

ADNOC Technical Academy  
Partnerships & Accreditations

# SHORT NON TECHNICAL COURSES



Enhance employees' English Language and administrative skills with a focused 4 month course utilizing Copilot's advanced features.

## Placement Test

Employee reading, writing, listening, and speaking skills. It can be used to place learners at all levels of the Common European Framework of Reference for Languages (CEFR).

Duration: 170 Hrs.

## Business Administration Skills Utilizing COPILOT

Designed for ADNOC Sour Gas employees. It aims to enhance their proficiency in business administration, communication, and office skills by leveraging Copilot's advanced functionalities. The course ensures participants are well prepared to excel as professional office administrators.

Min. requirement: Cambridge Placement test score range B1 – B2

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## General English Language Enhancement

The course follows an integrated approach to English language learning where learners can develop their listening, speaking, reading, and writing skills. The course will also offer candidates the opportunity to deliver presentations on various topics to practice their speaking, communication, and teamwork skills.

Min. requirement: Cambridge Placement test score range A1 – A2

SHAPING THE **WORKFORCE** OF TOMORROW



## | CONTACT

For further details about current courses or to discuss the development of tailored courses, please contact the following:

**[courses.ata@adnoc.ae](mailto:courses.ata@adnoc.ae)**

**Tel:** 8004343

**Address:** Al Shawamekh, PO Box 898/13, Abu Dhabi, UAE

**Location:** [Google Map](#)



# NON-TECHNICAL TRAINING COURSES



## ENGLISH COURSES

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ADNOC Technical Academy offers remarkable development opportunities to improve English language proficiency including level assessment. Courses are delivered by highly qualified and experienced instructors in the Academy and online.

### ENGLISH LANGUAGE COURSES AND LEVEL ASSESSMENTS

ADNOC Technical Academy offers a range of English language courses and assessments allowing learners to progressively develop their English language skills.

### COURSE DELIVERY

Courses are delivered online, in the Academy's campus and onsite - if training requirements and equipment are provided.

### TARGET GROUP

Technical and non-technical staff.



# LIST OF COURSES



## GENERAL ENGLISH COURSES

COURSE TITLE	DELIVERY	DURATION	COURSE CODE	COURSE LINK
General English below IELTS scale- A1 CEFR Level	<ul style="list-style-type: none"> <li>e-learning</li> <li>ADNOC</li> <li>Technical Academy</li> <li>Customer Premises.</li> </ul>	270 Hours	ATA-ENG-GEN-24A1	<a href="#">Click here</a>
General English IELTS level 4- A2 CEFR Level		270 Hours	ATA-ENG-GEN-24A2	<a href="#">Click here</a>
General English IELTS level 4.5- A2+ CEFR Level		270 Hours	ATA-ENG-GEN-24A2+	<a href="#">Click here</a>
General English IELTS level 5- B1 CEFR level		90 Hours	ATA-ENG-GEN-24B1	<a href="#">Click here</a>
General English IELTS level 6- B2 CEFR level		90 Hours	ATA-ENG-GEN-24B2	<a href="#">Click here</a>
General English IELTS level 7- C1 CEFR level		90 Hours	ATA-ENG-GEN-24C1	<a href="#">Click here</a>



# LIST OF COURSES



## ENGLISH FOR SPECIFIC PURPOSES (ESP)

COURSE TITLE	DELIVERY	DURATION	COURSE CODE	COURSE LINK
Customized Technical English	<ul style="list-style-type: none"><li>• e-learning</li><li>• ADNOC</li><li>• Technical Academy</li><li>• Customer Premises.</li></ul>	50 Hours	ATA-ENG-ESP-24CU	<a href="#">Click here</a>



# LIST OF COURSES



## ENGLISH TESTS & PREPARATION COURSES

COURSE TITLE	DELIVERY	DURATION	COURSE CODE	COURSE LINK
English placement test	<ul style="list-style-type: none"> <li>e-learning</li> <li>ADNOC</li> <li>Technical Academy</li> <li>Customer Premises.</li> </ul>	2 Hours	ATA-ENG-TST-2401	<a href="#">Click here</a>
IELTS Preparation		50 Hours	ATA-ENG-PRE-24IE	<a href="#">Click here</a>
TOEFL Preparation		50 Hours	ATA-ENG-PRE-24TO	<a href="#">Click here</a>



# LIST OF COURSES



## BUSINESS ENGLISH

COURSE TITLE	DELIVERY	DURATION	COURSE CODE	COURSE LINK
Business Writing 1 (Pre and Intermediate)	<ul style="list-style-type: none"><li>e-learning</li><li>ADNOC</li><li>Technical Academy</li><li>Customer Premises.</li></ul>	50 Hours	ATA-ENG-BS-2401	<a href="#">Click here</a>
Business Writing 2 (Advanced)		50 Hours	ATA-ENG-BS-2402	<a href="#">Click here</a>
Effective English Communication in the workplace		16 Hours	ATA-ENG-BS-2403	<a href="#">Click here</a>



# NON-TECHNICAL TRAINING COURSES



## MANAGEMENT COURSES

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ADNOC Technical Academy offers remarkable development opportunities to improve management and leadership skills. Courses are delivered by highly qualified and experienced instructors in the Academy and online.

### COURSE DELIVERY

Courses are delivered online, and in the Academy's campus

### TARGET GROUP

Technical and non-technical staff.



# LIST OF COURSES



## MANAGEMENT COURSES

COURSE TITLE	DELIVERY	DURATION	COURSE CODE	COURSE LINK
Lean Six Sigma- Yellow Belt	<ul style="list-style-type: none"> <li>e-learning</li> <li>ADNOC Technical Academy</li> <li>Customer Premises</li> </ul>	2 Days	ATA-MAN-LEAN-2401	<a href="#">Click here</a>
Lean Six Sigma- Green Belt		6 Days	ATA-MAN-LEAN-2402	<a href="#">Click here</a>
Lean Six Sigma- Black Belt		15 Days	ATA-MAN-LEAN-2403	<a href="#">Click here</a>



# ENGLISH COURSES



# | GENERAL ENGLISH BELOW IELTS SCALE- A1 CEFR LEVEL



## GENERAL ENGLISH COURSES

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The A1 Level Coursework is an integrated approach to English language learning in which language learners can develop their listening, speaking, reading, and writing skills in a variety of contexts that will enable them to function more productively in their working environments.

### PRE-REQUISITE

Placement test: overall score is A1

### PERFORMANCE EVALUATION

Course Performance Reports

### CERTIFICATION

Certificate of attendance & course completion

### DURATION

270 hours

### LEVEL OF THE COURSE

A1 CEFR Level

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# | GENERAL ENGLISH IELTS LEVEL 4- A2 CEFR LEVEL



## GENERAL ENGLISH COURSES

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The A2 Level Coursework is an integrated approach to English language learning in which language learners can develop their listening, speaking, reading and writing communication skills in a variety of contexts that will enable them to function more productively in their working environment.

### PRE-REQUISITE

Placement test: overall score is A2

### PERFORMANCE EVALUATION

Course Performance Reports

### CERTIFICATION

Certificate of attendance & course completion

### DURATION

270 hours

### LEVEL OF THE COURSE

A2 CEFR Level

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# | GENERAL ENGLISH IELTS LEVEL 4.5- A2+ CEFR LEVEL



## GENERAL ENGLISH COURSES

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The A2+ Level Coursework is an integrated approach to English language learning in which language learners can develop their listening, speaking, reading and writing communication skills in a variety of contexts that will enable them to function more productively in their working environment.

### PRE-REQUISITE

Placement test: overall score is A2+

### PERFORMANCE EVALUATION

Course Performance Reports

### CERTIFICATION

Certificate of attendance & course completion

### DURATION

270 hours

### LEVEL OF THE COURSE

A2+ CEFR Level

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# | GENERAL ENGLISH IELTS LEVEL 5- B1 CEFR LEVEL



## GENERAL ENGLISH COURSES

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The B1 Level coursework is an integrated approach to English language learning in which language learners can develop their listening, speaking, reading and writing skills in a variety of contexts that will enable them to function more productively in their working environments.

### PRE-REQUISITE

Placement test: overall score is B1

### PERFORMANCE EVALUATION

Course Performance Reports

### CERTIFICATION

Certificate of attendance & course completion

### DURATION

270 hours

### LEVEL OF THE COURSE

B1 CEFR Level

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# | GENERAL ENGLISH IELTS LEVEL 6- B2 CEFR LEVEL



## GENERAL ENGLISH COURSES

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The B2 course is for independent users of English language where learners can use language autonomously, naturally, fluently, and effectively in multiple contexts, making it possible for them to engage in regular interaction spontaneously with native speakers without imposing any strain on either party.

### PRE-REQUISITE

Placement test: overall score is B2

### PERFORMANCE EVALUATION

Course Performance Reports

### CERTIFICATION

Certificate of attendance & course completion

### DURATION

90 hours

### LEVEL OF THE COURSE

B2 CEFR Level

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# | GENERAL ENGLISH IELTS LEVEL 7- C1 CEFR LEVEL



## GENERAL ENGLISH COURSES

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The C1 course is for proficient language users who have capable discourse skills enabling them to give clear and detailed descriptions and presentations on complex subjects, integrate sub-themes, develop particular points and round off with an appropriate conclusion.

### PRE-REQUISITE

Placement test: overall score is C1

### PERFORMANCE EVALUATION

Course Performance Reports

### CERTIFICATION

Certificate of attendance & course completion

### DURATION

90 hours

### LEVEL OF THE COURSE

C1 CEFR Level

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# | CUSTOMIZED TECHNICAL ENGLISH



## ENGLISH FOR SPECIFIC PURPOSES (ESP)

This Technical English course is offered for company employees at work environments. It covers the core language and skills that employees need to communicate successfully in all technical specializations using an integrated approach of language instruction covering the four skills (reading, writing, listening, and speaking).

Selection of topics includes but not limited to:

- Types of maintenance
- P & ID drawing language
- Measurement systems
- Fire and gas detectors
- Safe handling of materials
- General work permits
- Job safety analysis (JSA)
- Energy isolations
- Formal Risk Assessments
- Confined space entry
- English for firefighters
- English for office admins

### PRE-REQUISITE

Placement test: Overall A2 CEFR level and above

### PERFORMANCE EVALUATION

Course Performance Reports

### CERTIFICATION

Certificate of attendance & course completion

### DURATION

50 hours

### LEVEL OF THE COURSE

A2 to B1 CEFR Level

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# | ENGLISH PLACEMENT TEST



## ENGLISH TESTS & PREPARATION COURSES

The Cambridge Placement Test is an adaptive test of general English, testing reading, writing, listening, and speaking skills. It can be used to place learners at all levels of the Common European Framework of Reference for Languages (CEFR).

Test features:

- Placing learners on a course of study based on their placement test results
- Assessing candidates' reading, listening, speaking, and language knowledge skills.
- Presenting EPT results in a clear and easy-to-understand report.

### PRE-REQUISITE

N/A

### PERFORMANCE EVALUATION

Online Test

### CERTIFICATION

Cambridge Results Report

### DURATION

2 hours

### LEVEL OF THE COURSE

English Placement Test

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# IELTS PREPARATION



## ENGLISH TESTS & PREPARATION COURSES

The IELTS Course is designed for English language learners with a pre-existing knowledge of English. It prepares candidates for the IELTS test and provides them with test-taking tools and language learning strategies to consolidate their skills and assist them to communicate with greater accuracy and fluency. The IELTS syllabus tests the candidates' reading, writing, listening, and speaking skills to define their English language proficiency.

### PRE-REQUISITE

N/A

### PERFORMANCE EVALUATION

Course Performance Reports

### CERTIFICATION

Certificate of attendance & course completion

### DURATION

50 hours

### LEVEL OF THE COURSE

IELTS Preparation

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# TOEFL PREPARATION



## ENGLISH TESTS & PREPARATION COURSES

The TOEFL Course is designed for English language learners with a pre-existing knowledge of English. It prepares candidates for the TOEFL iBT test and provides them with test-taking tools and language learning strategies to consolidate their skills and assist them to communicate with greater accuracy and fluency. The TOEFL iBT syllabus tests the candidates' reading, writing, listening, and speaking skills to define their English language proficiency.

### PRE-REQUISITE

N/A

### PERFORMANCE EVALUATION

Course Performance Reports

### CERTIFICATION

Certificate of attendance & course completion

### DURATION

50 hours

### LEVEL OF THE COURSE

TOEFL Preparation

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# | BUSINESS WRITING 1 (PRE AND INTERMEDIATE)



## BUSINESS ENGLISH

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The goal of Business Writing 1 is to enable learners to write effective business communication in plain, easily readable English. Participants can be both new employees and those with industry experience, and the course is tailored to specific needs. Writing practice is integrated in every class, and learners will consider difference scenarios, audience, and purpose of writing.

### PRE-REQUISITE

N/A

### PERFORMANCE EVALUATION

Course Performance Reports

### CERTIFICATION

Certificate of attendance & course completion

### DURATION

50 hours

### LEVEL OF THE COURSE

CEFR Level A2 to A2+

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# | BUSINESS WRITING 2 (ADVANCED)



## BUSINESS ENGLISH

The goal of Business Writing 2 is to enable learners to write using language for specific purposes. For example, to highlight advantages and disadvantages in various business scenarios, to deliver constructive criticism, to propose changes, and to convince others of their ideas. Learners can be both new employees and those with industry experience. Writing practice is integrated in every class. Learners will practice writing that considers an audience analysis; for example, understanding readers' needs, values, and attitudes.

### PRE-REQUISITE

CEFR Level B1 and above or Business Writing 1

### PERFORMANCE EVALUATION

Course Performance Reports

### CERTIFICATION

Certificate of attendance & course completion

### DURATION

50 hours

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# EFFECTIVE ENGLISH COMMUNICATION IN THE WORKPLACE



## BUSINESS ENGLISH

The development of business verbal communication skills, including the language that professionals use to communicate in diverse and inclusive workplaces, is the focus of this short course. The course will help professionals develop the necessary skills to communicate effectively in different business scenarios with various stakeholders.

The course takes a case study approach to practice communications skills that are necessary to excel in a business context. Effective communication skills requires confidence. As such, the course will focus on building the skills required to communicate more confidently in various business contexts and scenarios.

### PRE-REQUISITE

CEFR Level A2 to A2+

### PERFORMANCE EVALUATION

Course Performance Reports

### CERTIFICATION

Certificate of attendance & course completion

### DURATION

16 hours

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## MEASUREMENT RESOLUTION

What is measurement resolution?

- Capability of the measurement system to detect the smallest tolerable changes
- Number of increments in the measurement system at full range

Example – Truck weighing scale for measuring the weight of a tea pack

... ensure that your gage has acceptable resolution

# MANAGEMENT COURSES



# | LEAN SIX SIGMA- YELLOW BELT



## MANAGEMENT COURSES

This course provides awareness of Lean Six SIGMA. Yellow Belt training serves as an introduction to the fundamental concepts, principles, and tools of Six Sigma. Participants will gain a basic understanding of the methodology, its purpose, and its application in process improvement and quality management. Yellow Belt training familiarizes participants with the terminology and key techniques used in Six Sigma projects. Participants will learn about concepts such as DMAIC (Define, Measure, Analyze, Improve, Control), process mapping, data collection, and basic statistical analysis. This training can still be valuable for entry-level positions, roles that involve process-oriented tasks, or as a stepping stone to further Six Sigma training.

### PRE-REQUISITE

Prior Knowledge of Lean white belt Training is preferred.

### PERFORMANCE EVALUATION

Course Performance Reports

### CERTIFICATION

Certificate of attendance & course completion

### DURATION

2 Days

### LEVEL OF THE COURSE

Intermediate

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# | LEAN SIX SIGMA- GREEN BELT



## MANAGEMENT COURSES

This Course will provide participants with the working knowledge of all the concepts and tools of Lean Six Sigma. A Green belts is well versed in the core to advanced elements of Lean Six Sigma Methodology, who leads improvement projects and / or serves as a team member as a part of more complex improvement projects lead by a Certified Black Belt, typically in a part-time role. A Lean Six Sigma Green Belt understands how to implement, perform, interpret and apply Lean Six Sigma at a high level of proficiency. Green Belts support the Black Belts for Continuous Improvement drive in the organization. They also mentor Yellow Belts in their Improvement work.

### PRE-REQUISITE

Prior Knowledge of Lean Yellow belt Training is preferred.

### PERFORMANCE EVALUATION

Course Performance Reports

### CERTIFICATION

Certificate of attendance & course completion

### DURATION

6 Days

### LEVEL OF THE COURSE

Intermediate

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# | LEAN SIX SIGMA- BLACK BELT



## MANAGEMENT COURSES

This Course will provide participants with advance knowledge of Lean Six Sigma concepts and tools. Black Belts are experts and agents of change. They lead most complex and cross functional projects in any area of the organization, typically in a fulltime capacity. They possess a through understanding of all aspects of Lean Six Sigma methods including a high level of competence in the subject matters combined within the phases of Define, Measure, Analyze, Improve and Control (DMAIC). A Lean Six Sigma Black Belt understands how to implement, perform and interpret and apply Lean Six Sigma at advanced level of proficiency. Black belts are expected to drive the Continuous Improvement efforts in their organization, develop the Improvement strategies, provide training and mentor Yellow and Green belts in their projects.

### PRE-REQUISITE

Prior Knowledge of Lean Green belt Training is preferred.

### PERFORMANCE EVALUATION

Course Performance Reports

### CERTIFICATION

Certificate of attendance & course completion

### DURATION

15 Days

### LEVEL OF THE COURSE

Advance

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