



"CINPAA " International Cooperative for
TRAINING & CONSULTING.



Training, Workshops, Conferences Plan 2023

- Management & Leadership
- Administration & Office Management
- Finance, Budgeting & Investment
- Sales, Marketing, PR & Customer Service
- Human Resources & Training
- Engineering & Technical
- Health, Safety & Security
- Specialized Programs

Training programs
according to your training
needs, and according to
the selected city

Our programs are held in all
cities of the world ..
Throughout the year ..



TRAINING



WORKSHOP



CONFERENCE



EVENTS



International Cooperative for New Pedagogy, TRAINING & CONSULTING.

European Union

Off: F-85928125,

www.cinpaa.org



CINPAA TRAINING & CONSULTING - CEF-85928125 - European Union

Training Seminars, Workshops, Conferences,
In-House Training, One to One Coaching.
which will be held as per the program you select in the following
cities:

The Programs are held in English, Arabic, English or Arabic / English
or other languages.

Our programs are held in the following countries:

EUROPEAN UNION | UNITED KINGDOM | SPAIN | FRANCE | ITALY |
NETHERLANDS | AUSTRIA | SWEDEN | NORWAY | CZECH |
SWITZERLAND | DENMARK | GERMANY | CYPRUS | GREECE | BELGIUM.
TURKEY | MALAYSIA | MOROCCO | GULF COUNTRIES | NORTH AFRICA.
and more



we are ready to provide it to you within one or two weeks according to available
schedules or according to the schedule and place that fits you

Training, Workshops, Conferences in:

- 1) Management & Leadership
- 2) Administration & Office Management
- 3) Finance, Budgeting & Investment
- 4) Sales, Marketing, PR & Customer Service
- 5) Human Resources & Training
- 6) Engineering & Technical
- 7) Health, Safety & Security
- 8) Specialized Programs

Our programs include:

- Welcoming and departing from/to Airport
- Tourist tour
- Program Handout.
- Certificate of attendance.
- Snacks Coffee Break.
- Local SIM Card.
- Lunch.
- Flash Memory with all the handout.
- Field visits
- Private consulting.





You can choose your program in any city of this:

Spain:

- Madrid
- Barcelona
- Malaga / Marbella,
- San Sebastian,
- Granada, Cordoba
- Canary Islands.

Britain / Ireland:

- London
- Dublin.

France:

- Paris.

Italia:

- Rome, Milan.

Holland:

- Amsterdam
- Utrecht.

Austria:

- Vienna
- Halstate
- Hallstatt

- Salzburg / Zell am See

Sweden

- Stockholm
- Malmö
- Helsingborg

Norway

- Oslo

Czech Republic:

- Prague.

Switzerland:

- Geneva
- Luzern
- Zurich.

Denmark:

- Copenhagen

Germany:

- Munich
- Berlin
- Dusseldorf.

Cyprus:

- Nicosia
- Limassol.

Greece:

- Athens
- Rhodes.

Belgium:

- Brussels.

Malta.

Turkey:

- Istanbul

Malaysia:

- Kuala Lumpur

United States of America:

Arab Gulf cities and Arab cities:

- Salalah
- Muscat
- Beirut
- Sharm El Sheikh,
- Marrakech
- Casablanca
- Tunisia
- Ramallah.

Depending on the training requirement or special request, programs can be held in any of the following countries as well:

 **South American countries:** Brazil, Argentina, Cuba, Chile

 **East Asia:** Jakarta, Singapore, Nepal, Maldives

 (Morocco, Tunisia, Algeria, Libya)

 **Australia**

 **Russia:** Moscow, St. Petersburg

 **Eastern European countries:** Georgia, Azerbaijan,



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1-Management & Leadership

| Title | | Date | |
|-------|--|---|------------|
| MA.1 | Administrative & Supervisory Enhancement Development Program | Held in the <u>first and third</u> week of every month | All cities |
| MA.2 | Building and Managing a Quality Help Desk | | |
| MA.3 | Analytical Problem Solving & Decision Making | | |
| MA.4 | Communication Skills & Dealing with Others | | |
| MA.5 | Balanced Scorecard (BSC) | | |
| MA.6 | Change Management: Strategy, People and Processes | | |
| MA.7 | Business Process Re-Engineering (BPR), Improvement & Optimization | | |
| MA.8 | Competency Assessment & Profiling | | |
| MA.9 | Comprehensive Course on Internal Control, Compliance and Risk Management | | |
| MA.10 | Business Intelligence Process Analysis & Modeling Workshop: Business Mapping & Migrating | | |
| MA.11 | Advances in Business Management and Technology | | |
| MA.12 | Business Performance Metrics and Management: Aligning KPIs to Your Strategy | | |
| MA.13 | Business Planning & Process Improvement - The Road to Achieve Extraordinary Results | | |
| MA.14 | Business Process Analysis and Modeling Workshop | | |
| MA.15 | Developing and Sustaining a High-Performance Team | | |
| MA.16 | Business Process Reengineering & Total Quality Management (TQM) | | |
| MA.17 | Business Process Reengineering (BPR) | | |
| MA.18 | Competency Development for Supervisory Excellence | | |
| MA.19 | Developing Managerial Excellence at workplace | | |
| MA.20 | AVIRA Leadership: Awareness, Vision, Imagination, Responsibility & Action | | |
| MA.21 | Competency-Based Management | | |
| MA.22 | Data Analysis Techniques & Strategies | | |
| MA.23 | Critical Thinking and Problem Solving | | |
| MA.24 | Developing Planning, Organizing and Goal Setting Skills | | |
| MA.25 | Effective Business Risk Management Strategies using ISO 31000 Framework | | |
| MA.26 | Development of Planning Skills | | |
| MA.27 | Effective Report Writing Skills | | |
| MA.28 | Enhanced Productivity & Performance Skills: Maximizing your Personal Effectiveness | | |
| MA.29 | Controlling, Follow-up and Performance Evaluation Skills | | |
| MA.30 | Creative Problem-solving and Decision-taking Skills | | |
| MA.31 | Pedagogy of leadership | | |
| MA.32 | Effective Negotiation and Conflict Management | | |
| MA.33 | How to Create & Manage Business Modeling Workshop | | |
| MA.34 | Goal Setting, Planning & Decision Making | | |



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| MA.35 | Good Office Practice & Simplification of Procedures | Held in the <u>first and third</u> week of every month | All cities |
| MA.36 | Enterprise Resource Planning (ERP) | | |
| MA.37 | Effective Report Writing Skills (Technical & Non Technical) | | |
| MA.38 | IMPACT Techniques: Communicate, Negotiate, Influence & Persuade | | |
| MA.39 | Effective Supervision Skills | | |
| MA.40 | Improving Operation Performance and Productivity | | |
| MA.41 | ISO 17021 Requirements for Bodies Providing Audit and Certification of Management Systems | | |
| MA.42 | LEAD - EXECUTIVE COURSE IN LEADERSHIP, ENTREPRENEURSHIP & DIPLOMACY | | |
| MA.43 | Lean Six Sigma | | |
| MA.44 | Management by Work Groups Skills and Team Building Techniques | | |
| MA.45 | International Business Communications | | |
| MA.46 | Managing Conflict, Change & Handling Difficult People | | |
| MA.47 | LEADERS Workshop: Communication, Innovation and Vision | | |
| MA.48 | Energy Management, Environment and Sustainable Development | | |
| MA.49 | Managerial and Behavioral Skills Development | Held in the <u>second and fourth</u> week of every month | London ,Madrid, Barcelona,Roma, Istanbul,Vienna,Athena |
| MA.50 | Leadership & Change | | |
| MA.51 | Manager Development Programme (MDP) | | |
| MA.52 | Project Life Cycle MasterClasses Program | | |
| MA.53 | Meeting Management: The Art of Making Meetings Work | | |
| MA.54 | Effective Time, Task and Work Planning | | |
| MA.55 | Leadership Metrics, Performance Indicators & Balance Scorecard | | |
| MA.56 | Writing Project Technical Specifications | | |
| MA.57 | Workflow, Process & Productivity Optimization | | |
| MA.58 | Pedagogy of leadership | | |
| MA.59 | Travel & Events Management | | |
| MA.60 | Workflow & Productivity Optimization | Held in the <u>first and third</u> week of every month | London ,Madrid, Barcelona,Vienna |
| MA.61 | Management of Change and Organizational Development | | |
| MA.62 | Managing Conflict, Time And Stress At Workplace | | |
| MA.63 | Managing Tasks, Monitoring and Coordination @ Workplace | | |
| MA.64 | Masterful Communication: The Art of Advanced Communication, Persuasion & Influencing | | |
| MA.65 | Mastering Business Planning & Analysis | | |
| MA.66 | Mastering Communication, Negotiation and Handling Difficult Situations | | |
| MA.67 | Mastering People & Teams Management | | |
| MA.68 | The Balanced Scorecard: Linking Strategy to Action | | |
| MA.69 | Performance Development Skills | | |
| MA.70 | Meeting Management: Taking Meeting Notes and Minutes | | |
| MA.71 | PLASMA Personality, Leadership and Style of Management | | |



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| MA.72 | Middle Management Development Program - MasterClass | Held in the <u>first and third</u> week of every month | London ,Madrid, Barcelona,Roma, |
| MA.73 | Monitoring and Evaluation | | |
| MA.74 | Motivating, Coaching, Counseling & Mentoring: Practical Tools for Effective Leadership | | |
| MA.75 | Priority Management: Optimizing Time, Workflow & Productivity | | |
| MA.76 | People & Team Management | | |
| MA.77 | Performance and Productivity Management | | |
| MA.78 | Simplification of Work Processes & Procedures | | |
| MA.79 | Negotiation Management and Conflict / Dispute Resolutions | | |
| MA.80 | Solving Problems Creatively & Making Decisions Efficiently | | |
| MA.81 | TOPS (Think Creatively - Act Customer - Think Quality - Take Pride) | | |
| MA.82 | Personal Effectiveness & Influencing Skills: Communicate, Negotiate, Influence & Persuade | | |
| MA.83 | Planning Skills Development | | |
| MA.84 | Strategic Planning: Data, Models & Statistics | | |
| MA.85 | Principles of Time Management | | |
| MA.86 | Simplification of Work Procedures | | |
| MA.87 | Priority, Time, Workflow & Productivity Management | | |
| MA.88 | The Balanced Scorecard ... Linking Strategy to Execution | | |
| MA.89 | Report Writing Skills | | |
| MA.90 | Results Based Management (RBM) | | |
| MA.91 | SWOT and GAP Analysis | | |
| MA.92 | Secrets of Change Management | | |
| MA.93 | Service Level Agreement (SLA's) for Managing Services and Improving Business Performance | | |
| MA.94 | Strategic Planning, Management Control & Effective Budgeting | | |
| MA.95 | Strategic Planning & Goal Setting | | |
| MA.96 | Strategizing Positioning & Organizational Progress: Balancing Goals & Shared Vision | | |
| MA.97 | Supervisory Skills Development: Important Attributes of Management | | |
| MA.98 | Toyota Business Practices & Culture (TBP) | | |
| MA.99 | Technical Report Writing | | |
| MA.100 | Techniques of Managing Change | | |
| MA.101 | Writing Effective Technical & Non-Technical Reports & Proposals | | |
| MA.102 | The Art of Negotiating, Influencing, Communicating & Conflict Resolution | | |
| MA.103 | Vision, Goal Setting, Planning Skills | | |
| MA.104 | Toyota Production System (TPS) | | |
| MA.105 | Thinking in Analysing Problems and Facilitating Business Improvements | | |
| MA.106 | Time Management & Personal Effectiveness | | |
| MA.107 | Working with Business Processes: Discovery, Assessment, Mapping, Analysis and Design | | |



2-Administration & Office Management

| Title | | Date | |
|-------|---|--|------------|
| lo.1 | Electronic Documents & Records Management | Held in the first and third week of every month | All cities |
| lo.2 | Modern Technology in Automating Archives and Documents | | |
| lo.3 | Communication Skills for Telephone Operators | | |
| lo.4 | Building and Managing a Quality Help Desk | | |
| lo.5 | Effective Report Writing Skills | | |
| lo.6 | Office Management and Effective Administration Skills | | |
| lo.7 | Masterclass for Secretaries, PAs & Administrative Professionals | | |
| lo.8 | Information, Documents & Records Management & Compliance | | |
| lo.9 | Meeting Management: Taking Meeting Notes and Minutes | | |
| lo.10 | Advanced Office Management & Electronic Document Management System | | |
| lo.11 | Electronic Documentation & Archiving Skills | | |
| lo.12 | Building and Managing a Quality Help Desk | | |
| lo.13 | Meeting Management: The Art of Making Meetings Work | | |
| lo.14 | Electronic Documentation, Filing & Archiving | | |
| lo.15 | Electronic Documentation & Archiving Skills | | |
| lo.16 | Report Writing Skills | | |
| lo.17 | Administration & Office Management Best Practices & Technologies | | |
| lo.18 | The Executive Secretary and Office Professionals Master Development Program | | |
| lo.19 | Information & Documentation Compliance | | |
| lo.20 | Office, Filing & Documentation Skills | | |
| lo.21 | Professional Skills for Administrators and Secretaries | Training programs according to your training needs, and according to the selected city | |

3-Finance, Budgeting & Investment

| Title | | Date | |
|-------|--|--|------------|
| Fi.1 | Budgeting, Forecasting and the Planning Process | Held in the first and third week of every month | All cities |
| Fi.2 | Statistical Process Control | | |
| Fi.3 | Budgeting, Accounting & Cost Control | | |
| Fi.4 | Environmental Management System ISO 14001 Internal Auditor | | |
| Fi.5 | Financial Risk Analysis Techniques for Internal Audit | | |
| Fi.6 | Capital Budgeting, Cost Management & Financial Analysis | | |
| Fi.7 | Financial Modeling Techniques using Excel | | |
| Fi.8 | Cash flow and Treasury Management | | |
| Fi.9 | Strategic Planning, Management Control & Effective Budgeting | | |
| Fi.10 | Financial Modeling Techniques using Excel | | |
| Fi.11 | Asset and Liability Management | | |
| Fi.12 | Systems of Financial Control and Internal Auditing | | |
| Fi.13 | Accounting & Budgeting in the Petroleum Industry | | |



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| Fi.14 | Financial Data Analysis using Mathematical and Statistical Methods | Held in the <u>second and fourth</u> week of every month | All cities |
| Fi.15 | Accounting & Budgeting in the Petroleum Industry | | |
| Fi.16 | Assets Management | | |
| Fi.17 | Budgeting Planning, Budget Controlling & Preparation of Interim Financial Report (IFR) | | |
| Fi.18 | Capital Budgeting, Cost Management & Financial Analysis | | |
| Fi.19 | Cash flow and Treasury Management | | |
| Fi.20 | Cost Analysis to Support Strategic Decisions | | |
| Fi.21 | Developing, Analyzing and Managing Payroll Benchmarks And Metrics | | |
| Fi.22 | Finance, Accounting & Budgeting for Non-Financial Managers | | |
| Fi.23 | Finance, Risk Management & Corporate Governance | | |
| Fi.24 | Financial Analysis and Feasibility Study | | |
| Fi.25 | Financial Analysis, Planning & Control | | |
| Fi.26 | Financial Data Analysis using Mathematical and Statistical Methods | | |
| Fi.27 | Financial Management and disbursement procedure for Projects | | |
| Fi.28 | Financial Modeling Workshop Using Excel | | |
| Fi.29 | Financial Risk Analysis Techniques for Internal Audit | | |
| Fi.30 | Financial Risk, Root Cause Analysis and Problem Solving | | |
| Fi.31 | Fixed Assets and Inventory Management | | |
| Fi.32 | Internal Auditing - The complete Course | | |
| Fi.33 | International Financial Reporting Standards (IFRS) | | |
| Fi.34 | Managing and Organizing Accounts Payable | | |
| Fi.35 | Managing Credit, Accounts Receivable & Debt Recovery | | |
| Fi.36 | Statistical Process Control (SPC) | | |
| Fi.37 | Statistical Process Techniques & Control | | |
| Fi.38 | Strategic Planning, Management Control & Effective Budgeting | | |
| Fi.39 | Systems of Financial Control and Internal Auditing | | |
| Fi.40 | The Complete Guide to Understanding Taxes | | |
| Fi.41 | Understanding and Analyzing Financial Statements and Reports | | |

4-Sales, Marketing, PR & Customer Service

| Title | | Date | |
|-------|--|---|------------|
| 1sp | Strategic Marketing Management | Held in the <u>first and third</u> week of every month | All cities |
| 2sp | Service Level Agreement (SLA's) for Managing Services and Improving Business Performance | | |
| 3sp | Customer Relationship Management (CRM) | | |
| 4sp | Strategic Public Relations, Protocol, Travel and Event Management | | |
| 5sp | Social Media in Business | | |
| 6sp | Customer Service Relationship Management | | |



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| 7sp | Digital Sales & Marketing - Strategy and Planning | Held in the <u>second and fourth</u> week of every month | All cities |
| 8sp | Process Mapping for Improved Customer Service | | |
| 9sp | Masterig Market Reseach | | |
| 10sp | Call Center Training: Sales And Customer Service Training For Call Center Agents | | |
| 11sp | Call Center Training: Sales And Customer Service Training For Call Center Agents | | |
| 12sp | Process Mapping for Improved Customer Service | | |
| 13sp | Planning and Managing PR Campaigns & Events | | |
| 14sp | Key Accounts Management & Client Development | | |
| 15sp | Travel & Events Management | | |
| 16sp | Planning and Managing PR Campaigns & Events | | |
| 17sp | Public Relation, Communication & Social Media | | |
| Training programs according to your training needs, and according to the selected city | | | |

6-Human Resources & Training

| Title | Date | | |
|-------|---|---|-------------------|
| HR.1 | Aligning Human Resources to Strategy | Held in the <u>first and third</u> week of every month | All cities |
| HR.2 | Aligning Training & HR With Organizational Development | | |
| HR.3 | Career Path Planning | | |
| HR.4 | Competency Assessment & Profiling | | |
| HR.5 | Competency Based Approach To Training & Career Development | | |
| HR.6 | Competency-Based Management | | |
| HR.7 | Controlling, Follow-up and Performance Evaluation Skills | | |
| HR.8 | Development of Administrative and Technical skills for Training Coordinators | | |
| HR.9 | Hiring for Success: Behavioral Interviewing Techniques | | |
| HR.10 | HR Metrics & Analytics | | |
| HR.11 | HR Metrics & Analytics: Delivering Strategic & Organizational Change Using HR Tools | | |
| HR.12 | Human Recourses Management MasterClass | | |
| HR.13 | Human Resources Development and Personnel Management | | |
| HR.14 | Identifying Training Needs and Evaluating Training ©. | | |
| HR.15 | Job Analysis & Competency Design | | |
| HR.16 | Leading Strategic HR Transformation | | |
| HR.17 | Mastering Competency Assessment & Profiling | | |
| HR.18 | Mastering Training Needs Analysis & Training Evaluation - Fast Track: Identification, Analysis, Evaluation & Assessment of Training Needs | | |
| HR.19 | Modern skills and strategies in training and guidance to improve & PERFORMANCE management in the workplace. | | |
| HR.20 | Monitoring and Evaluation | | |
| HR.21 | Policy Analysis, Development and Implementation | | |
| HR.22 | Talent Management - Developing Key Personnel & Workplace Diversity | | |



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|--|---|---|------------|
| HR.23 | Talent Management: How to Attract, Retain and Develop for Performance | Held in the <u>second and fourth</u> week of every month | All cities |
| HR.24 | The Complete Course on Payroll Management | | |
| HR.25 | The Complete Course on Payroll Management | | |
| HR.26 | Training and Development - The Complete Course | | |
| HR.27 | Training and Development - The Complete Course | | |
| HR.28 | Training Needs Analysis | | |
| HR.29 | Training Needs Analysis and Planning Skills | | |
| HR.30 | Understanding the Complete Training Cycle & Measuring Training Return | | |
| Training programs according to your training needs, and according to the selected city | | | |

7-Engineering & Technical

| Title | | Date | |
|--|---|---|--|
| 1EG | Claims Management & Alternative Dispute Resolution (ADR) | Held in the <u>first and third</u> week of every month | Madrid - Barcelona - Istanbul-Kuala Lumpur |
| 2EG | Complete Guide to Renewable Energy | | |
| 3EG | Construction Site Management & Supervision | | |
| 4EG | Creating & Publishing of Maps with ARC GIS & Working with CAD Data in ARC GIS Desktop | | |
| 5EG | Data Analysis Techniques & Strategies | | |
| 6EG | Effective Engineering Contract Planning, Administration & Claims Management | | |
| 7EG | Effective Report Writing Skills (Technical & Non Technical) | | |
| 8EG | Energy Management, Environment and Sustainable Development | | |
| 9EG | Engineering Contract Administration | | |
| 10EG | Engineering Site Management & Project Administration | | |
| 11EG | Engineering Site Management & Supervision | | |
| 12EG | Environmental Impact Assessment & Environmental Auditing | | |
| 13EG | GIS Mapping | | |
| 14EG | Incident Investigation / Root Cause Analysis | | |
| 15EG | Introduction to Alternative Energy | Held in the <u>second and fourth</u> week of every month | Madrid - Barcelona - Istanbul-Kuala Lumpur |
| 16EG | Introduction to Petroleum Upstream & Downstream | | |
| 17EG | ISO 50001 Energy Management System | | |
| 18EG | ISO 50001 Energy Management Systems (EnMS) Auditor/Lead Auditor | | |
| 19EG | Maximizing Energy Efficiency In Buildings | | |
| 20EG | Root Cause Analysis | | |
| 21EG | TA & Shutdown Maintenance Planning & Management | | |
| 22EG | Technical Report Writing | | |
| 23EG | Total Productive Maintenance: Reliability Engineering & Maintenance Optimization | | |
| 24EG | Value Engineering MasterClass | | |
| 25EG | Writing Effective Technical & Non-Technical Reports & Proposals | | |
| 26EG | Writing Project Technical Specifications | | |
| Training programs according to your training needs, and according to the selected city | | | |



8-Health, Safety & Security

| Title | Date | | |
|--|---|---------------|--|
| 1hs | Security, Fire and Loss Prevention and Emergency Management | upon request. | |
| 2hs | Health Care Informatics Certificate | | |
| 3hs | Introduction to Alternative Energy | | |
| 4hs | Facility Security: Planning and Management | | |
| Training programs according to your training needs, and according to the selected city | | | |

9-Specialized Programs

| Title | Date | | |
|-------|--|---------------|--|
| 1sp | Balanced Scorecard (BSC) | upon request. | |
| 2sp | Business Intelligence Process Analysis & Modeling Workshop: Business Mapping & Migrating | upon request. | |
| 3sp | Business Process Analysis and Modeling Workshop | upon request. | |
| 4sp | Business Process Reengineering & Total Quality Management (TQM) | upon request. | |
| 5sp | Business Process Reengineering (BPR) | upon request. | |
| 6sp | Business Process Re-Engineering (BPR), Improvement & Optimization | upon request. | |
| 7sp | Claims Management & Alternative Dispute Resolution (ADR) | upon request. | |
| 8sp | Creating & Publishing of Maps with ARC GIS & Working with CAD Data in ARC GIS Desktop | upon request. | |
| 9sp | Data Analysis Techniques & Strategies | upon request. | |
| 10sp | Data Management, Manipulation & Analysis using Excel® | upon request. | |
| 11sp | How to Create & Manage Business Modeling Workshop | upon request. | |
| 12sp | Mastering Business Planning & Analysis | upon request. | |
| 13sp | Statistical Process Control | upon request. | |
| 14sp | Statistical Process Control (SPC) | upon request. | |
| 15sp | Statistical Process Techniques & Control | upon request. | |
| 16sp | The Balanced Scorecard ... Linking Strategy to Execution | upon request. | |
| 17sp | The Balanced Scorecard: Linking Strategy to Action | upon request. | |
| 18sp | Toyota Business Practices & Culture (TBP) | upon request. | |
| 19sp | Toyota Production System (TPS) | upon request. | |
| 20sp | TQM & Business Process Reengineering (BPR) | upon request. | |
| 21sp | Travel & Events Management | upon request. | |
| 22sp | Workflow, Process & Productivity Optimization | upon request. | |
| 23sp | Working with Business Processes: Discovery, Assessment, Mapping, Analysis and Design | upon request. | |





"CINPAA" INTERNATIONAL COOPERATIVE FOR NEW PEDAGOGY, TRAINING & CONSULTING



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