

Implementing Good and Best Practices For

Effectively Implementing Petroleum Exploration Knowledge Management System

2 Week Training Program

How to Build your Petroleum Exploration Knowledgebase in a Systematic Manner!

- ✓ Document Your Petroleum Exploration Knowledge
- ✓ Increase Productivity of Your Department
- ✓ Prevent Loss of Knowledge When Your Experienced Employees Leave
- ✓ Create Resources for Rapid Training of Your Staff
- ✓ Use Past Experience to Make Better Decisions

A 2 Week Training Program

What is Knowledge Management?

Simplest definition of knowledge is - *reusable work products.*

Knowledge includes the experience of leading organizations worldwide, your organization, the contracts and legal department and the employees.

Knowledge management is a systematic approach to identifying, collecting, communicating, using and updating the reusable work products that apply to your petroleum exploration business units.

To ease implementation this program shows you the step-by-step methodology to collect your organizations knowledge and make it available for decision making.

Program Content

1. Understanding what petroleum exploration knowledge is
2. What difference knowledge will make to your petroleum exploration business unit's performance
3. Identifying petroleum exploration knowledge for your organization
4. Collecting petroleum exploration knowledge
5. Communicating petroleum exploration knowledge throughout your organization.
6. Making knowledge available in an easily reusable form
7. Monitoring the petroleum exploration knowledgebase
8. Continuous system for updating your petroleum exploration knowledgebase
9. Knowledge management team system
10. Using IT technology for knowledge management system
11. Legal and Contractual issues in knowledge management system

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12. Intellectual property issues in knowledge management system
13. Security and confidentiality aspects of a knowledge management system
14. Human and motivational aspects of knowledge management success
15. Workshop: Prepare Implantation Plan for Your Petroleum Exploration Knowledge Management System
16. Setting up Early warning system to Provide Decision Support Data
17. Workshop Case Studies 1
18. Workshop Case Studies 2
19. Program Recommendations
20. An Individualized Action Plan for each Participant.

Program Outcomes and Takeaways

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

1. Help the participant implement systems in his organization
2. Help the participant gain *multi-discipline* understanding of the issues related o Effectively Implementing Petroleum Exploration Knowledge Management System so that he can incorporate the needs and expectations of all stakeholders and all his 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

A 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

Benefits to Organization

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

1. Quickly make the participants competent, effective and productive on their 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. Help the employee do his job well by developing competencies related to-
 1. Relevant technical knowledge and skills
 2. Organizations' strategic objectives
 3. Needs and expectations of the stakeholders/customers (internal and external)
 4. Good management practices
 5. Identifying opportunities to exceed stakeholder/customer expectations

Individual Career Benefits for Participants

1. You gain a multi-discipline understanding of the issues. That means, when you make proposals or decisions on your job, you will keep in mind the needs and expectations of ALL the stakeholders/customers (internal and external).
2. The action plan you take away will help you make a difference in your business unit or organization! When you talk about this difference you have made to your organization in your resume, you will be a prime candidate for career advancement in your own organization or in your next job(s).
3. Understanding and acting with understanding of the needs and

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expectations of your stakeholders/customers is known to enhance *job satisfaction* and reduce Monday morning blues.

4. As one of your stakeholders/customers is Executive Management, the program ensures that you know the strategic imperatives that drive the organization's efforts in your relevant job area.

This Program is Intended for...

Those new to the field take away a good multi-discipline understanding of the issues involved in their work. It helps them in becoming productive quickly and in building a knowledge framework that will help them identify, understand, classify and remember on the job learning and experiences.

More experienced participants take away an individualized action plan as mentioned in the previous sections.

Implementation Teams: This program can be used to train implementation teams...

1. when a new project or initiative is being started in your organization
2. when a new strategic focus is being initiated
3. just prior to a consultant being hired to advise the organization

Each participant will take away a memorable and potentially life changing experience from the program.

No limitations are being placed on who can attend. If you are interested in the program outcomes and takeaways, or feel you can benefit from the organizational and personal benefits mentioned above, you are welcome to register for this program. Program instructors have the knowledge, experience and access to resources required to customize the program to the specific job related needs of each program group.

Registration Recommendations

Team Nominations: This program aims to ensure the participants have their individualized improvement plan at the end of the program. So, foreseeing the effort involved, anticipating resistance and implementation requirements, it is recommended that the organization nominate **at least two participants together** (three will be more desirable) for this program.

It is anticipated that these 2 or more participants will work together as a team or provide mutual support in order to implement the action plan.

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. Train individuals for leadership roles in business units or departments. This program will help the participant coach and lead his team in these critical skills and methodologies. (The program typically does not cover coaching skills but provides the related technical understanding in an easy to communicate manner).

For Latest Program Schedule Email

ppe817@EuroTraining.com

www.eurotraining.com/bro/ppe817.php

REGISTRATION FORM	
Program:	Petroleum Exploration Knowledge Management System Training Program (PPE817)
Location Where Attending:	
Program Dates:	
Whether Participant will Consider Alternate date if one requested is not available:	
Participant Name Prefix: Mr. /Ms.	
Participant Name:	
Participant Job Title:	
Participant Department and Section:	
Participant Employer/ Company:	
Participant's Present Job Responsibilities:	
Participant Email Address:	
Participant Mobile Number:	
Sponsored by:	
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:	

REGISTRATION INFORMATION

- To register:** Please send us an official letter confirming registration (on your organization's letterhead or through an authorized email).
- Program Fee is
 - USD \$8,900 per participant and it includes course materials, certificate, refreshments and lunch. (The fee for programs held at London, Paris and Kuala Lumpur is \$9,790 per participant).
- Accommodation and Taxes/VAT (if applicable) is not included in Program fee. Special rates will be available at venue hotel for the participants.
- Special discount of 10% is offered for participants who pay their fees at least 45 days before start of the program.
- Refund will not be considered where the participant cancels his registration less than 3 weeks before the start of the program. Alternate nominations will be allowed anytime before program start.
- All participants are required to fill in the participant information form on the first day of the program. Each program undergoes customization to meet each participant's present and future career needs. Please be prepared to let the Instructor(s) know about your organization's special needs, interests or initiatives.
- 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 the discretion of the program director/s.
- 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 the start of the program.