An Intensive 5 Day Training Course

Learning & Development for the Oil & Gas Industry

Learning, Training, Development, Coaching and Mentoring Best Practices

16 - 20 Jul 2017, Dubai
13 - 17 Nov 2017, London

www.petroknowledge.com
WHY CHOOSE THIS TRAINING COURSE?

Why choose this training course?

The learning organisation is one that places a strategic importance on the development and learning of all staff. Coaching, training and supporting the career of staff can significantly improve performance, Nationalisation and talent development initiatives. Developing and integrating new workers, developing, and retaining current workers, and attracting highly skilled workers to work for the organisation are critical in any industry, but possibly more so in the Oil, Gas & Energy Industries.

The Oil, Gas & Energy Industries also have unique needs that require unique solutions. This innovative and exciting PetroKnowledge course will help you learn about best-practices in Learning, Training, Development, Coaching and Mentoring.

This training course will highlight:

- How training can demonstrate a return on investment (ROI)
- How to become a learning organisation
- Best practices in Coaching and mentoring schemes
- Methods to retain and attract the best staff
- The unique needs and strategies required for the Oil, Gas & Energy Industries

WHO IS THIS TRAINING COURSE FOR?

Who is this training course for?

This PetroKnowledge training course is suitable for a broad range of professionals but will greatly benefit:

- Managers, Supervisors, and Leaders in the Oil & Gas Industry
- Those involved in developing coaching or mentoring programmes
- Anyone involved in talent management of Nationalisation Programmes
- Anyone involved in learning & development, training, or talent management
- Human Resource (HR) personnel at all levels
- Occupational health & safety personnel
- Anyone concerned with organisational learning

WHAT ARE THE GOALS?

What are the goals?

At the end of this training course, you will learn to:

- Demonstrate and understanding of best-practices in Learning, Training, Development, Coaching and Mentoring
- Explain the concept of Learning
- Utilise the skills of Organisational Learning & Talent Management
- Apply appropriate skills for developing a learning organisation
- Develop talent and careers in the Oil, Gas & Energy Industries

HOW WILL THIS TRAINING COURSE BE PRESENTED?

How will this training course be presented?

Participants to this training course will receive a thorough training on the subjects covered by the seminar outline with the Tutor utilising a variety of proven adult learning teaching and facilitation techniques. Seminar methodology includes individual and group activities, DVD presentations, a variety of Practical Sessions and group interactions.
Day One: Organisational Learning & Development

Competency Description: Understanding the psychology of learning is an essential foundation for any professional working in the areas of Learning, Training, Development, Coaching and Mentoring.

Key behaviours

- Explain the concept of learning theory
- Analyzing context
- Application of knowledge
- Critical thinking
- Awareness of different learning styles and how to provide for them

Topics to be covered

- Understanding the psychology of learning
- How do learning and development differ in the Oil & Gas Industry
- Behavioural and other psychological theories
- The idea of organisational learning
- Learning style theory – pros and cons

Day Two: Coaching and Mentoring

Competency Description: The development of practical skills and knowledge about coaching and mentoring specifically in the Oil, Gas & Energy Industries.

Key behaviours

- Explain the concepts of mentoring and coaching
- Analysing best-practice in coaching and mentoring schemes
- Application of skills to practice
- Motivational coaching skills
- Understanding of core models

Topics to be covered

- Distinguishing between coaching and mentoring
- Coaching process elements and how they interrelate
- Understanding the coaching cycle
- Best-practice in mentoring schemes
- Establishing a mentoring programme
Day Three: Proving the Value of Learning and Development

Competency Description: The analysis and alignment of business objectives to create efficient systems to achieve the maximum ROI from learning and development initiatives

Key behaviours
- Aligning training and development to meet business objectives
- Understanding the training cycle and why it matters
- Redefining organisational learning for your organisation
- What to measure: defining the measurement parameters and metrics
- Demonstrate the business case for specific training interventions

Topics to be covered
- The training cycle
- The importance of learning objectives
- Understanding and applying cost-benefit analysis
- How to measure training return-on-investment (ROI)
- Measuring intangible impacts: cultural, social, other

Day Four: Career Development, Performance Management & Feedback

Competency Description: Understanding the process of career development, performance management and feedback based on Emotional Intelligence Competencies

Key behaviours
- Plan, organise and deliver relevant interventions
- Developing a personal career SWOT
- Understand and can implement appropriate feedback technique
- Describe best practice in relation to employee development
- Critical thinking

Topics to be covered
- Understanding career development
- Methods to develop and retain staff
- Nationalisation and localisation programmes
- How performance management should work
- Emotional Intelligence (EI) - giving feedback model

Day Five: Becoming a Learning Organisation

Competency Description: Organisations need to discover how to use people’s commitment and capacity to learn at all levels

Key behaviours
- Understanding the characteristics of the learning organisation
- Systems thinking
- Building shared vision
- Change leadership
- Developing a personal plan for future learning

Topics to be covered
- Definitions of a learning organisation
- Dimensions of the learning organisation
- Benefits and barriers or the learning organisation
- The Fifth Discipline
- The business case presented
Learning & Development for the Oil & Gas Industry
Learning, Training, Development, Coaching and Mentoring Best Practices

<table>
<thead>
<tr>
<th>COURSE DATES, VENUES AND FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 - 20 Jul 2017</td>
</tr>
<tr>
<td>13 - 17 Nov 2017</td>
</tr>
</tbody>
</table>

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 5577 389 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