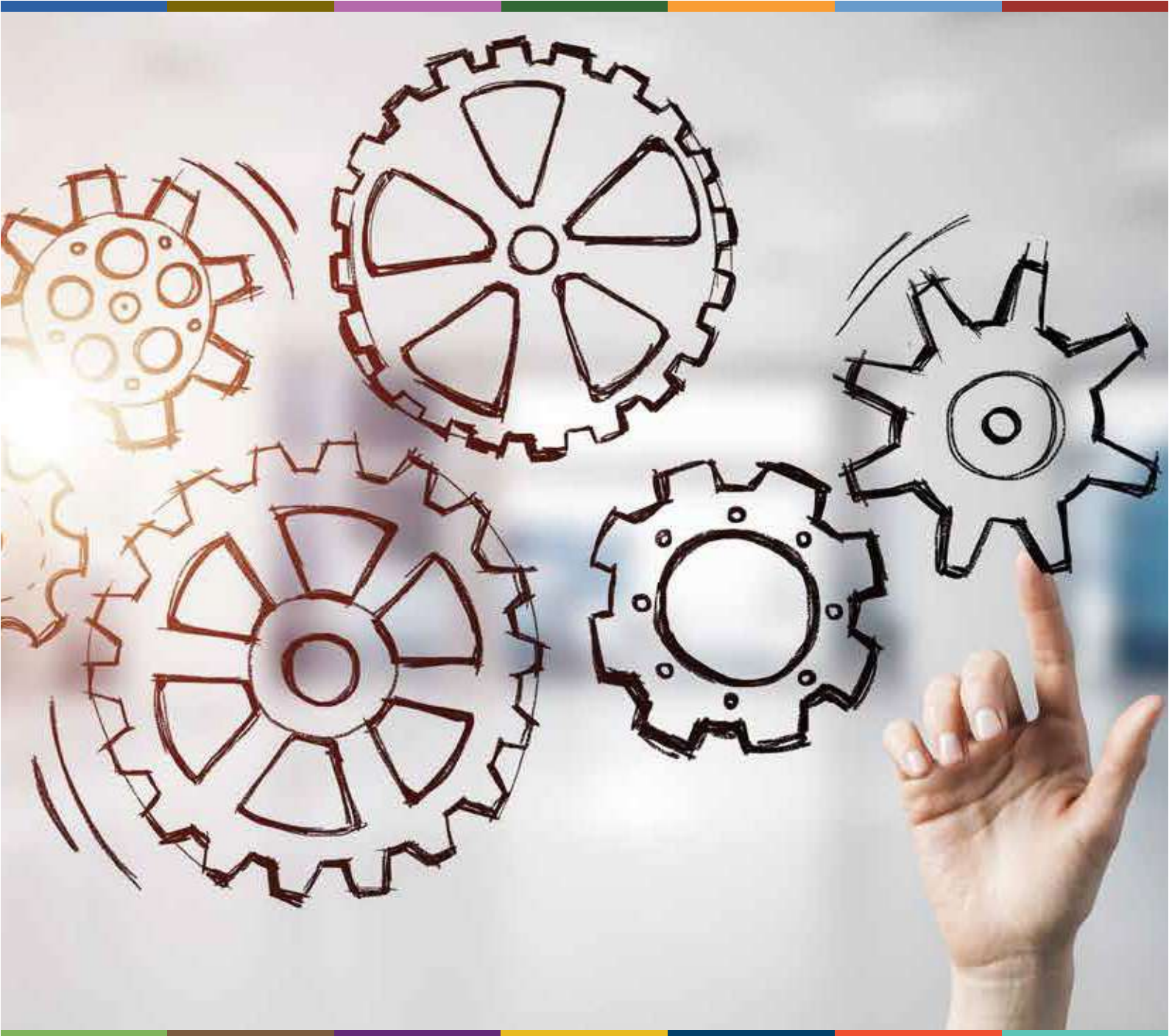


Soft Skills



Welcome Letter

Welcome to TechnoTrain! We are proud to be recognized by The Daily Telegraph for our innovative approach to training and development. TechnoTrain is UniHouse's professional training brand, created specifically to build strong, skilled, and safe workforces within the oil and gas industry.

With over 25 years of experience, we have partnered with leading companies worldwide, including BP, Shell, Hyundai Engineering, JGC Japan, Shimizu Japan, Gazprom, PetroChina, Lukoil, SONANGOL, and UNDP. Our expertise in engineering, management, and oil and gas enables us to deliver comprehensive training solutions tailored to support the success and growth of companies across this critical industry.

TechnoTrain's programs cover all essential areas for a successful career, from technical skills to essential soft skills, addressing all major oil and gas competencies. Our team of trainers comprises seasoned professionals from various backgrounds and nationalities, enriching each course with a diverse wealth of knowledge.

We proudly partner with some of the world's top learning and research centers in the UK, the US, and Canada. Our training facilities are equipped with the latest technology, allowing participants to learn and practice on state-of-the-art industry equipment.

At UniHouse, we prioritize customer satisfaction, welcoming every client as part of our family. We are committed to offering customized programs, whether for a small group or hundreds of employees, no matter where in the world you are located. TechnoTrain provides individual courses or complete training programs to help clients achieve their goals.

What We Offer

TechnoTrain's globally accredited programs are trusted in over eighty countries and support career growth across numerous industries. Our services include:

- Curriculum Design & Development
- Training & Capacity Building
- Framework Design for Training and Quality Assurance
- Technical Knowledge Transfer
- Managing Technical Training Centers
- Vocational Training & Competency Building
- Engineering Standards Training
- On-the-Job Training

Our courses cover areas like Power, Upstream & Downstream, Mechanical, Supply Chain, Health & Safety, and Soft Skills, addressing the needs of technical staff and management alike. TechnoTrain is more than just training; it is a pathway to success for every level within the oil and gas sector.

Join us at TechnoTrain to take the next step toward a successful and sustainable future in the oil and gas industry.

Sincerely,

The UniHouse Team



Soft Skills

General Soft Skills



The courses in this section are designed for participants to be introduced to soft skills at a basic level. They provide an overview of all aspects in each domain.

The course overview will help training managers to determine the appropriate courses to set-up training plans for staff members to build upon existing knowledge and skills.

Section Courses

1. Communication Skills
2. Negotiation Skills
3. Presentation Skills
4. Emotional Intelligence
5. The Integrated Program of Leadership
6. Conflict Management
7. Time Management
8. Customer Service
9. Training of Trainers (TOT)



Communication Skills

UHSSG001



This course aims to enable participants in developing their knowledge and skills in communicating with others.

This course is designed for those who want to improve their skills in communication, as no prior experience or knowledge of communication skills is required.

Course Objectives:

At the end of this course the participants will be able to:

- Define communication.
- Know the importance of communication in regard to maintaining a competitive edge.
- Determine communication barriers.
- Overcome communication barriers.
- Determine communication components.
- Master body language skills.
- Know the basics of emotional intelligence.
- Understand personality type theories.

Course Content:

- Communication barriers
- Personality types
- Body language
- Dealing with people we can't stand

Related Courses:

- Negotiation Skills
- Presentation Skills

Duration

5 Days

Level

Basic

Programme Schedule

Day 1

Introduction to Communication

1. Definition
2. Importance
3. Components and fundamentals

Day 2

Communication Barriers

1. Common shortcuts
2. Overcome barriers

Day 3

Personality Types

1. Definition
2. Importance
3. MBTI overview
4. How to use MBTI in real life effectively

Day 4

Body Language

1. Introduction to body language
2. How to use your body language effectively
3. How to understand others' gestures easily

Day 5

Dealing with People We Can't Stand

1. The tank personality
2. The sniper personality
3. The grenade personality
4. The know-it-all personality
5. The think-they-know-it-all personality
6. The yes person personality
7. The maybe personality
8. The nothing personality
9. The no person
10. The whiner personality

Wrap up

1. How can we easily use communication skills in a business environment?

Negotiation Skills

UHSSG002



Negotiation is a method by which people settle differences. It is a process where compromise or agreement is reached while avoiding argument and dispute. In any disagreement, individuals understandably aim to achieve the best possible outcome for their position (or perhaps an organization they represent). However, the principles of fairness, seeking mutual benefit, and maintaining a relationship are key to a successful outcome. This course will provide participants with the knowledge and skills to become a master negotiator; whether they are entrepreneurs, business owners, or senior employees, they absolutely need this course to improve their career life.

This course is designed for those who want to improve their skills in negotiation.

Course Objectives:

At the end of this course the participants will be able to:

- Know the importance of negotiation skills.
- Define negotiation and know the difference between negotiation and persuasion.
- Master beginning sales negotiating gambits.
- Master middle sales negotiating gambits.
- Master end sales negotiation gambits.
- Avoid pressure points during negotiations.

Course Content:

- Communication skills (review)
- Negotiation overview
- Sales negotiating gambits
- Negotiation on pressure points

Related Courses:

- Emotional Intelligence
- Presentation Skills

Duration

7 Days

Level

Basic

Programme Schedule

Day 1

Communication Skills (Review)

1. Communication definition
2. Communication barriers

Day 2

Introduction to Negotiation

1. Negotiation definition
2. Overview of negotiation skills and types

Day 3

Beginning Sales Negotiating Gambits

- Rule 1: Ask for more than you expect to get
- Rule 2: Bracket effectively
- Rule 3: Never say "yes" the first time
- Rule 4: Flinch
- Rule 5: Play the reluctant seller
- Rule 6: Concentrate on issues
- Rule 7: Use the wise gambit

Day 4 and 5

Middle Sales Negotiating Gambits

- Rule 1: Appeal to a higher authority
- Rule 2: Note the declining value of service
- Rule 3: Never offer to split the difference
- Rule 4: Note the declining values of service.
- Rule 5: Mind the "hot potato"
- Rule 6: Avoid confrontation

Day 6

Finding Sales Negotiating Gambits

1. Good guy/bad guy
2. Nibbling
3. Patterns of concessions
4. Equal-sized concessions
5. Making the final concession
6. Giving it all away up-front
7. Testing the waters with a small initial concession
8. Withdrawing an offer
9. Position for easy acceptance
10. Writing the contract

Day 7

Negotiation Pressure Points

1. Time pressure
2. Information power
3. Being prepared to walk away
4. Take it or leave it
5. The fait accompli
6. The "hot potato"
7. Ultimatums or trade-offs

Presentation Skills

UHSSG003



This course aims to enable the participants in developing their knowledge and skills in presentation and addressing audiences.

This course is designed for those who want to improve their skills in presentation, as no previous experience or knowledge of presenting is required.

Course Objectives:

At the end of this course the participants will be able to:

- Prepare their presentations efficiently.
- Prepare a professional PowerPoint.
- Know the basics of the Prezi slideshow software.
- Deal with difficult types of audiences.
- Analyze audiences effectively.
- Reduce nervousness and fear.
- Understand the elements within the communication process.
- Use body language to support the message.
- Organize presentations from the introduction process to conclusion process.

Course Content:

- Presentation skills overview
- Creating the content
- Delivery methods
- Verbal communication skills
- Delivering the content

Related Courses:

- Emotional Intelligence
- The Integrated Program of Leadership

Duration
7 Days

Level
Basic

Programme Schedule

Day 1

Introduction to Presentation Skills

1. Definition
2. Elements
3. Importance and usages
4. Differences between a good presenter and bad presenter

Day 2 and 3

Creating the Content

1. Needs analysis
2. Writing the basic outline and objectives
3. Researching writing and editing
4. Analyzing audiences
5. Choosing the right location to present

Day 4

Delivery Methods

1. Basic methods
2. Advanced methods

Day 5

Verbal Communication Skills

1. Definition
2. Components
3. Difference between communication from one-to-one and from one-to-many

Day 6 and 7

Delivering the Content

1. Effective introduction
2. View the content
3. Reducing fear and nervousness
4. Pre-presentation process
5. Concurrent presentation process
6. Using body language
7. Feedback process
8. Dealing with difficult types of audiences

Emotional Intelligence

UHSSG004



Emotional Intelligence (EI) is the capability of individuals to recognize their own, and other people's emotions; to discern between different feelings and label them appropriately, to use emotional information to guide thinking and behavior, and to manage and/or adjust emotions to adapt to different environments or achieve one's goal.

This course is designed for those who want to improve their emotional intelligence.

Course Objectives:

At the end of this course the participants will be able to:

- Define emotional intelligence.
- Know the difference between EI & IQ.
- Know the benefits of gaining EI skills.
- Know the five core skills of EI.
- Know how to use EI skills in the workplace.

Course Content:

- Self-awareness
- Managing emotions
- Motivation
- Empathy
- Social skills
- Business Practices

Related Courses:

- Conflict Management
- The Integrated Program of Leadership

Duration

7 Days

Level

Basic

Programme Schedule

Day 1

Introduction to Emotional Intelligence (EI)

1. Definition
2. What is the difference between EI and IQ?
3. Benefits
4. The dimensions of the EI model

Day 2

Self-Awareness

1. Self-awareness definition
2. Seeing yourself from another side
3. Johari windows

Day 3

Managing Emotions

1. Managing negative emotions
2. Understand our emotions
3. The science of emotions
4. Find your self-control, take back your amygdale

Day 4

Motivation

1. Definition
2. Importance of self-motivation
3. Tools and techniques for self-motivation

Day 5

Empathy

1. Definition
2. Barriers of empathy
3. Tools and techniques for developing empathy

Day 6

Social Skills

1. Defining social skills
2. Traits of a person with high social skills
3. How to create a good first impression

Day 7

Business Practices

1. Managers and emotional intelligence: is it necessary?

The Integrated Program of Leadership

UHSSG005



The word “leadership” can bring to mind a variety of images. For example: A political leader, pursuing a passionate, personal cause; an explorer, cutting a path through the jungle for the rest of their group to follow; an executive, developing their company’s strategy to beat the competition. Leaders help themselves and others to do the right things. They set direction, build an inspiring vision, and create something new. Leadership is about mapping out where you need to go to “win” as a team or an organization, and it is dynamic, exciting, and inspiring. In this course participants will learn all the required skills to be an effective leader in their organization. This course aims to enable participants in developing their knowledge and skills in leadership.

This course is designed for those who want to improve their skills in leading others, as no previous experience or knowledge of leadership is required.

Course Objectives:

At the end of this course the participants will be able to:

- Define leadership.
- Know the difference between a leader and a manager.
- Know the most recent theories in leadership domain.
- Determine the challenges that leaders face in the 21st century.
- Have the required skills to be an effective leader.

Course Content:

- Leadership theories
- Contemporary issues in leadership
- Leaders’ skills

Related Courses:

- Conflict Management
- Time Management

Duration

7 Days

Level

Basic

Programme Schedule

Day 1

Introduction to Leadership

1. Definition and principles
2. Differences between leadership and management
3. Leaders’ traits
4. 21st century leaders

Day 2 and 3

Leadership Theories

1. Traits theories
2. Behavioral theories
3. Situational theories
4. Fiddler model
5. Path-goal theory
6. Leader-member exchange theory
7. Transactional theory
8. Transformational theory

Day 4

Contemporary Issues in Leadership

1. Empowering employees
2. National culture
3. Emotional intelligence

Day 5, 6 and 7

Leaders’ Skills

1. Communication skills
2. Presentation skills
3. Persuasion skills
4. Management skills
5. Influencing skills

Conflict Management (Negotiation)

UHSSG006



This course aims to enable participants in developing their knowledge and skills in conflict management and negotiations with others.

This course is designed for those who want to improve their skills in managing conflicts, as no prior experience or knowledge in this domain is required.

Course Objectives:

At the end of this the participants will be able to:

- Identify causes of conflict.
- Describe how diversity and differences can be harnessed.
- Define the negotiation process.
- Know negotiation characteristics.
- Define goals and objectives before conflict arises.
- Adjust their messages for people with varying communication styles.
- Be a master of all six phases of conflict resolution.

Course Content:

- Communication skills for handling conflicts
- Negotiation skills
- Conflict resolution

Related Courses:

- Negotiation Skills
- Leadership Program

Duration
5 Days

Level
Basic

Programme Schedule

Day 1

Introduction to Conflicts

1. What is conflict?
2. Causes of conflicts
3. Differences, diversity and opportunity

Day 2

Communication Skills for Handling Conflicts

1. Communication definition
2. Effective questioning
3. Effective listening skills
4. How to say "No" without annoying others
5. Causes of differences between people
6. Personality types (MBTI)

Day 3

Negotiation Skills

1. Negotiation definition
2. Negotiation characteristics
3. Negotiation tricks
4. Avoiding unethical tricks
5. Tips for win-win negotiation

Day 4 and 5

Conflict Resolution

1. Conflict resolution with the Thomas-Kilmann instrument
2. Creating an effective atmosphere
3. Creating mutual understanding
4. Building a solution

Time Management

UHSSG007



One of the most repeated phrases heard in offices everywhere is, “we don’t have enough time,” to which the response is often “work harder”. This however leads to overtime, stress, and often a poorly done job. This course aims to provide participants with tools and techniques that will help them to achieve more effective use of their time, so that they can direct their energy towards the activities that will further their professional and personal goals.

This course is designed for those who want to improve their skills in managing time, as no prior experience or knowledge in this domain is required.

Course Objectives:

At the end of this course the participants will be able to:

- Set their goals using the S.M.A.R.T. technique.
- Make an effective to-do list.
- Understand and implement the “Urgent vs. Important” matrix.
- Handle high pressure and crisis situations effectively.
- Plan strategically.
- Have lasting skills to tackle procrastination.

Course Content:

- Goal setting
- Prioritizing your time
- Tackling procrastination
- Delegation skills
- Organizing the workspace

Related Courses:

- Leadership Program

Duration
4 Days

Level
Basic

Programme Schedule

Day 1

Goal Setting

1. Goal definition
2. The three P's
3. S.M.A.R.T. goals
4. Prioritizing your goals

Prioritizing Your Time

1. The 80/20 rule
2. The “Urgent vs. Important” matrix
3. Assertiveness

Day 2

Tackling Procrastination

1. Why do we procrastinate?
2. Nine ways to overcome procrastination
3. Eat that frog

Day 3

Delegation Skills

1. Delegation definition
2. Delegation importance
3. Why don't we delegate tasks for others?
4. When to delegate
5. To whom should you delegate?
6. How should you delegate?
7. The importance of full acceptance

Day 4

Organizing the Workspace

1. De-clutter
2. Managing workflow
3. Dealing with e-mail
4. Using calendars

Customer Service

UHSSG008



Customer service is the support that you offer for your customers – both before and after they buy your product – which helps them have an easy and enjoyable experience with you. It's more than just providing answers; it's an important part of the promise your brand makes to its customers, and it's critical to the success of your business. This course will provide participants with the knowledge and tools to achieve success in the customer service domain.

This course is designed for salesmen, CS officers, and those who want to improve their skills in this domain.

Course Objectives:

At the end of this course the participants will be able to:

- Define customer service.
- Know the key elements of successful customer service.
- Know the importance of customer service.
- Recognize how one's attitude affects service standards.
- Develop and maintain a positive customer attitude.
- Develop needs analysis techniques to better address customer needs.
- Master techniques for dealing with difficult customers.
- Understand when to escalate.
- Provide effective client service over the phone.
- Phrase more effectively for positive and clearer communication.
- Question effectively over the phone.
- Establish the right words for unambiguous, positive, and productive communication.

Course Content:

- Foundation of customer service
- Identifying and addressing customers' needs
- In-person customer service
- Establishing your attitude
- Recovering difficult customers
- CS over the phone

Related Courses:

- Communication Skills

Duration
6 Days

Level
Basic

Programme Schedule

Day 1

Foundation of Customer Service

1. Who are the customers (internal/external)?
2. What is customer service?
3. Who are the customer service providers?
4. Understanding the customer's problem
5. Staying outside the box (not jumping to conclusions)
6. Meeting basic needs
7. Going the extra mile

Day 2

In-Person Customer Service

1. Dealing with at-your-desk requests
2. The advantages and disadvantages of in-person communication
3. Using body language to your advantage

Day 3

Establishing Your Attitude

1. Appearance counts (even if not in-person)
2. The power of the smile
3. Staying energized
4. Staying positive

Day 4

Recovering Difficult Customers

1. De-escalating anger
2. Establishing common ground
3. Understanding etiquette
4. Tips and tricks

Day 5

Understanding When to Escalate

1. Dealing with vulgarity
2. Coping with insults
3. Dealing with legal and physical threats

Day 6

Giving Customer Service Over the Phone

1. The advantages and disadvantages of telephone communication
2. Telephone etiquette
3. Tips and tricks

Training of Trainers (TOT)

UHSSG009



Day after day, the importance of training increases and the market grows until the available trainers cannot cover needs. This course aims to provide the participants with the knowledge, skills, and right attitude ideal for professional trainers.

This course is designed for new and professional trainers, human resources managers, educational organization managers, and for everyone concerned with teaching, education, and training.

Course Objectives:

At the end of this course the participants will be able to:

- Write learning objectives.
- Formulate training benefits.
- Begin their courses with a high influence using McClelland's theory.
- Choose the learning techniques and present them.
- Develop exercises and manage them.
- Improve the use of voice skills.
- Improve body language skills.

Course Content:

- Learning theories
- Training management
- Delivery

Related Courses:

- The Integrated Program of Leadership
- Presentation Skills

Duration
6 Days

Level
Basic

Programme Schedule

Day 1 and 2

Learning Theories

1. GANG theory
2. KOLB theory
3. BLOOM theory
4. McClelland theory

Day 3, 4 and 5

Training Management

1. ADDIE model
2. Training needs assessments
3. Design phase
4. Development phase
5. Implementation phase
6. Evaluation phase

Day 6, 7 and 8

Delivery

1. Public speaking skills
2. Speaking confidently
3. Analyzing your audience
4. Introduction and conclusion for your speech
5. Dealing with tension and difficult types of audiences
6. The structure of persuasion
7. Listening skills
8. Ethics of professional trainers

Soft Skills

in Oil & Gas



The courses in this section are designed for participants at the intermediate level. They also provide an overview of the basics in each domain.

The course overview will help training managers determine the appropriate courses for setting-up training plans for staff members to build upon existing knowledge and skills.

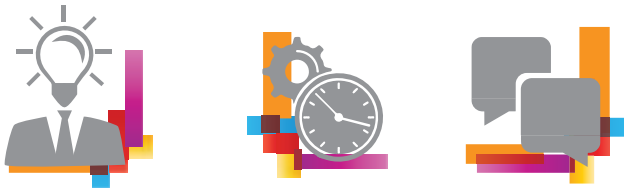
Section Courses

1. Human Resources Development in the Oil & Gas Industry
2. Finance for Oil & Gas Projects
3. Timing and Scheduling for Oil & Gas Projects
4. Strategical Leadership



Human Resources Development in the Oil & Gas Industry

UHSSO001



HR value proposition has shifted dramatically from back office support, to contributing to strategy on the front line. This course aims to enable participants in developing their knowledge and skills in human resources development. This will cover the major knowledge areas in the HR domain, taking into consideration the characteristics of the oil & gas industry.

This course is designed for HR managers, officers, and executives.

Course Objectives:

At the end of this course the participants will be able to:

- Define human resources management.
- Determine the characteristics of human resources management in the oil & gas industry.
- Understand the current methods of recruitment and selection.
- Have the knowledge, skills, and concepts needed to resolve actual human resource management problems or issues.
- Evaluate the procedures and practices used for recruiting and selecting suitable employees.

Course Content:

- Recruitment and selection
- Developing people
- Compensation and recognition
- Work environment development

Related Courses:

- The Integrated Program of Leadership
- Strategic Leadership

Duration
6 Days

Level
Basic

Programme Schedule

Day 1

Introduction to Human Resources Management

1. Definition
2. Is HRM in the oil & gas industry different than general HRM?
3. HRM functions

Day 2

Recruitment and Selection

1. Recruitment definition
2. Recruitment stages
3. Recruitment sources
4. Headhunting in the oil & gas industry
5. Selection process

Day 3 and 4

Developing People

1. Training development
2. Training importance in the oil & gas industry
3. Training needs analysis
4. HR role in setting a climate for personal development
5. Performance management

Day 5

Compensation and Recognition

1. Tools for motivating people in the oil & gas industry
2. Employee compensation
3. Employee benefits and services

Day 6

Work Environment

1. Developing a healthy work environment
2. Effective employee relations

Finance for Oil & Gas Projects

UHSSO002



This course aims to enable participants in developing their knowledge and skills in the financing of oil & gas projects. The learner will gain a very broad knowledge about the fundamental evaluation criteria and procedures which should be adopted to achieve successful project financing.

This course is designed for finance officers and assistants, and project officers and financiers.

Course Objectives:

At the end of this course the participants will be able to:

- Explain the basic structure of the petroleum industry.
- Determine different risk/reward objectives of sponsors and lenders.
- Define the ratios and other tools used to determine loan values, and balance equity and debt.
- Decide what funding structure is optimal, depending on location, timetables, sector and project content.
- Know where the most appropriate funding sources can be found.
- Know the terms and conditions upon which financiers will provide such funds.

Course Content:

- Tools of finance
- Structuring and financing in the oil & gas field
- Shipping and related facilities
- Crude oil refining project finance
- Oil project finance challenges

Related Courses:

- Project Timing and Scheduling

Duration
10 Days

Level
Intermediate

Programme Schedule

Day 1 and 2

Introduction and the Tools of Finance

1. Finance for the oil & gas industry – overview
2. Financial decision making in the oil & gas industry
3. The financial system
4. A review of the tools of finance

Day 3 and 4

Structuring and Financing Oil & Gas

1. Field development projects
2. Development project finance
3. Partnership project agreements
4. Joint venture project finance
5. Development risk analysis and management
6. Economic, political and geographic factors

Day 5 and 6

Financing Oil & Gas Rigs, Platforms, Pipelines, Shipping and Related Facilities

1. Exploration drilling project finance
2. Upstream oil & gas production finance
3. Midstream and downstream transportation and refining project finance
4. Facilities finance risk analysis and management
5. SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis

Day 7 and 8

Crude Oil Refining Project Finance

1. Essence and process of hydrocarbons refining
2. Economic viability of hydrocarbons refining
3. Crude oil quality in relation to refining costs and ROI
4. Crude oil refining project risk analysis and management
5. SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis

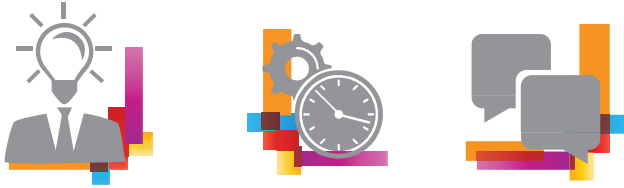
Day 9 and 10

Oil Project Finance Challenges

1. Oil price volatility and raising project finance
2. Related costs volatility and raising project finance
3. Environmental issues and project finance
4. Oil project finance risk analysis and management
5. Economic, political, and geographical factors and risks

Timing and Scheduling for Oil & Gas Projects

UHSSO003



This course aims to enable participants in developing their knowledge and skills in project timing and scheduling. The course output is to provide the trainees with the tools and techniques necessary to produce a schedule management plan.

This course is designed for team leaders, project officers, and heads of units.

Course Objectives:

At the end of this course the participants will be able to:

- Understand the importance of project schedules and good project time management.
- Define activities as the basis for developing project schedules.
- Understand network diagrams and dependencies.
- Understand the relationship between estimating resources and project schedules.
- Know the tools and techniques for estimating activity duration.
- Use a Gantt chart for planning and tracking schedule information.
- Understand the Program Evaluation and Review Techniques (PERT).
- Explain CCM and CCS.

Course Content:

- Activity chapter
- Project scheduling
- Types of dependencies
- Network diagrams
- Project timing and scheduling charts

Related Courses:

- Time Management

Duration
6 Days

Level
Intermediate

Programme Schedule

Day 1

Introduction to Time Management

1. Definition
2. Fundamentals
3. Importance of time management in projects

Activity Chapter

1. Activity definition
2. Activity sequencing
3. Activity resource estimating
4. Activity duration estimating

Day 2

Project Scheduling

1. Schedule development
2. Schedule control
3. Determining milestones

Day 3

Types of Dependencies

1. Mandatory dependencies
2. Discretionary dependencies
3. External dependencies

Day 4

Network Diagrams

1. Sample Activity-on-Arrow network diagram
2. Process of creating AOA
3. Arrow Diagramming Method (ADM)
4. Precedence Diagramming Method (PDM)

Project Timing and Scheduling Charts

1. Gantt charts
2. Load charts

Day 5

Three-Point Estimates

Critical Project Timing and Scheduling Types

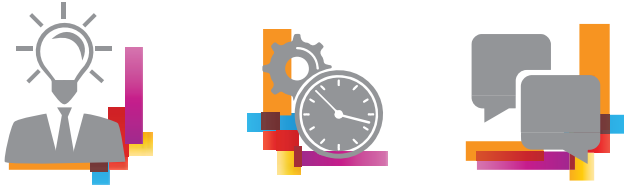
1. Critical Path Method (CPM)
2. Critical Chain Scheduling

Day 6

Program Evaluation and Review Techniques (PERT)

Strategic Leadership

UHSSO004



This course aims to enable participants in developing their knowledge and skills in strategic leadership. The learners will develop their leadership and strategic thinking skills within this complex and fast evolving oil & gas industry.

This course is designed for team leaders, project officers, and heads of units.

Course Objectives:

At the end of this course the participants will be able to:

- Understand the basics of the oil & gas industry.
- Know the differences between traditional management and leadership.
- Implement leadership theory in the oil & gas industry.
- Know the basics of strategic management.
- Know their roles as leaders in implementing the strategy in the oil & gas industry.
- Understand leadership theories.

Course Content:

- Challenges and opportunities
- Leadership theories
- Strategic management in the oil & gas industry

Related Courses:

- The Integrated Program of Leadership

Duration
5 Days

Level
Intermediate

Programme Schedule

Day 1

Introduction to the Oil & Gas Industry – Challenges and Opportunities

1. The nature of the oil & gas industry
2. Who are the key players?
3. Strategic challenges and opportunities facing the industry

Day 2

Leadership in an Oil & Gas Context

1. What do we mean by leadership in the oil & gas industry?
2. Main characteristics of the oil & gas industry
3. The differences between leadership and management
4. Importance of leadership in the oil & gas industry

Day 3

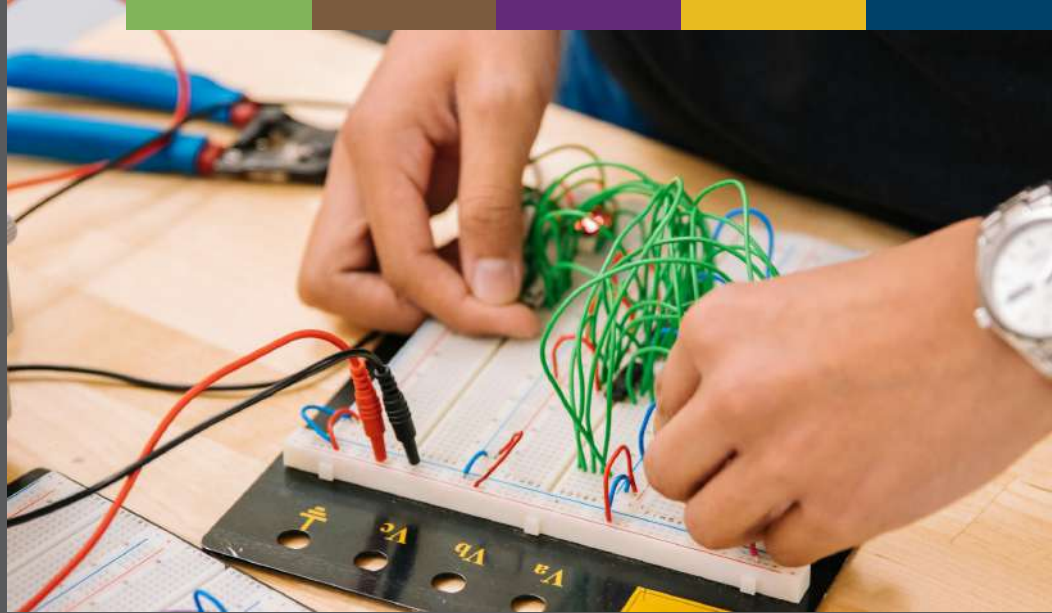
Leadership Theories

1. Traits theory
2. Situational theory
3. Behavioral theories

Day 4 and 5

Strategic Management in the Oil & Gas Industry

1. Strategic management definition
2. Importance of strategy
3. Developing strategic plans
4. Differences between oil & gas strategy and operations
5. Monitoring strategic performance



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