



Arabian Institute For Training

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# Essential Skills for Oil & Gas Managers & Supervisors

## INTRODUCTION

- This 5-day 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 training seminar 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.

## OBJECTIVES

Upon successful completion of this 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
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## TRAINING METHODOLOGY

- This training seminar 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

## ORGANISATIONAL IMPACT

- This 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
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## WHO SHOULD ATTEND?

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

- Business Development Professionals
- Governmental & Industry Bodies and Development Agency Staff
- Strategic and Operational Planning Specialists
- Corporate Planning Professionals
- Negotiators and Contracting Professionals
- Refinery Professionals
- Government Regulators
- Working Managers, Supervisors, Engineers
- Team Leaders, Safety Managers, and Senior Technicians
- Oil and Gas Managers
- Investment Bankers and Fund Managers
- Anyone requiring a broad understanding of the structure, operations and economics of the Oil and Gas industries

## Course Outline

### 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

### 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
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## 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

## 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

## 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
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