



An Intensive 5 Day Training Course

Mini MBA for Learning & Development Professionals in the Oil, Gas & Petrochemical Industry

(Endorsed by ILM under the title 'Learning & Development Specialist')

20 - 24 Jul 2020, Barcelona
25 - 29 Oct 2020, Dubai
10 - 14 Jan 2021, Dubai



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

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WHY CHOOSE THIS TRAINING COURSE?

This exciting and innovative Human Resource Management training course will introduce you to the latest and best practices in training management and organisational learning. This course is paced, challenging and highly rewarding. You will learn about how to become a truly 'learning organisation' and redefine organisational learning so that your organisation places learning and development at the core of its business.

This training course will introduce you to the latest and proven techniques for Training Management, Organisational Learning, Talent Management, and Organisational Development (OD). Your professional practice and career will be enhanced by attending this important 5-day course.

This PetroKnowledge training course will highlight:

- Organisational strategy and its link to learning and development
- Practical approaches to managing your training and learning spend properly
- The application of training management in world class organisations
- The practical steps involved in becoming a learning organisation
- Best-practices in learning & development

ORGANISATIONAL IMPACT

- Staff promoting learning and development in their organisation
- Build organisational learning company wide
- Improved employee engagement
- Enhanced team motivation
- Increased use of appropriate training methods throughout the organisation
- Improved employee relations

PERSONAL IMPACT

- Develop practical, transferable skills
- Understand the principles of learning psychology
- Apply what is taught immediately into work practices
- Awareness and understanding of major learning and development practices
- Appreciate the complexity of organisational learning
- Increased commitment to ongoing professional development

WHAT ARE THE GOALS?

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

- Demonstrate an understanding of Organisational Learning theory
- Explain the concept of effective Training Management
- Utilise the skills of OD for Organisational Learning & Training Management
- Apply appropriate skills for developing a learning organisation
- Develop training suitable for a particular audience or workgroup

WHO IS THIS TRAINING COURSE FOR?

This PetroKnowledge training course is suitable for anyone who wishes to develop their skills in Training Management & Organisational Learning. In particular, this course would suit:

- Anyone involved in learning & development, training or talent management
- Managers, Supervisors and Leaders in all sectors
- Human Resource (HR) personnel at all levels
- Occupational health & safety personnel
- Anyone concerned with organisational learning
- Those who need to know more about Organisational Development (OD)

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. Training methodology includes stimulating presentations supporting each of the topics together with interactive trainer lead sessions of discussion.

There will also be practical sessions where participants have the opportunity to practice and experience some HR related activities. Role-plays, small group work, relevant case studies and feedback will be used to facilitate learning.



DAILY AGENDA

Day One: Organisational Strategy & Learning

- Approaches to strategy
- Creating a business model
- Strategic analysis (pest; balanced scorecards; five forces: swot)
- The concept of learning and how it should fit with strategy
- How does learning differ in the oil & gas industries
- The idea of organisational learning

Day Two: Leading and Development

- Leadership theory explained simply
- Transformational leadership
- Your preferred role as a leader or manager
- Managing the training function strategically
- Differentiating succession management & talent management
- Nationalisation issues in training

Day Three: Change Leadership

- An experience of change
- Change at the team level
- Change at the organisational level
- Key drivers of change
- Change management
- Case Studies of best practice in change management

Day Four: Basics of Finance for Learning Professionals

- Accounting & finance concepts simplified
- Key financial terms you should know as a manager
- Using accounting information for decision making
- Why training evaluation matters
- The importance of cost-benefit in training
- Calculating a Return on Investment (ROI)

Day Five: Becoming a Learning Organisation

- Understanding the learning organisation
- Characteristics of a learning organisation
- Are you ready to change?
- Benefits and barriers
- Personal action planning



**QUALITY
CERTIFICATION**

















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✓	DATE	VENUE	FEE(\$)
	20 - 24 Jul 2020	Barcelona - Spain	5,950
	25 - 29 Oct 2020	Dubai - UAE	5,950
	10 - 14 Jan 2021	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

OFFICES:

MENA Head Office:

P.O. Box: 215074, Office No. 2101B
 Tower B, Business Central Towers
 Dubai, United Arab Emirates
 Tel: +971 4 571 4600
 Mobile: +971 56 222 7795

Abu Dhabi Representative Office:

P.O. Box: 135120
 Abu Dhabi
 United Arab Emirates
 Tel: +971 2 557 7389
 Fax: +971 2 557 7128

E: info@petroknowledge.com
www.petroknowledge.com



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