



2022
Prospectus

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Crude Oil Marketing: Legal and Operations Perspective (OGM 5008)	
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International Oil and Gas Contract Management (OGM 8002)	
Oil and Gas Business-Legal and Taxation Perspective (OGM 8003)	
Complex Negotiation Skills in the Oil and Gas (OGM 8004)	
Oil and Gas Project Management (OGM 8005)	
Supply Chain Operations and Management in the Oil and Gas-The Post-Covid Experience (OGM 8006)	
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Welcome

Zenith Professional Training (ZPT) has carved an enviable reputation as a leading provider of corporate training in Oil and Gas, Management, Leadership, Finance and Accounting, Marketing, Public Relations and Security Management. We provide creative leadership and management solutions aimed at giving our participants and their employers a competitive edge in an ever-dynamic business world.

The Centre also design and deliver tailor made courses to meet specific needs of employees/organizations. ZP Training operates from London, one of United Kingdom most cosmopolitan cities as well as Dubai (UAE), Houston, Texas (USA) and Accra (Ghana).

Our clients cut across the globe, from Nigeria to Mauritius, Gambia to United Arab Emirates, and Pakistan to St Lucia. Every year, individuals, organizations, and Governments benefit from our highly resourced course leaders and facilitators.

Accreditations and Affiliations

Zenith Professional Training is accredited by the British Accreditation Council (BAC) as a short course provider, this accreditation covers courses delivered in the UK only. Some of the Centre's courses also lead to certification by Highfield Awarding Body for Compliance (HABC).

Courses delivered by the Zenith Professional Training are endorsed by Chartered Institute of Management Accountants (CIMA).

Zenith Profesional Training is a member of Federation of Small Businesses (UK) and listed on the UK Register of Learning Providers.



Welcome

BAC Accreditation Certificate here.

Support Services

ZPT provides complimentary support service for all participating individuals and organizations.

Entry Visa: United Kingdom

Some participants from outside UK and the EEA do require immigration entry permits. Delegates from any country classified as Visa National by UK government must obtain their entry Visas before commencing their trips to UK.

Delegates are advised to check with the British High commission / Embassy in their country of residence for local Visa processing time and any special requirement. The Centre will upon receipt of registration documents and payment provide each delegate with a formal invitation letter and course joining instructions.

Entry Visa: United States of America

Course delegates whose country does not participate in USA's visa waiver programme will require a non-immigrant visa to be admitted in to the United States of America. A non-immigrant visa is used by tourists, business people, students, or specialty workers who wish to stay for a particular period of time in the United States to accomplish specific purposes. Please consult the nearest USA embassy for further information /guidance and ensure that you have obtained a visa before travelling to USA.

Entry Visa: Dubai, United Arab Emirates

Holders of international passports of most western countries do not require visas to enter Dubai for a stay not longer than 90 days. However, for those who may require visa to enter Dubai, UAE operates a relatively simple visa application system. The hotel you intend to stay or airline may sponsor your visa. Please ensure that you have obtained a visa before attempting to travel to Dubai.

Entry Visa: Ghana and Nigeria

Nationals of Economic Community of West African States (ECOWAS) and other countries with specific bilateral agreements are exempted from visa short stay. Please consult nearest Ghana or Nigeria embassy for information and guidance.

Accommodation

Experience has shown that some delegates are able to take care of accommodation matters. However, the Centre is able to provide advisory service and may be able to arrange discounts for group participants who are interested in joint accommodation arrangement. The Centre also enjoys good relationship with reputable providers of shared private accommodation / holiday homes which gives absolute privacy and allows self-cooking. (Please contact our offices for details). Lists and rates of quality and affordable hotels both in London and Manchester are updated on this website regularly.

Health

Delegates are generally advised to procure a health insurance policy to cater for emergencies. Those on any prescribed medication must come with enough dosages to last their period of stay.



Travel & Weather United Kingdom (UK)

Public transportation in cities such as London and Manchester is fairly reliable. In London, buses carry route numbers signifying path and final destinations while Underground trains and surface trains display their destinations in front. There are always transport officials around to help with information. You may find it useful to pick a free travel information leaflet from any train station or at the airport. If you must use a taxi, please ensure that a registered cab or black taxi is patronized for safety reasons.

The weather cycle comprises winter, spring, summer (occasionally there are short heat wave in summer) and autumn. The climate range from very cold (sometimes snowing), to raining and warm weather. Specific relevant weather advice will be included in your course acceptance documents. England is a safe place for visitors generally and receives a high number of tourists annually but it is important when moving about in the country to note that UK operates a right – hand driving traffic system.

Travel & Weather Dubai (UAE)

Public transport in Dubai is mostly dominated by taxis though buses and light trains operate in the city. Taxis are well regulated and generally safe to use, fares are regulated by meters.

Dubai is generally hot and sunny year round but most in doors are air-conditioned. Occasional rain may be expected at any time in Dubai with January – March of each year having increased likelihood of rain.

Food

Most Hotels provide complimentary breakfast. Delegates on course will be provided with tea breaks, light refreshment and lunch during the training hours. Non-Pork eating delegates or vegetarians should always ask when placing orders for food.

Smoking

Support Services

Delegates will not be allowed to smoke at training venues. From 1st July 2007 smoking in public places and or closed work environment had been outlawed. However, some hotels and training venues do provide designated smoking booths/areas.

Attendance Requirement

Delegates are required to attend all training sessions and participate actively in class to qualify for award of course certificate. Delegates must record a minimum 90% attendance at all taught programmes. None or poor attendance may be reported to employers.

Dress Code

Delegates are expected to be smartly dressed. Casual dress may be advised for specific outdoor aspect of your training.

Computers

ZPT provides computers for delegates' use. Delegates are advised not to bring laptop or computer into the United Kingdom for their own health and security reasons.

Complaints procedure

Complaints shall be viewed seriously in order to meet the expectations of our delegates. All complaints should be directed to the project manager who will be available at the training venues at most times. We are customer focused and committed to continuously seeking improvement in our various services.

Facilitators

Speakers and facilitators for our courses are seasoned Professionals drawn from public and private sectors across United Kingdom, United States of America, Nigeria and the Middle East. Our key subject matter Specialists include:

Oil and Gas / Health and Safety

- **Alan Hughes:** A fully qualified and experienced in development, implementation and management of training programmes. He is good at training of personnel at all levels of operational, maintenance and safety management to meet professional standards of competency. He is a proficient up front trainer/lecturer with worldwide experience with multi nationals in Oil and Gas industry and public sector.
- **Professor Dr Abe Abrahams:** Trained as an engineer, Abe spent 39 years working and helping to develop best practice in Risk Management, Governance and Quality compliance and cost reduction Techniques. Abe has authored several books and also delivered papers on Alternation Energy and Conservation.
- **Engr. Adeyemi Adeyemo:** A certified petroleum engineer with 25years industry experience. Ade retired as General Manager Production Sharing contracts (PSC) at Nigeria National Petroleum Corporation having supervised several projects delivered by various international oil companies operating in Nigeria. Simply put, Adeyemi is a specialist in oil and gas exploration and production matters.
- **Dr. Augustine Ifealebuegu:** A highly innovative, exceptionally talented and extremely versatile professional with in-depth technical and management experiences than spans the Water and waste industry, Oil and Gas industry, management consultancy, and the academia. He is a specialist in exploration and production, tank farm operations, process safety and loss prevention and HSE hazard and audit management.
- **Elijah Aquah-Andoh:** Experienced trainer in oil and gas economics and fiscal modelling, petroleum joint venture analysis and cash call arrangements, alternative oil and gas funding advisory, LNG project finance, upstream oil and gas cash flow modelling, training and consultancy, petroleum fiscal modelling and valuation, oil and gas contract negotiation, JV analysis, investment appraisals and risk analysis. He is developing and leading commercial business proposals for oil and gas capacity building and technical training projects.

Leadership and Management

- **Chris Gale:** He is management and leadership consultant who has worked for various reputable companies in the United Kingdom. He is a certified trainer in the areas of management, leadership, organizational development, insurance and communication.
- **Andrea James:** She is a financial analyst and management consultant with core competency in economics, business analysis, leadership and management. She has delivered various trainings in the United Kingdom, Dubai, Singapore, South Africa and Nigeria.
- **Roxy Irani:** She has many years of experience in capacity building in one of Australia's largest corporate entities and later as training consultant. Roxy possesses top quality skills as leadership and management trainer.

Facilitators

- **Robin Lodge:** He has been developing and facilitating leadership and management development for over 20 years. His breadth of experience with clients in all sectors gives him an excellent background for delivering innovative, powerful and effective trainings.
- **Katrina prentice:** She is a business strategist, international speaker and trainer specialising in leadership, business strategy, behavioural training, business etiquette, change management, effective communication, international protocol, customer relationship management, conference presentations and crisis management. She has worked within and outside the United Kingdom including Africa and the Middle East.
- **Kunle Rotimi:** He is a certified management trainer, prolific writer of many articles and feature opinions in national and international media on manpower planning and development; with expertise as HR Consultant for over 23 years. Kunle holds a certificate in Journalism from London School of Journalism, London United Kingdom, (1986), B.A Hons. in History & Education (1989); and a Master's Degree in Industrial and Labour Relations (1997) from the University of Ibadan.
- **Vick Krishnan:** A highly driven and motivated multidisciplinary Principal Lecturer in Law & Governance, with over 21 years of being called as a Barrister to the Bar of England & Wales, with 20 years of teaching experience both in the public and private education sector. He possesses a solid academic and practice background in the areas of Law, Business, Management, Corporate Governance & Ethics, Corporate Social Responsibility, International Relations and the Oil & Gas industry.
Vick is an executive life coach.
- **Mervyn Murray:** He has a deep operational experience in cultures from Europe, Africa, Middle East, USA and South East Asia. He designs and delivers management and leadership solutions to all sizes of organisations. He is a reputable motivational trainer in leadership and management courses.

Finance / Accounting

- **David Whittaker:** David is Director of Modeling Solutions and Author of several books on Finance and Accounting including Euromoney, Corporate Finance Modeling and Analysis - A practical Guide as well as PFI / PPP Modeling and analysis.
- **Dr. Posi Olatubosun:** He is a fellow of Chartered Institute of Management Accountant with over 15 years' experience in management accounting and financial reporting. Posi has worked with several reputable firms including Price Water House Coopers, Kings College London and Henley Business School and University of Reading.
- **Lekan Lajide:** He is a banker of fifteen years' experience acquired in both commercial and central banking sector in Nigeria. He is a specialist in risk management and financial accounting.
- **Abdul Rashid:** He is a certified accountant with over 30 years' experience acquired in a variety of industries from airline to large scale manufacturing. Rashid teaches a number of ACCA papers.
- **Lai Pedro BA (Hons.) FCCA:** Consultant Accountant with many years of senior financial and management accountant roles within both private and public sector finance. He has high degree of experience and expertise on business financial management.
- **Manjit Biant:** He has had extensive training in the Thompsett Project Management program, Quality Management Techniques and Customer care implementation. He delivers courses on all aspects of Accounting, Finance & Business including Finance for Non Finance Managers, IFRS,

Facilitators

IPSAS, analysing financial statements, risk analysis & management, forensic accounting & auditing, soft skills.

Project / Operations Management and Team Building

- **Moshood Oladapo:** He has PhD in Agricultural Economics and retired as Assistant Director (Research) at the Nigeria Horticultural Research Institute before taking up management consultancy and teaching positions in UK. He currently teaches at the University of Manchester while completing another doctorate degree in administration at his Alma-Mater, the University of Huddersfield.
- **Maryia Khan:** She has immense experience of managing projects of different sizes and she is a Prince 2 qualified project manager. She has consulted for major reputable companies in the UK and outside of the UK.

Public Relations and the Media

- **Peter Jones:** He is a highly respected and professional expert in the field of PR, communications, and media relations. He has a vast experience in public speaking, media relations, brand reputation, crisis management and broadcasting. He has worked with various media companies including The Times and British Broadcasting Corporation (BBC).
- **Celestine Achi:** He is a technopreneur, digital PR expert and start-up enthusiast. He has over 15 years of cumulative experience in digital public relations which he constantly deploys in developing and implementing winning tactical interventions that influenced perception, drive business results and overall communication efficiency of brands. He is skilled in online reputation management, influencer marketing, content marketing, stakeholder engagement, search remediation, big data and analytics.
- **Ewan Denny:** He is a highly experienced marketing and communications director with significant experience in strategic marketing, public affairs, media relations, internal and external communications, brand management, advertising, and public speaking. Ewan has worked with notable organisations including Education UK Ltd.

Information Technology

- **Peter Liyan:** He is a certified IT administrator with fifteen years' experience acquired while providing technical consulting services to various UK based large companies and teaching various IT related courses.
- **Alistair Rayatchi:** Alistair is experienced certified practicing Auditor, Accountant & Taxation specialist with 20 years' experience in the industry. Working for big 4 clients across Oil and Gas Industry and Banking industry. He is qualified to practice as Accountant in the UK and Australia. He is a tax consultant in Australia and the UK with extensive experience in Europe, Africa, Middle East as auditor and international tax advisor.

Sustainable Development-Community Development and CSR

- **Dr. Abiodun Macaulay Olagoke:** He is a sustainable development specialist with over 20 years of organisational development, community development, programme management, stakeholders' management and capacity building work experience across countries; working with various multi-disciplinary teams. He has proffered solutions to sustainable growth and development challenges across communities and within business organisations, notable of these are living Earth Foundation and Shell Petroleum Development Company. He has trained different Oil and Gas

Facilitators

professionals as well as their various partners in business, government and civil society organisations in such areas as business sustainability, programme cycle management with particular emphasis on participatory monitoring and evaluation, partnership building and management, strategic planning and corporate social responsibility (CSR).

- **Ini Abimbola:** Ini is a management consultancy, sustainability, strategy, and business advisory expert. She also serves as Country & Regional Lead (Sub Sahara Africa) for the CSR Company, a global CSR Network of organizations spanning four continents – South East Asia, Europe, Middle East & Africa. She is a Lecturer/Member of the Faculty.

Training Locations

Accra, Ghana



FCT Abuja, Nigeria



Dubai, UAE



Houston, TX, USA

London, UK



Our other training Locations are:

- Miami, Fl. USA
- Port Harcourt & Lagos – Nigeria
- Manchester, England, UK

Operationalizing Corporate Ethics and Compliance -LM 5001

21st- 25th March (Dubai), 16th -20th May (London) and 14th – 18th November 2022 (London)

Overview

Operationalizing ethical standards in corporate organizations is a gateway to maximize success and growth. Businesses have come to realize that setting and complying with ethical standards go a long way in making a business stand out from its competitors and builds trust in customers.

This course is developed for managers, senior managers and those who want to equip themselves with the strategies for effective entrenchment and compliance of ethics for overall corporate growth.

Learning Outcomes

- Understand ethics as a way of achieving improved performance
- Implement practices and procedures for effective entrenchment of ethics in organization
- Leadership skills and strategic management
- Understand corporate governance and corporate reputation
- Understand the issue of ethical standards to prevent inappropriate behaviours
- Assess and evaluate the effectiveness of ethics compliance by ethical audit.
- Use ethical standard to embrace reform of a corrupt organization

Indicative Contents

- Overview of business ethics in organizations
- Defining ethics and compliance in an organization
- Use ethics to create an effective business process
- Ethical standards for best practices and procedures
- Corporate brand and corporate identity
- Effective communication as a way of implementing ethics
- Corporate governance and corporate reputation
- Building excellent and effective workforce using ethics
- Leadership strategies and management

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE).
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials, and certification: £4,000 (Excl. VAT) per delegate for 1 week.

Leadership Effectiveness and Team Excellence - (LM 5002)

Dates: 9th -20th May (London), 15th -26th August (London) and 7th -18th November 2022 (London)

Overview

An effective and well-maintained team can bring about incredible results in organizational performance. A team that is not working can cause strategic failure, failed delivery, business disruptions and overall organizational failure. This course is designed for managers, senior managers and heads of departments or team lead in a project who want to enhance their knowledge and acquire the skills in leadership effectiveness for team excellence.

Learning Outcomes

- Overview of leadership and leadership theories
- What makes an effective leader?
- Building and leading teams
- Manage people for organizational effectiveness
- Recognize the importance of employee engagement
- Using motivation as a tool for team excellence
- Delivering of results in times of challenges
- Creating and leading result-oriented team

Indicative Contents

- Leadership and leadership development
- Building an effective team for business growth and sustainability
- Alignment of goals and resources
- Empowering and motivating teams
- Bringing out the best in people
- Leadership mentoring and coaching
- Effective communication
- Building good working relationships
- Building loyalty and sustainable commitment
- Adopting a result-oriented team management style

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,750 (Excl. VAT) per delegate for 2 weeks.

Managing Disruptive Change-Effective Strategies for Mitigating Post-Covid Effects (LM 5003)

Dates: 14th -25th March (Dubai), 15th -26th August (London) and 7th -18th November 2022 (London)

Overview

This course is designed for anyone whose role includes delivering operational and or structural changes aimed at repositioning an organization for competitive edge especially post-covid better and more profitable brands. It is developed for visionary leaders who want to do away with the common organizational resistance that often prevents companies from embracing the unexpected or those who may not be prepared when disruption occurs.

Learning Outcomes

Delegates will at the end of the course will better be able to:

- Identify technologies and other factors that have potential to cause disruption
- Develop courage to face disruption and turn it into opportunity
- Use Information gathering, monitoring and responses techniques effectively
- Build the skills for destructive leadership
- Adopt the right strategies into turning covid-19 effects into opportunities
- Build and empower the change team to manage the effects efficiently
- Manage the change process unit by unit
- Manage effective negotiations
- Ready to embrace change and implement rapid changes

Indicative Contents

- Understanding change management
- Information gathering techniques and source validation
- Help your business capitalize on new opportunities and safeguard your business from stagnation or backwardness from the effects of covid-19
- Learning and building the required skills for disruptive leadership
- Change management process and models
- Building and supporting the change team
- Negotiation and stakeholders' management.
- Leading your business for positive change
- Building an effective disruptive innovation action plans for the business

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE).
- Travel and accommodation to be paid for at source by delegate.

Course fees for tuition, materials and certification: £4,750 (Excl. VAT) per delegate for 2 weeks.

Leadership, Motivation and Decision Making in Post-Covid Era—LM 5004

Dates: 7th -18th March (Kigali), 18th -29th July (Dubai) and 12th -23rd September 2022 (London)

Overview

To lead effectively is always desired but it also requires investment of knowledge, skills, vision and sacrifice. More importantly managers are often required to make decision in order to provide solutions to problems. This course is designed for those who aim to provide good and result oriented leadership using motivation, problem solving and decision-making skills to support teams, projects, organizations and or communities.

Learning Outcomes

On completion of the course you will be better positioned to:

- Manage self and personal skills
- Have insights into decision making processes to make more effective decisions
- Recognise and evaluate team problem at early stage
- Identify motivation for effective team building
- Provide good leadership and direction
- Assess all options and facilitate change
- Work better with difficult people
- Manage potentially scarce resources
- Achieve results.

Indicative Contents

- An overview of leadership styles and practices
- Need recognition and problem awareness
- Identify and analyse potential alternatives.
- Critical decision making process
- Theory of motivation
- Problem solving techniques
- Executing strategic action plans
- Team building and team management
- Team leadership
- Managing compliance
- Making decisions in challenging times

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,750 (Excl. VAT) per delegate for 2 weeks.

Emotional Intelligence and Relationship Management-LM 5005

Dates: 14th -25th February (Dubai), 27th June-8th July (London) and 10th -21st October 2022 (London)

Overview

Beyond the traditional leadership roles and responsibilities, today's leaders are expected to be more sensitive about what matters most to their employees. They must be more emotionally intelligent to be more effective and efficient at maximizing outcomes and desired results. Everyone is different; therefore, those differences must be embraced to create and sustain unique opportunities for employees in the business.

Learning Outcomes

Delegates will at the end of the course learn:

- Improve employee productivity, employee engagement and results
- Create teamwork environment that gets best performance from employees
- Embrace differences to create sustainable unique opportunities
- Understand the role of emotional intelligence in creating a friendly work environment
- Influence and motivate your organization's workforce to new heights of achievement.
- Develop the habit of resonance through emotional leadership
- Identifying emotionally intelligent leadership communication strategies
- Managing Change and resistance with emotional intelligence

Indicative Contents

- Understand the fundamental concept of emotional intelligence
- Using both emotional and competitive intelligence to ring out the best in teams
- Effective Leadership skills and tasks
- Understand empathy as a tool to promote strong relationships
- Inspire people to change and inspire change in others through emotional intelligence
- Integrate emotional intelligence with competence practice
- Inspire sustained growth and learning through emotional intelligence
- Mentoring with mindfulness and compassion
- Be a good listener and be sensitive to your team's need
- Relationship building and relationship management
- Team effectiveness and organization effectiveness
- Strategies for personal development

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,750 (Excl. VAT) per delegate for 2 weeks.

Stress Management-Delivering Results under Workplace Pressure and Stress—LM 5006

Dates: 18th -22nd April (London), 15th -19th August (London) and 5th -9th December, 2022 (London)

Overview

Employers today recognise the need and responsibility in the role of caring for their staff wellbeing This course is designed for managers, officers who want to navigate through the challenge of personal and organization stress to enhance productivity and business growth

Learning Outcomes

- Causes signs, and symptoms of stress
- Maintaining healthy blood for full circulation
- Know when to take a break
- Understand the importance of stress management
- Positive thinking as a way of relieving stress
- Understand the mental exercise to harness the mind and develop focus.
- Delegation as a key factor
- Understand the power of good nutrition
- Communication in combating stress.

Indicative Contents

- Causes of stress at work
- The signs of stress and early detection
- Exercise to relieve neck and shoulder tension
- Learn the skills for increased vitality and mental awareness.
- Positive thinking as a tool to managing stress
- First things First-Learn how to prioritize
- Get rid of anxiety and fear
- Good communication exercise
- Women in business and balancing with home activities
- Physical posture and environmental hazards
- Effective stress management
- The power of delegation in stress management

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials & certification: £3,750 (Excl. VAT) per delegate for 1 week.

Human Resources Management - Learning and Talent Development LM 5007

Leadership and Management Courses

Dates: 14th -18th March (London), 15th -19th August (London) and 5th -9th December, 2022 (London)

Overview

Learning and development is vital to any organization and this underlined the need to continually maintain and support personnel to give their best at all times. Those responsible for staff training and evaluation are relied upon by organization to give maximum return to the huge financial cost of training. This course is designed for the benefits of managers responsible for planning and executing staff training, development and evaluation.

Learning Outcomes

- Continuously fortify your organizations with the skills needed for corporate performance
- Organize and customize the learning interface to meet diverse and multinational workforce needs.
- Create personal development opportunities for employees
- Develop individuals with the skills needed for succession needs
- Carry out accurate needs analysis
- Provide for and manage skills gap
- Understand latest trends in learning and development
- Use scientific methods to evaluate training

Indicative Contents

- Training needs analysis and staff performance
- Planning and designing training programmes
- Course selection process to meet individual's needs
- Training delivery methods-effective and impactful presentation
- Connect learning process into career development and succession planning
- Training for purpose and competitive edge
- Training evaluation techniques
- Case study

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK).
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £3,750 (Excl. VAT) per delegate for 1 week.

Organizational Agility-Embracing Change for Business Success after Pandemic - LM 5008

Dates: 4th – 15th April (Dubai), 11th -22nd July (London) and 7th -18th November 2022 (London)

Overview

This course is designed for senior managers, managers and executives who want to distinguish themselves from the crowd by being competitive and strategic in performing an organization's purpose with excellence but change course when the situation arises.

The course is aimed at providing managers responsible for providing leadership either in private or public sector with the practical strategies for excellent leadership.

Learning Outcomes

Delegates will at the end of the course be equipped with: -

- Identifying competition and what competitors are doing right
- Defining your mission and direction
- Foreseeing and capitalizing on impending market shifts and trends
- Succeeding in generating market creating innovations
- Leading and creating a cultural adjustment plan for team effectiveness
- Meeting and surpassing the needs and expectations of the dynamic environment

Indicative Contents

- Leadership-Skills for self-definition-What type of leader are you?
- Strategic leadership
- Dynamism of the business environment
- Realistically assessing where you are and where you want to be.
- What are your competitors doing to make things happen?
- Challenge conventional wisdom and experiment with unconventional ideas
- Team coordination and monitoring
- Creating strategic business process that works
- Converting your weaknesses into strengths for business growth
- Adjusting and adapting to change

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE).
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,750 (Excl. VAT) per delegate for 2 weeks.

Conflict Management and Negotiation Strategies- LM 8001

Dates: 7th -18th February (London), 9th -20th May (London) and 14th -25th November 2022 (London)

Overview

This course is developed for managers, public affairs officers, mediators and arbitrators who want to equip themselves with effective conflict resolution strategies and negotiation skills. The real world of business often involves several stakeholders either as partners, collaborators or simply concerned persons / groups. Effective management of such relationships for delivery of mutually benefitting outcome requires both conflict management and negotiating skills which this course offers.

Learning Outcomes

Delegates will at the end of the course be better able to:

- Identify Conflicts and different types
- Identify early signs of Conflict
- Investigate causes of conflict without causing further damage
- Understand why and how we negotiate
- Facilitate conflict resolution processes with negotiation skills
- Manage and resuscitate failing relationships
- Apply benefits of good negotiations
- Reach a peaceful end to your dispute

Indicative Contents

- Overview of conflict and conflict management
- Common and hidden causes of conflict
- Using mediation and arbitration
- Strategies for effective negotiations
- Effective conflict resolution skills
- Value creating strategies for good bargaining
- Alternatives/Options in negotiations
- Use time to your advantage
- Effective communication
- Bargaining and advocacy
- End the dispute on a win-win basis using compromise

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials & certification: £4,750 (Excl. VAT) per delegate for 2 weeks.

Managing and Leading for Higher Productivity- LM 8002

Dates: 7th -18th March (Dubai), 8th -19th August (Kigali) and 14th – 25th November 2022 (London)

Overview

Delegates will establish just how management can promote and support a culture of achievement through appropriate people management and leadership styles. Delegates will also learn the essential skills of the high-performance leader.

This course is specifically designed for senior managers, managers and heads of departments who want to equip themselves with the extra ordinary leadership skills and performance management for business growth.

Learning Outcomes

Delegates will at the end of the course learn:

- The challenges of leadership in today's business environment
- Differentiating between leadership and management
- Establishing the key motivational tools and techniques
- Working with the challenges of raising levels of discretionary effort in team members
- Understanding the role of reward and recognition
- Establishing just how you can secure sustainable commitment from others
- Balancing influence, authority and power

Indicative Contents

- Leadership skills for effective team performance
- Key leadership tasks and responsibilities
- Goal and objective setting – developing the key skills
- Working with disagreement – managing the naysayers
- Mentoring in challenging situations
- Giving feedback – constructive criticism
- Succession planning – developing new talent
- Motivation and performance management
- Managing and leading change-creating a shared vision

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £5,000 (Excl. VAT) per delegate for 2 weeks.

Strategic Management and Leadership Skills for Managers-LM 8003

Dates: 28th February – 11th March (London), 18th -22nd July (Dubai) and 10th -21st October, 2022 (Kigali)

Overview

This course is designed for senior officers, senior managers and managers who have the authority and personal inspiration to translate organizational strategy into effective operational performance.

The course is developed to equip participants with the skills to build on their strategic management and leadership skills to implementing the organization's strategy.

Learning Outcomes

At the end of this course delegates will be better able to:

- Understand relationship between strategic management and leadership
- Apply management and leadership theory to support organizational direction
- Implement a personal development plan
- Understand personal and professional skills required to achieve strategic goals
- Understand the external environment that affects the organization
- Explain the essential characteristics of business organizations and the implication of corporate personality
- Understand issues relating to strategic change in an organization

Indicative Contents

- Overview of strategic management
- Tools for effective leadership and direction
- Effective decision making
- Corporate governance and corporate identity
- Personal Development plan for organizational effectiveness
- Know your competitors and have an edge over them
- Develop a strategy plan that works
- Dealing with complex issues in days of crises.

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is issued upon successful completion of the course.

Location & Fees

- The course will be held in London (UK), Dubai (UAE) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fee covering tuition, Materials and certification: £4,750.00 (excl. VAT) per delegate for 2 weeks.

Training the Trainers- Executive Workshop-LM 8004

Dates: 14th -18th March (London), 15th -19th August (London) and 5th -9th December, 2022 (London)

Overview

Training executives need to understand the effectiveness of training and how it can be maximized by conducting a training needs analysis beforehand and following up with evaluation. Training should result in individual learning and enhance organizational performance.

Learning Outcomes

At the end of this course delegates will be better able to:

- Examine the relationship between employees' beliefs regarding training benefits & their commitment to the organization
- Design & deliver training for groups
- Do cost effective analysis & measure of training delivery
- Identify training solutions & develop effective training strategies
- Design and deliver successful training events
- Demonstrate the responsibilities of a trainer and key attributes that make a trainer successful
- Design training and understand how it connects to areas of the development process



other

Indicative Contents

- Training as a key influence in organizational development
- Training strategy management
- Training needs analysis
- The key to motivational training
- IT utilization in the review of training objectives
- Factors affecting manpower planning and career development
- The art of good presentation
- Techniques for making training interesting for participants
- Measuring the impact of training

Duration & Certification

This is a one- week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £3,750 (Excl. VAT) per delegate for 1 week.

Developing and Managing Excellence in People and Projects — LM 8005

Dates: 28th February – 11th March (Dubai), 8th -19th August (Kigali) and 10th -21st October 2022 (London)

Overview

Delegates will have the techniques necessary to manage and motivate employees for organizational excellence on completion of this course. Participants will learn practical ways to lead, organize and empower people in order to achieve improved performance and outstanding results.

Learning Outcomes

- Achieving breakthrough performance for managerial growth
- Understanding employee engagement
- Developing core competencies of employees
- Motivate self-development and personal development plan into their employees
- Leadership for managing performance
- The role of integrity for accountable leadership
- Acquire key interviewing skills



Indicative Contents

- Understanding employees' personal needs
- Understanding the emotional loop
- Value versus purpose-how your values impact on your purpose
- Managing personal development plan
- Developing personal leadership capabilities
- Create customer/people center management style
- Motivation theories for individual and team excellence
- Harnessing the power of communication in effective people leadership
- Use creativity for business continuity

Duration & Certification

This is a two-weeks programme spread over 10 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,750 (Excl. VAT) per delegate for 2 weeks.

Leadership Strategy and Crisis Management-LM 8006

Dates: 7th -18th March (London), 18th -29th July (Dubai) and 12th -23rd September 2022 (London)

Overview

This course is designed for managers who seek effective leadership strategies and crisis management. It is aimed at managers at all levels, be it private or public sectors, who want to improve their leadership skills and build team spirit in the workforce. The course is also developed to increase productivity in groups.

Learning Outcomes

- Using Motivation as effective leadership strategy
- Effective Management of resources
- Emotional and competitive intelligence
- Creating a winning culture and team environment
- Effective communication of vision and tasks for increased productivity.
- Management of financial and non- financial resources
- Crises communication policy
- Goal setting and appraisal
- Integrate a well-structured crisis resolution procedure in organizational policy
- Re-building brand and reputation following a crisis

Indicative Contents

- Overview of leadership
- An effective Leader----Tools for self-definition
- Motivation-The key to effective team building, management and retention
- Goal setting and performance appraisal
- Building strong relationships with the stakeholders
- Interpreting and influencing public opinion
- Strategic thinking and Leadership
- Corporate Governance and Social responsibility
- Empowerment through delegation and mentoring
- Managing competition and challenges in a competitive and dynamic business environment
- Management of crises in a complex situation

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,750 (Excl. VAT) per delegate for 2 weeks.

Strategies for Leading Organizational Change and Development – LM 8007

Dates: 18th – 29th April (Dubai), 18th -29th July (London) and 5th -16th September 2022 (London)

Overview

This is course designed for senior officials who have additional responsibilities to bring about desired change in an organization and to identify, develop, coach and mentor staff who are strategic to the achievement of corporate goals and objectives.

Learning Outcomes

- Discuss various strategies and techniques for developing and implementing coaching and monitoring policies.
- Understand the dynamics of organizational change and development
- Apply leadership coaching and mentoring skills
- Develop a new improved organizational culture
- Create an innovative workforce
- Develop a result focused/oriented people continuously
- Effective organizational design and development
- Appreciate the importance of equality and diversity
- Develop organizational change implementation and management

Indicative Contents

- Strategies for providing leadership and direction
- Coaching and mentoring: policies and strategies for effective change management
- Organizational development and people management
- Team building techniques
- Strategies for leading transformational change
- Leading equality and diversity in the workplace.
- Business continuity planning
- Development of a team player culture
- Assessing the current scenario through force-field analysis
- Brainstorming and developing alternative futures
- Overcoming the restraining forces in an organization to effect the desired change

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE).
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,750 (Excl. VAT) per delegate for 2 weeks.

Corporate Ethics, Compliance and Integrity in Oil and Gas-LM 8008

Dates: 14th- 18th March (Dubai), 13th -17th June (London) and 10th – 14th October, 2022 (Kigali)

Overview

The understanding of business ethics is key for any organisation to succeed in any business environment.

This is a two- week workshop designed for front line and management staff whose roles and actions are expected to mirror corporate governance culture, ethical practices and corporate integrity in the oil and gas industry.

Learning Outcomes

At the end of this course delegates will be better able to:

- Understand the context of business ethics and how this understanding can help shape the future of business.
- Explain the need for a framework of laws, regulations and standards in business as well as their application.
- Manage ethical dilemmas and conflict of interests.
- Explain the interaction of corporate governance with business ethics and company law
- Compare and contrast various published business ethic codes by oil and gas companies in MEA Vs Western world.
- Explain how basic terms of a contract are reached
- Explain relationship between corporate integrity and reputation in relation to commercial bottom line.
- Better manage issues relating to independent (self-employed) contractors.
- Explain the essential characteristics of business organizations and the implication of corporate personality.

Indicative Contents

- Ethics in business
- Application of the values and attitudes that are guided by professional ethics, corporate integrity and global industry best practices.
- Principles and Pillars of Corporate governance
- Compliance as tool for corporate integrity – (internal & external regulations)
- Policy development and application
- Key elements of law of contract, employment and dispute resolution
- Case studies on ethical issues in oil and gas industry

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is issued at the end of the course.

Location & Fees

- The course will be held in London (UK), Dubai (UAE) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fee covering tuition, Materials and certification: £4,250.00 (excl. VAT) per delegate for 1 week.

Creating Strategic Business Process and Sustainability-LM 8009

Dates: 14th -25th March (London), 13th -24th June (Dubai) and 12th -23rd September 2022 (London)

Overview

This course is designed for senior officers who have responsibility for delivering part or whole of corporate business goals. It is for those who are ready to build and sustain competitive advantage by creating a winning strategy for business leadership.

Learning Outcomes

Delegates will at the end of the course be better able to:

- Manage potentially scarce resources
- Deliver goals in challenging times
- Understand the business, social and political contexts that impacts on business
- Identify, analyze and take critical business decisions for growth
- Understand business ethics and enterprise structuring
- Understand the Four Dynamics of Sustainable Business: - Economic, Social, Environmental and institutional
- Acquire practical tools for assessing business impact (economic analysis of investment operations)
- Understand the role of communication in business
- Understand sources of advantage in your industry and geography

Indicative Contents

- The strategies of growth and integration in business making policies
- The Triple Bottom Line: - Environmental, Economic and Social perspectives
- Strategic planning and control
- Ethics and business making
- Executing strategic action plans
- Understanding and managing the risk factor
- Business contexts and scenarios
- Team planning, monitoring and control (Succession planning)
- Alignment of goals with resources and Challenges in difficult times
- Adapting your strategy towards global market shifts
- Execute and coordinate strategy across multiple lines of business and global markets

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials, lunch, city tour and certification: £4,750 (Excl. VAT) per delegate for 2 weeks.

Leadership: Getting Results through Exceptional Capabilities- LM 8010

Dates: 11th-22nd July (London) 15th -26th August (London) and 7th -18th November 2022 (London)

Overview

Managers all over the world have the desire and often not, the skills to make talent their business. This programme is suitable for senior managers/managers who seek advanced skills of leadership to identify, develop and sustain talents for business growth. It fits managers at all levels who want to improve their leadership skills as regards management of human and material resources towards getting outstanding and exceptional business results.

Learning Outcomes

Delegates will at the end of the course learn: -

- Strategic Management and Leadership
- Acquisition of new tools for better management of both financial and non-financial resources.
- Ability to increase productivity by effective communication of vision and tasks.
- Skills in creativity and competitive thinking
- Creation of loyalty and reward achievement
- Bringing out the best potentials in employees for managerial success
- Refining your approach to complex situations
- Building trusting relationships

Indicative Contents

- Overview of leadership styles
- Team Building and Management
- Providing direction and executing action plans
- The power of mentoring and coaching
- Motivate employees to partner up for development
- The role of delegation in preparing employees for higher responsibilities
- Helping employees understand the larger context
- Reward system and incentive
- Risk taking and managing the risk factor

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,750 (Excl. VAT) per delegate for 2 weeks.

Managing Strategic Industrial Relations-LM 8011

Dates: 7th -18th February (London), 9th -20th May (London) and 14th -25th November, 2022 (London)

Overview

This is an interdisciplinary training programme designed for senior officers who are charged with the responsibility of human resource management, industrial conflict resolution and maintenance of peace in the industry. Human resources managers, trade union officials, public and private sector organizations and educational establishments can benefit from this training programme.

Learning Outcomes

Delegates will at the end of the course be better able to:

- Understand Industrial relations within the broad socio-economic context.
- Understand Employees and Organizations relationships
- Acquire broad understanding of organizational behaviour
- Understand the relationship between trade unions and the organization
- Understand collective bargaining: the approach and styles
- Compare industrial relations policies and practices
- Acquire effective negotiation skills.
- Understand the various elements of labour law.
- Understand the importance of Health and Safety at Work

Indicative Contents

- The overview of organizational behaviour and analysis.
- Organizational change and development
- Use of strategic management as an industrial relation tool
- International industrial relations
- Effects of Trade unions at work
- Industrial Relations Policy
- Negotiation, Bargaining and Advocacy.
- Health and Safety at Work
- Employment and labour law
- Managing industrial actions case studies

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK).
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials & certification: £4,750 (Excl. VAT) per delegate for 2 weeks.

Organizational Breakthrough Through Innovative Thinking-LM 8012

Dates: 11th-22nd July (London) 15th -26th August (London) and 7th -18th November 2022 (Dubai)

Overview

On completion of this course, delegates will have the techniques necessary to motivate and energize individuals within their teams. Participants will be able to use innovative thinking to make informed decisions for organizational breakthrough and sustainability. This course is designed for managers and senior officers who want to expand and broaden their knowledge and skills to get more from their teams and develop innovative workforce.

Learning Outcomes

- Understand the cognitive ability to monitor one's own emotions and others' especially as it relates to interpersonal behaviours and relationships.
- Effective goal setting and performance evaluation.
- Acquire simple techniques to ignite innovation and problem solving in a team
- How to select the right candidate for the job and avoid selecting unsuitable candidates
- Motivation by good knowledge and beliefs sharing.
- Possess the skills to prepare, structure, conduct and follow-up interviews effectively
- Improve appreciation of effective negotiation skills
- Encourage creativity for continuous improvement

Indicative Contents

- Effective leadership skills
- Innovation management
- Critical Thinking Techniques
- Emotional and Competitive Intelligence
- Creativity for business breakthrough
- Goal Setting and appraisal
- Developing and sharing strong belief
- Team Selection and Building
- Essential rules for good team relations
- Behavior patterns in groups
- Is my team working?

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials, lunch, city tour and certification: £4,750 (Excl. VAT) per delegate for 2 weeks.

Leadership-Inspiring Extraordinary Performance-LM 8013

Dates: 18th -29 April (Dubai), 8th -19th August (London) and 10th -21st October 2022 (London)

Overview

This course is designed for senior executives, directors and managers who want to equip themselves with the essential skills to inspire, influence and achieve extraordinary performance results through their own work and the work of others.

Learning Outcomes

- Analyzing and assessing the current leadership styles and see if it works
- Inspiring people to use their potentials for extraordinary performance
- Cultivating a culture of innovation and creativity
- Creating and articulating a clear vision for the future
- Using both emotional and competitive intelligence to bring out the best in teams
- Inspiring for organizational effectiveness and sustainability
- Making use of the opportunities in the external environment for business growth

Indicative Contents

- Leadership concepts and styles
- Personal assessment and personal development plan
- Assessment of the internal and external environment
- Instilling creativity in people for extraordinary excellence
- Team building and management
- Power of motivation as a tool for extraordinary performance
- Leading in challenging situations
- Inspire, influence to achieve result
- Communication-holding the chain of communication for effective result
- Be a change Agent-Make things happen
- What makes an effective manager?
- Coaching and mentoring
- Inspiring team for enhanced productivity
- Bringing out the best from people-what does it entail?

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE).
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,750 (Excl. VAT) per delegate for 2 weeks.

Harnessing the Power of Dynamic and Competitive Strategies for Business Success- EL 8001

Dates: 7th -11th March (Kigali), 25th -29th July (Dubai) and 12th -16th September 2022 (London)

Overview

This course is designed for CEOs, Heads of Divisions, Business Development Managers, Product Managers, Competitive Intelligence Professionals and Business Analysts who want to develop and implement dynamic competitive strategies as well as optimize these strategies for business success. The business is for those who want to develop and achieve competitive advantages in a changing and dynamic environment.

Learning Outcomes

- Understanding of how dynamic competitive strategies influence the competitiveness of your business
- Competence in understanding and exploiting state-of-the-art strategy development frames.
- Ability to use a range of effective tools and techniques to support dynamic competitive strategy development
- Ability to visualize dynamic competitive strategies through the use of strategy maps and balanced scorecards.
- The opportunity to exchange experience with competitive intelligence experts and peers from a range of industries, and share experience and knowledge of dynamic competitive strategy development and implementation.
- Understand the different stages of the strategy development cycle and how each stage can be harnessed to achieve maximum potential for your business.

Indicative Contents

- Overview of business Strategy
- The difference between dynamic and classic competitive strategies, and how dynamic competitive strategies influence competitiveness
- The strategy development cycle.
- Strategy formulation and implementation.
- How to use the various tools and techniques for strategy development including dynamic analysis, business war gaming, and game theory.
- Hands-on exercise using real-life case studies.

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates

Course fees for tuition, materials, lunch, city tour and certification: £4,700 (Excl. VAT) per delegate for 1 week.

Creating, Leading and Sustaining a Culture of Innovation-EL 8002

Dates: 16th -20th May (Dubai), 11th -15th July (London) and 10th -14th October, 2022 (London)

Overview

The impact of innovation in organizational success and sustainability cannot be over-emphasized. Building a winning organization is no longer about setting a vision and inspiring others to fulfil it, but also creating and sustaining a culture that fosters ideation and innovative solutions.

This course is designed for directors, senior executives whose responsibilities include leading innovation and change; managers who run business units, divisions, or other large-scale organizations; and leaders with cross-organizational responsibilities who continuously seek opportunities to create value whether by launching new products and services, entering new markets or rethinking key processes.

Learning Outcomes

Delegates will at the end of the course be better able to:

- Develop innovation leadership for diverse and global human capital
- Secure management commitment to create an innovative culture
- Activate an innovation leadership strategy that brings about competitive advantage for the business.
- Recognize the innovation-related needs of your employees and help them solve problems in creative ways
- Interact with and inspire others to higher levels of creativity.
- Trust, collaborate and manage risk taking

Indicative Contents

- You as an innovation leader- Define your current values framework and leadership approach; uncover your challenges
- Identify key Leadership Styles and practices that foster innovation
- Understand the effective power of innovation culture and use it for business transformation
- Creative thinking and speaking
- Leadership strategy that develops a people-oriented culture
- Motivation-effective tool for business success
- Understanding the risk factor
- Know when, how and why to reward risk and failure as well as success

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE).
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,700 (Excl. VAT) per delegate for 1 week.

Implementing Dynamic Capabilities for Sustainable Business Growth- EL 8003

Dates: 11th-15th July (London) 15th -19th August (London) and 7th -11th November, 2022 (London)

Overview

Businesses in today's world that want to survive in this rapidly ever changing business environment and conditions must have both operational capabilities and dynamic capabilities by efficiently and responsively adapting to new changes and competencies for sustainable business growth. Managers of today must possess adequate skills and knowledge to develop dynamic strategies for business survival. This course is designed for directors and top business professionals be it in business, human resources or public sector who want to equip themselves with the right strategies and organizational processes for competitive and sustainable business growth.

Learning Outcomes

Delegates will at the end of the course learn:

- The concept of operational capability and dynamic capability
- The importance of competitive advantage and the ability to identify it for competitive edge.
- Dynamic competencies for a sustainable business growth
- Developing resources that will efficiently and effectively bring turnaround to the business
- The issue of competitive survival in response to rapidly changing contemporary business conditions
- Dynamic capabilities towards businesses' strategic change for excellence and sustainability

Indicative Contents

- Theoretical understanding of business growth and environment
- Strategic thinking and management for competitive survival
- Dynamic capabilities and competencies for organizational turnaround
- Environmental scanning and analysis
- Creating strategic business process
- Personal development plan
- Business Excellence through innovation, collaboration, learning and involvement
- Building and managing strategic alliance
- Effective change management
- Managing your team
- Case studies of leading organizations using dynamic capabilities

Duration and Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,700 (Excl. VAT) per delegate for 1 week.

Transformational Leadership in Dynamic Work Environments-EL 8004

Dates: 14th -18th March (London), 25th -29th July (Kigali) and 19th -23rd September 2022 (London)

Overview

Research has found that there is a great relationship between transformational leadership and organizational effectiveness. This programme is suitable for directors, senior managers, managers and heads of departments who seek increased powers of leadership. It fits managers at all levels that want to improve their interpersonal skills and gain a high level understanding of organizational dynamics through case studies and real life scenarios.

Learning Outcomes

- The theory and evolution of transformational leadership
- Utilization of the power of motivation for improved productivity
- Utilize both emotional and competitive intelligence for employee engagement
- Team building, management and retention
- Leading and managing change and diversity
- Effective communication
- Build loyalty and reward achievement
- Effective communication of vision and tasks to enhance productivity.
- Acquire new tools for better management of financial and non- financial resources
- Equipped with skills in creativity and competitive thinking
- Dynamic goal setting and appraisal

Indicative Contents

- Transformational leadership and effectiveness
- Leadership style (Tools for self-definition and modification)
- Goals setting – resources, challenges and competition
- Managing a team (selected or imposed)
- Motivation and performance management
- Managing change for the bigger picture
- Managing diversity for good working relationships
- Interpreting and influencing public opinion
- Strategic thinking and Leadership
- Lean management approach - Eliminating waste, value analysis
- Effective communication, public speaking and Negotiation skills

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials, lunch, city tour and certification: £4,700 (Excl. VAT) per delegate for 1 week

Leading and Managing 21st Century Oil and Gas Business Venture-EL 8005

Dates: 7th -11th March (Kigali), 8th -12th August (London) and 14th – 18th November 2022 (London)

Overview

Recent developments in the global oil and gas business as occasioned by dwindling returns on investment as a result of falling oil and gas prices have combined with changing world order from globalisation to nationalistic approach thus making it more challenging to lead and deliver on commercially rewarding oil and gas ventures.

This workshop is designed as hands on and case study driven leadership programme for top management executives and those who are saddled with tasks of setting goals, team selection and management as well as sourcing and applying appropriate resources to deliver set commercial goals.

Learning Outcomes

- Critical thinking and purposeful leadership
- Emotional and competitive intelligence
- Creating a winning culture and team environment
- Project management
- Effective communication of vision and tasks for increased productivity.
- Management of financial and non- financial resources including alternative project funding mechanisms
- Goal setting and appraisal
- Oil and gas business models fit for 21st century
- Crisis Management
- Innovation Management

Indicative Contents

- Strategic thinking and leading for a purpose
- Developing a personal leadership mind-set
- Motivation-The key to effective team building, management and retention
- Goal setting and performance appraisal
- Global oil and gas business trends from 2010 -2020
- Oil and Gas project management and business models
- Corporate culture: Governance and business ethics
- Effective communication, public speaking and negotiation skills
- Managing competition and challenges in a competitive and dynamic oil and gas business environment – Case studies
- Management of Crises in a complex situation
- Be an innovative leader

Duration & Certification

This is a one-week course spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The course will be held in London (UK) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fee covering tuition, Materials and certification: £4,700.00 (excl. VAT) per delegate for 1 week.

Top Executive Leadership Workshop—EL 8006

Dates: 7th -18th March (Accra), 13th -24th June (Dubai) and 12th -23rd September 2022 (London)

Overview

Organizations at all levels have responsibility for using resources for the larger benefit of all and in doing so have an obligation to be seen as adopting best practice and transparency not only in leadership or the allocation of funds to projects but also in decision making at all times. This course is designed for those at board levels including CEOs, Executive Directors, Directors, senior managers and managers of organizations responsible for establishing framework for discharging governance and providing oversight functions on the activities of management.

Learning outcomes

Delegates will at the end of the course learn:

- Board imperatives: Philosophical, ethical and legal issues; effectiveness
- Formulating action plans and building a formidable work force
- Strategic planning: Have a larger picture of the future of the organization
- Resource allocation: Allocating effective resources that enhances productivity-move with changes in technology
- Advocacy, influencing and lobbying: The Board's role in policy on government relations
- Community liaison: communication to and from the community
- Taking advantage of business networking in corporate and social environments
- The Ever-changing Scene: Understanding external pressures & regulatory issues
- Understanding competition and competitive advantage

Indicative contents

- The importance of the mission, vision and values of the organization
- Leadership concepts and skills for effective leadership results
- Personal development plan and evaluation - Am I really making an impact?
- Corporate identity and corporate reputation
- Environment scanning-What are the competitors doing right to achieve success?
- Problem solving techniques
- Strategic planning – SWOT analysis
- Public relations management
- Corporate Social Responsibility
- Community relations and stakeholders' management
- Coping with the challenges of changing times
- Sustainable business techniques

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Accra (Ghana)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £5,250 (Excl. VAT) per delegate for 2 weeks.

Effective Diplomatic Skills for Protocol Officers--PR 5001

Dates: 25th -29th April (Dubai), 22nd -26th August (London) and 17th -21st October, 2022 (London)

Overview

Having an effective protocol officer on your team not only helps build your brand but it ensures your company is represented at its best at all times and in most any situation. This programme is designed for protocol officers, personal/special assistants or a member of the security detail who want to have what it takes to be ahead of competition and take their companies to greater heights.

Learning Outcomes

- Develop strategy goals, objectives and programs for the team
- Acquire the skill for research of traditions and customs
- Research and maintain reliable sources of political, economic and social trends of global cultures
- Problem solving skills
- Effective communication of vision and tasks.
- Arrange photo opportunities and press conferences
- Paying attention to little details-seating strategies, how to properly address VIPS and ensure everyone is treated with respect
- Acquire new tools for better management of events and ceremonies
- Building loyalty and sustaining trust
- Equipped with skills in strategic and creative thinking
- Delivering results under stress and pressure

Indicative Contents

- Strategic thinking and strategic management
- Arrange meetings to exchange policies and programs.
- Plan foreign and domestic visits, ceremonies and special events and their coordination.
- Develop itineraries and agendas
- Prevent etiquette breaches or embarrassing cultural blunders.
- Managing difficult stakeholders
- Effective logistics management
- Maintain, prioritize and file confidential records.
- Keep a list of key business leaders and government officials.
- Ability to stay on top of difficult issues-Problem solving
- Skills for effective communication, public speaking and inter-personal relationships
- Managing negative news

Duration & Certification

This is a one-week training programme spread over 5 days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, course materials and certification is £3,750.00 (Excl. VAT) per delegate for 1 week.

Collaborative Partnership in the Delivery of Community Projects

PR 5002

Dates: 11th -15th April (Kigali), 25th -29th July (London) and 5th -9th December 2022 (Dubai)

Overview

Effective and healthy partnership is the bedrock of collaboration in the delivery of community projects for sustainable development. Partnerships must be guided by a shared vision and purpose that builds trust and understanding of community needs to achieve positive results.

This course is designed for managers at all levels be it private or public, charged with community developments and engagements, who want to acquire the skills for effective collaborative partnership and the frameworks of working together for the accomplishment of community goals.

Learning Outcomes

- Understanding collaborative partnership
- Understanding the conceptual basis for community development
- Understand the principles and strategies of effective community participation
- Better understanding of the effectiveness and value of partnership approach in community development
- The importance of investing in communities
- Understanding community needs and advocacy
- Conflict management and resolution among stakeholders

Indicative Contents

- Overview of partnership
- Joint ventures and incorporated joint ventures
- Strategic thinking and effective leadership skills
- Community needs assessment
- Managing strategic alliances
- Stakeholder management-theory and practice
- Corporate social responsibility-principles and practice
- Project planning, monitoring and control
- Building effective project management team
- Managing project team dynamics
- Multi stakeholder engagement and conflict resolutions-creating a win-win outcome for all players.

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials, city tour and certification: £4,250.00 per delegate for 1 week.

Managing Strategic Community Development and Relationships- PR 5003

Dates: 11th -22nd April (Dubai), 25th July – 5th August (Kigali) and 5th -16th December 2022 (London)

Overview

In recent time community/public liaison officers and managers charged with the responsibilities of dealing with host communities in oil bearing parts of Nigeria are faced with new challenges. This is a bespoke course designed for staff with direct responsibilities for managing community/public relations for and on behalf of oil producing companies or community based entities/ enterprise.

Learning Outcomes

At the end of the course, delegates will have a better understanding of:

- Managing strategic relationships (Active and Passive Stakeholders)
- Building closer community relationships
- Adaptable negotiating skills in an unbalanced relationship
- Legal interpretations and applications of MOU's
- Collective bargaining – (needs definition, assessment and analysis)
- Events planning and management
- Managing potential conflict situations
- Communication skills & application

Indicative Contents

- Overview of partnerships including partnering with the boss
- Managing strategic alliances and relationships
- Legal- Interpreting and analyzing MOUs
- Need Assessments and analysis
- Use of Information Technology
- Soft skills- Public speaking, handling complaints, Feeling the pressure
- Events planning and management
- Stakeholder engagement
- Having a win-win outcome
- Effective relationship management

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,750 (Excl. VAT) per delegate for 2 weeks.

Managing Public Relations for Strategic Edge—PR 5004

Dates: 14th -25th March (Dubai), 15th -26th August (London) and 7th -18th November 2022 (London)

Overview

Participants and their organizations will benefit immensely from highly knowledgeable and experienced public relations experts who will deliver the course and also be equipped with the high standards expected to deal with the public. With this knowledge, participants will be able to efficiently and effectively manage corporate reputation, corporate identities, as well as social media.

This course is developed for managers, senior managers and public relations practitioners who want to remain at the top of his/her game in order to lead and not to follow the news.



Learning Outcomes

- Understanding Public Relations in a dynamic world
- How to establish and maintain good reputation
- Strategic management framework and its relevance to stakeholder issues.
- The relevance of emerging global issues and delivery of corporate social responsibility
- Change management approach to deliver effective public relations strategy.
- Using public relations in difficult times
- Effective communication skills and tools to deliver real time public relations target.
- The importance of relational competencies as contributors to corporate objectives.
- Managing relationships

Course Contents

- Public relations management and emerging issues.
- Global business trends and relationship management.
- Public relations and change management
- Communicating change in a hostile environment
- Strategies for managing resistance to change
- Corporate Reputation Management
- Understanding and managing stakeholder issues
- Key components of corporate reputation management
- The art of public speaking
- Effective presentation skills
- Relationship Management
- Effective communication skills

Duration and Certification

This is a two-week programme spread over 10 working days. A certificate of completion is issued on successful completion of the programme

Location & Fees

- The programme will be held in Dubai (UAE) and London (UK).
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,750 (Excl. VAT) per delegate for 2 weeks.

Delivering Competencies in Public Speaking and Presentations— PR 8001

Dates: 18th -22rd April (London), 20th -24th June (London) and 5th – 9th December, 2022 (London)

Overview

This course is designed for managers, senior managers and public affairs executives who want to equip themselves with the techniques of a perfect presentation and public speaking that will make them international speakers and boost their confidence. It is highly practical and participants will learn the rules and hands on experience on facing the public without fear or anxiety.

Learning Outcomes

- Effective presentation for competitive edge
- The role of research in public speeches and presentations
- Organise your speech for any audience, local, regional or international
- Break the ice in social settings
- How to use words for maximum benefit
- How to use your body to speak and send positive messages
- Vocal variety will show how your voice can become your best asset
- Inspire your audience to actions that you wish them to take.
- Use visual aids for maximum impact
- How to persuade with power and dignity

Indicative Contents

- Holistic approach to public speaking
- Dealing with nerves and anxiety
- Personal development plan
- Delivering effective presentations
- Speak and be heard-learn to speak with confidence
- How to cope with awkward questions
- Get rid of anxiety and keep the audience awake!
- Speaking to different levels of understanding
- Eliminate fear of rejection

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £3,750 (Excl. VAT) per delegate for 1 week.

Corporate Communication: Adapting to Change--PR 8002

Date: 14th -25th March (Dubai), 4th -15th July (London) and 14th -25th November 2022 (Accra)

Overview

This workshop is designed for those whose roles include addressing communication issues at strategic level and presenting their organization to the wider world. The course is developed for Communication Directors/Managers, Public Affairs Managers/Officers or anyone tasked with maintaining the corporate image of an organization and effecting positive change.

Learning Outcomes

- Creating strategic sustainable communication in an organization
- The corporate organization and its environment—positioning, reputation and strategy
- Creating corporate identity and identification
- Public Relations management and the media landscape
- Digital platforms
- Traditional Social Media-Current and future trends
- Managing the media-Strategic Media Management
- Understand the demands of different media
- Social media then and now-What has changed?
- Change Management
- Assessing the effectiveness of corporate communication
- Media Crisis Management

Indicative Contents

- Essentials of corporate communication
- Effective Communication and media relations
- Corporate identity and reputation Management
- Vision, trust, strategy, organizing and leadership
- Effect of identity mix on corporate image
- Corporate visual identity management
- Writing a press release
- Take control of your image - using the media for corporate reputation
- Media Crisis Management and communication-limit the damage of bad news
- Adapting to change
- Digital platforms
- Social Media and Corporate Bottom Line

Duration and Certification

This is a two-week programme spread over 10 working days. A certificate of completion is issued on successful completion of the programme.

Location/ Fees

- The programme will be held in London (UK), Dubai (UAE) and Accra (Ghana).
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials, lunch, city tour and certification: £4,750 (Excl. VAT) per delegate for two weeks.

Advanced Skills for Secretaries and Personal Assistants- PR 8003

Dates: 25th -29th April (Dubai), 22nd -26th August (London) and 17th -21st October, 2022 (London)

Overview

This programme is suitable for personnel who have responsibilities to ensure success, and indeed, the wellbeing of senior decision makers. If you are a secretary or personal assistant, you hold a position of trust because the boss relies on you to get a lot of things done in very short time; hence there is the need for you to be current and ever ready.

Learning Outcomes

- The skills and techniques acquired will enable you to:
- Identify opportunities for greater efficiency in administrative processes and draft as well as communicate standard operating procedures with ease and effectiveness.
- Provide direction and leadership required to get results.
- Demonstrate the ability to stay on top of difficult issues
- Increase productivity by effective communication of vision and tasks.
- Acquire new tools for better management of events and ceremonies
- Better equipped with skills in strategic and competitive thinking
- Build loyalty and trust

Indicative Contents

- The modern-day secretary-the benefits of effective secretarial practice
- The Role of secretary and personal assistant in a contemporary organization
- Strategic thinking and leadership
- Managing logistics
- Communication skills and public speaking
- Overcoming communication hurdles and confidence building
- Organizational ethics and professionalism
- Delivering result under pressure
- Managing negative news / challenging times
- Dealing with difficult stakeholders
- Information Management
- Sustaining trust
- Personality projection through telephone

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £3,750 (Excl. VAT) per delegate for 1 week.

Corporate Branding: Effective Tools for Business Success- PR 8004

Date: 21st -25th February (London) , 25th -29th April (Dubai) and 17th -21st October, 2022 (London)

Overview

In today's competitive market, entrepreneurs have come to realize that effective personal branding can go a long way in maintaining the image of their business, engaging new prospects, retaining existing clients and elevating the credibility of their business. This programme is designed for CEO's, Senior managers, Heads of corporate affairs department, Marketing executives, Public relations experts and Public affairs officers who want to stand out in the crowd and build a unique brand to have competitive advantage over their competitors.

Learning Outcomes

- Building and developing effective brand
- Building a unique corporate culture
- Projecting yourself to the professional world
- Effective communication that reflects your corporate brand and gives you an edge over your competitors.
- Team building, management and retention
- Corporate identity and corporate reputation
- Leading for change and diversity
- Personal Brand-Traditional versus today's strategies
- Acquire new tools for better management of financial and non- financial resources
- Skills in strategic and competitive thinking
- Build loyalty and reward achievement

Indicative Contents

- Personal Branding as a tool for business success
- Personal Development-You as a Leader (Tools for self-definition and modification)
- Effective branding strategies for excellence
- Communicating your personal brand to capture target market
- Corporate Reputation
- Managing a team (selected or imposed)
- Personal Brand using traditional strategies and social media
- Personal brand using public relations and community relations
- Strategic thinking and leadership
- Interpreting and influencing public opinion
- Strategic Brand identity analysis—SWOT Assessment
- Corporate Governance and Social responsibility

Duration & Certification

- This is a one-week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE).
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £3,750 (Excl. VAT) per delegate for 1 week.

Strategic Management-Corporate Social Responsibility and Deliverables-PR 8005

Dates: 7th -18th March (Kigali), 8th – 19th August (London) and 21st November- 2nd December 2022 (Houston)

Overview

This course is designed for individuals at senior and management levels whose day-to-day activities impact in one form or shape on the reputation of their organization, community relations and sustainable development by delivering economic, social and environmental benefits for all stakeholders.

Learning Outcomes

At the end of the course delegates will be able to;

- Explain the relationship between management and leadership
- Align goals with resources and challenges
- Utilize both emotional and competitive intelligence
- Explain the key elements of corporate strategy
- Relate strategic leadership to strategies and delivery of goals
- Explain key components of corporate reputation management
- Understand how organizations develop their corporate identities
- Explain the nature of strategic public relations
- Explain the link between how an organization wants to be seen and how it is seen

Indicative Contents

- You as a leader (Tools for self-definition and modification)
- Leadership strategies
- Goals setting (resources, challenges and competition)
- Managing a Team (Selected or imposed)
- Reputation management
- Ethics and communication in challenging times
- Media relations and information communication technologies
- Government relations (ministries, departments and agencies)
- Community and investor relations
- Sponsorship and corporate social responsibility

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Houston (USA) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,750 (Excl. VAT) per delegate for 2 weeks.

Harnessing the Power of New Media to Drive Business Result- PR 8006

Dates: 14th -25th March (London), 4th -15th July (London) and 14th -25th November 2022 (Accra)

Overview

Social media continues to play an important role in corporate communications today. Leaders making the greatest impact these days are open and relationship oriented and support a culture of sharing and networking to drive business results while also maintaining command. Most of them use the power of new social media to get the transformation they need in their businesses.

This course is designed for business executives, managers, media officers, public affairs officials and business analysts who want to be in the know and understand the implications to help their organizations craft strategies and content to ensure they are achieving the desired result.

Learning Outcomes

- The new Media reshaping the workplace for effective business result.
- Traditional Social Media VS The New Media
- Understanding the pros and cons of different media
- Managing the Media-Strategic Media Management
- The power of new Media for positive transformation of businesses.
- Effective communication-An effective tool to drive business result.
- The challenges and opportunities of paradigm shift in the Media
- How the New Media provides the flexibility and perspective required in Times of Change.
- Handling and addressing the critics as you wade into the social stream

Indicative Contents

- Social Media: then and now-what has changed
- How to take advantage of the new media solutions to solving business problems.
- Leveraging multimedia in telling your story to achieve better result.
- The media paradigm shift-What are the implications?
- Utilize the new media more effectively to amplify your views
- Take control of your image - using the media to improve brand awareness and corporate reputation
- Business networking and communication using the new media
- Opportunities and Challenges in Media Relations
- How to leverage data to create more engaging experiences for your audiences.
- Project credibility and authority
- Social Media and Corporate Bottom Line

Duration and Certification

This is a two-week programme spread over 10 working days. A certificate of completion is granted on successful completion of the programme.

Location/ Fees

- The programme will be held in London (UK) and Accra (Ghana)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,750 (Excl. VAT) per delegate for 2 weeks.

Corporate Social Responsibility and Stakeholders Management- PR 8007

Dates: 28th February – 11th March (London), 8th – 19th August (London) and 21st November - 2nd December 2022 (Houston)

Overview

This course is designed for senior managers, managers, public affairs officers and those who may be saddled with the responsibility for protecting the image of the organization and dealing with the stakeholders. It is developed for those who want to have sustainable growth for their businesses.

Learning outcomes

Delegates will at the end of the course will be able to:

- Understand the concept of corporate social responsibility and its impact on organizations
- Acquire the skills for strategic public relations
- Use corporate social responsibility for organizational growth
- Understand CSR role in brand recognition
- Bring about environmental sustainability initiatives
- Manage stakeholders efficiently and effectively
- Develop skills to support stakeholder partnerships
- Understand corporate citizenship and the impact on the business.

Indicative contents

- Overview of Corporate social responsibility and collaborative partnerships
- Corporate identities and corporate reputation management
- Business ethics and practice
- Leadership strategies and resource management
- Legal-Use of contracts, MOU's, renewals and trust
- Bring about employee engagement and initiative
- Community and investor relations
- Multi-stakeholder engagement and conflict resolution
- Advocacy and bargaining
- Creating value for society
- The concept of social impact

Duration and Certification

This is a two-week programme spread over 10 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

The programme will be held in London (UK) and Houston (USA).
Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,750 (Excl. VAT) per delegate for 2 weeks.

Implementing Nigeria's PIA (2020) Stakeholders Engagement and Management in the Oil and Gas -PR 8008

Dates: 7th -18th March (Dubai), 8th-19th August (London) and 21st November - 2nd December 2022 (Houston)

Overview

Stakeholders' engagement has become subject of discussion in recent time. Corporate organizations and government agencies have obligations to stakeholders for sustainability. This is a bespoke training course for officials and managers working together in strategic partnership with community's stakeholders. Special attention will be paid to the capacity needs of employees of National companies/Ministries/ Agencies who have to deal with the aspirations of their local stakeholder community.

Learning Outcomes

Delegates will at the end of the course be better able to:

- Build collaborative community networks
- Examine the diverse objectives and roles of stakeholders
- Develop framework for stakeholder partnership
- Manage effectively the partnership structures
- Overcome barriers to collaborative partnerships
- Develop knowledge and skills to support stakeholder partnerships

Indicative Contents

- Overview of stakeholders' engagement and management
- Stakeholders and partnership with emphasis on government & community
- Identify cultural barriers to collaborative partnership
- Bring about employee engagement and initiatives
- Legal use of contracts, MOU's, renewals, trust and lock-in effects
- Managing complex relationships
- Resource management and optimisation of outcomes
- Upstream and downstream value creation to the partnership
- Multi-Stakeholder engagement
- Managing continuous improvement in collaborative settings
- Communications and interfaces across the partnership
- Case Studies

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

The programme will be held in London (UK), Dubai (UAE) and Houston (USA)
Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,750 (Excl. VAT) per delegate for 2 weeks.

Digital Supply Chain Optimisation and Management –PSPS 5001

Dates: 21st - 25th March (London), 25th -29th July (Dubai) and 28th November - 2nd December 2022 (Kigali)

Overview

This course is designed for senior managers, managers, supply chain officers, procurement officers and those who want to adopt a modern digital supply network to effectively compete and stay ahead in the world of supply chain.

Learning Outcomes

- Understand digital supply chain operations
- Impact bottom line business growth through improvements across the whole of supply chain
- Improve flexibility and reduce costs associated with supply chain.
- Resource optimization and customer relationship management
- Make better informed decisions for effective and efficient supply chain management
- Optimize procurement and reduce costs using sourcing analytics for commodity pricing.
- identification of operational bottlenecks through digitalization

Indicative Contents

- Market trends and digital consumer behaviors
- Cognitive thinking and automating decisions
- Customer intimacy and enterprise agility for supply chain optimization
- Real-time data visualization and a more interactive user experience
- The role of storage and distribution in supply chain
- Enterprise data strategy
- Managing risks associated with supply chain
- Supplier alignment and sourcing

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Kigali (Rwanda).
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials & certification £4,500 (Excl. VAT) per delegate for 1 week.

Materials Procurement, Management and Control—PSPS 5002

Dates: 21st March -1st April (London), 11th -22nd July (Dubai) and 21st November-2nd December 2022 (Houston)

Overview

This course covers practical considerations essential to achieve major improvements in planning, buying, storing, and disposing of the vast array of materials and spare parts needed in the public and private sectors. It exposes the participants to best practices when handling procurement and materials management.

This is designed for Managers and officers responsible for procurement, stores and materials planning, as well as facility managers and others whose duties relate to procurement and materials management.

Learning Outcomes:

At the end of the course delegates will be better able to:

- Understand the strategic roles of procurement and materials management in public and private sector organizations.
- Identify the range of professional skills in contract negotiation and legal framework in procurement.
- Understand warehousing strategies
- Explain latest developments in materials planning and control.
- Use relevant software in handling materials information system.
- Understand procurement and materials management techniques.

Indicative Contents

- Materials sourcing strategies
- Specification and quality assurance
- Negotiation Skills
- Pricing and payment methods
- Statutory and regulatory framework of public procurement
- Effective storage strategy
- International procurement
- Efficiency of procurement process

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Houston (USA).
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials & certification £4,750 (Excl. VAT) per delegate for 2 weeks:

Law Making and Legislative Drafting- PSPS 5003

Dates: 21st -25th March (Dubai), 12th – 16th September (Kigali) and 21st -25th November 2022 (London)

Overview

This unique course is designed to provide you with both the knowledge and the practical skills to be an effective legislative drafter. This training programme gives you the opportunity to put into practice the legislative preparation techniques that will serve you well in supporting and developing your nation's legislative system and programmes and also build and enhance your capability

The course covers the entire legislative process that turns policy into legislation. This course is specifically designed for departmental policy makers in the public service, members of parliament, senators, assembly members, senior managers and government personnel responsible for turning policy into legislation.

Learning outcomes

- Understand the role and responsibility of the legislative counsel
- Understand the basic elements of legislative drafting
- Understand the contents and functions of different elements in legislation
- Stakeholders Participation in Law Making
- Understand the Law-Making Process
- The Structure and formats of Legislative Drafts
- Create drafting instructions and what they should contain
- Identify common difficulties encountered in drafting
- Understand Legislative Syntax
- Implement the process of amending legislation

Indicative contents

- Introduction to Law making---Sources and Origins of law
- Types of law and relationship with the constitution
- The Law makers—Government Systems Compared
- Primary and Secondary legislations
- Law Making Process-From policy to the draft bill
- The process of Drafting Legislation-The do's and don'ts in drafting
- The Role of the stakeholders in Law Making- Formal and Informal Consultation, The draft bill and consultation, Ethical lobbying.
- Getting results with law making
- How to address legal effectiveness issues

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £3,750 (Excl. VAT) per delegate for 1 week.

Managing Shipping and International Maritime Trade-PSPS 5004

Dates: 7th -11th February (London), 4th -8th July (Dubai) and 10th -14th October, 2022 (London)

Overview

Professional skills and procedures are required to moving goods between different countries and handling international maritime processes in the most effective way. This course is specifically designed to enhance learning experience and provide a unique, first-class learning environment. The course is developed to provide key skills required for the learners to move into a supervisory management or team leader role.

Learning outcomes

- Understand the role of shipping in Oil and Gas exploration and production
- Vessels, cargo types and transport modes
- Understand the key role players in maritime shipping
- Understand cargo types and measurement procedures
- Acquire knowledge of shipping processes and documents
- The concept of commercial shipping
- International maritime laws and policies
- Understand international contracts and payments

Indicative contents

- Overview of maritime shipping and international trade
- The key players in maritime shipping
- Types of shipping services
- Cargo types and vessel types
- International trade and freight shipping and charges
- International customs and shipping documents
- International contracts and payments
- The trade routes and shipping routes
- Container shipping processes and documents
- The impact of shipping on environment
- Health and safety considerations-hazard preventive measures, personal protective equipment and other safety measures
- Overcoming industry issues and challenges associated with maritime trade

Duration and Certification

This is a one-week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,000 (Excl. VAT) per delegate for 1 week.

The legal Principles in Shipping –PSPS 5005

Dates: 21st -25th March (Accra), 13th -17th June (London) and 10th – 14th October, 2022 (London)

Overview

This course is developed to unveil the legal principles governing the maritime industry and shipping operations from shipping documents, ingredients of contract law to arbitration and litigation. It is designed for those working in the shipping industry be it private or public, vessel owners or operators, officers working in the shipping sector of Oil companies, importers, exporters, lawyers, accountants, maritime consultants and for those who wish to expand their knowledge of this aspect of learning.

Learning Outcomes

- Understand common shipping principles
- The principles of the law of contract especially the essential ingredients of offer, acceptance, consideration and legality
- Understand various shipping documents
- General principles of law of agency
- The precise nature of torts
- Statutes of limitations and time bars and their impact in shipping business. Understand time bars imposed by statutes or international conventions and those which are contractually agreed
- Basic principles of chartering
- The different services provided by maritime arbitrators including short form arbitration and mediation
- Measures relating to safety, the environment and substandard shipping

Indicative Contents

- Overview of the shipping industry and how shipping has evolved over the years
- Different types of shipping documentation
- Principles and essential ingredients of contract law
- Freight derivatives
- Chartering background, Legal framework and an Introduction to charter negotiations
- Legal aspects of charter parties
- Law of carriage, agency and torts
- Bill of lading and waybill
- Ship ownership and admiralty jurisdiction
- Limitation of liability
- Dispute resolution
- Advantages and disadvantages of arbitration versus litigation

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Accra (Ghana)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,000 (Excl. VAT) per delegate for 1 week.

Corporate Governance and Anti-Corruption Reforms- PSPS 8001

Dates: 21st -25th March (Kigali), 12th – 16th September (London) and 21st -25th November 2022 (Dubai)

Overview

Management and conduct of businesses are now rested on best governance and ethical practices built on transparent best practices for maximum economic returns and respected corporate reputation. In an increasingly competitive business environment, the temptation for unsavoury sharp practices by companies or individuals does exist. To this end, it is now incumbent upon businesses to put measures, processes and systems in place to prevent corrupt practices and sanction those who may engage in it for whatever reason.

This workshop is designed for those who have responsibilities to promote good corporate governance and eliminate all forms of corruption in business.

Learning outcomes

- Corporate governance as a critical management tool
- Best ethical practices in business
- Develop and strengthen systems to prevent, monitor and detect corrupt practices
- International laws relating to anti-corruption in businesses such as Foreign Corrupt Practices Act 1977 (USA), Corrupt Practices and other related Offences Act 2000 (Nigeria) and UK Bribery Act 2010.
- Maintaining the best organizational culture
- The role of stakeholders in corporate governance

Indicative contents

- Overview of corporate governance
- Business ethics – best practices in oil and gas sector
- Global perspectives on corruption in business
- Anti-Corruption – Legislations and Regulations
- Managing risks and solving the problems through robust systems
- Anti- bribery and anti-corruption policies
- What does your policy cover?
- Who does your policy cover?
- Employee responsibilities
- How robust is your anti-corruption risk assessment process?
- Case studies of business ethics and anti-corruption programmes.

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fees for-tuition, materials and certification: £4,000 (Excl. VAT) per delegate for 1 week

The Stakeholders-Impacts and Roles in Shipping Management- PSPS 8002

Public Sector, Procurement and Shipping Courses

Dates: 7th -11th February (London), 4th -8th July (Kigali) and 10th -14th October 2022 (Accra)

Overview

The success of shipping business relies in the ability to integrate into a network of business and community relations. Application of effective stakeholder relations management is required for maximum results. This course is designed for officers, senior officers who want to equip themselves with the effective ways and best practice in dealing with stakeholders in the shipping business.

Learning Outcomes

Delegates will at the end of the course learn:

- The key stakeholders and their roles in maritime business
- Bulk shipping
- Preparation of international sales contracts
- Payment process in international trade transactions
- International trade law
- Preparation of custom, transport, finance and insurance documents
- Maritime insurance
- Getting stakeholders to promote environmental and social responsibility in the shipping industry.

Indicative Contents

- Overview of Oil and Gas Shipping business
- Stakeholders in Oil and Gas Shipping and their roles
- Recognizing community stakeholders and their impacts
- Understanding the roles of the exporter and the importer
- Stakeholders analysis in freight transport
- Ocean carriers and ship owners
- Identifying shipping agents
- International customs and preparation of shipping documents
- Ports, harbours and terminal operations
- Ship brokers and cargo brokers
- The role of customs and excise in shipping
- Inland carriers and international freight forwarder
- Effective Management of depots and warehouses
- The need for strategic co-operation between carriers-Effective stakeholder engagement
- The essence of maritime associations
- Dealing with environmental issues
- Maritime insurance and insurers
- Promoting corporate social responsibility in shipping

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location/ Fees

- The programme will be held in London (UK), Accra (Ghana) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.
Course fees for tuition, materials and certification: £4,000 (Excl. VAT) per delegate for 1 week.

E-Procurements-Effective Process Integration and Supply Operations-PSPS 8003

Dates: 21st-25th March (London), 4th -8th July (Dubai) and 21st -25th November 2022 (Houston)

Overview

The use of electronic methods for public sector procurement has become increasingly popular. E-Procurement helps to deliver value for the taxpayers and improves operational efficiency from advertising contracts to payment of suppliers in a very transparent way meeting global best practice in public sector procurement.

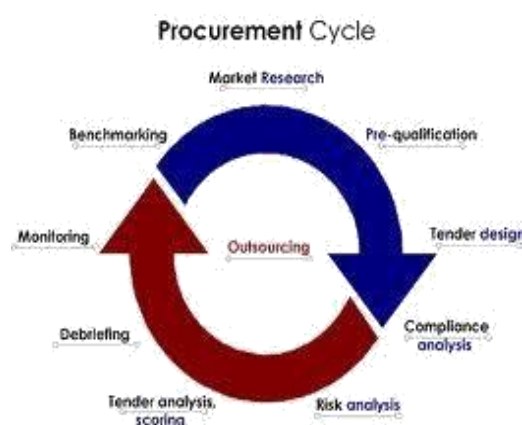
Learning Outcomes

Delegates will have better understanding of;

- E-procurement process and techniques
- E-sourcing and e-auction
- The procurement cycle
- The fundamental elements of e-procurement
- E- Procurement and ICT (recent developments)
- Managing online marketing places and auctions
- Secured web-based business environment

Indicative Contents

- Overview of concept of e-procurement
- Process and Techniques for e-procurement
- Automated transaction management
- Strategic procurement
- Understanding total cost of ownership (TCO)
- Managing reverse auctions
- Operating dynamic purchasing system
- Importance of stakeholders' management in procurement
- Challenges of public sector tender management
- Using SWOT analysis for effective procurement
- The need for specifications
- Using Porter's five forces analysis for effective procurement
- Negotiating better terms with power of influencing and good negotiation skills
- Developing long term relationships with key suppliers



Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE), Houston (USA)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,250 (Excl. VAT) per delegate for 1 week.

Project and Contract Management-A Modern Approach—PSPS 8004

Dates: 7th -18th March (Dubai), 8th -19th August (London) and 21st November– 2nd December 2022 (Houston)

Overview

This course is designed for managers responsible for or /and those who expect to be saddled with the responsibility of leading project delivery as well as those with direct responsibilities for management of contracts that impact on such projects in any form or shape. Specific attention will be paid to the needs of various subject matter specialists and technical support staff engaged in the delivery of commercial agricultural development projects in Nigeria.

Learning Outcomes

- Understanding the business, social, cultural & political contexts that impact on programmes or projects
- Develop a focused, disciplined approach to developing and implementing plans and controls for development project
- Be able to use PRINCE 2 to deliver a process-based approach to project management
- Apply a range of methodologies to development projects
- Enhanced understanding of contract management process
- Be able to guarantee value for money in context with the international donor funding contracts
- Be able to manage and control change regarding strategies and brought about by emerging challenges
- Enhance communication and use information more effectively in project management
- Improve team and individual performances in project management

Indicative Contents

- General Business Context
- Principles of Project Management with specific reference to international funding project
- PRINCE 2 – Foundation
- Project Quality and Risk Management
- Change and Configuration Management
- Managing People at the grass-root level
- Best concept for Development Project Planning, Monitoring and Control Techniques
- Contract management processes
- Pre- contract award management
 - a) Contract negotiation strategies
 - b) Setting target and evaluation criteria
 - c) Plan contract strategy - research marketplace
 - d) Invitation to bid
- Bidding and award of contract processes
 - a) Contract Negotiation and Contract Award
 - b) Debrief Techniques
- Post-contract award management
- Contract monitoring and Maintaining audit trail
- Case studies and industrial visitation

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Houston (USA)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4750.00 (Excl. VAT) per delegate for 2 weeks.

Anatomy of Shipping and Supply Management-PSPS 8005

Dates: 21st -25th March (Accra), 13th -17th June (London) and 10th – 14th October 2022 (London)

Overview

The shipping sector is a dynamic and international economic related sector which is capital intensive. In order to be successful in the shipping and port related industries, an intense understanding of the dynamics is required, and right decisions have to be made.

This course is designed for senior managers, managers who work in the shipping departments of industries as well as consultancy professionals in finance, management and legal who want to have an insight into the shipping business and understand the fundamentals of shipping, its drivers and dynamics.

Learning Outcomes

- Understanding the fundamentals and dynamics of shipping
- Know the shipping markets-liner, tanker, bulk, gas and cruise
- Understanding the role of ports in shipping
- Acquire knowledge of the policies and procedures that affect ports and shipping
- Obtain in-depth knowledge on ship management, ship finance and insurance.
- Acquire skills for proper planning, management and monitoring shipping activities
- Understand the basic function of ports and shipping
- Understanding trade and freight
- Obtaining the information on goods being traded
- Identifying problems that can occur in international trade

Indicative Contents

- Overview of the shipping business and supply management
- Characteristics of goods and the impact on the handling process
- Concepts of route planning and scheduling for the movement of goods
- Ship management, ship finance and insurance
- Commercial and international shipping laws and legislations
- Ship Management: Commercial and technical
- Understanding the role of collection, storage and distribution
- Regulatory and enforcement bodies for movement of goods within own country
- Communication and information technology
- Latest trends and developments in this field
- Geo-political and economic change
- Carriage of goods at sea, required contracts and documentation

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Accra (Ghana)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,000 (Excl. VAT) per delegate for 1 week

Warehouse Management, Strategy and Control –PSPS 8006

Dates: 21st -25th March (Dubai), 13th -17th June (London) and 10th – 14th October 2022 (London)

Overview

This course is developed to provide an understanding of the role of an effective warehouse management in the end-to-end supply chain and also to learn best practices for warehouse operating processes and control.

The course is designed for procurement and purchasing professionals, production and manufacturing professionals, warehouse and distribution professionals, logistics professionals and supply chain professionals who desire a modern approach to warehouse management and control.

This course will enable the participants to understand the importance of effective operating processes and the establishment of a performance management programme that ensures continuous improvements.

Learning Outcomes:

At the end of the course, delegates will be better able to:

- Understand the role of warehouse in the value chain
- Learn best practices for warehouse operating processes.
- Optimize the flow of goods across processes
- Use inventory analysis and product classification
- Leverage resources and develop new capabilities
- Acquire skills in warehouse management techniques
- Understand the importance of strategic location and structuring of the warehouse.
- Create a good warehouse with performance management and metrics.

Indicative Contents

- Overview of warehouse management, layout strategies and design
- Warehouse infrastructure strategies--- Classes of warehouse, location strategy, layout and design, warehouse automation and information technology.
- Warehouse operating processes and principles-- Picking, shipping, break-bulking, cross-docking, assembly, cycle counting, inventory physical audit and other key functional processes.
- Warehouse Best practices--- Benchmarking.
- Product Classification---Three-dimensional inventory classification and segmentation.
- Inventory analysis and Control--- Importance of inventory, inventory efficiency and control, handling work in progress, and replenishing methods and strategies.
- Managing People---- Employee satisfaction, incentives, employee training and evaluation.
- Outsourcing---- Opportunities and Risks.
- The Role of information technology for efficient warehousing.
- Supplier collaboration models and strategies.
- Role of performance management in warehousing.
- Implementing performance evaluation using key performance indicators (KPI)
- Contemporary trend in warehousing.

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE)

Public Sector, Procurement and Shipping Courses

- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials & certification: £4,000 (Excl. VAT) per delegate for 1 week.

Cargo Measurement and Tank Calibration—PSPS 8007

Dates: 16th – 20th May (Dubai), 11th -15th July (Kigali) and 5th -9th September 2022 (Kigali)

Overview

The accurate determination of cargo quantities on board a vessel is extremely important for safety, commercial and legal reasons. One of the biggest necessities in being able to effectively account for large volumes of oil within the industry is a uniform set of terms and definitions for oil measurement. This course is designed for senior managers, managers who work in the shipping industry as well as oil and gas professionals who want to be equipped with the cargo measurement procedures and the concept of tank calibration. It is also for tanker terminal and ship management personnel, who will build on previous experience and gain a detailed appreciation of the safety aspects involved in the handling of cargo operations.

Learning Outcomes

- Gain an in-depth knowledge of the fundamentals of cargo measurement
- Understand what is meant by calibration of tanks
- Understand cargo measurement procedures
- Acquire knowledge of the preparation and precision of tank gauge
- Measurement procedures and timing
- Measurement equipment maintenance, calibration and testing
- Selection of gauging devices
- Procedure in case of gauging device failure or non-compliance with requirements

Indicative Contents

- Cargo measurement procedures
- Liquid level, temperature and pressure gauging devices
- Calibration and validation gas chromatograph
- Analysis procedure-hydrocarbons
- Determination of quality by sampling and vapour; sampling procedures
- Gassing up and cooling down operation
- Gross heating value mass and value volume
- Health and safety considerations-hazard preventive measures, personal protective equipment and other safety measures
- Conversion and rounding
- Cargo measurements-The legal perspective

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in Dubai (UAE) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £3,750 (Excl. VAT) per delegate for 1 week.

Fundamentals of Financial Accounting-FA 5001

Dates: 16th -20th May (London), 1st -5th August (Kigali) and 7th -11th November 2022 (London)

Overview

Course is designed for those in Finance/Accounts/Planning departments, especially those with direct responsibilities for generating financial statements.

Learning Outcomes

At the end of this course delegates will be better able to:

- Identify the various user groups which need accounting information and the qualitative characteristics of financial statements.
- Identify the underlying assumptions, policies and changes in accounting estimates.
- Identify the basic methods of valuing assets on current cost, fair value and value in use bases, and their impact on profit measures and balance sheet values.
- Explain the influence of legislation (e.g. Companies Acts, EC directives) and international accounting standards(IAS), International Financial Reporting Standard (IFRS) on the production of published accounting information for organisations.
- Prepare income statements, statement of changes in equity and balance sheets from trial balance.
- Prepare accounts from incomplete records.

Indicative Contents

Conceptual and regulatory framework

- Overview of financial accounting
- Conceptual framework of accounting
- Accounting systems
- Accounting regulation
- Preparation of accounts
- Incomplete record techniques
- Preparation of final financial reports
- New developments in IFRS
- Financial planning and control

Duration and Certification

This is a one-week programme spread over 5 working days. Certificate of completion is issued on the successful completion of the course.

Fees and Location

- The course will be held in London (UK) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fee covering tuition, materials and certification: £4,250.00 (excl. VAT) per delegate for 1 week.

Accounting for Non-Accounting Executives-FA 5002

Dates: 14th -18th February (London), 18th -22nd April (London) and 6th -10th June 2022 (London)

Overview

This course will assist managers from non-financial backgrounds to better appreciate the importance of accounting within their organization. It provides a comprehensive overview of accounting terminologies, enabling participants to correctly analyze, report and monitor financial activities.

The course is designed for managers and business people who need to understand and apply the fundamentals of accounting and the use of accounting information.

Learning Outcomes

- Identify and use accounting terminologies
- Analyse and interpret financial reports
- Compare financial information and data
- Prepare statutory requirement reports
- Describe the concept of working capital
- Determine how to obtain valuable information from Annual Reports
- Describe the concept of accrual accounting and its standards and reporting aspects
- Make financial business recommendations

Course Contents

- The Accounting processes
- Terms and Definitions
- Conventions, Doctrines and Statutory requirements
- The double entry system
- Accrual accounting vs Cash accounting
- Preparation of financial statements
- Analysis and interpretation of financial statements

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £3,750 (Excl. VAT) per delegate for 1 week.

Infrastructure Project Finance—FA 5003

Dates: 7th -11th March (Dubai), 12th -16th September (London) and 5th -9th December 2022 (London)

Overview

The financing of infrastructure represents a major opportunity and challenge given the scale of potential infrastructure development as a result of non-availability of essential infrastructure coupled with paucity of funds. Traditional methods of financing infrastructure projects are no longer sufficient to finance Infrastructure projects, leading to increased use of Public Private Partnerships, and development of Infrastructure Funds as potential sources of funds.

There has also been a change in approach in recent years about "risk sharing", "accountability" and "Value for Money" resulting in changes in how services for public sector users are procured and performance evaluated.

This programme will provide participants with a sound understanding of the key issues in Infrastructure finance so that they can develop a clear understanding of the factors influencing the choice of financing methods for infrastructure projects; the motivations of the parties involved; risk evaluation and allocation; capital structuring issues; and lessons from the past.



This 5-day workshop will provide participants with an enhanced understanding of the financing and structuring of infrastructure transactions focusing on:

- Need for infrastructure in many developing economies to support economic growth
- Ageing infrastructure in many developed economies
- Attempts by governments and supranational agencies to mitigate the impact of the credit crisis by accelerating spending on infrastructure projects
- The response of governments to the credit crisis
- Objectives of the parties involved in a Public & Private Sector perspective
- Risk and return requirements
- Key financial sensitivities
- Debt finance & implications of the credit crisis
- The role of Infrastructure Funds
- Factors influencing the choice of Corporate or Project Finance.
- Capital structuring decisions
- Valuation issues for Infrastructure projects and companies
- Critical aspects of debt financing documentation

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

Finance & Accounting Courses

- The programme will be held in London (UK) and Dubai (UAE)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials, and certification: £3,750 per delegate for 1 week.

Public Sector Financial Management—FA 5004

Dates: 16th -20th May (Dubai), 1st – 5th August (London) and 21st -25th November 2022 (London)

Overview:

High standards of financial management are central to all other reforms in the public sector. Prospective donors attach growing importance to effective financial management systems.

The aim of this programme is to help countries pass these tests by increasing and deepening knowledge of good financial management practices throughout their public sector community. It is designed for policy makers, financial practitioners and line managers with financial and resource management responsibilities.

Participants and their organisations will benefit from increased knowledge of modern, public financial management practices and the high standards expected of the public sector. With this knowledge, participants will be able to review the resource allocation mechanisms and budgetary and financial controls within their organisations and ensure that resources are better planned and controlled and are consistent with political priorities.

Learning Outcomes

You will be able to understand:

- The importance of a stable planning and budgeting framework to economic and financial management, propriety and efficiency in the public sector
- The need for medium-term financial planning and how effective planning and budgeting should work in the public sector
- The role of budgeting in performance management and resource allocation

Course Contents

- The key elements of and evolutions within sound public financial management systems
- Medium-term Expenditure Frameworks (MTEF) and planning
- The principles of good governance in a modern public sector, including institutional arrangements and organisational responsibilities for Public Financial Management (PFM)
- Effective resource allocation in support of the strategic objectives of the organization
- Policy-based budgeting and controls linked to MTEF and to outputs and outcomes
- Accounting, recording, monitoring and reporting
- Proactive budget management
- External scrutiny and audit
- Tax and revenue management
- Debt management
- Financial probity and propriety

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £3,750 (Excl. VAT) per delegate for 1 week.

Budgeting, Budgetary Planning and Control—FA 5005

Dates: 21st -25th March (London), 4th -8th July (London) and 17th -21st October 2022 (London)

Overview

Budget is a quantitative statement prepared for a defined period of time which includes planned revenues, expenditures, assets, liabilities and cash flows. Naturally budget include both financial and non-financial information, Budgets are prepared or produced in all organizations; small, medium and large business. This course is designed for those who have responsibilities as top strategic managers to evaluate performance in form of performance review.



Learning Outcomes

Delegate will at the end of the course learn:

- Classification and management of budgets
- Fixed or flexible budget
- Departmental / Master (Corporate) budgets
- Participative / Imposed budgets
- Classification of incremental versus zero based budgeting (ZBB)
- Know budgetary planning and budgetary control
- Prepare different class of budget i.e. prepare and evaluate fixed and flexible budgets & evaluate the resulting variances.

Indicative Contents

- Overview of budget & cash flow management
- Qualitative content of budget i.e. revenue, expenditures, assets liabilities & cash flows
- Budgetary planning & control i.e. identify purpose of budgetary planning & control systems
- Quantitative aids to budgeting
- Budget Limit or principal budgets factors
- Cash budget and cash management analysis
- Reporting budget
- Using budget as management tool

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,000 (Excl. VAT) per delegate for 1 week.

Managing Internal Control—FA 5006

Dates: 14th -18th March (London), 18th -22nd July (London) and 10th -14th October 2022 (London)

Overview

Internal Control is the process designed and implemented by those charged with the governance of the organization and others to provide reasonable assurance about the achievement of its objectives with regards to:

- The reliability of financial reporting
- The effectiveness and efficiency of operations
- Compliance with appropriate laws and regulations

Learning Outcomes

Delegates will at the end of the course learn:

- The elements of internal control
- The control environments,
- The entity risk assessment process,
- The information system
- Control activities and monitoring of controls
- Identify procedures & practices other than control environment used to ensure that the entity's objectives are achieved, these include among others: authorization, physical controls, management controls, segregation of duties etc.
- Limitation of internal control

Indicative Contents

- Overview of internal control
- The use of internal control systems by the auditors
- Transaction cycles (revenue, purchases, payroll, inventory, capital expenditure)
- The evaluation of internal control systems by auditors including internal control checklists & tests of control system
- Financial reporting process

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £3,750 (Excl. VAT) per delegate for 1 week.

Project Finance PFI/PPP Modeling and Analysis-FA 5007

Dates: 21st -25th March (Kigali), 4th -8th July (London) and 17th -21st October 2022 (London)

Overview

This course will be of particular interest to investment bankers, project sponsors, consultants and players within the PFI / PPP marketplace and those who want to equip themselves with the skills of financial modelling as it relates to private finance initiative and private-public partnership.

Learning Outcomes

- Demonstrate a knowledge of modelling, income statements, cash flows, assets and liabilities
- Understand the relationships between items in financial statements
- It equips delegates with the skills and knowledge to derive maximum financial value.
- Understand tax computations, managing tax losses.
- Financial modelling of deferred tax
- Sensitivity analysis
- Best practice financial modelling
- Interpretation of financial statement.

Indicative Contents

- Financial modeling and analysis at the bid or financial close stage,
- The post financial close stage and other areas such as refinancing and secondary markets. financial modeling best practice,
- IFRS, financial model audits and reviews,
- Project management and the use of generic template financial models
- Forecasting models
- Managerial accounting
- Advanced use of Excel

Duration & Certification

This is a one-week programme spread over 5 working days. Certificate of completion is issued on the successful completion of the course.

Location & Fees

- The course will be held in London (UK) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fee covering tuition, Materials, and certification: £4,250.00 (excl. VAT) per delegate for 1 week.

Cash Flow Analysis and Project Appraisal- FA 8001

Dates: 14th -18th March (London), 18th -22nd July (London) and 10th -14th October 2022 (London)

Overview

This course is designed for those in Finance / Accounts / Planning departments, especially those with direct responsibilities for project cost monitoring or delivery. The course is developed for those who want to understand the fundamental analysis of cash flow statement and techniques for investment decision making.

Learning Outcomes

At the end of this course delegates will be better able to:

- Evaluate project proposals using the techniques of investment appraisal.
- Compare and contrast the alternative techniques of investment appraisal.
- Prioritize projects that are mutually exclusive, involve unequal lives and/or are subject to capital rationing.
- Explain the processes involved in making long-term decisions apply the principles of relevant cash flow analysis to long-term projects that continue for several years.
- Apply activity-based costing techniques to derive approximate long run product or service costs appropriate for use in strategic decision making.

Indicative Contents

- The techniques of investment appraisal:
- Payback and discounted payback.
- Accounting rate of return.
- Net present value and internal rate of return.
- Application of the techniques of investment appraisal to project cash flows
- Evaluation of the strengths and weaknesses of the techniques.
- Case Studies

Duration & Certification

This is a one-week programme spread over 5 working days. Certificate of completion is issued on the successful completion of the course.

Location & Fees

- The course will be held in London (UK).
- Travel and accommodation to be paid for at source by delegates.

Course fee covering tuition, Materials and certification: £4,250.00 (excl. VAT) per delegate for 1 week.

Strategies for Fraud Prevention and Detection in the Public Sector—FA 8002

Dates: 16th -20th May (Dubai), 1st – 5th August (London) and 21st -25th November 2022 (London)

Overview

The monitoring of fraudulent activity indicates it is a growing and increasingly global problem. Whether by unethical staff, dishonest citizens, or opportunist hackers, fraud is a threat to any organisation's integrity. It may take the form of petty pilfering or it may involve huge sums. The impact of fraud on efficiency, reputation and morale can often be greater than the direct financial loss of an individual incident. The proceeds of fraudulent transactions can be spirited away (especially in the virtual world) across borders, requiring lengthy, costly and complex processes to repatriate stolen funds.

This programme introduces a range of techniques which can help to combat fraud – though a difficult lesson is that the risk can never be completely eradicated. These techniques include the introduction of higher quality vigilance systems, more rigorous investigation processes, strategies to increase the prospect of successful fraud prosecutions, and measures to combat money laundering and seek repatriation of stolen funds.

Learning Outcomes

Delegates at the end of the course will have better understanding of

- Assessment of the extent of fraud risk and understanding the growing threat from the Internet and identity fraud and identification of methods to combat them
- Development of proactive techniques to deter and detect fraud and decide whether to launch a fraud prosecution
- The different approaches for combating internal and external fraud, and understand the social and psychological aspects.

Indicative Contents

A process model to improve professional standards – already adopted by several nation states

- Techniques and principles used by successful fraud investigators
- The key elements of fraud legislation and investigation
- The risks and challenges presented by computer-based fraud
- International experience in tackling payroll abuses
- The role of audit offices and forensic accountants
- Corporate vigilance strategies and proactive deterrence techniques
- Complaints handling and Civil remedies
- Strategies to increase the likelihood of successful prosecutions
- How to detect, prevent money laundering and repatriate financial assets.
- Methods of detecting fraudulent transactions in large accounting systems
- Social and psychological approaches to finding potential fraudsters in an organization

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £3,750 (Excl. VAT) per delegate for 1 week.

Combating Financial Crime Risk in the Financial Sector—FA 8003

Dates: 16th -20th May (Dubai), 1st – 5th August (London) and 21st -25th November 2022 (London)

Overview

In line with international developments, the financial sector has adopted a number of measures to ensure that the sector is not exploited by criminals in the furtherance of their criminal activities. The protection of the sector's reputation and customers' funds form the core objectives of all these measures. The purpose of this course is to enhance best compliance, prudent governance and preventing financial crime in the financial services industry.

Learning Outcomes

Delegates will at the end of the course, be adept at;

- Recognizing suspicious activities in financial transactions (SATs)
- Understanding various steps used in money laundering
- Adopting steps to know their customers (KYC)
- Combating fraud, money laundering and financial crime in general
- Spotting vulnerabilities of targeted financial services
- Effectively managing their portfolios in line with global compliance measures
- Training staff in the prevention of financial crime

Indicative Contents

- Understanding and managing financial crime risk
- International anti-money laundering bodies and legal frameworks
- Compliance:
 - The heart of financial organizations
 - Customer due diligence (CDD)
 - Designing comprehensive compliance governance & anti-money laundering frameworks
 - Cyber-crime
 - International investigations, prosecution and recovery

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £3,750 (Excl. VAT) per delegate for 1 week.

Corporate Management Accounting and Decision-Making Analysis-FA 8004

Dates: 23rd -27th May (London), 8th -12th August (London) and 14th -18th November 2022 (London)

Overview

Course is designed for those in Finance / Accounts / Planning departments, especially those with direct responsibilities for generating financial data for departmental and corporate decision making.

Learning Outcomes

At the end of this course delegates will be better able to:

- Explain why organizations need to know how much products, processes and services cost and why they need costing systems.
- Prepare cost statements for allocation and apportionment of overheads, including between reciprocal service departments.
- Explain how costs behave as product, service or activity levels increase or decrease.
- Calculate and interpret the breakeven point, profit target, margin of safety and profit/volume ratio for a single product or service.
- Explain the principles of manufacturing accounts and the integration of the cost accounts with the financial accounting system

Indicative Contents

- Cost determination
- Cost behavior and breakeven analysis
- Standard costing
- Preparation of cost statements and apportionment of overheads
- Cost for managerial decision making
- Costing and accounting systems
- Financial planning and control

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,250 (Excl. VAT) per delegate for 1 week.

Economics of Value Chain Optimization of Oil and Gas-OGM 5001

Dates: 21st March-1st April (Kigali), 18th - 29th July (Dubai) and 21st November - 2nd December 2022 (London)

Overview

The value chain of an extended enterprise has become an increasingly complex ecosystem of people, processes, and technologies. Forward-thinking companies find solutions outside their organizational boundaries, leveraging entire value chains to create innovative business models that significantly improve efficiency, reduce costs, lower environmental impact, and generate social benefits.

This course is designed for senior managers, managers, heads of departments, and business analysts who want to take their businesses to the next level and have competitive advantage over their competitors.

Learning outcomes:

Delegates will at the end of the course be better able to:

- Achieve organizational competitiveness by understanding the value chain concept
- Create innovative models that improves organizational efficiency
- Benchmark sustainability performance, positioning and practice to demonstrate progress and define future priorities
- Use strategic planning and control to sustain the business
- Understand the need to support corporate goals of future growth, innovation, and sustainability.
- Understand supply chain management
- Identify different roles of technology in value chain optimization and sustainability

Indicative Contents

- Overview of the oil and gas business outlook
- Understanding the role of collection, storage, and distribution
- Productivity enhancement and process optimization
- Supply Chain Management and Sustainability
- Supplier Alignment and Sourcing
- Effective Customer Service Delivery
- External Partnerships and Stakeholders in oil and gas
- Managing strategic relationships in value chain management
- The role of technology in supply Chain management
- Communication and information sources within a supply chain
- Concepts of route planning and scheduling for the movement of good
- Managing Risks associated with Value Chain

Duration and Certification

This is a two-week programme spread over 10 working days. A certificate of completion is granted on successful completion of the programme.

Location and Fees

- The programme will be held in London (UK), Dubai (UAE) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,750 (Excl. VAT) per delegate for 2 weeks'

Workshop-Sustainable Global Partnership and Technology- OGM 5002

Dates: 14th-18th March (London), 25th - 29th July (Dubai) and 21st -25th November 2022 (Houston)

Overview

The issue of sustainable global partnership and technology has been a subject of attraction in recent time. This workshop is designed for oil and gas professionals, investors and researchers in the field of sustainable global technology to come together to discuss the challenges and recent developments in the area of sustainable technology and global partnership. The workshop aims to increase awareness, education and research in the fields of sustainability, partnership, development and technology.

Learning Outcomes

- Analysing and assessing the current challenges facing the world of sustainable global technology
- Inspiring oil and gas professionals to come together to deliberate and use their potentials to proffer solution for a sustainable global technological future
- Impact of partnership on the global Oil and Gas sustainable economic growth
- Cultivating a culture of innovation and creativity in enhancing the use of enabling technologies
- Discussing the role of environmentally sound technologies as tool for a sustainable global partnership
- Discussing the opportunities for investors in the area of sustainable technology

Indicative Contents

- Mutually sustainable global partnership in Oil and Gas
- Oil and Gas as a key pillar for global energy systems and drivers of economic development
- The need for collaboration among stakeholders and knowledge sharing for sustainable development
Strategic approach to partnership implementation
- Using data planning, monitoring and accountability for informed decision making
- The challenges facing sustainable global partnership
- Decommissioning-approaches and legal perspectives
- Developing technology ecosystems and sustainable technology
- Recent developments and emerging issues

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location/ Fees

- The programme will be held in London (UK), Dubai (UAE) and Houston (USA)
- Travel and accommodation to be paid for at source by delegates.

Course fee is £3,750 (Excl. VAT) per delegate for 1 week covering tuition, materials and certification.

Stores Management and Inventory Control in the Oil and Gas- OGM 5003

Dates: 21st-25th March (Dubai), 13th -17th June (London) and 10th – 14th October 2022 (London)

Overview

This is a bespoke course designed for Senior Stores Officers in the Petroleum Industry with the aim of updating their knowledge in effective stores management. This is to expose the participants to the practical methods of Stores management, resources and the handling of equipment. The course is developed for those who want to acquire knowledge of store management and inventory control in the best effective and professional manner.

Learning Outcomes

- Fundamentals of Resources Management.
- Understand the ethics of maintaining the right balance of stock
- Handling and storage of materials and equipment
- Inventory planning and control
- Improving accuracy of inventory orders
- Operation Research and work study
- Elements of industrial relations in the store.
- Stock maintenance and Operations.
- Modules of distribution of goods and materials.

Indicative Contents

- Role and importance of stores management
- Effective Management of Resources.
- Protection of stock against loss and damage
- Handling and effective storage of equipment
- Store-house operations and maintenance.
- Stock auditing
- Materials Distribution
- Optimizing the use of space
- Effective relationship management
- Planning for contingency
- Planning, organizing and controlling inventory
- Minimizing inventory costs

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £3,750 (Excl. VAT) per delegate for 1 week.

HSE Audit & Hazard Management in the Oil and Gas-OGM 5004

Oil & Gas Management Courses

Dates: 16th -20th May (London), 1st -5th August (London) and 6th -10th November 2022 (London)

Overview

The health and safety environment within Oil and Gas Exploration operations is a growing concern as oil production increases to keep up with demand and technology advances creating new hazards. Recent high-profile events have brought safety and environment concerns to the forefront demanded by regulators, general public and within operating companies themselves. Health and safety issues now affect all organisations to the extent where the potential risks and legal obligations cannot be ignored. To comply with changes in legislation and to protect staff, more companies are looking to reduce the risk of accidents and non-compliances by driving a total culture focused on commitment to safety and process compliance, implementing an effective evaluation of occupational health and safety management system effectiveness and ensuring operations are prepared for audits at any given time.

Learning Outcomes

- Understand effective HSE audit and hazard management principles
- Implement advanced safety identification and management procedures for hazard reduction.
- Develop on-boarding strategies for ensuring safety and process compliance.
- Assess and prioritize risks from infrequent large to frequent small consequences.
- Apply best practices in coordinating the design, development and implementation of audit and hazard management process.
- Understand regulatory issues and ensure full compliance.

Indicative Contents

- Planning and managing HSE audit programmes
- Implementing safety on-boarding strategies
- Managing documentation and reporting process for compliance
- HSE Regulations and strategies for compliance
- External audit and compliance
- Monitoring, review and continuous improvement strategies.

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,250 (Excl. VAT) per delegate for 1 week.

Risk-Based Process Safety Management-OGM 5005

Dates: 7th- 11th February (Dubai), 6th -10th June (London), and 5th -9th December, 2022 (London)

Overview

This course introduces the concepts of process safety management in the oil and gas industry, the elements and benefits of process safety management systems, and tools for implementing and managing a system given that Process safety is vital to the oil and gas industry. In this course the participant will learn to use tools and techniques for managing process safety.

Learning Outcomes

- Identify processes applicable to Process Safety Management (PSM) and describe relevant terms used.
- Identify which standards are to be applied for managing process hazards
- Apply programmes and tools for managing a PSM system
- Choose appropriate decision making methods and tools to identify process hazards
- Describe and use techniques available for control of hazards associated with process design.
- Describe the criteria and methods of selecting equipment and safe guarding controls
- Research and apply the performance parameters for the safety systems in operations
- Explain the role of all disciplines and their contribution to the management of potential HSE hazards
- Apply the appropriate key requirements of national and international engineering codes and best practices to Process / Technical Safety in his/her own operations
- Effectively utilize Process/Technical Safety problem-solving

Indicative Contents

- Process safety culture and competency
- Compliance with standards
- Understand hazards and risk
- Operating procedures and safe work practices
- Asset integrity and reliability
- Management of change
- Conduct of operations
- Incident investigation (associated with plant failures)
- Measurement and metrics
- Management review and continuous improvement

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,250 (Excl. VAT) per delegate for 1 week.

Oil and Gas Materials Production Planning and Control-OGM 5006

Dates: 14th -18th March (London), 12th – 16th September (Dubai) and 12th -16th December 2022 (London)

Overview

Material production planning and control is becoming more and more important in material management. This course is therefore designed for senior officers and senior production officers involved in material production and planning with the aim of acquiring more knowledge of material production and planning process. to know the methods and how volumes are determined through sales forecast or operational requirements.

Learning Outcomes

- Overview of Material Production and Planning of production
- Effective Planning Process and how volumes are determined through sales
- Determination of volumes through sales forecast
- Production operational requirements.
- Understand how to prepare production planning
- Acquire the principles and processes of production planning and control

Indicative Contents

- Acquire the knowledge of production planning process
- Understand production control methods and dynamics
- Determination of production control measures when and where necessary.
- Know the techniques of work study
- Knowledge of Product development and planning.
- Understand the Production planning process.
- Planning production programmes.

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,000 (Excl. VAT) per delegate for 1 week.

Crude Oil Export: Terminal Operations-OGM 5007

Dates: 14th -18th February (London), 19th – 23rd September (Dubai) and 5th -9th December 2022 (London)

Overview

The knowledge of petroleum products, crude oil terminal operations and petroleum marketing is crucial for the operators of crude oil in the petroleum industry. This course is designed for crude oil marketing and depot supervisors and managers, crude oil marketing terminal/Depot, Task Force Officials, Crude Oil exporters and their representatives.

Learning Outcomes

Delegates at the end of the course would have acquired knowledge of:

- The Nigerian crude oil export market and procedures
- Crude oil marketing in Nigeria, development, trends and prospects.
- Terminal Operations for Crude oil export
- Various legislations governing crude oil operations and marketing
- Crude Oil measurement techniques

Indicative Contents

- Overview of the Nigerian Crude Oil Export market operations and procedures.
- Crude Oil pipeline and marine transportation
- Petroleum product knowledge, sampling and analysis techniques.
- The characteristics of Nigeria's Crude Oil operations storage and measurement techniques.
- Crude oil terminal operations, Records/Documentation and management
- Reporting Techniques and Procedures.
- Meter proofing
- Safety and firefighting and terminal operations.
- The Law of contract and the sale of goods Acts.
- Petroleum Marketing Laws and Regulations in Nigeria.
- Communication skills, techniques and Methods of effective terminal export operations.

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK).and Dubai (UAE)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £3,750 (Excl. VAT) per delegate for 1 week.

Crude Oil Marketing: Legal and Operations Perspective-OGM 5008

Dates: 14th -18th February (London), 19th – 23rd September (Dubai) and 5th -9th December 2022 (London)

Overview

This is a bespoke course designed for Crude Oil marketing depot supervisors and Managers, Task Force Officers, Crude Oil Exporters and their representatives to update their knowledge of crude oil marketing and dynamics.

Learning Outcomes

At the end of the course, delegates would have acquired knowledge of:

- The Nigerian Crude Oil Marketing Procedures
- Crude Oil Marketing in Nigeria, development, trends and Prospects
- The various legislations guiding crude oil marketing in Nigeria
- Sales of crude oil and the relevant legal framework
- Effective stores management

Indicative Contents

- Introduction to Crude Oil Marketing in Nigeria
- The Law of Contract and Sales of goods Acts
- Petroleum Marketing Laws and Regulations in Nigeria
- Communication Skills in crude oil marketing
- Techniques and Methods of effective Terminal export operations.
- Basic Management Concepts and Techniques for effective terminal operations for Crude Oil Export.
- Stores Management
- Purchasing for Business Organization.

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £3,750 (Excl. VAT) per delegate for 1 week.

Global Reporting Initiative Standards and Sustainable Development Goals for Oil and Gas-OGM 8001

Dates: 16th -20th May (Kigali), 22nd -26th August (Dubai) and 21st -25th November, 2022 (London)

Overview

In today's global business environment, most stakeholders now measure performance of companies on the strength of their ethical practices in relations to sustainable social and environmental policies in pursuit of economic goals.

This is a bespoke training course for officials and managers working together in strategic partnership as stakeholders with collective responsibilities for protection of licence to operate through adoption of environmental, social and governance systems and compliance with best practices in global reporting standards.

Learning Outcomes

- Understanding global reporting initiative standards
- Understanding the importance of global reporting initiative
- Building collaborative community networks
- Better understanding of the importance of environment, social and governance in the delivery of sustainable development goals
- Using GRI for sustainability reporting process

Indicative Contents

- Overview of sustainable collaborative partnerships
- Overview of global reporting Initiative (GRI) standards
- Environmental, Social and Governance (ESG) as central factors for sustainable social Investments-Triple Bottom Line
- Understanding GRI standards: GRI 100
 GRI 200
 GRI 300
 GRI 400
- Interpretations and applications of GRI
- Corporate social responsibility
 CSR Risk assessment and management

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The course will be held in London (UK), Dubai (UAE) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fee covering tuition, Materials and certification: £4,250.00 (excl. VAT) per delegate for 1 week.

International Oil and Gas Contract Management-OGM 8002

Dates: 7th -18th March (Dubai), 8th -19th August (London) and 21st November– 2nd December 2022 (Houston)

Overview

The basic ingredient of oil and gas business is contracting which can either be in a legal form or an outright contract which is legally binding. The specificity of contracting in oil and gas industry makes it imperative to fully understand the content and formalities of the various contracts in operations. The magnitude of the investments involved in running a successful exploration and Production Company equally necessitates full understanding of the various contracts being entered into by investors and government alike to ensure that all parties achieve equitable benefits and results in the course of business delivery.

Learning Outcomes

By the end of this programme delegates will have better understanding of:

- Negotiating and reviewing Oil and Gas contracts
- Assessing and managing risks in Oil and Gas contracts
- How best to avoid common contract pitfalls
- How to make an informed choice of alternative dispute resolution options

Indicative Contents

- Oil & gas field development licensing agreements
- Oil & gas field joint operating agreements and partnership
- Engineering Procurement Construction (EPC) and other types of contracts
- Drilling rig hire agreements and check lists
- Risk assessment, mitigation and management
- Warranties and guarantees, including third parties
- Insurance indemnity and hold-harmless clauses
- Contractual liabilities and indemnities, including third parties
- Working with different country jurisdictions and regulatory authorities
- Health and safety considerations and practices, closing discussion

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

The programme will be held in London (UK), Dubai (UAE) and Houston (USA)
Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £5,250 (Excl. VAT) per delegate for 2 weeks.

Oil and Gas Business-Legal and Taxation Perspective-OGM 8003

Dates: 14th – 25th February (Dubai), 13th -24th June (London) and 21st November-2nd December 2022 (Houston)

Overview

Companies and players (be it investors or producers or consultants) operating in the oil and gas industry need to understand the bottom-line tax implications of exploration and drilling projects and the underlying legal agreements. Such legal agreements not only have individuals and corporate entities as parties but also host countries in this case their governments, making it the more complicated. There is always a relationship between legal agreements underlying the relationship of host governments with investors in the oil and gas industry and the eventual Government take in form of taxes making the more important to understand the whole legal and taxation concepts in the industry as well as the international concept of taxation.

Learning Outcomes

- Participants will be able to:
- Identify the operating functions of an oil and gas exploration and production company and use of industry terminology appropriately
- Understand the various agreements in use in oil and gas industry and their commonalities and be able to interpret them.
- Identify the various types of oil and gas expenditures and their classification especially for tax purposes
- Recognise and distinguish classes of lease and oil and gas property sale and their tax implications
- Distinguish between a tax-free sharing arrangement and a taxable transfer of oil and gas properties

Indicative Contents

- Identifying the variety in legal agreements within the oil & gas industry
- Joint ventures and Strategic Alliance
- Memorandum of Understanding
- Confidentiality Agreements
- Joint Bidding Agreements
- Ownership of Mineral Rights
- Joint operating agreements
- Crude oil & gas sales agreement
- International Petroleum Regimes
- Common features of host government contracts e.g Production Sharing Contracts, Service contracts, Carry Agreements
- Buy backs or exploration of risk in service contracts
- Acquisition of oil and gas properties
- Farm-in and Farm-outs agreements
- Share sale and asset sale agreements including transfer of participating interests
- The nature of oil and gas industry and property acquisitions
- Exploration for oil and gas – Geological & Geophysical costs
- Development of oil and gas properties
- Depletion of oil and gas properties
- Depreciation of oil and gas leases and well equipment
- Conveyances, Deal structuring and Financing issues
- International taxation of oil and gas activities and its management.

Duration & Certification

Oil & Gas Management Courses

This is a two-week programme spread over 10 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Houston (USA)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £5,250 (Excl. VAT) per delegate for 2 weeks.

Complex Negotiation Skills in the Oil and Gas—OGM 8004

Dates: 21st -25th February (London), 16th -20th May (Kigali) and 14th -18th November 2022 (London)

Overview

This course is designed for officer whose roles include negotiations or those involved in bi or multilateral meetings. Whether you are engaged in industrial/community relations, sales and purchasing or simply responsible for making policies acceptable; you must have what it takes to secure a win-win situation.

Learning Outcomes

Delegates will be acquiring additional skills:

- Overview of the Oil and Gas
- Conduct a win-win negotiation
- Understand negotiating process
- Avoid pitfalls in negotiations.
- Make and close deals for business benefit
- Avoid simple concessions
- Ability for win-win solution

Indicative Contents

- Understanding your mandate
- Conceptual framework of negotiation
- Knowing and analyzing other parties in the negotiation
- The use and adaptation of data for negotiating purposes
- Holding the aces
- Bargaining and advocacy
- Emotion and environment as negotiating tools
- Strategies for managing conflict
- Conclude sustainable deals
- Closing and recording deal

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme

Location & Fees

- The programme will be held in London (UK) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £3,750 (Excl. VAT) per delegate for 1 week.

Oil and Gas Project Management—OGM 8005

Dates: 7th -18th March (Dubai), 8th -19th August (London) and 21st November– 2nd December 2022 (Kigali)

Overview

This course is designed to meet the needs of managers responsible for projects, especially in the oil and gas industry. It is expected that delegates will already be working in a Project Management environment, although the qualification is also open to those wishing to build on their general management skills.



Learning Outcomes

At the end of the course delegates will be able to:

- Define the purpose and structure of a project
- Explain the business contexts of projects
- Identify project success factors and characteristics
- Explain a process model for the management of projects
- Describe stakeholder management methods and processes:
 - a) Discuss methods to manage the project team
 - b) Discuss a project planning and control cycle
 - c) Explain methods and processes available to plan a project.

Indicative Contents

- Nature and context of projects
- Management of stakeholders (including project team roles)
- Planning and control of projects
- Methods and Process for project delivery
- Project finances and budgeting
- Project cost control
- Managing contingencies
- Effective communication in project management
- Maintaining interpersonal relationships in project handling

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is granted on successful completion of the programme.

Location/ Fees

- The programme will be held in London (UK), Dubai (UAE) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fee is £5,250 (Excl. VAT) per delegate for 2 weeks covering tuition, materials and certification.

Supply Chain Operations and Management in the Oil and Gas-The Post-Covid Experience-OGM 8006

Oil & Gas Management Courses

Dates: 21st - 25th March (London), 25th - 29th July (Dubai) and 28th November - 2nd December 2022 (Houston)

Overview

Supply chain operations has becoming increasingly become subject of conversation in recent time especially considering the post-covid effects. The increasing complex global operations and new digital technologies are giving rise to an evolution of a more efficient networked supply model.

This course is designed for senior managers, managers, supply chain officers, procurement officers and those who want to adopt a modern digital supply network to effectively compete and stay ahead in the world of supply chain.

Learning Outcomes

- Supply chain operations-E-business operations and management
- Understand supply chain operations
- The post-covid experience of supply chain
- Impact bottom line business growth through improvements across the whole of supply chain
- Improve flexibility and reduce costs associated with supply chain.
- Resource optimization and customer relationship management
- Make better informed decisions for effective and efficient supply chain management
- Optimize procurement and reduce costs using sourcing analytics for commodity pricing.

Indicative Contents

- Data analytics in supply chain
- Market trends and digital consumer behaviors
- Cognitive thinking and automating decisions
- Customer intimacy and enterprise agility for supply chain optimization
- Real-time data visualization and a more interactive user experience
- Importance of machine learning for the integration of data from all external ecosystem partners.
- Enterprise data strategy
- Challenges faced in supply chain during post-covid pandemic
- Managing risks associated with supply chain and strategies to cushion the effects of covid-19
- Supplier alignment and sourcing

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Houston (USA)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,250 (Excl. VAT) per delegate for 1 week.

Corrosion Management in Production and Processing Operations- OGM 8007

Dates: 18th - 22nd April (London), 1st - 5th August (Dubai) and 5th -9th December 2022 (London)

Overview

This course is designed for managers, engineers, chemists, and operators needing to understand corrosion and its control management in oil and gas production and processing. It will cover the main causes of corrosion in upstream oil and gas operations, as well as monitoring and mitigation methods. The various corrosion mechanisms give rise to a number of different forms of corrosion damage which will all be considered. Focus will be on the approaches to selecting materials and coatings for corrosion resistance for different conditions and applications, including the use of NACE MR0175. Discussions will also be on CP surveys, selecting the CP system type, estimating current requirements and the design principles of simple cathodic protection systems. Delegates will learn how to select and apply corrosion monitoring techniques to create an integrated monitoring program and how to select and utilize corrosion inhibitors for different systems

Learning Outcomes

- Overview of corrosion chemistry and Management.
- The main corrosion mechanisms occurring in oil and gas production/processing systems
- Damage caused by corrosion
- Materials selection for corrosion prevention
- Items to consider in corrosion inhibitor selection
- Key advantages and disadvantages of the various corrosion monitoring methods
- Where the main locations of corrosion concern occur within oil production systems, gas processing facilities (including amine units), and water injection systems

Indicative Contents

- Fundamentals of corrosion theory
- Types of corrosion damage
- Causes of corrosion (O₂, CO₂, H₂S, microbiologically influenced corrosion)
- Corrosion inhibitors
- Cathodic Protection
- Materials selection
- Corrosion monitoring and inspection
- Corrosion in gas processing facilities
- Protective coatings & linings
- Corrosion in water injector systems
- Corrosion management strategy and life cycle costs

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials, and certification: £4,250 (Excl. VAT) per delegate for 1 week.

Nigeria Oil and Gas Business-Complying with PIA 2020-OGM 8008

Dates: 14th -25th March (London), 11th -22nd July (Dubai) and 21st November-2nd December 2022 (Houston)

Overview

This course is designed to provide insight in to key features and elements of the Oil and Gas business, from Upstream to Downstream. It is recommended for anyone who seeks basic knowledge of oil and gas business either to make informed judgment or be able to supervise oil and gas related portfolio.

Learning Outcomes

At the end of the course delegates will have better understanding of:

- Global view of Oil and Gas business
- Elements of Upstream Exploration and Production activities
- Elements of Downstream Oil and Gas
- Elements of Petroleum Law
- Regulatory framework in Nigeria oil and gas-Complying with PIA

Indicative Contents

- Global overview of Nigeria Oil and Gas Business
- Comparison with Oil and Gas in Latin America, and Middle East and Africa
- Basics of Upstream Exploration and Production (Case study of Nigeria)
- Downstream Oil and Gas in Nigeria
- Key elements of Downstream Oil and Gas (Case study of Venezuela)
- Managing Natural Gas (Case study of Nigeria Liquefied Gas Project)
- Oil & Gas funding vehicles: -
- Joint Venture (JV),
- Production Sharing Contract (PSC),
- Alternative Funding (AF) e.g. Carry Agreement, Modified Carry Agreement
- Basic principles of JV accounting
- Procedure for Cash calling
- Elements of Petroleum Law
- Regulatory framework of Oil and Gas sector (Case study of NIETI)
- Recent development in Oil and Gas sector

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Houston (USA)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £5,250 (Excl. VAT) per delegate for 2 weeks.

Maintenance Planning, Scheduling and Control in Oil and Gas- OGM 8009

Dates: 21st- 25th February (Dubai), 13th -17th June (London), and 5th -9th December 2022 (London)

Overview

This course is designed to build competency in Work Control as a primary skill set in the Competency Map for Facilities Maintenance Management. It is designed for maintenance managers, superintendents, supervisors, team leaders and planners engaged in work management, planning, and scheduling.

It will focus on the six phases of work management: work identification, planning, prioritization, scheduling, execution and history capture. These essential skills are the key components of integrity management, safety, resource control, and reliable operation.

Learning Outcomes

- Develop world class planning and work control
- Employ business process analysis techniques in work control
- Step-by-step work control from identification through using work history
- How to use a gap analysis on your work management system
- Techniques for critical equipment analysis, critical spares control and emergency response work
- Optimization of preventive and condition-monitoring activities

Indicative Contents

- Work Planning and identification
- Prioritization and Scheduling
- Implementation
- History Records Management
- Predictive Maintenance Planning
- Optimizing preventive maintenance
- Critical Equipment Focus
- Emergency Response

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,250 (Excl. VAT) per delegate for 1 week.

OIL AND GAS FINANCE COURSES

Risk-Based Auditing (Upstream and Downstream Operations) OGF 5001-

Dates: 6th -10th June (London), 1st -5th August (London) and 7th -11th November 2022 (London)

Overview

This course is for those with responsibility for averting and or managing risks related to health and safety of any operation and the workplace.

Learning Outcomes

- Participate effectively in an audit or review team
- Audit in line with the standards of the internal audit profession
- Relate auditing to the essential principles of Corporate Governance, Risk Management, Business Control and Management Systems
- Add value for senior management from the audit process
- Demonstrate the skills necessary to conduct an effective audit, including:
 - Understanding business environment and objectives
 - Developing a risk-based work plan
 - Effective interviewing and verifying techniques
 - Recording, analyzing and assessing audit findings
 - Evaluating health and safety compliance management systems
 - Reporting the audit results for effective management decision making



Indicative Contents

- Risk-based HSE and EMS Auditing
- Initial research and understanding of business objectives
- Pre-Audit meeting and scope definition
- Auditing Processes
- Initial audit report
- Review and testing
- Findings and Recommendation
- Audit Conclusion
- Feedback into internal audit process
- Case Study (preparation, work plan, interviews, evaluation, reporting)

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,000 (Excl. VAT) per delegate for 1 week.

Oil and Gas Project Funding (JV and PSC)-OGF 5002

Dates: 6th -10th June (London), 1st -5th August (Dubai) and 7th -11th November 2022 (Kigali)

Overview

This is a bespoke training course for officials and managers working together in partnership. Special attention will be paid to the capacity needs of employees of National companies/Ministries/Agencies who work and relate with employees of multinational oil companies with the aim of ensuring equality of knowledge and skills.

Learning Outcomes

By the end of this programme delegates will be able to:

- Consolidate concepts of partnership
- Examine the diverse objectives and roles of stakeholders
- Conduct an effective joint venture utilizing legal & financial policies, procedures & Instruments
- Conduct an effective joint venture by utilizing strategic, operational, marketing & human resource policies, procedures & instruments
- Apply the 'softer' skills of managing to a joint venture



Indicative Contents

- Overview of partnerships with M.NES
- Stakeholders and partnership, With Emphasis on Government & private sector
- Mergers and acquisitions – trends
- Legal -Joint operating Agreements
- Budgeting and Budgetary Control
- Cash flow Management
- Joint ventures – strategy and operations
- Joint ventures – HRM and labor
- Joint ventures – culture, structure and knowledge transfer.
- Soft skills and joint ventures (Accounting tools & Packages)
- Case Studies

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,250 (Excl. VAT) per delegate for 1 week.

Financial Reporting of Oil and Gas (JV and PSC) -OGF 8001

Oil & Gas Management Courses

Dates: 16th -27th May (London), 5th -16th September (Dubai) and 7th -18th November 2022 (Kigali)

Overview

This is a bespoke training course for officials and managers charged with the responsibilities of preparing or using financial reports generated from the activities of Oil and Gas venture partnerships. Special attention will be paid to the requirements of International Financial Reporting Standard (IFRS) for the presentation financial statements and their underlying principles.

This programme is made fluid to accommodate both accountants and non-accountants.

Learning Outcomes

By the end of this programme, delegates will be having better understanding of:

- Oil and Gas business partnerships/ownership types
- Concept of substance over form
- The different valuation principles for financial reporting purpose
- Equity vs proportional consolidation method
- Reporting on discontinued/Abandon operations

Indicative Contents

- Overview of JV Accounting principles as dictated by IAS 31
- Overview of accounting policies
- Recognition of assets and liabilities in the entity's books
- Cash flow Management - Considering cash call and alternative funding accounting
- International financial reporting standards
- Discontinued operations (IFRS 5)
- Microsoft Excel – intermediate & advanced
- Post reporting period

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,750 (Excl. VAT) per delegate for 2 weeks.

Oil and Gas Petroleum Economics—OGF 8002

Dates: 14th – 25th February (Dubai), 13rd -24th June (London) and 21st November-2nd December 2022 (Houston)

Overview

Key question in every business centered on cost and returns. This course is designed to bring staff from different departments engaged in the management of a petroleum business to the same page as to the economic feasibility of the exploration and drilling projects. Expected participants are; Managers, Engineers, Explorationists, Accounting / Commercial Officers and other personnel who need to develop or improve their skill and understanding of basic economic analysis and profitability of petroleum exploration and production.

Learning Outcomes

Participants will have better understanding of;

- How to evaluate the economic viability of a project using the DCF method
- Petroleum contract and fiscal systems
- Models to weigh risk and uncertainty
- Techniques to manage sensitivity and after-tax factors
- The effects of finance, inflation, tariffs and breakeven price on financial performance
- The basic principles of gas economics
- Project evaluation and screening criteria

Course Contents

- Project Economics – The DCF Method
- Economics – Allowing for inflation and exchange rates
- Decommissioning
- Tariffs and breakeven price
- Petroleum contracts and fiscal systems
- Decision and uncertainty analysis
- Information management
- Gas economics
- Economic analysis and indicators
- E & P Economics – The legal approach

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Houston (USA)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials & certification: £5,250 (Excl. VAT) per delegate for 2 weeks.

Oil and Gas Integrated Joint Venture (IJV) Funding Workshop- OGF 8003

Dates: 6th -10th June (London), 1st -5th August (Dubai) and 7th -11th November 2022 (Kigali)

Overview

The workshop is designed to develop a focused strategy and plan, with total clarity, of what needs to be done for an effective management of cash calls. The result is a personal and practical action plan that will support you through the process.

There are many challenges and opportunities ahead and this workshop will prepare leaders with a clear strategy for the way forward.

This workshop will provide delegates with:

- Necessary skills to manage joint venture cash calls, and
- How to request cash payments from partner's future venture operations.
- How to calculate partner's shares for venture expenses and revenue, monitor partner's cash calls and receivables.
- How to calculate different types of overheads as agreed in the joint operating agreement, and
- How to manage exchange rate exposures.

Learning Outcomes

Learn best practice strategies and tactics for joint operating agreement, joint venture accounting and cash calls. Also acquaint yourself with the recent developments in the oil and gas industry. It is a practical based training allowing participants the opportunity to acquire hands-on experience.

Indicative Contents

1. Introduction
 - What is a Joint Venture?
 - Joint Operating Agreement.
2. Budgeting & Budgetary Control
 - Budget Approval Process
 - Project Control and Coordination
 - Project Performance Reporting
 - Real time project status
3. Cash Flow Management & Funding
 - Cash Calls & cashcalling process
 - Time value of Money- borrow or not
 - Expenditure Performance Reporting
 - Currency Exposure Management
4. Structuring for a funding Gap
 - Carry agreement (CA)
 - Alternative funding (AF)
 - External funding (EF)
 - Self-funding mechanism
 - Special purpose vehicle approach
5. Joint Venture Accounting & Partners Billing
 - Financial reporting
 - Working capital and cashcall impact

Duration & Certification

Oil & Gas Management Courses

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Kigali (Rwanda).
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,250 (Excl.VAT) per delegate for 1 week.

Joint Venture Accounting-OGF 8004

Dates: 16th -27th May (London), 1st -12th August (Dubai) and 7th -18th November 2022 (London)

Overview

This is a bespoke training course for officials and managers working directly or indirectly on joint venture projects. The course is made fluid to accommodate accounting and non-accounting staff engaged in joint ventures.

Indicative Contents

- Overview of JV Accounting principles as dictated by IAS 31
- Joint Operating Agreement
- Equity Types and Groups
- Joint Venture Budgeting (Matching approved budget with expended & paid up).
- Project Cost Accounting
- Budgeting and Performance Evaluation
- Cost Allocation Process
- Working Capital Management
- Venture Bank Account (VBA) option
- Capturing data on both sides
- Recovery Indicators
- Microsoft Excel (intermediate and advanced)
- Partner Netting
- Case study

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The course will be held in London (UK) and Dubai (UAE)
- Travel and accommodation to be paid for at source by delegates.

Course fee covering tuition, Materials and certification: £4,750.00 (excl. VAT) per delegate for 2 weeks.

OIL AND GAS TECHNICAL COURSES

Oil and Gas Technical Report writing-OGT 5001

Oil & Gas Management Courses

Dates: 18th -22nd April (London), 20th -24th June (London) and 5th – 9th December 2022 (London)

Overview

This workshop is designed for engineers, geologists, lawyers, planners and community engagement specialists as well those who in the course performing their functions would require understanding of technical reports.

Technical report writing involves the ability to write in a clear and concise manner which is a mark of a good technical person. An engineer must be able to translate the formulae, numbers, and other engineering abstractions into an understandable written form suitable for making commercial, legal and management decisions.

A technical report must inform readers of the reasons, means, results, and conclusions of the subject matter being reported, simply put an outstanding technical report must be fit for purpose.

Learning Outcomes

- Technical Report Writing: Understanding the mechanics of quality technical report writing.
- How to structure a technical report in a logical sequence to produce an accurate professional document for decision making.
- How to prepare the report in a presentable easy to comprehend language and format.
- Understand the use of mathematical illustrations in report writing.
- The creative phase of planning.
- Writing and Revision of the drafts.
- How to reference a good technical report

Indicative Contents

- The essence of writing a technical report
- The basic rules of technical report writing
- The structure of a technical report
- Planning, layout and language of effective report writing
- Use of visual aids-diagrams, graphs, formulas and other mathematical illustrations.
- Originality and plagiarisms
- Finalizing the report
- Planning production programmes.

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme

Location & Fees

- The programme will be held in London (UK)
- Travel and accommodation to be paid for at source by delegates.

Course fee covering tuition, Materials and certification: £4,250.00 (excl. VAT) per delegate for 1 week.

Fundamentals of Unitization in Oil and Gas Production-OGT 5002

Dates: 7th -11th March (London), 11th -15th July (London) and 3rd -7th October 2022 (Dubai)

Overview

Recently, emerging developments abound in the oil and gas industry and one of which is unitization as a means of oil development and production. With increasing needs for production efficiency, cost reduction techniques and alternative funding sources, unitization as a production methodology is increasingly getting attention, consideration and acceptability.

Learning Outcome:

The participants at the end of the course will be able to:

- Discuss unitization as production concept
- Identify stakeholders and their roles
- Explain the accounting treatment and reporting
- Understand the underlying laws and regulations both locally and international

Indicative Contents

- Terminology, definitions and concepts
- Drafting Unitization agreement
- Unitization; operations and modalities
- Approaches / alternatives to unitization
- Equity determination and re-determination: conditions and procedure
- Unitization accounting and reporting
- Cross border issues and international law applications
- Rights and obligations of partners to a unit
- Arbitrations

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is issued on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,250 (Excl. VAT) per delegate for 1 week.

Essentials of Petroleum Technology-OGT 5003

Dates: 14th – 25th February (Dubai), 13th -24th June (London) and 21st November-2nd December 2022 (Houston)

Overview

This course will provide the participants with an integrated view of the oil and gas production and related facilities during the life of the reservoir. It will present an overview/fundamental understanding of the wide range of oilfield production handling and treatment equipment.

Learning Outcomes

- Gain an overall knowledge of various hydrocarbon production processes from the time a reservoir is discovered to end users
- Understand the role of the petroleum/reservoir engineer in optimizing recovery
- Familiarize with various surface and sub-surface equipment and processing facilities used in a typical oil & gas field.
- Gain a general knowledge about health, safety and environmental issues.
- Understand the role of petroleum economics in evaluating field development projects

Indicative Contents

- Energy types and global statistics (oil and gas reserves, production, export, and consumption)
- Upstream operations – reservoir types, exploring for oil and gas, seismic technology.
- Drilling exploration well – (directional drilling and offshore drilling),
- Well testing and completion, well simulation and work over, rock and fluid properties.
- Artificial lift method, recovery mechanism, reservoir simulation and surface facilities.
- Corrosion protection, the role of technology & health and safety environment

Course Facilitator

Professor Dr Abe Abrahams: Dean/CEO, Oxbridge University of Kilmurry. He has more than 45 years' experience as a Certified Trainer and Public Speaker, Training Course Developer, Consultant, Business Analyst, and Author. He is a professional in Oil and Gas petroleum, Mining, Oil and Gas renewable energy, solar ecology-complete lifecycle, from feasibility to commissioning and testing

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Houston (USA)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £5, 250.00 (Excl. VAT) per delegate for 2 weeks.

Process Safety Engineering and Maintenance in the Oil and Gas —OGT 5004

Dates: 7th -18th March (Kigali), 8th -19th August (London) and 21st November– 2nd December 2022 (Dubai)

Overview

This course provides an overview of process safety engineering fundamentals for hydrocarbon processing facilities, with emphasis on the upstream oil & gas sector. Techniques for analyzing and mitigating process safety hazards applicable to oil and gas processing will be reviewed. Integration of the concepts covered to achieve a measured approach to process safety engineering is a key aim of this course. This course is designed for people who want to be involved in engineering maintenance be it mechanical, assembling of engineering assets or testing engineering products.

Learning Outcomes

- Types of equipment and process systems that have historically been problematic in the
- Upstream Oil and Gas industry
- Basics of risk analysis
- Control systems assessment
- Most commonly used process hazards analysis methods and where they are used
- "Layers of Protection" concept - what the different layers are and how they are applied
- Evaluate the work area and diagnose and determine the causes of faults in Electrical/mechanical plant and equipment
- Detection and mitigation methods for different types of hazards

Indicative Contents

- Historical Incident & Problem Areas
- Risk Analysis Basics
- Process Hazards Analysis Techniques – Overview
- Layers of Protection
- Inherently Safer Design
- Hazards Associated with Process Fluids
- Leakage and Dispersion of Hydrocarbon Releases
- Combustion Behavior of Hydrocarbons
- Sources of Ignition
- Hazards Associated with Specific Plant Systems
- Plant Layout & Equipment Spacing
- Pressure Relief and Disposal Systems
- Corrosion & Materials Selection
- Process Monitoring and Control
- Safety Instrumented Systems
- Fire Protection Principles
- Explosion Protection

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is granted on successful completion of the programme..

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials, and certification: £4,750 (Excl. VAT) per delegate for 2 weeks.

Petroleum Production Technology—OGT 5005

Dates: 14th-18th March (London), 4th-8th July (Dubai) and 21st-25th November 2022 (Houston)

Overview

This course will provide the participants with an integrated view of the oil and gas production and related facilities during the life of the reservoir. It will present an overview/fundamental understanding of the wide range of oilfield production handling and treatment equipment.

Learning Outcomes

- Gain an overall knowledge of various hydrocarbon production processes from the time a reservoir is discovered to end users
- Understand the role of the petroleum/reservoir engineer in optimizing recovery
- Familiarize with various surface and sub-surface equipment and processing facilities used in a typical oil & gas field.
- Gain a general knowledge about health, safety and environmental issues.
- Understand the role of petroleum economics in evaluating field development projects



Indicative Contents

- Energy types and global statistics (oil and gas reserves, production, export, and Consumption
- Upstream operations – reservoir types, exploring for oil and gas, seismic technology.
- Drilling exploration well – (directional drilling and offshore drilling,
- Well testing and completion, well simulation and work over, rock and fluid properties.
- Artificial lift method, recovery mechanism, reservoir simulation and surface facilities.
- Corrosion protection, the role of technology & health and safety environment

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE) and Houston (USA)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,250 (Excl. VAT) per delegate for 1 week.

Geophysical Reservoir Characterization-OGT 5006

Oil & Gas Management Courses

Dates: 21st – 25th February (Dubai), 20th -24th June (London) and 21st -25th November 2022 (Houston)

Overview

This course is designed to bring practicing Geoscientists to date on recent approaches and techniques for achieving improved geophysical reservoir characterization.

The course deals with the various aspects of the traditional approach of exploration geophysics as well as advanced aspects of reservoir geophysics. It considers the application of geophysical techniques as tools for refining development strategies and improving production efficiency.

Learning Outcomes

Participants on this course will be better able to:

- Carry out geophysical characterization of reservoirs using integrated well log and seismic data.
- Understand methods of integrating well log and seismic data for the geophysical characterization of reservoirs.
- Appreciate and apply latest techniques for seismic inversion.
- Analyze data for estimation of potential reserves.
- Evaluate petro physical reservoir parameters using well logs
- Apply geostatistical techniques to reservoir analysis
- Make estimates of reserves based on petro-physical and geophysical data
- Use seismic data and seismic attribute analysis to determine reservoir properties.

Indicative Contents

- Seismic interprétation
- Seismic attributes
- Reserve estimations techniques
- Mapping
- Seismic attributes and seismic inversion techniques.
- 4D Seismic
- The estimation of potential reserves based on geophysical data
- The principles of reservoir analysis from geophysical data
- Fault interpretation
- Depth conversion
- Reservoir geostatistics
- AVO analysis

Duration and Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Houston (USA.)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,500 (Excl. VAT) per delegate for 1 week.

Tank Farm Operations-Performance and Sustainability-OGT 8001

Oil & Gas Management Courses

Dates: 16th – 20th May (Kigali), 11th -15th July (London) and 5th -9th September 2022 (Dubai)

Overview

The importance of effective management and handling of an Oil and Gas terminal cannot be over-emphasized. The processing, transporting and storing of crude oil or refined petroleum products in tank farms make it imperative for tank farm operators to efficiently manage their inventory and maximize their return on investment.

This course is designed for officials who work in the Oil and Gas refinery or product storage facility. It is specifically designed for Oil and Gas Operators, Facilities Managers, Marine Terminal Managers, Engineers, Safety and Environmental Personnel, Transfer Supervisors and Oil and Gas Cargo officials.

Learning Outcomes

Candidates at the end of the training programme will be able to:

- Develop good terminal management and handling skills.
- Acquire a comprehensive knowledge of operations & management of oil and oil product terminals.
- Apply safe practices and procedures during the various operations in terminals including oil spill contingency and emergency response plans.
- Apply proper planning and scheduling techniques in storage & transfer systems
- Learn International regulation and standards for oil and gas terminals.
- Learn different blending techniques
- Do calculation for emissions discharges and dispersion

Indicative Contents

- Types of stored products properties-diesel, crude oil, bitumen, gasoline, liquefied petroleum gases, chemicals, heavy and light fuel oil, and other petroleum products.
- Storage of different petroleum products - Crude storage, refined products storage, chemical storage and gas storage.
- Design and engineering considerations of tanks-API codes and standards,
- Roof types - Fixed Dome and Cone, Floating roof and Pressurized tanks.
- Tank Emissions-Breathing losses and Manipulation losses, Estimation of losses, Emission reduction technology, vapour recovery unit
- Water Drainage system network and procedure
- Safety and Risk-Firefighting and protection, risk assessment and Management.
- Tank Terminal Operations-Transfer systems, Instrumentations.
- Tank Gauging and Metering
- International Regulation and Requirements for Oil and Gas Marine Terminals-Record Keeping and Reporting.
- Tank Maintenance and Inspection.

Duration and Certification

Oil & Gas Management Courses

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,250 (Excl. VAT) per delegate for 1 week.

Rock Physics and Seismic Reservoir Characterization-OGT 8002

Dates: 7th – 11th March (Dubai), 1st -5th August (Kigali) and 5th -9th December 2022 (London)

Overview

Rock Physics, a key component in oil and gas exploration, development, and production combines concepts and principles from geology, geophysics, petrophysics, applied mathematics, and other disciplines to provide the empirical relationships, understanding and theory to connect petrophysical, geomechanical and seismic data to the intrinsic properties of rocks. This course is developed for reservoir geologists, geoscientists, drilling engineers and geophysicists and lithology analysts who want to equip themselves with the required knowledge of accurate lithology prediction to optimize all imaging and reservoir characterization solutions and a collaborative well planning function.

Learning Outcomes

- Understand the concept of rock physics and properties and the impacts on in Oil and Gas exploration and production.
- Acquire solution-based reservoir characterization knowledge to build mechanical earth models for solving geo-mechanical problems.
- Enhancing the identification of sweet spots and creates a collaborative well planning platform
- Understand how to execute and fast track well planning on various projects on oil and gas assets
- Gain knowledge of computing property maps (Net and gross Reservoir thickness, fluid type) from the Horizon tool box
- Familiar with depth trend analysis for the different facies (Shale, Gas sand, Oil and Sand and Brine sand) and understand reservoir characterization seismic inversion

Indicative Contents

- Log based fluid substitution and up scaling
- Well Data Loading and QC and blocky modelling
- AVO Fluid Substitution Gassmann
- Reservoir rocks and fluid properties-Gas, oil or wet sand net thickness, Poisson, ratio, VP/Vs
- Rock Doc 2D Modeling, 1d and 3D geomechanical models, petrel and SPPM
- Synthetic Gathers and depth conversion
- Wavelet Extraction and seismic data loading
- Log Elastic Properties, acoustic impedance or elastic impedance (EI)
- 3D Inversion using the available angle of stacks and derived wavelets and depth trend analysis
- Ji-Fi QC plots and Analysis, inversion QC and setting up of inversion algorithm

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,500 (Excl. VAT) per delegate for 1 week.

Oil and Gas Reservoir Management-OGT 8003

Dates: 7th – 18th March (London), 1st -12th August (Kigali) and 5th -16th December 2022 (London)

Overview

This course will provide an insight into the oil & gas field operation processes and the role of petroleum engineering. It will explain the important concepts in reservoir and well drilling and intervention, productivity optimization, various recovery mechanisms, as well as covering various operational issues.

Learning Outcomes

- Gain an overall knowledge of various hydrocarbon production processes from the time a reservoir is discovered to end users
- Understand the role of the petroleum/reservoir engineer in optimizing recovery
- Familiarize with various surface and sub-surface equipment and processing facilities used in a typical oil & gas field.
- Gain a general knowledge about health, safety and environmental issues.
- Understand the role of petroleum economics in evaluating field development projects

Indicative Contents

- Energy types and global statistics (oil and gas reserves, production, export, and consumption)
- Well testing and completion, well stimulation and work over
- Recovery mechanism, reservoir simulation and pressure maintenance.
- Oil storage and transportation
- Refinery operations and products
- Gas treatment and processing, Petrochemical industry and the role of technology
- Corrosion protection, the role of technology & health and safety environment

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Kigali (Rwanda)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £5,250 (Excl. VAT) per delegate for 2 weeks.

Pore Pressure Analysis, Modelling and Prediction in Oil and Gas- OGT 8004

Dates: 6th – 10th June (London), 5th -9th September (Dubai) and 21st -25th November 2022 (Houston)

Overview

Pore Pressure Prediction is crucial to prepare a safe drilling program especially if the well will potentially intersect shallow gas zones or deep over pressured reservoirs associated to High temperature and pressured (HPHT) wells. A pore pressure model influences casing design, drilling mud weight, and mitigation of overpressure as a drilling hazard. This course is developed for reservoir geologists, geoscientists, drilling engineers and geophysicists and lithology analysts who want to equip themselves with the required knowledge of pore pressure modelling and prediction.

Learning outcomes

- Understand the concept of pore pressure modelling and its relevance to oil and gas industry
- Pressure and stress equations (stress, gradients and mud weights); overburden stress
- Acquire more knowledge on subsurface fluid pressure trends, fluid contacts, hydrocarbon column height, fracture gradients and leak-off tests.
- The work flow and required input data sets
- Pore pressure, fracture gradient and mud weight
- Understand the Losses, gains, ballooning and well breathing
- Reservoir consideration, reservoir seal.

Indicative Contents

- Post drill pore pressure and fracture models of existing wells in the current field development plan
- Origins of overpressure (under-compaction, buoyancy and tectonics)
- Calibration of 3D velocity data sets to well check shots
- Generation of high resolution interval velocity cubes
- Application of effective stress transforms (Eaton's, Dutta's or bower's methods) to generate 3D pore pressure cubes
- Real time pore pressure analysis
- Pressure and stress equations
- Pore pressure prediction using seismic velocities
- Pore Pressure Prediction methods
- Pore pressure calibration-MDT, RFT
- Resistivity and pore pressure
- Logging While Drilling tools and interpretation
- Pressure while drilling indicators (trip/connection gas, D-exponent, caving)
- Pre-drill (correlations, seismic)

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and (Houston, USA).
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,250 (Excl. VAT) per delegate for 1 week.

Unitization in Oil and Gas Industry: Issues and Challenges-

OGT 8005

Dates: 7th -18th March (London), 11th -22nd July (London) and 3rd -14th October 2022 (Dubai)

Overview

The challenges of searching, boring and getting a substance that is hidden underground in vaguely defined sub-surface strata are numerous but none more important than answering the three questions (i) where is the resource? (ii) how much is there? and (iii) who owns it?

As part of ongoing processes of managing oil and gas reserves, it is important for investors, operators and host governments to develop strategies for dealing with discoveries that extend beyond certain operational or geographical boundaries. This course will be suitable for those responsible for joint management of oil and gas reservoir with multiple owners of rights in the discoveries.

Learning Outcomes

Participants will have better understanding of:

- Fundamentals and goals of unit formation
- The rule of capture and boundary determination
- Extant laws regulating pooling and unitisation
- Unit operating agreements and accounting procedures
- Governments' regulations and statutory agencies

Indicative Contents

- Overview of unitisation
- Understanding the rule of capture
- Pooling and unitisation regulatory framework
- International legal principles, joint and cross border unitisation
- Unit negotiations, determination and revision of unit factors
- Unit operating agreements, laws and regulatory authorities
- Fundamentals & goals of unitisation – correlative rights (the “fair share” doctrine)
- Pooling – voluntary v. compulsory unitisation
- Participation and investment factors
- Reservoir definition & well production
- Relationship to license & production sharing contract
- Inclusion of other interests (royalty & overriding royalty)
- Inclusion of non-straddling reservoirs & facilities
- Lifting, balancing & associated agreements
- Compulsory unitisation
- Licenses & extensions
- Assignments & fractional interests

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials, and certification: £4,750 (Excl. VAT) per delegate for 2 weeks.

Geomechanical Analysis-Mitigating against Compaction Related Casing Damage-OGT 8006

Dates: 6th – 10th June (London), 5th -9th September (Dubai) and 14th -18th November 2022 (Houston)

Overview

The basic approach to geotechnical analysis is to use what datasets are available for interpretation of rock strength, stress and pressure. The key is to ensure an internally consistent approach, and integration and interpretation of all the data. By examining the available data and understanding the key issues previously encountered in drilling, testing or production, we can focus efforts on specific issues that will have the greatest impact on exploration and field development.

Learning outcomes:

Delegates will at the end of the course be better able to:

- Achieve understanding of geomechanical analysis
- Understand wellbore stability analysis
- Understand the causes of wellbore instability
- Understand the principal stresses for effective planning
- Assess stability or failure of system
- Understand the term “forces” and resistance to those forces
- Understand drilling induced stress changes
- Strategize for planning a stable wellbore

Indicative Contents

- Overview of the oil and gas geomechanical concept
- Geologic stresses and definitions
- Assessing stability or functionality of wellbore
- Yield training and formation strength
- Matrix stress coef
- Fracture gradient and minimum stress gradient
- Wellbore stability models
- In situ/far field stress and others
- Mitigating against compaction related casing damage
- Description of rock fabric-rock elastic parameters, Poisson’s ratio, Young’s modulus
- Mechanical earth’s model and data analysis

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and Houston (USA)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,250 (Excl. VAT) per delegate for 1 week.

Clustered Oil and Gas Fields-Directional and Multilateral Drilling-OGT 8007

Dates: 14th – 25th March (Dubai), 15th -26th August (London) and 10th -21st October 2022 (London)

Overview

Current and future oil and gas fields are expected to remain pockets of small hydrocarbons which reside in spaced out plays relatively remote from one another and pose challenges, greater risks as well as higher costs to operators. Exploits of such spaced out reservoirs require that they be grouped / clustered together in order to generate combined economic flow of hydrocarbons and rewarding revenue.

Learning Outcomes

At the end of the course, delegates will:

- Have better understanding of features and properties of clustered oil and gas fields
- Have better understanding of clustered directional and multilateral drillings
- Be able to adopt and implement directional and multilateral drillings
- Be able to implement enhanced oil recovery and decommissioning operations.

Indicative Contents

- Cluster – directional drilling: Definition and Application
- Controlled Drilling Systems
- Rock Mechanics and Borehole Stability
- Cleaning the Bores and Hydraulics
- Overview of Tools and Techniques
- Review of Calculations
- Horizontal and Multi-Directional Drilling Definitions and Application
- Drilling Liquids, Stuck and Drilling Tools
- Coil Tubing Operations
- Underbalanced Drilling
- Cluster-Multilateral Drilling
- Injection Technology Economic Modeling
- Sensitivity Analysis
- Field production lifecycle
- Decommissioning
- Production facilities design & construction
- Field production and maintenance operations
- EOR and Field closure

Duration & Certification

This is a two-week programme spread over 10 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK) and Dubai (UAE).
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: **£4,750 (Excl. VAT) per delegate for 2 weeks.**

Petroleum Refinery Dynamics-Process Yields Optimization-OGT 8008

6th – 10th June (London), 5th -9th September (Dubai) and 21st -25th November 2022 (Houston)

Overview

This is a bespoke training course for professionals working directly or indirectly in the Petroleum Refinery industry. It is designed for Process Engineers, Technologists, Operating and Supervisory Personnel engaged in the refining activities who have a minimum of experience and who are required to understand and discuss issues related to their processes. It is also beneficial for technical sales personnel involved in selling equipment or supplies to the refining industry. The course is made fluid to also accommodate new entrants into the industry with a view to familiarising them with the dynamics of petroleum refinery.

Learning Outcomes

Candidates at the end of the training programme will be able to:

- Develop personal competencies and build up expert knowledge of crude oil yield processes in a range of equipment.
- Equip themselves with all the processes associated with the processing of petroleum into finished products.
- Learn the basic tools for understanding the complex nature of Refining and its operations.
- Understand the basic components of refinery technology.
- Have an improved understanding of the operations, optimization, upgrading and modification of existing facilities for an improved profitability in business.
- Understand the overall Refinery Flow.

Indicative Contents

- Overview of Petroleum Refinery Operations-Crude Processes, Coking and Thermal Processes, Atmospheric Distillation, Vacuum Distillation, Desalting and different types of Coking.
- Overview of Crude Oil Yields Refinery Technology-Characteristics of Crude Oil, Crude Oil Products, Crude Oil Assay and Properties and Process Specifications.
- Motor Fuel Production Process-Fluid Catalytic Cracking, Hydrocracking, isomerization, hydro-treating, Alkylation and Catalytic Reforming.
- Blending for Product Specifications
- Acid Gas Treating
- Refinery Glass Plants
- Sulfur Recovering Plants
- Residue Reduction
- Case Studies and Group Discussions.

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK), Dubai (UAE) and (Houston, USA).
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,250 (Excl. VAT) per delegate for 1 week.

Managing Travel and Tourism Operations—TT 5001

Dates: 14th -18th March (London), 12th – 16th September (Dubai) and 3rd -7th October 2022 (London)

Overview

Managing travel and tourism operations is made more challenging by the dynamic nature of people and pattern of life as well as ever competing destinations. This course is for those who manage day to day operations in a travel and tourism focused organization.

Learning Outcomes

- Better understanding of people and patterns of life
- Understanding destination as a marketing mix
- Conduct, Analyse and Interpret visitors' survey
- Able to take advantage of both emerging and popular attractions
- Able to provide necessary safe guards for company and consumers

Indicative Contents

- The place (natural characteristics, political standards & systems, history & arts)
- Tourist destination (types of destinations, special focus destinations and)
- The Image of a destination
- Market research and evaluation
- Quality and quality management
- Regeneration and re-engineering of a tourism project
- Managing emergencies
- Case studies

Duration & Certification

This is a one-week course involving intensive role play and presentations. A certificate is granted on completion of the course.

Location & Fees

- The course will be held in London (UK) and Dubai (UAE)
- Travel and accommodation is to be paid at source by delegates.

Course fee for tuition, course materials and certificate: £3,750 (excl. VAT) per delegate for 1 week

Managing Travel and Tourism Development—TT 5002

Dates: 14th -18th March (London), 12th – 16th September (Dubai) and 3rd -7th October 2022 (London)

Overview

Designed for those responsible for long term development of travel and tourism projects and activities, the course provides strategies for the planning and delivery of sustainable tourism project within the interaction of cost, infrastructure, culture, perception, security and environment.

Learning Outcomes

- Better appreciation of sustainable tourism development
- Understanding concepts for describing social differences
- Appreciation of lifestyle in holiday travel
- Understanding the environmental impact of travel and tourism

Indicative Contents

- Delivery of sustainable tourism development
- The development of leisure
- Lifestyle and sustainability during leisure
- Leisure travel and the environment
- Creating a leisure destination
- Case studies

Duration & Certification

This is a one-week course involving intensive role play and presentations. A certificate is granted on completion of the course.

Location & fees

- The course will be held in London (UK) and Dubai (UAE)
- Travel and accommodation is to be paid at source by delegates.

Course fee for tuition, course material, and certificate: £3,750 (excl. VAT) per delegate for 1 week

Information Technology Security & Management Systems & Network Security Management—IT 5001

Dates: 20th -24th June (London), 22nd -26th August (Accra) and 17th -21st October 2022 (London)

Target Audience

- Officers responsible for development and implementation of IT support strategies
- IT Systems Administrators
- Database Managers / Officers
- IT Systems Engineers

Programme Objectives

- Detect and analyse your system's exposure to security threats
- Reduce your organization's susceptibility to an attack by deploying firewalls and data encryption
- Better manage alternative user & host authentication mechanisms
- Manage risks emanating from inside the organization and from the internet
- Protect network users from hostile applications & viruses
- Identify the security risks that need to be addressed within your organization



Indicative Contents

Workshops, providing you with experience analyzing system and network security include:

- Cracking passwords using rainbow tables
- Scanning systems with Microsoft Baseline Security Analyser (MBSA)
- Ensuring trusted server access via digital certificates
- Preventing unwanted network access with a personal firewall
- Encrypting and signing important data

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the training programme.

Location: & Fees

- The programme will be held in London (UK) and Accra (Ghana).
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,000 (Excl. VAT) per delegate for 1 week.

Machine Learning Revolution-Artificial Intelligence for Business Growth - IT 5002

Dates: 20th -24th June (London), 22nd -26th August (Accra) and 17th -21st October 2022 (London)

Overview

Artificial Intelligence is at the heart of much of today's technical innovation. The benefits are vast and to date, still largely unimagined but set to transform business in ways we've not seen since the Industrial Revolution. This course is designed to help delegates understand the fundamentals and values of Artificial Intelligence (AI) to help improve their productivity and lower costs, unlocking more creative jobs and creating new growth opportunities.

Learning Outcomes

Delegates will at the end of the course learn: -

- Artificial intelligence to improve productivity and competitiveness
- Acquire costs saving skills
- In-depth insight for business profitability
- Learn from early adopters and translate value to the bottom-line
- Become gatekeeper of job in an age of artificial intelligence
- Learn how to turn AI to their strategic advantage, accelerate solutions and automate operations
- Acquire relevant skills to gather better insights—and make smarter decisions.
- Quickly assess market conditions and outperform competitors

Indicative Contents

- Artificial Intelligence: Overview, Emergence, Disruption and Transformation
- The Ethics and Fundamentals of AI
- Benefits & Risks of AI
- Unlock the Value of AI for Business Growth and Profitability
- Harness the Power of AI to Liberate the Workforce
- Enterprise Business Intelligence and Analytics Strategies for the Digital Age
- Predictive Analytics: Competing in a Data-Driven World
- AI Strategies, Trends, Opportunities and Challenges
- The Future of AI

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the training programme.

Location & Fees

- The programme will be held in London (UK) and Accra (Ghana).
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,000 (Excl. VAT) per delegate for 1 week.

Computer Forensics & Incident Response Techniques—IT 5003

Dates: 16th -20th May (London), 15th -19th August (London) and 14th -18th November 2022 (London)

Overview

This course is designed for senior managers, managers or officers working in the IT department who want to equip themselves with the knowledge and skills for relating with computer forensics and incident response.

Target Audience

- Officers responsible for development and implementation of IT support strategies
- IT Systems Administrators
- Database Managers / Officers
- IT Systems Engineers

Indicative Contents

- Develop and implement a computer forensics incident-response strategy
- Conduct a successful investigation into any incident
- Conduct disc-based analysis and recover deleted / missing data
- Identify information-hiding techniques
- Protect network users from hostile applications & viruses
- Reconstruct user activity from e-mail, temporary Internet files and cached data
- Assess the integrity of system memory and process architecture to reveal malicious codes

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the training programme.

Location & Fees

- The programme will be held in London (UK)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials and certification: £4,000 (Excl. VAT) per delegate for 1 week.

Conflict Management & Weapon Awareness—SS 5001

Dates: 14th -18th February (London), 16th -20th May (London) and 14th -18th November 2022 (London)

Target Audience

- Security Officers
- Community Police / Civil Defense Groups
- Prison Officers
- Related Security Enforcement Officers

Indicative Contents

Conflict Management Training

This course will enable learners to identify the characteristics of anger and develop understanding of different ways to deal with conflict. Learners will be able to apply the knowledge and understanding to improve behavior. The award is designed to enable learners to recognise the effects of anger and to develop strategies for avoiding, reducing and managing conflict. There are many occasions in all aspects of life where we need to deal effectively with conflict.

Physical Intervention Training

The course covers all aspects relating to workplace violence leading to use of force and Physical Intervention skills and the course is broken down in to three main areas inclusive of guidance on legal compliance relating to the use of force and the law today.

Search Training (Bags Vehicles & Persons)

This course aims to equip delegates to deal with the search of people, vehicles, areas and how to plan and execute the plan. A high emphasis is placed on Health & Safety from both a legislative point of view and of the delegates own safety during the course.

Weapons Awareness Training

We are all aware that the use of offensive weapons is increasing worldwide and with more pressure on the law enforcement and security staff to stay informed about the vast array of commercially manufactured, disguised, improvised and adapted weapons available in our society today.

Tragic circumstances can and do result from a basic lack of shared information and lack of weapons awareness and despite security staff often having use of the latest sophisticated electronic detection equipment available to them, if they are not trained what to look for then they won't find it, This will inevitable result in a breach of security and possibly injury to staff.

Training Package

- Weapons Awareness and profiles
- Firearms and their component parts
- Fundamentals of edged weapons
- Impact & striking weapons
- Thrown and propelled weapons
- Weapons and concealment

Other Suggested Areas

- Substance Awareness



Security and Safety Courses

- Handcuffing (Various)
- Defense against Edged & Firearms Weapons
- Radio Procedures & Radio Training

Specialist Training Areas for Prison Service Sector

- Locking & unlocking
- Roles & responsibilities of a prison officer
- Reception duties
- Duty of care
- Security (i.e. Searching of Prisoners, Searching of Visitors, Searching of Vehicles, Handcuffing, and Radio Procedures)
- Control & Restraint (PI) Level 1 & 2
- Control & Restraint (PI) Instructors
- Physical Intervention (Breakaway techniques) Level 1
- Public disorder/Prison unrest
- Drug testing (if required)

Duration & Certification

This is a one-week programme spread over 5 working days involving practical activities and fitness test. A certificate of completion is granted on successful completion of the programme.

Location & Fees

- The programme will be held in London (UK)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials & certification: £3,750 (Excl. VAT) per delegate for 1 week.

Prison Management and Reform: A Strategic Approach - SS 5002

Dates: 6th -10th June (Dubai), 8th -12th August (London) and 7th -11th November 2022 (London)

Overview

Governments are required amongst other responsibilities to guarantee peace and stability in the land through the enforcement of law and order, with this come the need for an integrated criminal justice system. A better understanding of the relationship between the police, court and prison is a necessary for delivery of improved prison service.

Management of prisons is an important aspect of public services designed to serve both the short term goal of punishing offenders as well as the long term aim of returning them to the community as better individuals. This workshop will provide delegate with better skills for the delivery of a reformed prison service.

Target Audience

- Controller General of Prisons
- DCG Administration
- DCG Operations
- All prison controllers and their deputies
- Regulators of service delivery / Service Commissions senior officers
- Prison In-charges
- Related Law Enforcement Officers



Indicative Contents

- General overview of correctional sector of public services
- Managing prison reform
- Penal system and the prison
- Correctional facilities administration
- Prison risk management
- Strategic planning – MDAs
- Providing leadership and direction
- Managing difficult, violent & high risk inmates, including manual handling
- Nigeria panel system & the prison
- External factors & prison management (regulator, judicial, political & media)
- Human rights & prisoners
- Corrective enterprise management
- Prisoners participation in prison management
- Preparing inmates for community integration
- Jail & prison security management (demonstration of hi-tech approach)
- Conflict between formal rules & inmates' social norms
- Human rights & prisoners

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate is granted on successful completion of the course.

Location: London (UK) and Dubai (UAE)

Fees: £3,750 (Excl. VAT) per delegate for 1 week.

Supporting Teaching and Learning in Schools—EC 5001

Dates: 16th – 20th May (London), 11th -15th July (London) and 5th -9th September 2022 (London)

Overview

This training is designed to enhance the skills and competences of teachers in the workplace and is specifically aimed at those who provide direct support for teaching and learning in any type of school.

Indicative Contents

- Identifying and Understanding Learners' Challenges
- Implement and Maintain Invigilation Requirements
- Supporting and Safeguarding Learners from Abuse
- Procedures for Dealing with Health, Safety or Security Issues
- Implement agreed behavior management strategies.
- Recognize and Respond Appropriately to Risks to Yourself and/or Others during incidents of Challenging Behavior



Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme. Further certification is done by the OCR (UK) upon completion of additional course assignment.

Location & Fees

- The programme will be held in London (UK)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials & certification: £3,750 (Excl. VAT) per delegate for 1 week.

Assessing Learners Using a Range of Methods-EC 5002

Dates: 16th – 20th May (London), 11th -15th July (London) and 5th -9th September 2022 (London)

Overview

This training is highly recommended for those whose job roles include: assessing learners against set standards of competence using a range of assessment methods, giving learners' feedback and contributing to the internal quality assurance process.

Learning Outcomes

Delegates will be able to better perform these functions:

- Develop plans for assessing learners' competence
- Judge evidence against criteria to make sound assessment decisions
- Provide feedback and support to learners on assessment decisions
- Contribute to the internal quality assessment process



Indicative Contents

- Using variety of assessment methods
- Developing assessment plans
- Identifying fair, safe, valid and reliable assessment methods
- Identifying how & where other people can contribute to assessment
- Managing complaints/disputes during and after assessment
- Giving constructive & encouraging feedback to learners and colleagues
- Developing and contributing to agreed quality assurance process

Duration & Certification

This is a one-week programme spread over 5 working days. A certificate of completion is granted on successful completion of the programme. Further certification is done by the OCR (UK) upon completion of additional course assignment.

Location & Fees

- The programme will be held in London (UK)
- Travel and accommodation to be paid for at source by delegates.

Course fees for tuition, materials & certification: £3,750 (Excl. VAT) per delegate for 1 week.

Conferences and Workshops

Our experienced facilitators and subject matter specialist frequently host conferences and workshops to discourse and exchange ideas on recent developments and upcoming trends in management, finance and logistics, and in particular the oil and gas sector.

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