



An Intensive 2-Week Training Course

# Due Diligence in Oil and Gas Development: Appraisal of Potential Investors and Partners

05 - 16 Aug 2018, Dubai



ISO 29990 : 2010 Certified



ISO 9001: 2015 Certified



This course is Designed, Developed, and will be Delivered under  
**ISO Quality Standards**



# Due Diligence in Oil and Gas Development: Appraisal of Potential Investors and Partners

## WHY CHOOSE THIS TRAINING COURSE?

This 10-day two-phase Petroknowledge training course is concerned with one of the most important activities in the development of oil and gas business – critical analysis and evaluation of potential investors and partners. The oil and gas industries are becoming more complex in structure, technology, competition and strategic choice. Consequently a company's relationships with potential investors and partners now require a significantly higher standard of appraisal and focus than has been the case in the past. This high-level 10-day Petroknowledge training course will be delivered in two 5-day phases with a recommended interval of 3 months between the phases. We will concentrate on the application of leading-edge tools and techniques of due diligence in building effective relationships with these two strategically significant stakeholder categories.

Due diligence is multi-dimensional. It is based on an understanding of needs and objectives of potential investors and partners; their decision criteria; their compatibility with the strategic and operational objectives of our own company; and finally it requires a structured process by which attraction and integration of new investors and partners can be accomplished effectively in order to sustain continuous improvement in the profitable growth of the company.

The Petroknowledge training course is split into two phases:

PHASE 1  
PHASE 2

## WHAT ARE THE GOALS?

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

- Identify the precise characteristics of new investors and partners
- Evaluate the past performance and future potential of new investors and partners
- Select and engage with new investors and partners
- Anticipate and deal with the challenges of integrating new investors and partners
- Measure the strategic impact of adding the new relationships

## WHO IS THIS TRAINING COURSE FOR?

This course is designed to be relevant for a very wide range of experienced professionals - for example the following categories of managers:

- Corporate finance officers
- Data managers and analysts
- Strategic planners and investment analysts
- Internal auditors and management accountants
- Upstream and downstream operations and supply chain managers
- Merger and acquisition specialists
- Alliance and joint venture specialists
- Private equity specialists
- Asset and facilities managers
- Human resource managers
- Other individuals whose professional future would be enhanced by an understanding of current best practice in investor/partner analysis and appraisal



## HOW WILL THIS TRAINING COURSE BE PRESENTED?

The training process is based on a carefully planned combination of highly focused inputs by the course leader, using a balanced set of state-of-the-art presentation mechanisms. The emphasis will be on learning by examining major decisions in which the use of best practice principles of due diligence has been critical. Above all, the principles and approaches to this subject will be illustrated by reference to real-life organisations with which the course leader has been personally involved.

In addition, delegates will be encouraged to introduce issues for open discussion and creative thought. Specifically, we will use the following training methods:

- Presentations by the course leader on tools and techniques of due diligence
- Group work on case studies based on analysis, interaction and discussion
- Focused problem-solving exercises, including "outside the box" thinking
- Interactive discussions of issues that currently affect the company
- Creating personal and team plans for effective application of the course

## ORGANISATIONAL IMPACT

In sending delegates to this PetroKnowledge training course on Due Diligence on the Oil and Gas Development, the company will gain the following benefits:

- A more professional approach to appraisal of development opportunities
- Introduction of due diligence into all aspects of decisions
- Top management having more confidence in the decisions of staff
- A creative and flexible approach to investor relations
- Sharper focus on the potential of partnerships, alliances and joint ventures
- Managers with a broader global perspective on investor/partner relationships

## PERSONAL IMPACT

In attending this PetroKnowledge training course delegates will acquire the following skills and competencies:

- Extending the boundaries of individual and team potential
- Improved creativity in developing the business
- Detailed understanding of the tools and techniques of due diligence
- Greater confidence in managing partnership relationships
- Applying collaborative approaches in sustaining profitable growth
- Introducing best practice in due diligence to all teams



**QUALITY  
CERTIFICATION**

ISO 29990 : 2010 Certified













ISO 9001: 2015 Certified



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## DAILY AGENDA

The two phases of the Petroknowledge training course have different but coordinated objectives. Phase 1 is concerned with the basics of due diligence with a focus on tools and techniques of due diligence analysis. Phase 2 is a more advanced sequel with a focus on best practice in applying due diligence to management of relationships with investors and partners. For maximum effect there should be an interval of approximately 3 months between the 2 phases, during which time delegates will be asked to develop ideas for discussion in a “workshop” environment. This will ensure sharp focus on the needs of the organisation as it develops its strategy for the future.

To address these issues the Petroknowledge training course is designed around 10 themes, with the detailed topics of each theme as follows.

### Day One: The basics of due diligence in the oil and gas business

- The changing dynamics of the global oil and gas business
- The strategic relevance of due diligence in market analysis
- The strategic relevance of due diligence in financial management
- The strategic relevance of due diligence in merger and acquisition
- The strategic relevance of due diligence in business planning

### Day Two: The basics of due diligence in market analysis

- Market analysis (1) – data search and business intelligence
- Market analysis (2) – analytical tools and techniques
- How attractive is the market sector that we are evaluating?
- How strong is our performance in this market sector?
- What is the potential for sustainable profitable growth?

### Day Three: The basics of due diligence in financial management

- Profit and loss statement – what this signifies
- Balance sheet – what this signifies
- Cash flow statement – what this signifies
- Evaluating the financial anatomy – structure and gearing
- Evaluating the financial anatomy – robustness and sustainability
- Due diligence in evaluating merger and acquisition opportunities

### Day Four: The basics of due diligence in risk analysis / risk management

- Identification of types of risk in this company
- Quantitative and qualitative tools and techniques of risk analysis
- Best practice in risk management – a structured process
- The emerging concept of “risk engineering”
- International standards and requirements of corporate governance

### Day Five: Using the outputs of due diligence in strategic planning

- What is strategy and why is it important?
- Alternative approaches to strategic planning
- Management and control – dealing with variance and divergence
- Balancing short-term and long-term programmes and projects
- Example of a strategic planning framework
- Discussion and plan – how to apply themes 1-5 in this company



## INTERVAL BETWEEN PHASE ONE AND PHASE TWO

### PHASE 2

#### Day Six: Best practice in partner evaluation and management (1)

- The strategic rationale for alliances and joint ventures
- The various forms of partnership
- The process of partner identification
- Financial and non-financial evaluation of potential partners
- Discussing and agreeing a list of potential partners
- The guiding principle of “tissue match”
- Interactive discussion of specific issues

#### Day Seven: Best practice in partner evaluation and management (2)

- Refining the short-list process
- Best practice in partner selection and managing the process
- The differences between a strategic alliance and a joint venture
- The process of agreeing the business case
- Negotiating the terms of an alliance or a joint venture
- Managing the relationship – from incubation to steady state
- Interactive discussion of specific issues

#### Day Eight: Best practice in investor evaluation and management (1)

- Optimising the structure – share capital, debt capital, retained profit
- Understanding the decision criteria of different investor categories
- Best practice in investor relations
- Investor representation within your organisation
- Attracting and retaining new investors during development
- Interactive discussion of specific issues



#### Day Nine: Best practice in investor evaluation and management (2)

- Defining the role and authority of independent investors
- Alternative frameworks for the relationship with investors
- Managing investor needs, requirements and expectations
- The life-cycle of an investor relationship and the challenge of renewal
- Broad-based investment in multiple parts of the supply/demand chain
- Interactive discussion of specific issues

#### Day Ten: Workshop on deciding the next action for this company

- Discussion on the strategic direction of the company
- Applying due diligence in aligning strategy and operations
- Applying due diligence in scenario forecasting and strategic choice
- Discussion – interaction – agreeing priorities for each team
- Delegates’ personal plans for follow-up action

# Due Diligence in Oil and Gas Development: Appraisal of Potential Investors and Partners

| ✓ | DATE             | VENUE       | FEE(\$) |
|---|------------------|-------------|---------|
|   | 05 - 16 Aug 2018 | Dubai - UAE | 9,500   |

*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: \_\_\_\_\_

## 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, enrolment 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 enrolment 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

## OFFICES:

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