Advanced Safety Leadership

An Intensive 5 Day Training Course

17 - 21 Jul 2017, London
18 - 22 Dec 2017, London

This course is Designed, Developed, and will be Delivered under ISO Quality Standards
Why Choose This Training Course?

Striving for safety excellence has to be every safety professional’s endeavour and aspiration. This “must attend” Advanced Safety Leadership training course will provide you with powerful tools that with effort will enable you to make an expeditious and comprehensive difference to your workplace’s safety culture on returning to the organisation.

A combination of advanced ‘out-of-the-box’ thinking, new human applications and psychology will transform how you view and approach your future safety climate assignments. If you are committed to safety excellence and you wish to be a world class agent for safety leadership then this Advanced Course is for you!

This training course will highlight:

- Safety Excellence, the ultimate (practically achievable?) objective to Zero
- Transactional, Transformational, Felt, Values-based Leadership
- Going beyond Behaviour-Based Safety (BBS)
- Organisational and Environmental Risk, Threats and Impact Perspectives
- Advanced Accident Investigations & Reporting
- Actions, Beliefs & Consequences (ABC) - Safety Management Systems (SMS)
- Plan, Do, Check, Act (PDCA) cycle for continual improvement

What Are the Goals?

At the end of this training course, participants will be able to:

- Apply new leadership traits that can and will make the difference
- Understand Unsafe Acts v. Unsafe Conditions, so avoiding the ‘Blame Game’
- Understand new and effective motivational and engagement techniques
- Develop your safety culture to spread as a person to person ‘virus’ under three interrelated aspects:
  - Psychological
  - Behavioural
  - Situational
- Enhance your Safety and Risk Management leadership skills

How Will This Training Course Be Presented?

This Advanced Safety Leadership training course will utilise a variety of proven highly interactive adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes syndicate and individual exercises, relevant DVD and case studies and role-play exercises. A comprehensive hard and e-version of the course manual including copies of all slides, handouts and checklists will be provided.
Day One: Accident & Incident Causation Factors

Competency Description: The traditional view is that changing culture takes a very long time. But changing ‘one person at a time’ virus like, then refinement will take as long as we want it to!

Key behaviours

- The philosophical roots and development of a safety culture
- Understanding the complete complexity of Safety Management Systems (SMS)
- ‘Viral’ change: spreading successful safety change through leadership
- Putting safety excellence first

Topics to be covered

- The Analysis of Accidents – Looking at the Facts, Figures & Costs
- Why do accidents still occur? Human factors, triggers and consequences
- Conscious and unconscious influences within a safety culture
- The Bradley Curve and four stages of mind-sets
- The ‘New ABC model:’ effective, behavioural and cognitive psychology
- Understand the psychology behind human behaviour and learn how to apply pragmatic solutions to improve your SMS

Day Two: Safety Management in Major Hazard Industries

Competency Description: How the organisation responds to the risk of major hazards will affect your overall performance and your goal of reaching zero accidents.

Key behaviours

- Hazard identification & Risk Management
- Understanding the key leadership functions of influencing and achieving total safety excellence within your Major Hazard SMS
- Understanding SMS complexity for Major Hazard sites (on and off-site)
- Learn about Major Hazard Management Systems
- Learn to recognise the risks, probability, severity, effect and exposure

Topics to be covered

- Major Hazards and Prevention
- ISO31000 and Safety Excellence
- Occupational Safety, Process Safety and Asset Risk Management
- FTA and ETA
- Bow Ties
- Emergency Response Plans, Mutual Aid, On and Off Site consequences
- Inspection and Auditing

Advanced Safety Leadership
Day Three: Improve Leadership and Communication Skills

Competency Description: In simple terms, aligning your safety aims and objectives with the business agenda.

Key behaviours

- Mastering Communication and Interpersonal skills
- Influential Safety Leadership checklists
- Skills to drive a positive, sustainable safety impact in your workplace
- Improve communication, morale, motivation and engagement

Topics to be covered

- Enhancing your leadership capabilities through increased self-awareness
- Analyse your communication strategies and social performance
- Communication campaigns and stakeholder engagement
- ‘Have to’ or ‘Want to’?: Generating real desire for safety
- Varying Leadership skills for varying scenarios

Day Four: Advanced Accident Investigation and Reporting

Competency Description: Even a minor or near-miss incident requires a thorough investigation revealing potential for a serious future event should the conditions be left uncorrected.

Key Behaviours

- Why investigations must be constructive, professional, credible and timely
- Provide the tools necessary to properly complete Accident Investigations
- Fully understanding the steps of Accident Investigations and Reporting;
- How to establish rapport with witnesses and obtain factual statements
- How to successfully produce and present a professional Final Accident Report

Topics to be covered

- All incidents (including near misses) are thoroughly and professionally investigated by a trained and confident team
- Role of HSE Team Leader and Management during an Investigation
- Investigation methodology, the essential checklist & process
- Listen and Learn, and Learn to Look and Listen More!
- Report writing techniques which will ‘persuade’ and ‘empower’ actions

Day Five: Organisational & Environmental Risk, Threat & Impact

Competency Description: Having total resilience across your organisation is having the ability to anticipate, avoid, protect, withstand, mitigate, respond and recover from the effects of change or adversity.

Key behaviours

- Investigation of 13 indicators that assesses the resilience of an organisation
- How individuals in resilient organisations are able to improve the reliability of operations across the whole organisation
- How resilient organisations can recover and bounce back from trauma, quickly restoring business capabilities
- Focus on developing confidence and leadership capabilities in organisational resilience
- Risk perception, sensitivity and tolerance

Topics to be covered

- Latest international standards: BSI65000, BS11200, ISO31000/22301/24762
- Understanding the impact of change or major incidents on the Organisation
- Strategic Crisis and Emergency Management in a Resilience framework
- Strategic Risk and Risk Behaviour
- Identify and manage current and future threats to your business
- Take a proactive approach to minimizing the impact of incidents
- Keep critical functions up and running during times of change and crises

QUALITY CERTIFICATION

The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.
Advanced Safety Leadership

COURSE DATES, VENUES AND FEES

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<thead>
<tr>
<th>Date</th>
<th>Venue</th>
<th>Fee</th>
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<tbody>
<tr>
<td>17 - 21 Jul 2017</td>
<td>London</td>
<td>$5,500</td>
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This fee is inclusive of Documentation, Lunch and Refreshments

Please use BLOCK CAPITALS to fill in this form. It is important that you read carefully through all information before starting to complete the form.

REGISTRATION DETAILS

Family Name: ____________________________________________  First Name (Mr./Ms.): _________________________________________
Position: ________________________________________________  Company: ____________________________________________________
Mailing Address: _____________________________________________________________________________________________________
Telephone: ___________________  Mobile: ___________________  Fax: ___________________  Email: ___________________

AUTHORISATION

Authorisation By: _____________________________________________________________________________________________________
Position: ________________________________________________  Company: ____________________________________________________
Mailing Address: _____________________________________________________________________________________________________
Telephone: ___________________  Mobile: ___________________  Fax: ___________________  Email: ___________________

IN-HOUSE TRAINING

Maximize your training budget and have several members of your staff, who require specific training, to attend with the advantage of not incurring additional travel costs when attending a ‘public’ training courses & seminars.

Would you like a PetroKnowledge training course delivered at a time or location to suit you? Would you like PetroKnowledge to tailor a course from our comprehensive library of programmes? Or would you like us to create an entirely new, bespoke course to suit the exact needs of your organisation?

Working in partnership with our clients, PetroKnowledge provides an enjoyable, creative learning experience that enables participants to develop their skills and knowledge. We can deliver not only generic, off-the-shelf courses from our extensive learning portfolio, but we can provide tailored as well as bespoke learning on any aspect of skill development or knowledge. Our in-house courses are conducted by the same expert trainers who conduct PetroKnowledge public courses so you can be assured they will fulfill the learning objective of any organisation.
BOOKING TERMS & CONDITIONS

Booking

- Bookings for courses can be made via our website (petroknowledge.com) or by contacting our Registration Desk on +971 2 5577389 or at reg@petroknowledge.com.
- For on-line bookings, please select the course that you require and click on the “Register Now” button, following the instructions step by step.
- Upon receipt of booking in order, enrollment on the respective training course will be confirmed by Registration Team with all necessary documentation.

Invoicing and Payment

- Our fees include course presentation, relevant materials, physical & digital documentation, lunch and refreshments served during entire training. Accommodation charges are not included in the course fees.
- Course fees are payable upon booking unless a valid, authorized Purchase Order is provided and accepted.
- Invoices will be sent via email/courier to the ID/name and address provided.
- We prefer to have the fees payment in our account before the start of training course. However, if your company has a different payment policy, the same should inform us in advance.
- The currency of fees is in US Dollars (USD). Payments can be made in USD or UAE local currency AED (Arab Emirates Dirhams) either by Bank Transfer or by Credit Card. Our Bank Account details will be provided on the Invoice.
- Please note that we do accept payment by cash, in USD or AED, only for the last minute bookings.

Cancellation of Courses

- It may be necessary for PetroKnowledge to amend or cancel any course, course times, instructors, dates or published fees due to unforeseen circumstances and we reserve the right for such changes.
- Any amendments will be advised before the course start date and any bookings already paid in full will not be subject to increased fees.

Cancellation by Client

- Once you have completed your booking, received your confirmation of enrollment and a dated payment Invoice, you are deemed to have a contract with PetroKnowledge. You reserve the right to cancel this contract given the below terms.
- All cancellations must be received in writing at reg@petroknowledge.com and info@petroknowledge.com at least 14 days prior to the training.
- After the cancellation period has expired, consideration may be given, on a case to case basis, if a registered delegate nominates a substitute on the same course, shifts to next session of the course or moves to a new course.
- For a cancellation request made on or before the statutory 14 day cancellation period, a refund may be given or a credit note issued which can be used against future course fees.
- A 25% administration fee (of the total course fee at the time of booking) will be charged for any cancellations made outside of the statutory cancellation period.

Attendance Certificate

- The daily course schedule should be accurately followed to ensure undeterred implementation of our training.
- All delegates, who participated in their course throughout, will receive the Certificate of Completion on the last day.
- Please report any foreseeable absences to a PetroKnowledge representative or to your sponsors directly.
- An absence of three (3) or more sessions of the course will invalidate your eligibility for the Certificate of Completion.