



An Intensive 5 Day Training Course

Essential Skills for Oil & Gas Managers and Supervisors

Strategic Skills in Oil and Gas Management

09 - 13 Mar 2020, London
16 - 20 Aug 2020, Dubai



This course is Designed, Developed, and will be Delivered under
ISO 29990 : 2010 & ISO9001 : 2015 Quality Standards

Essential Skills for Oil & Gas Managers and Supervisors

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WHY CHOOSE THIS TRAINING COURSE?

This 5-day PetroKnowledge training course, Essential Skills for Oil & Gas Managers & Supervisors, is designed to provide essential knowledge and skills of the Oil and Gas sector from the managers and supervisors viewpoint for employees who are working in the field. It will provide the opportunity to study the Oil and Gas business from the perspective of the entire value chain, analyze Oil and Gas management strategies of major organizations and discover the unique business issues of today's energy marketplace. As the Oil and Gas industry impacts organizations, and societies worldwide, it is important to learn how to position oneself for success in this competitive industry.

This PetroKnowledge training course aims to provide an intellectually challenging academic course of study, that will give the ability to analyze and evaluate key theoretical concepts and practical applications in issues of Oil and Gas management.

WHAT ARE THE GOALS?

Upon successful completion of this PetroKnowledge training course, delegates will be able to:

- Have an overview of the Global Oil and Gas Industry, from discovery to production through to consumption
- Understand the Geopolitics of Oil and Gas and the Major challenges facing the energy industry
- Gain an overview of Refining processes and their impact on refining profitability
- Evaluate the primary uses of Oil and Gas and their significance within the global energy industry
- Understand the objectives, functions and commercial relationships between national oil companies and international organizations
- Evaluate organizations with a positive safety culture that are characterized by communications founded on mutual trust, by shared perceptions of the importance of safety and by confidence in the efficacy of preventative measures
- Gain and enhance good negotiating skills which are essential to the smooth running of the business
- Understand alternative approaches to the process of negotiating successfully

WHO IS THIS TRAINING COURSE FOR?

This PetroKnowledge training course is suitable to a wide range of professionals but will greatly benefit:

- Working Managers, Supervisors, Engineers
- Team leaders, Safety managers, and Senior Technicians
- Oil and Gas Managers
- Investment Bankers and Fund Managers
- Media Analysts and Commentators
- Exploration, Production and Refinery Managers
- Marketing, Law, Human Resources, Accounting, and Finance Personnel
- Anyone requiring a broad understanding of the structure, operations and economics of the Oil and Gas industries

HOW WILL THIS TRAINING COURSE BE PRESENTED?

This PetroKnowledge Essential Skills for Oil & Gas Managers & Supervisors training course is a hands-on highly interactive stimulating learning experience, which facilitates many opportunities to advance the opinions and ideas of the delegates through active discussion. Participation is encouraged in a supportive environment that ensures the concepts introduced during training are being understood and reinforced. This is achieved through a mix of learning methods, including lecture style presentation, open discussion and case studies.

PowerPoint presentations augmented with videos will be used through the training course and will include case studies to facilitate discussions. The delegates will be encouraged to exchange ideas.



DAILY AGENDA

Day One: The Nature and Formation of Fossil Fuels and Oil Reserves

- Petroleum & Natural Gas Composition, Classification and Properties
- Generation, Migration and Accumulation of Petroleum
- Trapping Mechanisms and Seismic Surveys
- Exploratory Drilling & Testing the Well
 - Casing Cementing and Completing the Well
- Estimation of Reserves
- Enhanced Oil Recovery
- Surface Treatment and Storage

Day Two: Production, Transportation and Distribution

- Development of Oil and Gas Fields
- Storage & Tank Farms
- Pipelines and Tankers
- Geopolitics and World Energy Markets
- OPEC and the Future Role of a Cartel
- Need for Collaboration between NOC's and IOC's
- Oil & Gas Contracts, Joint Ventures and Fiscal Regimes

Day Three: Introduction to Petroleum Industry Economics

- World Petroleum Consumption, Supply, Prices and Prospects for the Future
- The Refining Process & Complexity
- Refining Margins and Profitability
- Sales and Marketing of Petroleum Products
- Carbon Capture and Environmental challenges
- Introduction to Energy Finance and Economics

Day Four: Financial and Energy Risk Management

- Discounted Cash Flow (DCF) and Time-value Considerations
- Inflation and Time Value of Money
- Apply the Present Value and Future Value Formulae (NPV)
- Internal Rate of Return (IRR)
- Hurdle Rates and Minimum Acceptable Rates of Return
- Introduction to Energy Risk Management
- Risks in Trading Energy Commodities
- Risk and Opportunity Analysis
- The Non-linearity and Complexity of Uncertainty

Day Five: The Evolution of a Safety Culture

- Culture and Safety
- Leadership and Teamwork
- Active Listening and Nonverbal Communication
- Leadership, Communication and Barriers to Communication
- Presentation Skills
- Thinking Creatively
- Coping with Criticism
- BATNA Best Alternative to a Negotiated Agreement
- Dealing with Aggressors and Conflict
- Course Summary and Roundup

ORGANISATIONAL IMPACT

This PetroKnowledge training course on Essential Skills for Oil & Gas Managers & Supervisors aims to impart a better comprehension of the Oil and Gas business value chain.

To the organisation this means:

- Personnel with a broad overview and understanding of the structure and operations of the Oil and Gas industries
- Staff with the skills to analyze Oil and Gas management strategies and who have the ability to improve productivity and profitability
- Delegates understand the fundamental economics of the Oil and Gas industries that can contribute to the evaluation of project opportunities
- Quality training organization using a very experienced instructor
- Recognized and respected certification for the delegates attending
- Organisations can remain competitive and manage change in a multi-dimensional environment

PERSONAL IMPACT

Your staff will gain:

- Enhanced leadership skills and understanding the role of the various organizations involved in the Oil and Gas industry
- Understanding of the structure Oil and Gas organisations, NOC' & IOC's
- Comprehend the details of Oil and Gas operations at all levels of the value chain
- An understanding of the critical relationship between product pricing and oil prices
- The ability to discern the complexities of oil refining and its impact on the world markets
- An awareness of Environmental issues and European Union plans for Oil and Gas (target 2030)
- Empowerment to put into practice the taught material coupled with a drive to succeed

QUALITY CERTIFICATION



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Essential Skills for Oil & Gas Managers and Supervisors

Strategic Skills in Oil and Gas Management

| ✓ | DATE | VENUE | FEE(\$) |
|---|------------------|-------------|---------|
| | 09 - 13 Mar 2020 | London - UK | 5,950 |
| | 16 - 20 Aug 2020 | Dubai - UAE | 5,950 |

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 21 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 21 day cancellation period, 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

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