

## Sample of Our Courses

- ❖ **SAFETY.**
- ❖ **PROJECT MANAGEMENT.**
- ❖ **MAINTENANCE.**
- ❖ **ELECTRICAL ENGINEERING.**
- ❖ **PROCESS IMPROVEMENT.**
- ❖ **DRILLING TECHNOLOGY.**
- ❖ **SURFACE FACILITIES.**
- ❖ **MANAGEMENT.**
- ❖ **BUSINESS ANALYSIS.**
- ❖ **MARKETING, SALES & CUSTOMER SERVICES.**
- ❖ **FINANCE & ACCOUNTING.**
- ❖ **INTERNAL AUDIT & QUALITY ASSURANCE.**

## SAFETY

| Ref. | COURSE TITLES   |
|------|---|
| SA1  | Safety Audits Hazards, Identification & Site Inspection                   |
| SA2  | Safety & Loss Prevention  |
| SA3  | Safety in Process Design  |
| SA4  | Safety Engineering & Risk Management                                      |
| SA5  | Safety Engineering Best Practice  |
| SA6  | Safety Audits Hazards, Identification & Site Inspection                   |
| SA7  | Offshore Fire Team Training   |
| SA8  | Management of Major emergencies   |
| SA9  | Problem Solving Techniques in Safety                                      |
| SA10 | Safety Leadership Training  |
| SA11 | Behavioral Safety Auditing  |
| SA12 | Incident Investigation (team member)                                      |
| SA13 | Vision also Provide Safety Auditors                                       |
| SA14 | Risk Assessment   |
| SA15 | Management of Major emergencies   |
| SA16 | Emergency (Fire) team member  |
| SA17 | Emergency Team Leader   |
| SA18 | Marine Survival and Fire Fighting Training                                |
| SA19 | Environmental Site Assessments, Evaluation & Performance                  |
| SA20 | Workplace Hazardous Material Information Systems                          |
| SA21 | Hazard Identification & Assessment : Qualitative and Quantitative Methods |
| SA22 | Chemical Handling & Dealing With Hazardous Materials                      |
| SA23 | Developing an Effective Safety Culture                                    |
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## PROJECT MANAGEMENT

| Ref. | COURSE TITLES  |
|------|--|
| PM1  | Managing Plant Shutdown and Turnarounds                                  |
| PM2  | Six Sigma: Towards Loss Prevention & Tools for Quality                   |
| PM3  | Performance Management & Productivity Improvement                        |
| PM4  | Effective Middle Management, Leadership & Team Building                  |
| PM5  | Effective Strategic Thinking Planning                                    |
| PM6  | Managing Multiple Projects   |
| PM7  | Strategic Planning for Logistics   |
| PM8  | Strategic Planning and Goal Setting For High Performance Management THRM |
| PM9  | Balance Scorecard Development & Implementation Programme                 |
| PM10 | Integrity Management   |
| PM11 | Managing and Working With Difficult People                               |
| PM12 | Motivating Your Staff for Better Performance                             |
| PM13 | Process Trouble Shooting & Problem Solving                               |
| PM14 | Six Sigma Champion - Strategies for Zero Defect Production Services      |

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|--------------------------------------|---|
| PM15                                 | Introduction to Surface Facilities  |
| PM16                                 | Project Planning, Scheduling & Control                                    |
| PM17                                 | Best Practices in Managing Construction Projects                          |
| PM18                                 | Strategic Thinking ,Planning, Implementation & Execution                  |
| PM19                                 | Risk Management & Risk Assessment Methods                                 |
| PM20                                 | Project Management for Executives   |
| PM21                                 | Introduction to Project Management  |
| PM22                                 | Project Management for Oil & Gas  |
| PM23                                 | Project Management for Oil & Gas - Advanced                               |
| PM24                                 | Project Management for Construction                                       |
| PM25                                 | Project Management for Information Technology                             |
| PM26                                 | Negotiation Skills for Project Managers                                   |
| PM27                                 | Project Management Professional (PMP) Preparation (16 hours)              |
| PM28                                 | Project Management Professional (PMP) Bootcamp (35 hours)                 |
| <b>PROJECT MANAGEMENT - ADVANCED</b> |   |
| PM29                                 | Managing Multiple Projects  |
| PM30                                 | Defining and Managing Requirements  |
| PM31                                 | ERP Project Management  |
| PM32                                 | Advanced Scheduling Techniques  |
| PM33                                 | PMO Development   |
| PM34                                 | Earned Value Management   |
| PM35                                 | Earned Value & Risk Simulation  |
| PM36                                 | Risk Management   |
| PM37                                 | Project Management for Consultants  |
| PM38                                 | Enterprise Portfolio Management   |
| <b>MAINTENANCE</b>                   |   |
| Ref.                                 | <b>COURSE TITLES</b>  |
| MA1                                  | API 571 Damage Mechanisms   |
| MA2                                  | Failure Mechanisms  |
| MA3                                  | Chemical Engineering for Non Chemical Engineers                           |
| MA4                                  | Bulk Storage Tanks In-Service (Specification, Inspection, & Maintenance ) |
| MA5                                  | Incident & Accident Investigation - Best Practices                        |
| MA6                                  | Effective Operation, Maintenance & Troubleshooting of Rotating Machinery  |
| MA7                                  | Managing Change and Resistance  |
| MA8                                  | Industrial Fire Risk Assessment, Safety & Emergency Planning              |
| MA9                                  | ASME Standards  |
| MA10                                 | Mechanical Seals  |
| MA11                                 | Relief Valves   |
| MA12                                 | Maintenance Reliability   |
| MA13                                 | Compressor Operation and Maintenance                                      |
| MA14                                 | Vibration Analysis and Condition Monitoring                               |
| MA15                                 | Basic Machine Alignment   |
| MA16                                 | Maintenance Planning and Cost Control                                     |
| MA17                                 | Planning Engineering Management   |
| MA18                                 | Valve Pro Valve Maintenance   |
| MA19                                 | Piping and Fitting Overview   |
| MA20                                 | Acoustic Emission   |
| MA21                                 | Advanced Troubleshooting of Rotating Equipment                            |
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## ELECTRICAL ENGINEERING

| Ref. | COURSE TITLES   |
|------|---|
| EA1  | Cathodic Protection   |
| EA2  | HV Systems Motors and Transformers                                |
| EA3  | Instrumentation & Basic Process Control                           |
| EA4  | Power System Protection Workshop                                  |
| EA5  | Advanced Circuit Breakers   |
| EA6  | HV System Operation and Distribution                              |
| EA7  | Power System Testing Commissioning and Start up                   |
| EA8  | Overhead Power Lines  |
| EA9  | Electrical Systems Safety Requirements                            |
| EA10 | Electric Motor Testing & Maintenance                              |
| EA11 | Gas Processing  |
| EA12 | Cable Splicing  |
| EA13 | Electrical Protection   |
| EA14 | UPS & Battery Systems   |
| EA15 | Power Cable Splicing, Termination & Testing                       |
| EA16 | Electrical Troubleshooting  |
| EA17 | Electrical Maintenance  |
| EA18 | HV & LV Switchgear  |
| EA19 | Power System Testing Commissioning and Start up                   |
| EA20 | Electrical Safety   |
| EA21 | Electrical Equipment Installation & Hazardous Area Classification |
| EA22 | Uninterruptible Power Supply (UPS) & Battery Systems              |

## PROCESS IMPROVEMENT

| Ref. | COURSE TITLES   |
|------|---|
| PI01 | Production Problems: Recognition, Analysis and Resolution |
| PI02 | Fundamentals & Anatomy of Shipping Logistics              |
| PI03 | Production field operations                               |
| PI04 | Process Plant Start Up, Commissioning & Troubleshooting   |
| PI05 | Refrigeration plant operations                            |
| PI06 | Industry intro for Non-Technical                          |
| PI07 | DCS and SCADA Systems                                     |
| PI08 | Process Troubleshooting & Problem Solving                 |
| PI09 | Gas Conditioning & Processing                             |
| PI10 | Oil & Gas Production Operations                           |
| PI11 | Separators in the Oil & Gas Industry                      |
| PI12 | Incident/accident investigation                           |

## DRILLING TECHNOLOGY

| Ref. | COURSE TITLES   |
|------|---|
| DT01 | Pumps & Compressors: Predictive Maintenance and Diagnostics |
| DT02 | Artificial Lift System                                      |
| DT03 | Wire line operations  |

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| DT04 | Well intervention & Stimulation  |
| DT05 | Scale/asphaltin/ paraffin management system  |
| DT06 | Well testing and inflow performance  |
| DT07 | Open hole logging analysis   |
| DT08 | Case hole logging and production logging   |
| DT09 | Well logging, quality control and quick look interpretation                        |
| DT10 | Coiled tubing operation & production application                                   |
| DT11 | Flow performance analysis & Nodal analysis   |
| DT12 | Cementing & Mud Technology   |
| DT13 | Basic Rigging & Slings Safety  |
| DT14 | Basic Offshore Safety and Survival   |
| DT15 | Combined Offshore Safety and Survival  |
| DT16 | Drilling Technology  |
| DT17 | High Pressure Assessment Wells   |
| DT18 | Integrated Petrophysics for Reservoir Characterization                             |
| DT19 | Reservoir Geology - Integrating Data for Reservoir Modelling                       |
| DT20 | Geoscience for Non-Geoscientists   |
| DT21 | Drilling Knowledge Management and Sharing  |
| DT22 | Drilling for Non-Drillers  |
| DT23 | Advanced Drilling Analysis   |
| DT24 | Reservoir Engineering for Non-Reservoir Engineers                                  |
| DT25 | Advanced Gas Condensate Reservoir Management                                       |
| DT26 | Enhanced Oil Recovery  |
| DT27 | Advanced Reservoir Simulation  |
| DT28 | Reservoir Simulation for Non-Reservoir Engineers                                   |
| DT29 | Reservoir Fluids and Phase Behaviour - Advanced PVT and EOS Fluid Characterization |
| DT30 | Streamline Simulation  |
| DT31 | – Well Test Interpretation   |
| DT32 | Production Logging and Reservoir Monitoring  |
| DT33 | Well Log Analysis of Complex Reservoirs  |
| DT34 | Advanced Hydraulic Fracturing  |
| DT35 | Artificial Lift Design and Optimization  |
| DT36 | Multiphase Flow Metering   |
| DT37 | Image Log Analysis   |
| DT38 | Formation Damage – Maximizing the Productivity of Oil and Gas Wells                |
| DT39 | Special Core Analysis  |
| DT40 | Production Engineering and Optimization  |
| DT41 | Reservoir Characterization & Modelling   |
| DT42 | Reservoir Geology and Field Development  |
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## SURFACE FACILITIES

| Ref. | COURSE TITLES   |
|------|---|
| SF1  | Production operations facilities operations & Control                         |
| SF2  | Corrosion Engineering & Awareness Mentoring Control                           |
| SF3  | Advanced Process Hazards Analysis   |
| SF4  | Reactive Power Management & Power Factor Correction                           |
| SF5  | Pumps maintenance & Mechanical Seals application                              |
| SF6  | Vibration analysis  |
| SF7  | Process control and safety system   |
| SF8  | Compressors maintenance, troubleshooting Fault diagnostics                    |
| SF9  | Heat Exchangers   |
| SF10 | Bearings, lubrications & Gear boxes   |
| SF11 | Utility equipment- steam generator, water treatment & Storage Tanks           |
| SF12 | Preparation of plant for maintenance  |
| SF13 | Turbine major inspection, overhaul & surge Control                            |
| SF14 | Power System Protection Workshop  |
| SF15 | Strategic Procurement Practices and Implementation                            |
| SF16 | Inventory & Warehouse Management (Planning, Operations. Systems & Technology) |
| SF17 | Advanced Budgeting & Forecasting Techniques                                   |
| SF18 | Strategic Thinking ,Planning, Implementation & Execution                      |
| SF19 | Certified Project Management Professional                                     |

## MANAGEMENT

| Ref. | COURSE TITLES   |
|------|---|
| MA1  | The business planning process   |
| MA2  | Controls to measure success   |
| MA3  | Six Sigma: Towards Loss Prevention & Tools for Quality                        |
| MA4  | Certified Project Management Professional                                     |
| MA5  | Strategic Procurement Practices and Implementation                            |
| MA6  | Inventory & Warehouse Management (Planning, Operations. Systems & Technology) |
| MA7  | Strategic Thinking ,Planning, Implementation & Execution                      |
| MA8  | Succession Planning   |
| MA9  | Contract Planning, Strategy & Claims Mitigation                               |
| MA10 | Planning Organization and Problem Solving                                     |
| MA11 | Organizational Change Management  |
| MA12 | Best Practices in Managing Construction Projects                              |
| MA13 | Managing Corporate Affairs & Public Relations                                 |
| MA14 | Materials & Supply Chain Management   |
| MA15 | Integrity Management.   |
| MA16 | Establishment Training Organizations  |
| MA17 | Vision, goals and targets   |
| MA18 | Contracting awareness   |
| MA19 | Contracting Management  |
| MA20 | Root Cause & Familiar Analysis  |
| MA21 | Managing Virtual Teams  |
| MA22 | Creative Problem Solving & Decision Making                                    |
| MA23 | Performance Review & Appraisal System   |
| MA24 | Performance Improvement   |
| MA25 | Coaching & Mentoring for Performance Improvement                              |
| MA26 | Stress Management   |

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|------|---|
| MA27 | Time Management   |
| MA28 | Self Development  |
| MA29 | Planning Skills.  |
| MA30 | Successful Supervisory & Leadership Skills              |
| MA31 | Interpretation & communication skills                   |
| MA32 | Win- Win Negotiation Skills                             |
| MA33 | Presentation Skills                                     |
| MA34 | Basics of Business Writing Skills                       |
| MA35 | Leadership & Effective Team Building                    |
| MA36 | Effective Middle Management, Leadership & Team Building |
| MA37 | Leadership & Delegation.                                |
| MA38 | Customer Service.                                       |
| MA39 | Technical report writing                                |
| MA40 | Work Process Procedures.                                |
| MA41 | Project Management.                                     |
| MA42 | Managing and Working With Difficult People              |
| MA43 | Mind Map Concept  |
| MA44 | Public relations in the oil industry                    |
| MA45 | Public sector Management                                |
| MA46 | Public speaking   |
| MA47 | Scheduling  |
| MA48 | Team building & Group Dynamics                          |
| MA49 | Training the Trainers                                   |
| MA50 | Training Needs Analysis                                 |

## BUSINESS ANALYSIS

| Ref.                                 | COURSE TITLES                                   |
|--------------------------------------|---|
| BA1                                  | Capturing and Documenting Business Requirements |
| BA2                                  | Fundamentals of Business Analysis               |
| BA3                                  | Project Management for Business Analysts        |
| BA4                                  | Business Writing                                |
| BA5                                  | Business Ethics                                 |
| BA6                                  | Business forecasts                              |
| BA7                                  | Business Process Engineering                    |
| BA8                                  | Business Planning Strategy                      |
| <b>ECONOMIC RISK AND UNCERTAINTY</b> |   |
| BA9                                  | Investment criteria                             |
| BA10                                 | Probabilistic techniques                        |
| BA11                                 | Cost of capital                                 |
| BA12                                 | Risk analysis                                   |
| BA13                                 | Portfolio optimisation                          |
| <b>AUDIT</b>                         |   |
| BA15                                 |   |
| BA16                                 | Accounting procedures                           |
| BA17                                 | Audit scope                                     |
| BA18                                 | Audit exposures                                 |
| BA19                                 | Liasing with companies                          |
| BA20                                 | Negotiating exceptions                          |
| <b>ORGANIZATIONAL STRUCTURES</b>     |   |
| BA21                                 | Functional versus asset based operations        |
| BA22                                 | Structural options                              |
| BA23                                 | Integration of Maintenance and supply           |
| BA24                                 | The corporate structure                         |



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|---|---|
| BA25  | Understanding of Business sectors in Organization Structure |
| BA26  | Operating units   |
| <b>STRATEGIC ROLE OF CORPORATE BUSINESS</b> |   |
| BA27  | The business planning process                               |
| BA28  | Budgeting and approval                                      |
| BA29  | Controls to measure success                                 |
| BA30  | Development of a capital projects budget                    |
| BA31  | International Joint Ventures                                |

## MARKETING, SALES & CUSTOMER SERVICES

| Ref.  | COURSE TITLES  |
|-------|--|
| MSCS1 | Customer Service.  |
| MSCS2 | Targeted Marketing and Selling Techniques for Executives |
| MSCS3 | Effective Tele Marketing Skills                          |
| MSCS4 | Improving Personal Effectiveness                         |
| MSCS5 | Effective Sales, Marketing & Territory Management        |
| MSCS6 | Directing & Managing Sales Teams                         |

## FINANCE & ACCOUNTING

| Ref.                         | COURSE TITLES                                     |
|------------------------------|---|
| FA1                          | Project financing                                 |
| FA2                          | Finance for Non-Financial Managers                |
| FA3                          | Finance and Cash Flow Management                  |
| FA4                          | Purchasing Strategies and Cost Reduction          |
| FA5                          | Development of a capital projects budget          |
| FA6                          | Effective Budgeting & Costing for Decision Making |
| FA7                          | Budgeting and Cost Analysis.                      |
| FA8                          | Advanced Budgeting & Forecasting Techniques       |
| <b>PROJECT FINANCE</b>       |   |
| FA10                         | Financial feasibility                             |
| FA11                         | Financial structures                              |
| FA12                         | Security arrangements                             |
| FA13                         | Project risks and mitigation                      |
| <b>ACCOUNTING PROCEDURES</b> |   |
| FA16                         | Classification of costs                           |
| FA17                         | Recoverable costs                                 |
| FA18                         | Credits to account                                |
| FA19                         | Statements required from contractor               |
| FA20                         | Inspection rights of government                   |
| FA21                         | Costs incurred overseas by contractor             |

## INTERNAL AUDIT & QUALITY ASSURANCE

| Ref.  | COURSE TITLES  |
|-------|--|
| IAQA1 | Auditing IT Projects                                   |
| IAQA2 | Quality Assurance of Construction/Engineering Projects |
| IAQA3 | Quality Assurance of Capital Projects - Oil & Gas      |