

Implementing Good and Best Practices For

Upstream Oil and Gas Technology, Methods & Management

Including Oil and Gas Field Operations
Practical Industry Orientation Workshop

Oil & Gas Companies Have Adopted this Program as Their Orientation Training for New
Upstream Professionals

2 Week Training Program

- ✓ Understand the Technology
- ✓ Understand Management Aspects
- ✓ Understand the Methodologies
- ✓ Language & Vocabulary Training (Optional 4 weeks)

A 2 Week Training Program

(You can attend the 4 week modules separately)

Program Overview

This program will help you become a professional in the Oil & Gas Upstream Industry.

This program is intended for all types of professionals working in Upstream Oil & Gas Industry. You must be a graduate in any discipline to attend this program. If English is not your Native Language or You Feel You Need Oil & Gas Field Technical English Proficiency please attend the additional English Language Module (4 weeks).

Program Content

PROGRAM MODULES

1. Building Oil & Gas English Language Skills (4 weeks – Optional)
2. Exploration Technology & Methods (4 weeks)
3. Drilling Technology & Methods (4 weeks)
4. Completion & Production Technology & Methods (4 weeks)
5. Enhanced Recovery and Stimulation Technology & Methods (4 weeks)
6. Separation Plant Technology & Methods (5 weeks)

7. Tank Farms Technology & Methods (4 weeks)
8. Offshore Special Technologies & Methods (4 weeks)
9. Setting up Early warning system to Provide Decision Support Data

Workshop 1

Outline Action Plan to Implement Program
Communicated Good and Best Practices

Workshop 2

Advanced Topics? More Details on Some Above Issues Important for Participants
(Customized for each Participant Group)

Increasing Productivity through Using Standard Forms, Templates, Checklists to Perform the IP Processes

Performance Management System to Measure Level of Performance in the Above Processes? we will develop the KPIs for the Above Processes

Planning & Implementing a Departmental/Functional Knowledge Base? For IP Rights and Methods? Key to Achieving Quality Service Performance/Repeatability and Superior Performance in Our Organization

Your Individualized Action Plan for Implementing Good Practices and Best Practices Discussed throughout the Program
Enhanced Program Recommendations

Euro Training Limited, 3422 Old Capitol Trail #1116, Wilmington, DE 19808, USA

WhatsApp 14154305181 Tel: 415 251 1367 Fax/VoiceMail: US +1 650 6492689 www.EuroTraining.com

Worldwide Training Since 1983 HMiller@EuroTraining.com EuroTraining@gmail.com EuroPrograms@Yahoo.com

FOR EACH MODULE

You Will Learn

1. Vocabulary
2. Technology
3. Methods
4. Work Processes
5. Management
6. New Trends & Technologies

Program Outcomes and Take-Away/s

Euro Training is in the business of providing practical useful training programs. Programs that

1. Help the participant implement improvements in his organization.
2. Help the participant gain Multi-discipline understanding of the issues so that he can incorporate the needs and expectations of all his stakeholders/ customers in his improvement proposals and actions.
3. Help build a knowledge framework in which job related experience can be caught and remembered as his experience.

Typical participant will take away a personalized action plan for himself, his business unit or his organization on how to apply the program contents to improve performance. The action plan may have two components:

1. A Personal Action Plan
2. A Business Unit/Organizational Action Plan

Who will benefit from this program?

1. You could be a new professional entering the Oil & Gas Upstream Industry in any capacity.
2. You may be an experienced professional working in narrow area in the Oil & Gas Industry and wish to Move on and Refresh and Complete Your Understanding of the Whole Business.
3. You could be a new graduate or post graduate from college in Petroleum, Any Engineering Discipline or Management Field and wish to Get a Comprehensive Orientation on the Practical Side of the Oil

& Gas Upstream Business. (Recommended as Induction Training for Your New Trainees)

Mission of Euro Training “Practical Industry Orientation” Workshops

Euro Training Ltd is your outsourcing partner for Effective Orientation Training for Your New Employees.

These Programs

4. Help the participant gain Multi-discipline understanding of the industry
5. Help the participant understand the processes, needs and expectations of all the different stakeholders/ customers in his industry.
6. Help participant build a knowledge framework in which job related experience can be caught and remembered as his experience.
7. Help make the Transition from College to Industry.

Benefits to Organization

Sending participant/s to this program will benefit the organization in the following ways

1. Quickly makes the participants competent, effective and productive on his job. Useful especially for
 1. Training New employees
 2. Competency Building in Existing Employees Transferred to a New Assignment
 3. Training Prior to a New Project or Initiative Planned in the Organization
2. Create Competency in the employee to perform his job well. including in relation to
 1. Relevant Technical Knowledge, Skills and Competencies
 2. Organizations' Strategic Objectives
 3. Needs and Expectations of the Stakeholders/ Customers (internal & external)
 4. Good Management Practices

5. Identifying opportunities to Exceed Stakeholder/ Customer Expectations
3. Create a pool of trained manpower who can cost-effectively disseminate the knowledge to large number of employees inside the organization. This is made possible by Euro Training's unique easy to understand and use methodology based on Checklist & Quality Assurance Approaches.

Euro Training Instructors often act as mentors for your trained employees. A most effective way to ensure effective competency development and application by your motivated staff. We do have consultants available across Americas, Europe, Asia and Africa (Please inquire about our post program mentoring plans)

Single nominations will also be accepted for the program. Single nominations are typically used to:-

1. Develop personnel skills in Critical Skills and Methodologies covered in this program.
2. Audit this program for deciding its content and methodology's effectiveness in meeting your organizational needs
3. Train individuals for Leadership Roles in Business unit or department.

For Latest Program Schedule Email:

pou700@EuroTraining.com

www.eurotraining.com/bro/pou700.php

Participant Individual Career Benefits

1. You gain a multi-discipline understanding of the issues. Meaning when you make proposals and decisions on your related job you will keep in mind the needs and expectations of ALL the stakeholders/ customers (internal & external)
2. Understanding and acting with understanding of the Needs and Expectations of your stakeholders/ customers is known to enhance Job Satisfaction and reduce Monday Morning Blues.
3. As one of your stakeholders/ customers is Executive Management, therefore the program ensures you will know the Strategic Imperatives that Drive the Organization's Efforts in your relevant job area. In the process enabling you to make a leadership contribution.

Registration Recommendations

Team Nominations: Since the program aims to ensure the participants have his individualized improvement plan at the end of the program, and foreseeing the effort involved, anticipating resistance and implementation requirements it is recommended that the organization nominate **at least two participants together** for this program.

REGISTRATION INFORMATION

1. To register: Please send us an official letter confirming registration (on organizational letterhead or Authorized Email).
2. Program Fee is
 - o USD \$8,900 per participant and includes Course Materials, Certificate, Refreshments and Lunch. (Fee at London, Paris and Kula Lumpur is \$9,790 per participant)
3. Accommodation & Taxes/VAT (if applicable) is not included in Program fee. Sharing Suite Single Room Accommodation is Available at \$1000 per month on first come first serve basis.
4. Special discount of 10% is offered for participants who pay their fees at least 45 days before start of the program.
5. Refund will not be considered where the participant cancels his registration less than 3 weeks before start of the program. Alternate nominations will be allowed anytime before program start.
6. All participants are required to fill in Participant Information form - on first day of the program. Each program Undergoes Customization to Better Meet Participant Present and Future Career Needs. Please be prepared to let the Instructor/s know about your organization's Special Needs, Interests or Initiatives.
7. It is always useful for participants to bring their existing problems or case studies, work-process flow charts or job related problems for discussion - consideration will be at sole discretion of the program director/s.
8. Provisional Registration: You can make a provisional registration by sending us an email – an official registration request can be made within 2 weeks. This will ensure we will reserve a seat. All provisional registrations automatically cancel 2 weeks before program start.

REGISTRATION FORM

Program:	Oil & Gas Technology, Methods & Management – Practical Industry Orientation Program (POU700)
Location Where Attending:	
Program Dates:	
Whether Participant will Consider Alternate date if one requested is not available:	
Participant Name Prefix: Mr/Ms/Mrs	
Participant Name:	
Participant Job Title:	
Participant Department & Section:	
Participant Employer/ Company:	
Participant's Present Job Responsibilities:	
Participant Email Address:	
Participant Mobile Number:	
<u>Sponsored by:</u>	
Sponsoring Company:	
Job Title of Sponsoring Authority:	
Name of Sponsoring Authority:	
Email of Sponsoring Authority:	
Fax of Sponsoring Authority:	
Telephone Nos. of Sponsoring Authority:	
Web Site of Sponsoring Company:	
Invoice Reference:	
Invoicing Address:	