setting up codes
- Weather
- Ice load
- Safety
- Wind & weight reports
- Clearance checking

EAS543 - PLS-CADD / LITE Simplified

This training course on PLS-CADD/LITE Simplified is designed to introduce participants to the streamlined version of PLS-CADD, known as PLS-CADD/LITE. This training focuses on the core functionalities needed for basic overhead line design and analysis, ideal for users who require a simplified yet powerful tool. Major topics are as follows:

- Quick sag / tension
- XYZ and PFL project difference in PLS CADD
- PFL project possess global coordinate system
- Practical example of methods time & cost saving
- Modeling of structure allowable spans PLS CADD
- Make M1 structure from scratch and create multiple structures with details
- Model those above in PLS CADD
- Create load file
- T-Off structure
- OHTL project in PLA CADD
- Method 4 full analysis
- Prepare material list & part list

EAS544 - Interactive Line Design PLA CADD

Interactive Line Design in PLS-CADD course is focused on teaching participants how to use the interactive tools within PLS-CADD to design and optimize overhead transmission lines. This training emphasizes hands-on experience with the software's interactive features to create efficient and effective transmission line designs. Major topics are as follows:

- Snap & spot structure points
- Auto tower spotting
- Set parameter for avoiding structure location while auto spotting
- String & sag conductors
- Overall design check sections
- Clearance checking of conductors

EAS545 – Environmental Assessment Systems

This seminar provides the participants with the building environmental assessment field reviewed since it first came into prominence in the early 1990s. Key limitations of existing building environmental assessment systems are identified and the emerging importance of issues such as sustainability, life-cycle assessment, globalization and standardization are discussed. Major topics are as follows:

- Environmental Assessment
- Principles for Environmental Integration
- Ecological and Environmental Economics
- Environmental Management Systems
- Organizational behavior and public decision making in the EA context

Financial Analysis Seminars (FAS)

The Financial Analysis Seminars cover the economics and financial management issues that many nations face. These courses are particularly useful to the financial institutions, Ministries of Finance, Government and private planning organizations, and public and private monitoring agencies. The following FAS courses are offered:

FAS

FAS501 - Accounting Principles

This course discusses the accounting principles and application. It covers income determination, asset valuation, and financial reporting, transaction analyzing, journalizing and posting to ledgers. The cycle of actions required to identify, record, and summarize the financial transactions will be covered. Major topics are as follows:

- Preparing financial statements
- Managing various accounts
- Payroll issues
- Automated data processing
- Mastering Excel applications



FAS502 - Financial Management

The course will improve delegates' understanding of financial management activities as applied to large public institutions or private enterprises. Fixed income analysis in certain developing economies will be discussed. Equity analysis, currency analysis, and other basic operational structures and financial models will be presented. Emphasis will be on financial management. Financial control software packages will also be introduced, and various approaches to financial management will be discussed. Economic overview, financial analysis, taxation, budgeting, and other financial considerations, mortgage banking and other topics will be covered. Other topics to fit the participant's needs and suggestions will be included as appropriate. Practical assignments will be carried out in class, and as exercises by the delegates, under close supervision of experts in the field. A thorough understanding and appreciation of the information technology (IT) role in government institutions and private organizations will be ensured. Participants will have a chance to pace themselves, and based on their background, will benefit from the course in their own area of activity. This should lead to improved efficiency and effectiveness through better utilization of the information technology and management information systems in the various work environments

- Economics
 - Decision Makers
 - Microeconomics and Macroeconomics
 - Supply and Demand
 - Fiscal and Monetary Policy
- Financial analysis
 - Analysis methods
 - Present Value
 - Future Value
 - Rate of Return
 - Inflation and its Effects on Return on Investment
 - Depreciation
 - Taxation and its Effects on Financial Analysis
 - Analysis of Economic Value of Projects
 - Build or Buy / Lease or Buy
- Outsourcing
- Production and Production Enterprises
 - Essential Economic Considerations of Production
- Pricing
 - Cost Estimation
 - Life Cycle Worth
 - Breakeven Analysis
 - Production Mix
 - Sensitivity Analysis
- Health of an Enterprise
 - Financial Statements
 - Preparation and Analysis of Financial Statement
 - Budget, Estimation and Preparation
- Mortgage Banking
 - Mortgage Structure
 - Different Types
 - Regulations
- Computer Systems Overview
 - Hardware and Software Components
 - Information Technology (IT) Significance and Impact
 - Applications Software Appreciation
 - Microsoft Office Suite
 - Financial Applications
- Budgeting, Implementation, and Controls



FAS503 - Mortgage Industry and Financial Products

Structured Financial Products play a major role in financial markets and yet remain a mystery to many. This course will provide in depth exploration of these products and their effect on markets. Major topics are as follows:

- Structure of mortgage and asset backed securities
- Collateralized debt obligations
- Derivative markets including equity linked and credit-linked securities
- US Government Sponsored Enterprises (Fannie Mae and Freddie Mac)
- Valuation considerations
- Legal and regulatory considerations



Healthcare Appreciation Seminars (HAS)

The Healthcare Appreciation Seminars (HAS) series are intended for management and the staff of public and private healthcare facilities. These courses emphasize various aspects of healthcare services to improve participants' awareness, see new approaches, and learn about the latest developments in this field. The following HAS courses are offered:

HAS

HAS501 - Public Healthcare Planning and Administration

This course is designed for healthcare planners and hospital and public healthcare system administrators. Major topics are as follows:

- Healthcare components
- Healthcare planning and control
- Administration of public healthcare institutions
- National and international health organizations

HAS502 - Epidemics and Their Treatment

This course addresses the causes of epidemic diseases and the latest developments for cure. This course is intended for healthcare professionals and medical doctors. Major topics are as follows:

- Introduction to Epidemics
- Transmission & Spread
- Public Health Response Strategies
- Treatment & Management
- Infection Control Measures
- Global & Local Health Agencies Role
- Epidemiology and Data Analysis
- Legal & Ethical Issues in Epidemic Response
- Mental Health & Psychosocial Support
- Post-Epidemic Recovery & Prevention

HAS503 - Procurements in Healthcare Arena

National competitive bidding (NCB) and international competitive bidding (ICB) procedures will be studied. World Bank and Government policies on bid solicitation, evaluation, and contract awards will be covered. Major topics are as follows:

- Procurement process and preparation of tender documents
- Bid solicitation, evaluation, and contract award
- Contract administration and project management
- Due process and transparency
- Use of computers in implementation of the above steps



HAS504 - Management of Healthcare Projects

Management of healthcare projects will be addressed in detail. Principles and tools of project management will be reviewed. Major topics are as follows:

- Review of project management techniques
- Planning and monitoring complex healthcare projects
- Advance leadership and motivational techniques
- Information technology (IT) role in project management

Legal Administration Seminars (LAS)

The Legal Administration Seminars (LAS) series are intended for the senior staff of legal and judicial agencies and lawyers and legal professionals. These seminars provide a comparative study of legal systems and the latest developments in this field. The following LAS courses are offered:

LAS

LAS501 - Legal Systems and their Administration

This course provides a survey of legal systems and their effectiveness. It also addresses the management issues in the legal and judicial institutions. Major topics are as follows:

- Legal systems survey
- Public institutions
- Civil justice system reform
- Legal expert systems

LAS502 - Comparative Legal and Judicial Systems

This course compares and contrasts the various legal and judicial systems and provides a summary of the pros and cons of each. Major topics are as follows:

- Legal and judicial institutions
- Civil procedure
- USA, European and other legal systems
- International competitiveness
- Regional cooperation and human rights



Management Alternatives Seminars (MAS)

The Management Alternative Seminars (MAS) address the various styles of management and their impact on the organization. The following MAS courses are offered:

MAS

MAS501 - Management Principles

The history and concept of management and the latest development in leadership styles will be reviewed. Management functions and responsibilities, as well as management theories and practices will be covered. Major topics are as follows:

- Traditional management roles
- Organizations and management practices
- Motivation techniques and effectiveness
- Leadership challenges and trends

MAS502 - Business Administration

This course emphasizes administration and the managerial functions of a business. Major topics are as follows:

- Organizational concepts
- Management theories
- Private and public organizations
- Current management approaches, and future trends

MAS503 - Public Administration

This course applies to management and leadership in government organizations. Major topics are as follows:

- Management concepts and theory
- Employee improvement and development
- Efficiency, effectiveness and accountability
- Ethical, political, and economic factors

MAS504 - Project Management

This course will improve delegates' understanding of the process of defining a project, its scope and typical life cycles. Task scheduling and identification of resource requirements are illustrated well. Risk identification is covered, as is the means of controlling the project. People issues such as stakeholder management and teamwork are a vital part of any project and these too are included in this course. Effective communications and teamwork will be emphasized. All aspects of management and leadership will be covered. Complex projects and their control is the main topic.

- Project Management
- Project Life Cycles
- Scope Management
- Schedule Control
- Resource Management
- Quality Control
- General Management
- Control and Coordination
- Risk Management
- Stakeholder Management
- Effective communications
- Teamwork
- Decision making
- Evaluation of results
- Handover and Close Out
- Post Project Review



Project Control

This course will enable delegates to set up and control projects such that they are more likely to succeed. Delegates will become better able to control their projects, successfully manage changes and employ techniques to provide early warning of any deviation from their plan.

At the end of the course delegates will be able to:

- Identify effective project Key Performance Indicators (KPIs) and the need for these at each stage of the project
- Explain the planning process and identify the content of the project management plan
- Explain the benefits and drawbacks of functional project and matrix organizations
- Describe the roles that support the project team
- Describe the factors affecting estimating accuracy
- Understand Parametric, Comparative, Analytical and Subjective approaches to estimating
- Explain the principles of control and expediting
- Understand the coordination role
- Define the components of a mature Cost Management system
- Use relevant control methods to manage costs
- Identify the need for Change Control
- Define a Change Control Process
- Explain the need for formal Handover and Close Out

Project Management Unit (PMU)

This course will enable organizations to define the 'scope of operations' for their PMU. It will help them to define and establish 'best practice' processes and procedures required to operate the PMU in an effective and efficient manner.

At the end of the course delegates will be able to:

- Assess how project management can help to fulfill business needs
- Define the goals of the PMU
- Communicate the scope and functions of the PMU
- Establish the size and staffing for a PMU
- Set up the essential PMU function e.g. project administration, quality reviews
- Understand effective planning techniques for setting up and operating a PMU

MAS505 - Project Planning and Control

This course covers the planning and control of project costs and schedule by employing earned value management in a systematic way. The course will also cover alignment of projects with organizational goals and objectives, taking into account the realities of the public and private environment. Major topics are as follows:

- Project planning and alignment with goals
- Relationships among various projects
- Controlling cost and schedule
- Controlling the quality and risk
- Building capacity to effectively manage future challenges

MAS506 - Conflict Management

This course provides a communication skills approach to managing interpersonal conflicts. The focus will be on defining the conflict, exploring the nature of the conflict, and providing a model for conflict management. Oral and nonverbal communication techniques for handling of conflict will be explained. Specific contexts, gender, and cultural differences and how such differences can be anticipated, assessed and avoided will be discussed. The course objective is to familiarize participants with as many interpersonal conflict factors as possible and provide them with communication skills to manage such differences effectively. Major topics are as follows:

- Defining and understanding conflict
- Conflict nature and analysis of attitudes, actions, etc.
- Language of conflict and its management
- Gender and cultural differences and awareness
- Written styles creating conflict and their avoidance



MAS507 - Effective Communication & Presentation Skills

Designed for working professionals, this course stresses written composition and verbal communication, and provides instruction for efficient communication verbally and written. The need for effective presentation is addressed, and participants gain a practical understanding of how this essential skill applies in various contexts from meetings to public speaking. Skills are learned and practiced by participants developing presentations, which are reviewed in class.

The course emphasizes the steps to create an effective presentation as well as ways to overcome adversity such as stage fright. The use and application of computers in today's business and private organizations will be covered. Participants will have a chance to learn more about the use of computers in today's world, and the role of information technology (IT) in private and public institutions. Major topics are as follows:

- Written communication skills
 - Business Writing
 - Organization and Theme of Written Reports
- Verbal Presentation Skills
 - Public Speaking
 - Conducting Group Meetings
 - Introduction, Body, and Conclusion
- Use of Computers as an Effective Communication Tool
 - Use of Specific Software, Graphics and Special Effects for Presentation
 - Use of PowerPoint Graphic Package for Presentations
- Practices and Presentations by Participants



MAS508 - Project Audit and Certification

This course will cover the process of auditing projects to ensure that procurement and contacting has been done in accordance with the applicable policies and procedures. In addition, the need for careful monitoring of project implementation, and appropriate project certification will be emphasized. Avoidance of funds misappropriation and control of cost, schedule, and quality of the work will also be explained. Major topics are as follows:

- Audit techniques and procedures
- Procurement process and contracting
- Control of cost, schedule, and quality
- Proper Project certification
- Consultant services and project success
- Funds misappropriation and consequences
- Use of computers as a tool for project audit and control

MAS509 – Advance Project Management

This course will build on the contents of MAS504, MAS505, and MAS508. A thorough understanding of the project management concepts from inception to implementation and completion will be ensured. Advance topics and tools for project management will be covered. Major topics are as follows:

- Project planning, and detailed structure
- Project cost, quality and schedule control
- Project risk analysis and safeguards
- Effective communication and teamwork
- Effective management and leadership
- Software tools and latest trends

MAS510 – Advance Communication & Presentation Skills

This seminar builds on MAS507 and further stresses written and verbal communication. The importance of effective presentations is emphasized, and participants analyze all modes of communications in various contexts from meetings to public speaking. Verbal, vocal, and written communications will be practiced. The course emphasizes written reports, and the steps to create an effective presentation. Major topics are as follows:

- Review of MAS507 topics
- Building on your strengths
- Connect with your audience and grab their attention
- Sell your idea and inspire them to act
- Be persuasive and sell your idea
- Master & utilize audio visual tool

MAS511 - Human Resources Management

This seminar builds on MA501 - Management Principles course and covers the specific aspects of managing people. This course will cover the various motivational and leadership techniques and their effectiveness in today's global environment. The major topics are as follows:

- Review of management principles
- Various management techniques
- Human resource management
- Advance leadership and motivational techniques
- Latest trends in management

MAS512 - Contract Administration

Procurement and contracts are an integrated part of every organization. The course will provide an in-depth coverage of the procedures, and improve delegates' understanding of the procurement practices and contract administration as applied to large public institutions and/or private enterprises. The last stage of procurement cycle is contract administration or management.

Contract management or contract administration is the management of contracts made with customers, vendors, partners, or employees. The personnel involved in contract administration are required to negotiate, support, and manage contracts effectively. The course will improve delegates' understanding of various types of contracts, risk identification and control, and effective implementation of contracts. Contract management includes negotiating the terms and conditions in contracts and ensuring compliance with the terms and conditions, as well as documenting and agreeing on any changes or amendments that may arise during its implementation or execution. It can be summarized as the process of systematically and efficiently managing contract creation, execution, and analysis for the purpose of maximizing financial and operational performance and minimizing risk.

People issues such as stakeholder management and teamwork are a vital part of any contract and these too are included in this course. Effective communications and teamwork will be emphasized. Various aspects of management and leadership will be covered. Complex contracts and their control is the main topic. Major topics are as follows:

- Contract Administration Planning
- Post-Award Orientation
- Subcontract Administration
 - Contractor Purchasing System Reviews
 - Small Business Subcontracting Plans
 - Privacy of Contract
- Performance Monitoring/Quality Assurance
 - Responsibilities of the Parties
 - Responding to Contractor Requests
 - Categories of Quality Requirements
 - Resolving Problems with Required Sources
- Delays in Performance
- Administering Miscellaneous Terms and Conditions
 - Labor Policies, Laws, and Regulations
 - Protection of the Environment
- Insurance
- Changes Under Government Contracts
- Contract Modifications, Adjustments, Options, and Orders
 - Modifications
 - Formal Remedies
 - Fraud and Other Civil or Criminal Offenses
 - Recognizing Disputes
 - Alternative Dispute Resolution



- Procedures for Claims
- Termination
- Financial Matters
 - Assignment of Claims
 - Limitation of Costs, Funds, or Total Payment Amount
 - Price and Fee Adjustments
 - Collecting Contractor Debts
- Contract Closeout
- Federal Contract Law
 - Legal Framework
 - Funding of Federal Contracts



MAS514 – Effective Negotiations

Negotiation is a method by which people settle differences. It is a process by which compromise or agreement is reached while avoiding argument and dispute. In any disagreement, individuals understandably aim to achieve the best possible outcome for their position (or perhaps an organisation they represent). However, the principles of fairness, seeking mutual benefit and maintaining a relationship are the keys to a successful outcome. Major topics are as follows:

- Principles of negotiation
- Types of negotiation
- Process of negotiation
- Effective communication as a key to negotiation
- Effective negotiation techniques
- Successful negotiations

MAS515 –Project Management Professional (PMP)

This course builds off MAS504 and MAS509 to specifically expand into Project Management Professional (PMP) training. PMP training provides project leadership experience and expertise using mix approaches. It expands the skills and knowledge of project leaders across industries and helps organizations improve their managers to work smarter and operate more efficiently. With emphasis on strategic and business knowledge, the course will also focus on the role of a project manager. Participants will improve their ability in managing the planning, allocation of resources, controlling schedule, cost, risks, people, and the full process. With a thorough review of the project management life cycle and process, participants will learn to make business and organization’s projects more successful through WWS PMP training. Major topics are as follows:

- An Introduction to Project Management
- Portfolio, Program and Project Management
- Role of a Project Manager
- The Stakeholders
- The Project Team
- The Project Lifecycle
- Process Group Interactions
- Initiating, Planning, Executing, Monitoring, Controlling, and Closing.
- Integration Management
- Developing, Directing and Managing a Project
- Distributing Your Books
- Scope Management
- Time Management
- Cost Management
- Quality Management
- Human Resource Management



MAS520 – Executive Management & Leadership

This course will improve delegates' understanding of management principles and leadership styles. Various aspects of management elements, leadership styles, effective communications and teamwork, and management decision making will be discussed. Effective meetings, project management, human resources management, information technology applications in modern operations, and other aspects of management and leadership, and more will be covered.

This course is designed for senior management and executives of public and private organizations and includes motivational techniques and leadership styles for success. Teamwork and effective communication will also be covered. Case studies, group projects and class exercises will be used to demonstrate the concepts and drive home the essentials of management and leadership. Latest trend, experiments, studies, and cases will be discussed in detail, and team projects will be reviewed in full.

- Management Principles
- Management Process
- Various Approaches to Management
 - Management Versus Leadership
 - Leadership Styles
- Effective Communications
- Effective Teamwork
- Organizational structure
- Motivational Techniques
- Management Decision Making
- Managing Private and Public Organizations
- Ethical, Political and Economic Factors in Management
- International Institutions and Integration
- Project Management
 - Planning and Control
 - Project Life Cycle
- Risk Management
- Human Resources Management
- Issues in Corporate Governance
- Duties and Responsibilities of Management Team
- Effective Meetings, Strategic Planning & Visioning for Achieving Organizational Goals
- Information Technology Role and Integration
- Internet Basics, the World Wide Web, and E-mails



MAS525 – Advance Management & Decision Making

This course concentrates on management techniques and decision making. Management process and styles are covered. Management decision making at various levels are discussed and demonstrated. Effective teamwork and communications are emphasized. Major topics are as follows:

- Management concepts and principles
- Process of management and its details
- Teamwork and communications
- Decision analysis
- Strategic, tactical, and day-to-day decision
- Qualitative and quantitative decision making
- Latest trends

MAS530: Entrepreneurship & Management in Developing Countries

This course explores the best practices in Entrepreneurship in developed economies and their application in emerging markets. It aims to introduce entrepreneurship as well as management best practices in developed countries and their applicability in developing countries. Delegates will be equipped with the knowledge of best practices in this field, and how to overcome bottlenecks and shortcomings in developing countries. The major topics covered include:

- Entrepreneurship definition and best practices
- Getting started, deciding on type of business
- Market study, competition situation
- Creating a business plan
- Funding, getting financing
- Hiring and training employees
- Marketing the products/services
- Running and growing the business
- Entrepreneurship impact on development
- Financial conditions and implication
- Evaluation of various risks impacting investments
- Cultural interplay and impact
- Technology roles in business startups
- Partnering and networking
- Skills and competencies for innovation
- Case studies, homework, and participants' projects
- Success and failure cases & lessons learned



Poverty Alleviation Seminars (PAS)

The Poverty Alleviation Seminars (PAS) are intended for policy makers and senior staff of government agencies involved with the management and well-being of their nation's economic status. These courses are intended to increase this awareness and help to eradicate poverty from countries. The following PAS courses are offered:

PAS

PAS501 - Understanding Poverty

This seminar addresses the basic understanding and definition of poverty and its causes and effects in various countries and regions around the world and at global level. Major topics are as follows:

- Definition and nature of poverty
- Causes and effects of poverty
- Measurements of poverty
- Poverty alleviation considerations

PAS502 - Poverty Reduction Strategies

This course provides a comprehensive review of the economic and social views of poverty, the cause and effect, as well as the various dimensions and impact of poverty. It also addresses the various studies and poverty reduction strategies and actual World Bank experience in this field. Major topics are as follows:

- Introduction to poverty reduction strategies
- Empowerment and poverty reduction
- World Bank poverty reduction strategies
- Case studies and country experiences

PAS503 - Procurement Practices and Transparency

Procurement is an integrated part of every organization. The course will provide an in-depth coverage of the procedures, and improve delegates' understanding of the procurement practices as applied to large public institutions and/or private enterprises. Procurement practices of the governments, public, and private institutions, and large private organizations will be covered. Emphasis will be placed on the World Bank policies and procedures. The complete procurement cycle, and the transparency requirements will be discussed. The course will cover all the various phases of procurement from inception to completion. Participants will cover each step, from definition of the requirements and preparation of bid documents to advertising, bid solicitation, evaluation, and contract award. Project management will be reviewed, and other topics to fit the participant's needs and suggestions will be included as appropriate. Practical assignments on customizing the World Bank bid documents will be carried out in class, and as exercises by the delegates, under close supervision of experts in the field. A thorough understanding and appreciation of the transparency requirements by the World Bank, USAID, European Union, other Donor Agencies, and government institutions and private organizations will be ensured.

- Procurement Under IBRD Loans and IDA Credits
 - International Competitive Bidding (ICB)
 - Limited International Bidding
 - National Competitive Bidding (NCB)
 - Shopping (International and National)
 - Direct Contracting
 - Procurement from United Nation Agencies
 - Procurement Agents
 - Inspection Agents
 - Other Aspects of Procurement
- Hiring of Consultants
 - General Provisions
 - Terms of Reference (TOR)
 - Advertising for Expression of Interest
 - Evaluation and Short Listing
 - Request for Proposals (RFP)
 - Bid Evaluation and Award
- Procurement of Goods
 - Invitation for Bids (IFB)
 - Instruction to Bidders
 - Bid Data Sheet
 - General Conditions of Contract
 - Special Conditions of Contract
 - Schedule of Requirements
 - Technical Specifications
 - Eligibility
- Procurement of Works
 - Invitation for Qualification
 - Instruction to Applicants
- Letter of Application
- General Information
- General Experience Record
- Details of Contracts of Similar Nature and Complexity
- Summary Sheet: Current Contract Commitments/Work in Progress
- Personnel Capabilities
- Equipment Capability
- Litigation History
- Other Consideration



PAS504 - Governance, Democracy, and Poverty

This course discusses the meaning of “governance” in world politics, international governance, governance, democracy, and poverty. Major topics are as follows:

- Governance definition
- International governance
- Public management and governance
- Transparent and accountable governance
- United Nations and World Bank relevant programs
- International institutions and economic integration



Specialty Arranged Seminars (SAS)

WWS will arrange courses to fit your needs. WWS has over 70 fully developed standard courses that are summarized in this brochure, and more than 120 Specialty Arranged Seminars (SAS) that are listed below. New additional SAS courses not listed here can be developed to fully meet your requirements.

SAS

SAS501 – Value for Money Audit	SAS534 - Strategic Planning, H R, Adv. Mgt. & Dec. Making
SAS502 - Modern Auditing Strategies	SAS535 - Planning, Measuring & Managing Contingent Liability Government Risk in PPP
SAS503 - Budget Planning & Control	SAS536 – Monitoring & Evaluation Priorities & Strategies
SAS504 – Legislative Oversight	SAS537 – Monitoring & Evaluation Priorities Systems
SAS505 - Security Issues and Challenges	SAS538 – Rural Community Health Financing
SAS507 - Strategic Business Diversification	SAS539 – Agricultural Projects Management & Evaluation
SAS508 - Environmental Impact Assessment	SAS540 – Public Expenditure
SAS509 – Environmental Assessment Tools	SAS541 – Power Plant Management
SAS511 - Environmental & Social Management	SAS542 - Securities and Exchange Seminar
SAS512 - Procurement Process & Contract Management	SAS543 - Performance Based Project Implementation
SAS513 – Complete Procurement Cycle	SAS544 – Hydro Electric Plants & Dam Management
SAS514 – Executive Project Management & Leadership	SAS545 – Geological Management & IT Applications
SAS515 – Executive Leadership & Decision Making	SAS546 – International Tax Treaties
SAS516 – Project and Program Management	SAS547 – Revenue Collection Enhancement Skills
SAS517 - Project Resources & Risk Management	SAS548 – Procedures in Minerals Title Admin & Mgmt.
SAS518 – Project Management & Evaluation	SAS549 – Organization & Planning for Directorate Cadre
SAS519 – Project Monitoring & Evaluation	SAS550 – Management of Resources in Mining Cadastre
SAS520 - Project Management, Scheduling & Costing	SAS551 – Policy Formulation, Implementation & Assessment
SAS521 - Project Risk Management	SAS552 – Portfolio Risk Management
SAS522 – World Bank Disbursement	SAS553 – Defense Electronics and Training
SAS523 - Project Preparation, Analysis, & Financing	SAS554 - Ecosystem Management & Administration
SAS524 - Investment & Portfolio Risk Management	SAS555 – Monitoring & Evaluation of Donor Funded Projects
SAS525 - Private Public Partnership Management	SAS556 – Research & Development Impact
SAS526 – Developing Proj. Implement. Completion Rept.	SAS557 – N/S Science & Technology Gap
SAS527 – Donor Projects Impact Assessment	SAS558 – Rural Community Energy Financing
SAS528 – Project Control and Impact Assessment	SAS559 – PWE for Inclusion & Sustainability
SAS529 – Computer Apps in Budgeting & Decision Making	SAS560 – New Procurement Frame Works
SAS530 – Advance Information Technology Trends	SAS561 – Information Technology Audit
SAS531 - Auditing the Treasury Department	SAS562 – Forensic Audit and Accountability
SAS532 - Best Practices in Entrepr. & Mgt. in Dev. Countries	SAS563 - Public Financial Management
SAS533 - Increasing Perf. thru Enhanced Strategic & Fin. Planning	SAS564 - Safeguarding Social & Public Expenditure

SAS565 – Industrial Relations	SAS596 – ICT Risk Management
SAS566 – Leadership for Gender Empowerment	SAS597 – ICT Management and Customization
SAS567 – Corporate Governance & Leadership	SAS598 – Executive Governance and Leadership
SAS568 – Project Monitoring, Financing & Control	SAS599 – Leadership & Ethics
SAS569 – Environmental Studies and Earth Sciences	SAS600 – Management Strategic Planning
SAS570 – Environmental & Social Standards (ESS)	SAS601 – Management Decision Making & Strategic Planning
SAS571 – Adolescent Girls Initiative & Empowerment	SAS602 – Union Learning Roles & Impact
SAS572 – Project Financing	SAS603 – Union Work Compliance
SAS573 – Financing Sources and Possibilities	SAS604 – Corporate Strategic Planning
SAS574 – Public Projects Management	SAS605 – Corporate Planning in Utility Management
SAS577 – Labor Relations Management	SAS606 – Waste Management Systems
SAS578 – COBIT 5 – ICT Framework	SAS607 – Union's Role & Impact
SAS579 – Energy Economics	SAS608 – Recycling & Resource Recovery
SAS580 – Electricity Marketing	SAS609 – Waste Reduction & Prevention
SAS581 – Dynamics of Solar Plant Integration	SAS610 – Capacity Building & Awareness
SAS582 – Renewable Energy Sources	SAS611 – Procurement & Project Management
SAS583 – Various Types of Renewable Energy	SAS612 – Executive Management & Decision Making
SAS585 – Optimal Allocation of DG and DATATCOM	SAS613 – Efficiency & Transformation Study Tour
SAS586 – Public Affairs & Public Relations	SAS614 – System Operations Management
SAS587 – Advance Entrepreneurship & Decision Making	SAS615 – Management-Employees Motivation
SAS588 – Renewable Energy from Management perspective	SAS616 – Learning and Performance Framework
SAS589 – Corporate Planning and Control	SAS617 – Project Management & Study Tour
SAS590 – Organizational Management and Planning	SAS618 – Introduction to Data Management
SAS591 – Change Mgt. & Org. Development	SAS620 – Integration of Data Management and Negotiation
SAS592 – Property Management & Maintenance	SAS621 – Development Agenda for Developing Countries
SAS593 – Certified Ethical Hacker (CEH) v11	SAS622 – Metering & Distribution Systems
SAS594 – Certified Info. Sys. Security Prof. (CISSP)	SAS623 – Adv. Project Mgmt. & Coordination
SAS595 – ICT Framework	



Accreditation

WorldWide Solutions (WWS) in collaboration with American Council on Education (ACE), and several colleges and universities, has arrangements on using WWS capacity building courses and seminars for credit toward graduate and undergraduate degrees, and continued higher education certification. Such institutions of higher education offer many undergraduate, graduate, and post graduate programs, and WWS courses can be used for credit toward such degrees. The interested candidates can apply WWS courses and seminars toward such degrees and take remaining courses online directly with the institution where the candidate is registered. More details will be provided to interested participants at the course venues.

Duration

WWS courses run in seminar and participatory format for two or more weeks. Experience has shown that this would be an optimal duration for our seminars. Longer durations allow for additional participants' involvement, counterpart and industry visitations, and group projects. The additional time has proven productive and worthwhile. WWS can also develop courses to best suit your time constraints.

Course Fees

The course fees for the WWS seminars are as follows:

Seminar Series	1-week	2-weeks	3-weeks	4-weeks
Computer Application (CAS)	\$5,250	\$7,350	\$8,250	\$9,700
Decision Analysis (DAS)	\$5,400	\$7,500	\$8,400	\$9,800
Energy Alternative (EAS)	\$5,450	\$7,550	\$8,450	\$10,150
Financial Analysis (FAS)	\$5,250	\$7,350	\$8,300	\$9,700
Healthcare Appreciation (HAS)	\$4,950	\$7,550	\$8,450	\$10,200
Legal Administration (LAS)	\$5,400	\$7,500	\$8,400	\$9,850
Management Alternatives (MAS)	\$5,250	\$7,350	\$8,300	\$9,700
Poverty Alleviation (PAS)	\$5,300	\$7,400	\$8,300	\$9,650
Specially Arranged (SAS)	\$5,450	\$7,550	\$8,450	\$9,900

The course fee, when paid in full, includes instructions, seminar material, venue, snacks during breaks, lunch, and a notebook/tablet for each participant taking courses at WWS international venues. Inquire about discounts that may apply for large groups. Fees have been held low for many years but are subject to change without notice. Participants pay for their airfare, ground transportation, and accommodations. All course fees are payable in advance and must be received by WWS prior to participants' arrival.

Schedule

For course schedules at various WWS venues please contact us in USA at info@wwsinc.net.

Accommodations

WWS is pleased to assist with arranging accommodation on request. There are many choices, and proper arrangements can be made in time for your arrival. WWS regularly works with world recognized hotel chains, such as Hilton, Marriott, and Hyatt across the globe for WWS venues. Typically, WWS has special rates with participating hotels that are lower than standard rates. Most accommodations are conveniently located in the metropolitan area with access to public transportation or near a metro line, and within proximity of many extracurricular activities such as restaurants, shopping centers and malls, sightseeing landmarks, museums, and much more.

Please indicate on the course registration form (page 38) if you would like WWS to arrange accommodations for you.

London Tube



DC Metro



Course Registration

Please apply online at www.wwsinc.net/training.html (click on Registration Form), or copy this page, complete, scan and email to info@wwsinc.net. Check the box next to the course that you would like to attend and fill in the date and your personal information below. Please use a separate form per person for each course.

CAS501	<input type="checkbox"/>	CAS515	<input type="checkbox"/>	FAS503	<input type="checkbox"/>	MAS504	<input type="checkbox"/>	PAS501	<input type="checkbox"/>	SAS507	<input type="checkbox"/>	SAS517	<input type="checkbox"/>
CAS502	<input type="checkbox"/>	DAS501	<input type="checkbox"/>	HAS501	<input type="checkbox"/>	MAS505	<input type="checkbox"/>	PAS502	<input type="checkbox"/>	SAS508	<input type="checkbox"/>	SAS518	<input type="checkbox"/>
CAS503	<input type="checkbox"/>	DAS502	<input type="checkbox"/>	HAS502	<input type="checkbox"/>	MAS506	<input type="checkbox"/>	PAS503	<input type="checkbox"/>	SAS509	<input type="checkbox"/>	SAS519	<input type="checkbox"/>
CAS504	<input type="checkbox"/>	EAS501	<input type="checkbox"/>	HAS503	<input type="checkbox"/>	MAS507	<input type="checkbox"/>	PAS504	<input type="checkbox"/>	SAS510	<input type="checkbox"/>	SAS520	<input type="checkbox"/>
CAS505	<input type="checkbox"/>	EAS502	<input type="checkbox"/>	HAS504	<input type="checkbox"/>	MAS508	<input type="checkbox"/>	SAS501	<input type="checkbox"/>	SAS511	<input type="checkbox"/>	SAS521	<input type="checkbox"/>
CAS506	<input type="checkbox"/>	EAS503	<input type="checkbox"/>	LAS501	<input type="checkbox"/>	MAS509	<input type="checkbox"/>	SAS502	<input type="checkbox"/>	SAS512	<input type="checkbox"/>	SAS522	<input type="checkbox"/>
CAS507	<input type="checkbox"/>	EAS504	<input type="checkbox"/>	LAS502	<input type="checkbox"/>	MAS510	<input type="checkbox"/>	SAS503	<input type="checkbox"/>	SAS513	<input type="checkbox"/>	SAS523	<input type="checkbox"/>
CAS508	<input type="checkbox"/>	EAS505	<input type="checkbox"/>	MAS501	<input type="checkbox"/>	MAS511	<input type="checkbox"/>	SAS504	<input type="checkbox"/>	SAS514	<input type="checkbox"/>	SAS524	<input type="checkbox"/>
CAS509	<input type="checkbox"/>	FAS501	<input type="checkbox"/>	MAS502	<input type="checkbox"/>	MAS520	<input type="checkbox"/>	SAS505	<input type="checkbox"/>	SAS515	<input type="checkbox"/>	SAS5..	<input type="checkbox"/>
CAS510	<input type="checkbox"/>	FAS502	<input type="checkbox"/>	MAS503	<input type="checkbox"/>	MAS525	<input type="checkbox"/>	SAS506	<input type="checkbox"/>	SAS516	<input type="checkbox"/>	SAS1000	<input type="checkbox"/>

Desired Seminar Date: _____ Not Listed Desired Course: _____

Duration: 1 week course 2 week course 3 week course 4 week course

Name: _____

Address: _____

Organization: _____

Title: _____

Phone: _____ Email: _____

Would you like WWS to arrange for your accommodations? Yes No

Please email your travel itinerary to WWS (info@wwsinc.net) so that we can provide assistance with transportation and accommodation. There is a penalty for cancellation.

Signature: _____

WWS Courses, Partial List

Computer Application Seminars (CAS)

CAS501 - Computer Proficiency and Applications
CAS502 - Computer Applications in Financial Management
CAS503 - Database Management and Customization
CAS504 - Management Information Systems
CAS505 - Software Development and Hardware Selection
CAS506 - Internet Basics and Applications
CAS507 - Telecommunications and Computer Networks
CAS508 - eCommerce, eBusiness, and eGovernment
CAS509 - Computer Applications in Office Management
CAS510 - Computer Applications in Budgeting
CAS515 - Advance ICT Strategies

Decision Analysis Seminars (DAS)

DAS501 - Decision Analysis
DAS502 - Management Decision Making

Energy Alternative Seminars (EAS)

EAS501 - Petroleum Resources and Their Marketing
EAS502 - Electric Power and Other Energy Sources
EAS503 - Energy Industry Procurements
EAS504 - Management of Energy Projects
EAS505 - Harvesting Clean Energy & Restoring Environment

Financial Analysis Seminars (FAS)

FAS501 - Accounting Principles
FAS502 - Financial Management
FAS503 - Mortgage Industry and Financial Products

Healthcare Appreciation Seminars (HAS)

HAS501 - Public Healthcare Planning and Administration
HAS502 - Epidemics and Their Treatment
HAS503 - Procurements in Healthcare Arena
HAS504 - Management of Healthcare Projects

Legal Administration Seminars (LAS)

LAS501 - Legal Systems and their Administration
LAS502 - Comparative Legal and Judicial Systems

Management Alternatives Seminars (MAS)

MAS501 - Management Principles
MAS502 - Business Administration
MAS503 - Public Administration
MAS504 - Project Management
MAS505 - Project Planning and Control
MAS506 - Conflict Management
MAS507 - Effective Communication and Presentation Skills
MAS508 - Project Audit and Certification
MAS509 - Advance Project Management
MAS510 - Advance Communication and Presentation Skills
MAS511 - Human Resources Management
MAS512 - Contract Administration
MAS520 - Executive Management & Leadership
MAS525 - Advance Management & Decision Making

Poverty Alleviation Seminars (PAS)

PAS501 - Understanding Poverty
PAS502 - Poverty Reduction Strategies
PAS503 - Procurement Practices and Transparency
PAS504 - Governance, Democracy, and Poverty

Specially Arranged Seminars (SAS)

SAS501 - Value for Money Audit
SAS502 - Modern Auditing Strategies
SAS503 - Budget Planning & Control
SAS504 - Legislative Oversight
SAS505 - Security Issues & Challenges
SAS506 - Effective Negotiations
SAS507 - Strategic Business Diversification
SAS508 - Environmental Impact Assessment
SAS511 - Environmental & Social Management
SAS512 - Procurement Process & Contract Management
SAS515 - Executive Leadership & Decision Making
SAS516 - Project and Program Management
SAS517 - Project Resources & Risk Management
SAS525 - Private Public Partnership Management
SAS544 - Hydro Electric Plants & Dam Management
SAS570 - Environmental & Social Standards (ESS)
SAS1000 - Specially Arranged Seminars at Client Request

**Thank you for choosing WorldWide Solutions
where we make learning fun for you**



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“Worldwide Experience at Your Service”

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