

ASEC's Training Calendar 2013

| | | | | Egypt Official Holidays | | | | | | | | | | | |
|----------------------------|---|-----------------|---------------------------------|--------------------------------------|-------|-------|----------------------------------|----------------|----------------------|---------------------------------------|-------------------------|-------|-------------------------|---------------------|-------|
| Sr. No. | Training Programme | Duration / Days | Practical training (Site Visit) | 7 Coptic christmas | | | 25 Sham Elneem | 1 Labor Day | | 9th July- 7th Aug Ramdan Almubarak | | | 6 Army Forces Day | 5 Hejri New Year | |
| | | | | 24 Prophit Mohamed Birthday | | | 25 Sinal Liberation Day | | 23 Revolution Day | 8-10 Eid El-Fetr | 15-18 Eid Al-Adha | | | | |
| | | | | Jan | Feb | Mar | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
| Technician Courses | | | | | | | | | | | | | | | |
| 1 | Basic Electricity for Mech. & Prod. Technicians | 3 | Include | | 10-12 | | | | | | | | | | |
| 2 | Belt Splicing for technicians | 3 | Include | | 17-19 | | | | | | | | | | |
| 3 | Tube Mill Process (New) | 3 | Non | | 26-28 | | | | | | | | | | |
| 4 | X-Ray for Technicians (New) | 3 | Include | | | 12-14 | | | | | | | | | |
| 5 | Forklift Drivers | 5 | Include | | 17-21 | | | | | | | | | | |
| 6 | Advanced Welding Technology | 5 | Include | | | | 7-11 | | | | | | | | |
| 7 | Gear & Gear Boxes | 3 | Non | | | | 21-23 | | | | | | | | |
| 8 | Quarry Operation (New) | 5 | Non | | | | | 26-30 | | | | | | | |
| 9 | Quality & Lab Testing (New) | 5 | Include | | | | | | 9-13 | | | | | | |
| 10 | Lubrication | 4 | Non | | | | | | 16-19 | | | | | | |
| 11 | Pneumatic Circuits | 3 | Include | | | | | | | 2-4 | | | | | |
| 12 | Units of Measurements | 3 | Non | | | | | | | | 13-15 | | | | |
| 13 | Dust Filters | 3 | Non | | | | | | | | 25-29 | | | | |
| 14 | Hydraulic Circuits | 3 | Include | | | | 28-30 | | | | | | | | |
| 15 | Cement Mills Maintenance | 3 | Non | | | | | | | | 18-20 | | | | |
| 16 | Production Shift Leader | 5 | Non | | | | | | | | | 15-19 | | | |
| 17 | Cement Manufacturing for new technicians | 5 | Non | | | | | | | | | 8-12 | | | |
| 18 | Power Cables Operation & Maintenance | 4 | Non | | | | | | | | | | 7-10 | | |
| 19 | Maintenance & Protection of AC Electric Motors | 5 | Non | | | | | | | | | | 20-24 | | |
| 20 | Bearing for Technicians | 3 | Non | | | | | | | | | | | 19-21 | |
| 21 | Utility Circuits | 3 | Include | | | | | | | | | | | 24-26 | |
| 22 | Cement Standards & Testing Methods | 3 | Include | | | | | | | | | | | | 1-3 |
| 23 | Fault Diagnoses of Pumps & Compressors | 3 | Include | | | | | | | | | | | | 10-12 |
| 24 | Vertical Mill Process | 3 | Non | | | | | | | | | | | | 24-26 |
| Soft Skills Courses | | | | | | | | | | | | | | | |
| 1 | Training of Trainers | 5 | - | 13-17 | | | | | | | | | | | |
| 2 | Anger & Stress Management (New) | 3 | - | | 5-7 | | | | | | | | | | |
| 3 | Effective Management & Leadership Style | 3 | - | | | 17-19 | | | | | | | | | |
| 4 | Presentation Skills | 3 | - | | 26-28 | | | | | | | | | | |
| 5 | Effective Dealing Skills with others | 3 | - | | | | 2-4 | | | | | | | | |
| 6 | Technical Report Writing | 5 | - | | | | | 19-23 | | | | | | | |
| 7 | Accounting for engineers & Chemsits | 5 | - | | | | | | 16-20 | | | | | | |
| 8 | Decision Making & Problem Solving | 3 | - | | | | | | | 2-4 | | | | | |
| 9 | Effective Negotiation Skills | 3 | - | | | | | | | | 18-20 | | | | |
| 10 | Communication Skills | 3 | - | | | | | | | | | 10-12 | | | |
| 11 | Delegation (New) | 3 | - | | | | | | | | | 24-26 | | | |
| 12 | Middle Management Skills Development | 5 | - | | | | | | | | | | | 17-21 | |