



Arabian Institute For Training

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# The 10-Day MBA for Oil and Gas Professionals

## INTRODUCTION

- The Oil and Gas industry plays a critical role in driving the global economy. Financial and economic decisions throughout the world are made using the current price of oil as well as calculated barrel production. Hydro-carbon based products are used for numerous applications, in addition to serving as the world's primary fuel source.
- The processes and systems involved in producing and distributing oil and gas are highly complex, capital-intensive and require state-of-the-art technology. In addition, it requires a highly skilled, talented and competent workforce to explore, extract, operate, as well as refine this in demand natural resource.
- As a responsible leader, or future leader of the business, it's of paramount importance to have a clear understanding of the operational aspects of this strategic international industry, so developing overall effective business acumen. In addition, an excellent leader, having gained the strategic and operational overview of the business, needs to understand how best to optimise the talent needed to drive the business to achieve success.
- The 10-day MBA for Oil and Gas Professionals training seminar has been designed to combine these two critical areas of leadership into a powerful combination that will develop you as a greater and more knowledgeable leader in the business. This Management & Leadership training seminar will give you the international insight of the industry, providing exceptional grounding in business acumen; and equipped with this knowledge show you how best to identify, develop and retain your talent in order to achieve competitive advantage, as well as ensure sustainable growth. This is essential development for those who need to develop their operational and strategic leadership further.

### This training seminar will highlight:

- The importance of having a good overall knowledge of the key areas of operational excellence
  - The key business operations in a successful global and international oil and gas operation and how to maximise operations to greater efficiency
  - The fundamental commercial as well as financial understanding required to lead in the oil and gas industry
  - How to evaluate and seize business opportunities to achieve success in the industry
  - The importance of talent, the identification, development and retention of key talent in order to achieve competitive advantage
  - Strategies to ensure organisational growth, succession and sustainability for the future
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## OBJECTIVES

At the end of this training seminar, you will learn to:

- Gain an understanding of the ways the Oil and Gas industries have organized to operate effectively and efficiently
- Learn the details of gas processing and how crude oil is processed into transportation fuels
- Understand the fundamental economic calculus of both the upstream and downstream Oil and Gas industries
- Develop the skills necessary to evaluate opportunities and make effective decisions related to Oil and Gas operations
- Identify, develop and retain your critical talent in the business
- Adopt strategic development and succession planning strategies for competitive advantage and sustainable growth

## TRAINING METHODOLOGY

- The 10-day MBA for Oil and Gas Professionals training seminar will receive a thorough training on the subjects covered by the seminar outline with the instructor utilising a variety of proven adult learning teaching and facilitation techniques. Training Seminar methodology includes highly interactive exercises, business and industry relevant case studies, as well as specific topic related videos. The instructor will ensure that facilitated discussions take place throughout to draw on examples of best practice in the industry and further enhance learning and the experiential experience of those attending.

## ORGANISATIONAL IMPACT

Organisational benefits of delegates attending this training seminar include:

- Developed managers and leaders who have a broad overview and understanding of the structure and operations of the Oil and Gas industries
  - Employees who understand the details of Oil and Gas operations at all levels of the value chain
  - Employees who understand the fundamental economics of the oil and gas industries
  - Employees with the skills to make better decisions and contribute to the evaluation of project opportunities, and succession planning for organisational growth
  - Provide the mechanisms for sustainable people growth and development
  - Possess the skills and development aptitude to ensure the growth of individuals to achieve their maximum potential
  - Create and drive the strategy to make individuals and the organisation outstanding
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## PERSONAL IMPACT

By attending this training seminar you will gain:

- Better understanding of the total spectrum of our industry and the challenges we face
- Ability to contribute to corporate decision-making
- Understanding of the structure of the oil and gas business
- Understanding of key process operations related to the production of downstream products
- Develop skills to assist in the evaluation of corporate opportunities
- Identify, develop and retain high potential and talented people
- Understand and formulate higher level strategy to drive their organisation's growth
- Build and effectively develop better people in a sustainable way

## WHO SHOULD ATTEND?

This training seminar is suitable to a wide range of professionals in the oil and gas industry, but will greatly benefit:

- Geologists, Geo-physicists, and Engineers
- Managers
- Employees working in the areas of Planning, Marketing or Finance
- HR / L&D personnel
- High potential / identified future leaders
- Anyone requiring a broad understanding of the structure, operations and economics of the oil and gas industries

## Course Outline

### MODULE I: International Oil & Gas Business Management Sources, Origin and Nature of Petroleum

- Introduction to Petroleum Chemistry
- Origins of Hydrocarbon Deposits
- Basic Petroleum Geology
- Exploration Activities
- Oil and Gas Field Development & Production
- Well Fluids and Surface Production Operations

### Oil Companies, Corporate Relationships and Structures

- Local, National and Multi-national Oil and Gas Companies
  - Integrated and Non-integrated Companies
  - Organization of Petroleum Exporting Companies (OPEC)
  - International Energy Agency (IEA)
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## Processing Operations in Oil and Gas

- Oil Refining Operations
- Distillation
- Product Conversion Processes
- Product Improvement & Blending Processes
- Gas Processing Operations
- Inlet Separation
- Sulfur Removal and Sulfur Recovery
- Dehydration
- Dewpoint Control and Byproduct Recovery
- Gas Compression and LNG Production

## Evaluation of Oil and Gas Opportunities

- Estimating The Cost of Oil and Gas Facilities
- Using Historical Costs
- Cost Curves
- Adjusting For Different Sizes
- Adjusting For Different Time Periods
- Building Cash Flow Models
- Using Cash Flow Models to Evaluate Projects

## Processing Operations and Economics

- Basic Economics of The Oil and Gas Industries
- Benchmark Indicators
- Net Present Value
- Internal Rate of Return
- Unit Technical Cost
- Payback & Maximum Exposure
- Making Decisions under Conditions of Certainty and Uncertainty
- Risk & Uncertainty

## MODULE II: Strategic Talent Management in the Oil and Gas Industry Defining and Attracting Talent in the Oil and Gas Industry

- Talent Management – Overview and Background
  - Talent / High Potential - Defining The Criteria
  - The Complex Dimensions of Oil and Gas Demographics
  - Talent Options - Recruit External or Grow Internal
  - Aligning Talent Management with Organisational Development (OD) and Business Strategy
  - Utilising Workforce Planning and Other Sources of Data
  - Attraction Strategies – Use of Media and Other Channels
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## Creating Your High Potential Talent Pool

- Talent Management Models, Grading and Structures
- Assessment Methods and Systems - Use of Psychometric / Behavioral / Competency Frameworks
- Conducting An Effective Talent Gap Analysis
- ABC Model of Potential – Getting The Criteria Right
- Using The 9 Box Grid, and Other Methods to Create Your Talent and High Potential Matrix

## Developing Your Talent and High Potentials

- Defining High Caliber Development Options
- Conducting An Effective Performance Discussion
- Creating Individual Development Plans
- Powerful Feedback Techniques: Motivating Individuals to Achieve Higher Potential
- Coaching for Success

## Retaining and Sustaining Your Talent and High Potentials

- Career Paths – Guidance For Growth
- Using Mentoring Programmes to Develop and Retain Your Talent
- Reward Strategies - Intrinsic and Extrinsic Incentives to Motive Your Talent
- Managing Expectations and Delivering Workable Outcomes
- Growth Rotation Development (assignments, experience strategies)
- Creating a Sustainable Talent Pipeline

## Strategic Succession Planning and Organisational Capability Review

- Defining Your Bench Strength
  - Succession Planning and The OCR Process
  - Conducting Effective Calibration Meetings
  - Formulating a Strategic Talent Plan For The Organization In-line with The Business Strategy
  - Communicating The Strategy to the Board and the Company
  - Conclusion and Review
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