



Multinational Technologies
Limited RC 159726

MANPOWER TECHNICAL SERVICES PROCUREMENT

Training Brochure



Profile

Who We Are

Multinational Technologies Limited (MTL), a wholly owned Nigerian Company, is Petroleum Energy Consulting and Training Organization established in 1990 with a mission to provide high quality consultancy and training services to various sectors of the Nigerian and global economy.

We have over the years developed extensive experience and appreciable competence in rendering training and allied services to our numerous clients. In doing this, we have succeeded in carving a niche for ourselves in human capital development, through our total commitment to prompt and customer-driven service delivery, which has been the basis of our sustained relationship with our clients.

Our Objectives

To provide quality and high value services to our clients by enhancing the quality of their workforce.

To continuously strengthen MTL's training support for both indigenous and multinational companies.

To partner with our clients by working to assist them realize their aspirations.

Our Experience and Track Record

Since inception, Multinational Technologies Limited has been actively involved in developing and facilitating learning processes designed to maximize capacity building for most organizations.

We have worked individually and collectively with various business concerns spanning the major sectors of the Nigerian economy ranging from reputable multinational companies to indigenous institutions.

Our Methodology

Our training offers participants an opportunity to using ground breaking methods that have been evaluated and validated.

Our approach is simple and positively effective as the delivery techniques are experiential and ensure that the key learning points are imbued to provide workable solutions to real life challenges faced in the work environment. We achieve these using lectures, demonstration, videos, practical case studies, learner participation and group work.



Our Partnership

Our partnership comprise of individuals who are specialist with global hands on experience in the various subject areas and also possess the ability to inspire, motivate and empower delegates during and after every training session. We also synergise with reputable corporate institutions with technical competence in some specialised areas for effective delivery of training programmes. This is your guarantee for quality service.

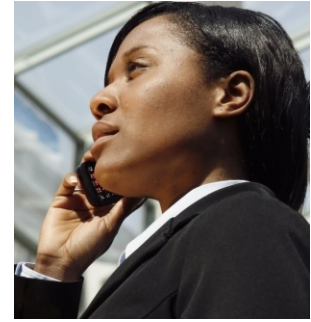


In an increasingly competitive environment where your people are often the key differentiator, you need to think beyond the norm and continually raise the level of talent and skills within your organisation.

Training brings direct benefits to business and can be calculated as a return on investment. Staying competitive is the key to sustainability. Therefore, training your staff, keeping them motivated and up-to-date with industry trends and new technologies is essential to achieving that goal.

It is in the light of this that our courses are designed for on-the-job skills improvement and knowledge-based value addition premised on new technology, current and international practices in Oil & Gas and related industries.

With our team of highly trained and experienced trainers, we offer the best in training and development services by focusing on improving the performance of your people and advancing your business.



We will be pleased to discuss with you more on how your organization can tap into the benefits highlighted above as well as receiving your invitation to train for your organization.

Contents

- 1 Table Of Contents
1. Introduction
- GENERAL MANAGEMENT**
3. Management Workshop For Administrative/Personnel Officers
3. Team Building Workshop for Peak Performance
4. Communication and Interpersonal Relations
5. Management Skills Improvement Workshop
6. Corporate Affairs and Community Relations
7. Strategic Planning Workshop for Industrialists
7. Developing Managerial Excellence
8. Leadership & Management Skills for Supervisors
9. Advanced Management Course
9. Professional Tendering & Contract Management Course
10. Effective Report Writing and Presentation Skills
11. Developing Executive Skills for Secretaries
12. Pre-Retirement Orientation Programme
13. Work Teams in the Oil and Gas Industry- How to Make Them Work
14. Leading & Managing Through Strategic Planning & Innovation
15. Business Performance Improvement
15. Problem Analysis and Decision Making
- HUMAN RESOURCE MANAGEMENT**
18. Enhancing Organisational Change And Effectiveness
19. Managing the Human Resource for Sustained Results
20. Target Setting a Performance Appraisal
21. Career Planning and Development
22. Human Resources Management Course
23. Oil and Gas Industrial Relations Course
- FINANCE & ACCOUNTING**
24. Finance and Accounting for Non-Accountants
25. International Financial Reporting Standards Transitioning
25. Project and Investment Planning, Analysis and Appraisal
26. Investment Management and Risk Analysis
27. Effective Preparation, Management,

- analysis of Final Accounts & Financial Reporting
28. The Complete Course On Budgeting: Planning, Forecasting, What- If Analysis & Reporting
 29. Financial Management for Projects & Contracts
 30. Finance & Accounting for the Oil & Gas Industry

OPERATIONS MANAGEMENT

31. Effective Inventory Planning
32. Materials Production Planning and Control
32. Purchasing and Supply Management



49. Physical Distribution and Transportation Management
 33. Production Management
 34. Logistics & Supply Chain Management
 34. The Effective Buyer
 35. Excellence in Public Procurement Administration, Control and Implementation
 36. Project and Construction Management
 36. Project Planning, Scheduling & Control Programme
 37. Project Management Programme
 38. Best Practices in Facilities Management
- #### **TECHNICAL (OIL & GAS)**
39. Crude Oil Marketing
 40. Effective Negotiation of Oil & Gas Contracts
 41. Electrical Machines Maintenance
 42. Flow Measurement
 43. Instrumentation (Pneumatics)
 44. Electrical Maintenance
 45. Maintenance Management
 46. Rotating Equipment Maintenance (Pumps And Compressors)
 47. Pipe Welding
 47. Welding Appreciation/Electric Arc Welding
 48. Basic Refining Operations
 49. Natural Gas Gathering, Transmission, Distribution and Management
 50. Basic Natural Gas Processing Technology
 51. Oil Field Corrosion Management
 52. Basic Petroleum Technology Course
 53. Cost Engineering, Effective Estimation and

Control of Technical Projects
Petroleum Engineering For Non-Petroleum Engineers

54. Gas Storage & Gas Pipeline Maintenance Course
55. Cathodic Maintenance Course
56. Technical Program for Non Technical Graduate Employees
- 57-74. Fundamentals of Oil and Gas Industry Lifting & Rigging Equipment- Inspection, testing & Cert.
75. Control Valves and Actuators Maintenance

HSE MANAGEMENT

76. Effective Health and Safety Management Course
77. Environmental Impact Assessment Course
77. Developing & Writing Health and Safety Procedures
78. Environmental, Social & Health Impact Assessment Programme
78. Environmental Impact Assessments and Community Relations Course
79. Safety Engineering and Risk Management Course
80. Hazardous Waste Management and Pollution Prevention Course
81. Hazard Identification and Assessment Course
82. Risk Management in the Oil, Gas and Related Industries
82. Fundamentals of Credit Risk Management Course
83. Fire Risk Assessment, Safety & Emergency Planning Programme
84. Safe Handling, Operation & Maintenance Of Electrical Equipment In Hazardous Areas & Classification
85. Defensive Driving Course
85. Behavioural Based Safety
86. Emergency Response Management

MARKETING

87. Fundamentals of Strategic Marketing
 91. Winning and Maintaining Customers In A Competitive Business Environment
 91. Creating a Marketing Niche For Your Products And Services
 92. Creativity Techniques For Marketing
- #### **CUSTOMER SERVICE**
92. Beyond Customer Service; Building a Customer Centric Organisation
 93. Managing Service Quality and Customer Satisfaction

General Management



Management Workshop For Administrative/Personnel Officers **Five (5) days**

INTRODUCTION

This workshop is designed to equip participants with relevant management techniques and skills that will enable them to operate as effective and efficient Administrative and Personnel Officers.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- Apply modern management techniques.
- Identify key result areas in their jobs.
- Set targets and performance standards for themselves and subordinates.
- Evaluate employees' performance objectively.
- Build effective work teams

CONTENT

- The Personnel Functions
- Planning and Organising work
- Work Values and Ethics
- Delegation and Authority
- Budgeting and Budgetary Control
- Effective Team Building
- Leadership and Motivation
- Disciplinary Procedures
- Computer Application in Personnel Functions
- Performance Appraisal
- Industrial Relations

WHO SHOULD ATTEND

Personnel Managers, Administrative Managers and other Financial Managers.

Team Building Workshop For Peak Performance

Five (5) days

INTRODUCTION

Achieving superior performance in a dynamic business environment depends greatly on the quality of human resources available and their ability to work together as a team.

This workshop is designed to equip participants with the ability to build effective work teams and manage their subordinates in a way that enables them to show commitment to team effort and use their creative abilities to achieve organizational goals.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- Build effective work teams
- Develop team values and enhance commitment to team effort
- Contribute more positively to the development process of their teams
- Analyse the performance level of their teams for possible improvement
- Use leadership skills to control and lead their teams effectively
- Handle difficulty in the teams
- Communicate effectively with their members

CONTENT

- Team Building Role and Function Group Dynamics
- Stages of Team Development and Improvement
- Developing High Performing Team
- Team Leading and Maintenance
- Communication and Interpersonal

- Relations in teams
- Problem Solving/Decision Making in Teams
- Handling Team Conflicts
- Individual and Personality Traits
- Attitude Change for Enhanced Team Performance

WHO SHOULD ATTEND

Managers, Deputy Managers, Assistant Managers and Heads of Department, Division and Unit, who have to lead teams in both public and private organizations for goal achievement.

Communication And Interpersonal Relations

Five (5) days

Introduction

Many organisations are characterized by poor relationships and conflict. People tend to work at cross purpose and these often affect achievement of goals. Undoubtedly, managers and their subordinates perform better when there is effective communication, interpersonal relations and harmony in the organization. Communication and interpersonal relations are potent tools for forging shared values, commitment and harmony in the organization. This workshop has therefore been designed to sharpen the skills of participants in communication and interpersonal relations for improved work climate and performance.

LEARNING OBJECTIVE

At the end of the workshop, participants will be able to:

- Identify factors that affect relations at the work place
- Minimize incidences of communication breakdown and conflict at the work place
- Relate more effectively with superiors, peers and subordinates
- Apply basic communication Skills
- Improve relationships in their work teams
- Use interpersonal skills to improve performance



CONTENT

- Role of Communication in Organisations
- Interpersonal Relations Functions
- Overcoming Barriers to Interpersonal Relations and Communication
- Giving and Receiving Feedback
- Work Values and Ethics
- Effective Report Writing
- Organising Meeting and Conferences
- Team Building
- Persuasion and Influencing Skills
- Managing Organisational Conflict
- Attitude Change

WHO SHOULD ATTEND

Managers and Officers in public and private sector organizations as well as non-governmental Organisations.

Management Skills Improvement WorkShop

Five (5) days

INTRODUCTION

Managers perform crucial roles in the realization of corporate objectives. They interact with subordinates, super-ordinates and the general public. In order to achieve the desired corporate objectives, they need to be well equipped and improve on core skills and competence.

The workshop is therefore designed to equip the participants with managerial skills and techniques needed for them to excel and succeed in a challenging and volatile work environment.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

Identify their estimable roles as leaders of effective work teams in their organizations

Manage crisis effectively in their organizations

Use problem solving and decision-making skills to solve problems in their organizations

Use appropriate motivational techniques to improve their performance

CONTENT

- Managerial Roles
- Developing Interpersonal Styles and Skills
- Motivational Skills
- Team Building Skills
- Strategic Information Management
- Managing Difficult Employees
- Crisis Management
- Problem Solving and Decision-Making Skills
- Performance Improvement Techniques
- Managing Organisational Change
- Negotiation Skills

WHO SHOULD ATTEND

Managers in the public and private sectors of the economy.



Corporate Affairs And Community Relations

Five (5) days

INTRODUCTION

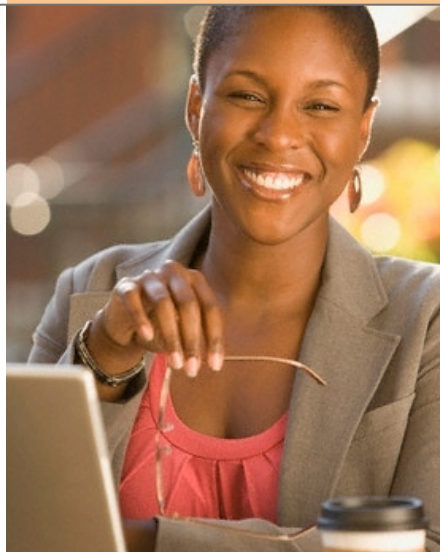
The ability of organisations to survive and remain relevant depends largely on their relationship with their various communities and stakeholders. Corporate Affairs and Community Relations Managers are primarily responsible for the management of this function. The task of gaining and sustaining corporate reputation and relating with the public is a daunting task.

The workshop is designed to equip participants with the knowledge, skills and competence necessary for carrying out corporate affairs functions and to be able to build and sustain healthy relations with the public.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Identify the challenges of corporate and public relations
- Relate corporate affairs and public relations functions to the objectives of their organizations
- Identify key stakeholders in the performance of their duties
- Formulate strategies to strengthen relationship between organizations and stakeholders
- Produce information and communication materials needed to relate with the community
- Evaluate the impact of community relations projects



CONTENT

- Corporate Vision, Mission and Values as Drivers of Corporate Social Responsibility
- The Role of Corporate Affairs/Relations Department in Effective Relationship Building
- Core Issues in Corporate Affairs/Public Relations Management
- Ethical Issues in Corporate Affairs/Public Relations Management
- Corporate Affairs/Public Relations Planning and Strategies
- Management of Community Relations Projects
- Media Relations Management
- Communicating with Corporate Publics
- Media Production Techniques for Corporate Affairs/Public Relations Managers
- Event Management
- Protocol Management
- Budgeting for Corporate Affairs/Public Relations Activities

WHO SHOULD ATTEND

Corporate Affairs Managers, Public Relations Managers, Community Relations Managers, Community Liaison Officers, Special Assistants to Chief Executives in both Public and Private Sectors, Protocol Officers, Managers and Trainers.

Strategic Planning Workshop For Industrialists

Five(5) days

INTRODUCTION

Effective planning is a desirable tool for effective service delivery and goal achievement. Those who fail to plan are unable to take advantage of opportunities and cope with challenges in the environment.

Business operators need strategic planning skills to plan and properly manage their businesses. It is against this background, that this programme is designed to upgrade the much needed managerial competence of industrialists to reduce the rate of business failures.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- Identify environment factors that affect their businesses;
- Diagnose their businesses and make necessary changes;
- Apply relevant strategies, management tools and techniques effectively; and
- Develop capabilities that are required to effectively manage their business.

CONTENT

- Strategic Planning Concept
- Management Functions and Tasks
- Environmental Diagnosis
- Problem Solving and Decision Making
- Planning and Controlling
- Financial Planning
- Business Plan/Feasibility Study Preparation and Presentation
- Venture Idea Selection
- Management Games(New Version)

WHO SHOULD ATTEND

Management Consultants, Officers in small/ medium enterprises and departments of commercial and development banks, and Officers responsible for small/ medium enterprises' development in both state and federal ministries of industries.

Developing Managerial Excellence

Five (5) days

INTRODUCTION

This programme has been designed for people already in a staff management position, or those about to take up an appointment, who want to review their management style, explore the latest thinking and models for effective management and leadership, and develop their skills to become excellent in their roles.



LEARNING OBJECTIVES

At the end of the programme, participant will be able to:

- Review their personal management style
- Differentiate between management and leadership
- Build and develop high performing teams
- Analyse and put into action the latest research in employee motivation
- Learn simple but effective tools to manage performance
- Develop flexibility in influencing style to be able to handle different situations
- Think and plan strategically
- Generate commitment and confidence
- Manage change proactively and positively
- Take charge of their own continuing development

CONTENT

- Managing in the 21st Century
- Management and leadership
- Planning and organising
- New trends and developments in management, leadership and organisations
- Developing Excellence in Teams
- Team goals and the importance of



- teamwork
- Defining critical team roles and responsibilities
- Excellence in Communication
- The importance of clarity and effective communication
- Handling difficult and conflict situations
- Strategic Excellence
- Stakeholders and networks - how influence is applied
- Strategic thinking and environmental scanning to stay ahead

WHO SHOULD ATTEND

Managers, Leaders, Professionals and technical staff who are preparing to take up a managerial role

Leadership & Management Skills For Supervisors **Five (5) days**

INTRODUCTION

As professionals are promoted into new positions of more responsibility they discover very quickly that a new set of leadership and management skills are required in addition to the knowledge and task skills gained from their experience in their previous positions. This programme will provide participants with the leadership and management skills necessary for success in such new positions.

LEARNING OBJECTIVES

- At the end of the programme, participants will be able to:
- Differentiate between managing and leading
- Develop their skills of managing and leading
- Devise a strategy to help “manage” their boss

- Discover a variety of communication styles to effectively cope with different situations
- Discuss the art of motivating employees
- State methods for conducting effective performance appraisals of their staff
- Create a plan of action to be implemented in their organization

CONTENT

- The Role and Responsibility of a Manager
- Communicating and Active Listening
- Motivating and Coaching your staff
- Delegating and Empowering your people
- The Performance Review

WHO SHOULD ATTEND

Newly promoted members of the management team, Technical staff planning to transition to a management position, Supervisors seeking to develop their supervisory skills. Team leaders interested in further management development Managers interested in evaluating their current skill set. Managers seeking to enhance their managerial skills

Advanced Management Course

Five (5) days

INTRODUCTION

This senior programme provides an intensive opportunity for participants to further improve on their knowledge of advanced principles and techniques of effective management. It will develop and sharpen participant skills which can be fully utilized upon returning to the work environment.

In this programme you will examine:

- Leadership Development

- Strategic Thinking
- Creative Thinking and Decision Making
- Management Skills Development

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Discuss managerial skills
- Develop leadership skills
- Explain the process of strategy development
- Discuss the process of strategy implementation
- Identify what makes organizations excellent
- Develop their ability to improve organizational performance

CONTENT

- People Management
- Leadership
- Creating a Strategic Plan
- Implementing the Strategic Plan
- Human Capital Management
- Creative Problem Solving
- Dealing with Diverse Cultures on a Global Basis
- Negotiation Skills Development
- Customer Service
- Outsourcing

WHO SHOULD ATTEND

Experienced managers who desire to build a solid foundation in current business theory and practices. Technical professionals moving into management positions who need more management "know-how". Managers looking to advance their careers who desire to become knowledgeable in a variety of functional areas.



Professional Tendering & Contract Management Course

Five (5) days

INTRODUCTION

To achieve top class tendering and contract management, procurement practitioners must develop a strong range of skills and competencies. This highly successful course will develop those skills required to achieve optimal tendering results. Participants will learn how to draft professional contract documentation; and implement modern contract management techniques.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Discuss effectively in a win-win environment
- Identify the intricacies of tendering and winning contracts in the petroleum industry.
- Evaluate tender responses better
- Define bid packages scope of work
- Manage contracts effectively

CONTENT

- A definition of tendering and contracting as instruments of project execution
- The advantages and disadvantages of alternative types of contracting
- Tendering process and procurement specification
- Contracting procedures and processes in the Petroleum Industry
- Tendering applications and practical evaluation and experiences
- Problem solving and decision making in negotiations
- Management Issues in Negotiations

WHO SHOULD ATTEND

Project Managers, Purchasing Managers, Land Officers, Legal and Contracts Manager, Project Engineers and others.

Effective Report Writing And Presentation Skills

Five (5) days

INTRODUCTION

A report like any other written communication is a document produced in order to convey information. An analysis of the type of reports, techniques and presentation provides the basic ingredient of a good report.

Staff at all levels need to be able to write high quality letters, emails, memos, reports, proposals and minutes. Producing clear, effective and professional communications is one of the ways that differentiates the best organizations from the rest. It is all too easy to ruin your reputation with poor written communication and presentation.

In view of this, the course is to obviate this perceived training need identifiable in employees of most organizations and equip them with the requisite skills for effective report writing and presentation.



LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Discuss business corresponding techniques
- Identify the skills for good written communication - Present in simple effective ways while maintaining clarity.
- Communicate in good grammar
- Write good memos, letters, reports and minutes
- Apply technological aids effectively in making presentations

CONTENT

- Core Skills for the Communication process
- Functional English (Phonetics)
- Functional English (Grammar)
- Introduction to Report Writing
- Features and Assessment of a Report
- Proposal, Memo, Letter and Minute Writing
- Presentation Techniques
- Presentation Skills and Technological Aids
- Presentation and Critique
- Audience management
- Group Work / Exercises



WHO SHOULD ATTEND

Managers, Departmental Heads, Supervisors, Field officers whose function require writing and presentation of reports.

Developing Executive Skills For Secretaries

Five (5) days

INTRODUCTION

The challenges in our work environment have made the job of the Manager very complex. Secretarial and Personal Assistants work as aids to Managers by assisting them to plan, organize and coordinate their day to day activities. As "managers of their Managers", they require excellent managerial skills and competencies to enable them perform optimally towards attainment of organizational goals. This will also move their career beyond secretarial and merely assisting duties and advance it towards administering and managing.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Identify fundamental management principles and their applications
- Develop skills for effective management of

highly sensitive official documents and information

- Develop communication and interpersonal skills
- State the guideline for self and office management
- Lead and motivate people
- Write reports and make effective presentations
- Balance office work and family life

CONTENT

- General Overview of Managerial Functions
- Developing Managerial Mindset and Key Success Factors for Managers
- People Management in a Competitive Environment
- Understanding Human Behaviour
- Developing Assertive and Interpersonal Skills
- Leading and Motivating People
- Core Skills for the Communication Process
- Effective Report Writing and Presentation Skills



- Team Building and Effective Delegation
- Performance Management
- Business Ethics, Discipline & Grievance Procedure
- Problem Solving & Decision Making
- Personal Effectiveness & Time Management
- Rendition of Quality Service
- Work Life Balance

WHO SHOULD ATTEND

Executive Secretaries and Personal Assistants who must give management support to make their bosses more effective.

Pre-Retirement Orientation Programme

Five (5) days

INTRODUCTION

We have observed over the years, the deplorable condition of our retirees both in the private and public sectors of the economy leading to a falling living standard and early deaths and we are of the professional view that most of our retirees experience this sharp decline in their living standard as a result of lack of proper preparation for life after retirement.

The programme is highly enlightening and most beneficial to any person who intends to live happily and comfortable after retirement from paid employment. It is to bridge the missing link by contributing in assisting retiring employees to put their severance benefits to the best use in retirement.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Identify the fears of retirement from paid employment.
- Identify projects and services available for investment by retirees.
- Explain the need to maintain good health in retirement.

- State guidelines to becoming successful entrepreneurs after employment.
- Discuss the legal and financial issues in running a business

CONTENT

- Pre-retirement orientation
- Common myths and misconceptions about retirement
- Family issues about retirement
- Health and social aspects of retirement
- Personal effectiveness, stress and time management
- Planning for retirement
- Establishing small and medium scale enterprise
- Business Law its application to small and medium scale enterprises
- Guidelines to business success
- Investment opportunities in small and medium scale enterprise

WHO SHOULD ATTEND

Retired Officers, Officers that are about to retire and all those who desire to live happily and comfortably after disengaging from paid employment

Work Teams In The Oil And Gas Industry

- How To Make Them Work five(5) days

INTRODUCTION

This programme is designed towards self-directed and intact work teams to enable participants to acquire and retain fresh insights and new skills about the underlying principles of team work in Oil and Gas. Individual performance affects not just the individual but also the team they belong to and ultimately the business itself. Therefore, it is essential that each one acquires the skills, Knowledge and behaviours that will enable them improve on their spirit of teamwork and interpersonal skills in order to increase departmental and organizational performance and productivity.

LEARNING OBJECTIVES

- At the end of the programme, participants will be able to:
- Identify work strengths, styles and preferences of individual employee
- Explain the essence of teamwork in Oil and Gas industries
- Manage existing workplace teams
- Manage disagreements constructively
- Build trust and commitment among team mates and colleagues.
- Develop communication and interpersonal skills.

CONTENT

- The Organization as System
- Teamwork Development
- Building Trust and value differences
- Communicating with others
- Handling Conflict
- Leading a team in oil and gas
- Understanding the impact of behaviour on Teams

WHO SHOULD ATTEND

Any company in Oil and Gas industry interested in enhancing the level of teamwork and mutual trust amongst its managers and direct reports.



Leading & Managing Through Strategic Planning & Innovation **Five(5) days**

INTRODUCTION

Effective strategic leadership is central to the future success of any organisation. This starts with defining a clear strategic vision setting out the leadership team's strategic intent for the organisation and its various businesses. It is then translated into an agenda for action, not merely a 'strategic plan' but a set of guidelines or a road map of where the business is heading.

In this comprehensive programme, both strategic leaders and first line professionals will participate in how to develop, implement and structure the changes necessary to make a new strategy, vision or mission work effectively in today's dynamic climate.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Interpret the internal and external forces shaping the future
- Develop an effective strategic roadmap through a clear vision and statement of strategic intent
- Identify the competencies and capabilities of strategically agile and effective organisations
- Recognise their own strategic leadership style, and the styles of others and match leadership styles to the strategic necessities of the roadmap



- Prepare and guide their organisation, unit or team towards the vision
- Motivate people towards the strategic 'light on the hill'!
- Develop a culture or climate that supports their initiatives
- Discuss how to gain the participation of the whole workforce

CONTENT

- Understanding The Strategic Environment
- Understanding Strategic Models And Paradigms
- Effective Strategic Implementation
- Strategic Leadership
- Driving Strategic Performance & Success
- Leading on the creative edge
- Creating a Motivating Climate for Higher Productivity
- Driving Strategic Change

WHO SHOULD ATTEND

Potential strategic leaders and first line managers at all levels from medium to large organisations. Professionals responsible (or likely to become responsible) for developing and leading strategy for organisations, business units and functional teams in the public or private sector.

Business Performance Improvement

Five(5) days

INTRODUCTION

Improvement is crucial to the performance of any enterprise. Survival and growth measures border on actions and measures that facilitate the achievement of organizational objectives. In small and medium-enterprises(SMEs), the central element of performance improvement, which includes setting of targets and measurement of performance based on the defined goals and objectives, needs to be effectively managed in view of the complexities of their operating environment.

LEARNING OBJECTIVES

At the end of this workshop, participants will Be able to:

- Explain the concept of performance management;
- Identify the roles of performance management to SMEs development;
- Identify constraints of performance in the SME sub-sector; and
- Design strategies for performance improvement in SMEs.

CONTENT

- Managing Business in Nigeria Business Environment;
- Problems, Challenges and Prospects
- Business Formation and Management
- Selecting Appropriate Technology for SMEs
- Export Procedure, Documentation, Finance and Facilitating Institutions
- Financial Appraisal and Current Strategies in SMEs Financing
- Emerging Trend in SMEs Product Marketing
- Performance Management Techniques
- Quality Management of SMEs
- Industrial Visit

WHO SHOULD ATTEND

The course is designed for NGOs, SMEs Operators, Industrialist, Managers, Supervisors, Technologists, SMEs Financiers and SME Promoters in both private and public sectors.



Problem Analysis And Decision Making

Five(5) days

INTRODUCTION

Manager regularly face the problem of choosing among competing alternatives and strategies. They have to contend with resource constraints and pressures to achieve results.

In a highly competitive business environment, managers require an in-depth understanding of not only the business environment, but also decision-making capabilities are the hallmark of effective managers.

This workshop is designed to enable managers to define and analyse problems, and decide the best solution from the range of available options.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Develop skills for problem analysis and decision making
- Define and diagnose their organizational problems more effectively
- Apply appropriate problem-solving and decision-making techniques
- Generate alternate courses of action and select best options

CONTENT

- Problem Solving and Decision Making; An Overview
- Problem Identification and Analysis
- Problem Solving Strategies
- The Manager as a Problem Solving/Decision Maker
- Decision Types and Techniques
- Information for Decision Making
- Communication and Decision Making
- Risk Management
- Programme Implementation
- Use of Computer in Decision Making

WHO SHOULD ATTEND

Senior and Middle-Level Managers in public and private enterprises and Trainers

Strategic Sourcing Of Resources **Five (5) days**

INTRODUCTION

Strategic sourcing is a complex commercial process requiring extensive knowledge and competence. It is satisfying business needs from markets via the proactive and planned analysis of supply markets and the selection of suppliers with the objective of delivering solutions to meet pre-determined and agreed business needs.

This course introduces strategic sourcing and makes a clear distinction between "reactive, tactical and strategic sourcing" and "encourages purchasing and supply management professionals to move away from the former and to take a more proactive and strategic approach.



LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- Apply best practices in procurement and sourcing management
- Prepare winning bids
- State and apply bid assessment strategies and techniques
- Know and prepare tender documentation
- Prepare tenders within legal bounds, and other requirements
- Design optimal supply chain
- Apply procurement and logistics technologies

CONTENT

- Sourcing
- Negotiation
- Managing the suppliers
- Pricing and cost analysis
- Legal issues

WHO SHOULD ATTEND

This programme is designed for Managers and Supervisors that are in the Materials requisition and purchasing department.

Personal Financial Management And Personal Empowerment **Five (5) days**

INTRODUCTION

Financial worry is one of the factors that contribute to loss of productivity on the shop floor. This program will examine the role of money, why so many people are locked in debt, and give sound guidelines for managing personal financial affairs. This will enable people to live a stress-free life and to enjoy the fruits of their labours.

The goal ultimately is to expose participants to Financial Management and Personal Empowerment training in order to equip them with knowledge, skills and attitude required to enable them fully manage self, their personal financial resources and performance while in employment and to be empowered to effectively cope with life after disengagement from service.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

Appreciate and cope with change

Manage effectively personal finances

Identify post disengagement options and opportunities

Acquire the skills to manage stress for personal effectiveness

Identify business opportunities for value creation

Prepare business plans

Acquire necessary knowledge, skill-set and capacity for self-employment and entrepreneurial undertakings

Set up and managing a business

Develop interpersonal and assertive skills for high self esteem and confidence

CONTENT

·Coping With Change

·Managing Personal Financial Resources

·Personal Effectiveness and Stress Management

·Managing Your Emotions, Expectations and Performance

·Prospects and Opportunities in SMES

·Entrepreneurship and Entrepreneurial Development

WHO SHOULD ATTEND

All those who strongly desire to be able to manage self, their personal financial resources and performance while in employment and intend to live happily and comfortable after disengagement from paid employment



Human Resource Management

COURSES

Enhancing Organisational Change And Effectiveness

Five (5) days

INTRODUCTION

The Nigerian business environment is experiencing major changes. Public and Private sector organizations are going through profound transformation occasioned by globalization, regulatory changes, privatization, instability of business environment, etc. Organisations have to develop competence that will facilitate their response to these challenges and provide quality services to the Nigerian public.

This workshop has been designed to equip participants with requisite skills to initiate, maintain and sustain change. Strategies for making far-reaching changes and for improving organizational performance will also be examined.

LEARNING OBJECTIVES

- At the end of the programme, participants will be able to:
- Diagnose organizational health and problems
- Sharpen problem-solving skills
- Introduce effective performance measurement, monitoring and evaluation systems
- Carry out organizational health checks
- Plan and implement change
- Develop corporate strategies
- Introduce functional work culture in organizations
- Develop organizations that are driven by values



CONTENT

- Characteristics of Effective Organisations
- Developing Core Values in the Organisation
- Enhancing Organisational Productivity
- Creative Problem-Solving and Decision Making
- Managing Organisational Change
- Managing the Human Resource for Sustained Results
- Financial Management Function
- Effective Organisational Communication
- Delegation and Authority
- Developing Corporate Strategy
- Effective Team Building
- Quality Service Delivery: The Service Charter

WHO SHOULD ATTEND

HR Managers, Management Consultants and other change agents in both private and public sectors

Managing The Human Resource For Sustained Results

Five(5) days

INTRODUCTION

Human capital is the greatest asset of every organization. In spite of this fact, the actual practice of management does not often give the human resource much consideration. This is largely responsible for poor performance in many of public and private sector organizations in the country. The human resource has to be effectively managed if our organizations are to achieve their maximum potential and set goals. The dynamic nature of our business environment and the quest for repositioning business organizations to achieve excellence put further pressures on us to effectively manage the human resource for sustained results. The workshop is designed to sharpen the skills of participants to manage their human resources, improve innovativeness and performance of the workshop and respond appropriately to environmental challenges.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- Identity the challenges of human resource management
- Apply skills necessary for manpower planning and development
- Use appropriate techniques in recruitment and selection
- Design appropriate wages and salary administration system
- Develop and administer an effective staff performance appraisal system
- Manage union and labour-related problems effectively
- Provide policy initiative on human resource management

CONTENT

- Overview of Human Resource Management
- Manpower Planning Techniques
- Personnel Recruitment and Selection
- Wages and Salary Administration
- Performance Appraisal Techniques
- Personnel Audit
- Human Resource Training and Development



- Effective Communication Skills
- Disciplinary Procedures and Practice
- Productivity Improvement Techniques in Organisations
- Human Resource Policy Formulation
- Emerging Issues in HR Management

WHO SHOULD ATTEND

Personnel and Administrative Officers and Managers, other Functional Managers who have the responsibility of achieving results through people will find the workshop rewarding.

Target Setting And Performance Appraisal

Five(5) days

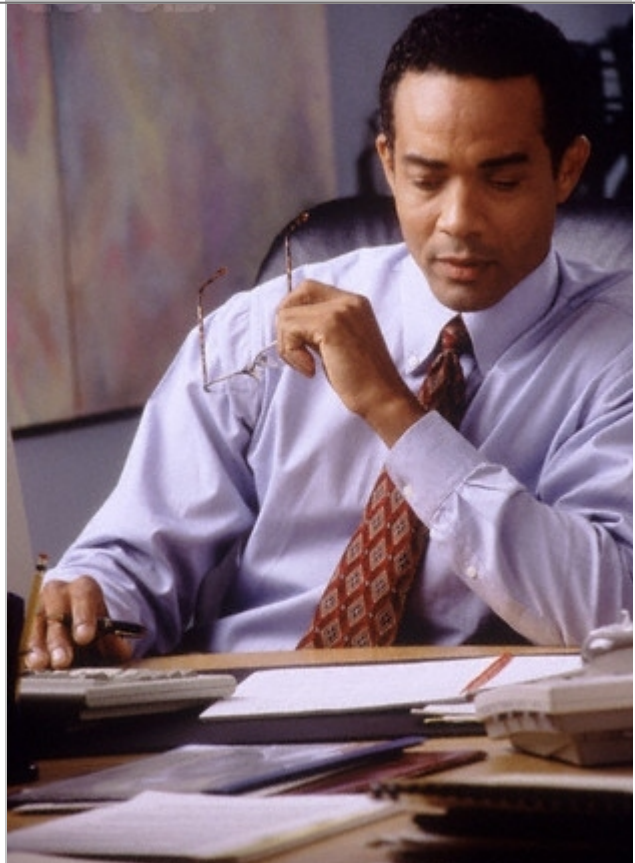
INTRODUCTION

Performance appraisal is the process of formally evaluating performance and providing feedback to job holders. A good performance appraisal will achieve two basic purposes in the maintenance of quality workforce, evaluation and development. The evaluation function is intended to let people know where they stand relative to performance objectives and standards, while the development function is intended to assist in their training and continuous personal development.

A good performance management system sets standards or targets, assesses results and plans for performance improvement. It is the desire to achieve these goals that has necessitated the design of this workshop.

LEARNING OBJECTIVES

- At the end of the programme, participants will be able to:
- Appraise their organizational objectives and performance standards
- Factor target setting into the appraisal system
- Design an appraisal system for their organizations
- Carry out an audit of the appraisal system
- Conduct employee performance appraisal
- Identify problems related to performance appraisal
- Plan career development for their employees
- Coach and counsel employees effectively



CONTENT

- Organisational Values, Mission and Objectives
- Performance Appraisal: An Overview
- Target Setting Function and Problems
- Performance Appraisal Interview
- Coaching, Counseling and Appraisal Skills
- Effective Communication and Appraisal Skills
- Designing and Reviewing Appraisal System
- Designing Appraisal Instrument
- Career Planning and Development
- Performance Improvement in Organisations
- Training and Development
- Performance- Based Compensation

WHO SHOULD ATTEND

Human Resource Managers, Human Resource Development Managers, Senior and Middle- Level Managers

Career Planning And Development **Five (5) days**

INTRODUCTION

The increased importance of human resource management is underscored by organisations' desire to utilize the abilities of their employees to the fullest and give them opportunity to grow. Effective human resource management is also aimed at giving all employees the chance to realize their full potential and develop successful careers. The emphasis many organizations now place on career planning and development is aimed at enhancing the potential of the employees to realize their goals and to enable organizations achieve their goals. Career planning and development has to do with effective utilization of the workforce, charting their advancement and taking measures that will enable them achieve challenging career prospects.

The programme is designed to expose participants to human resource management practices that are focused on career development

LEARNING OBJECTIVES

- At the end of the programme, participants will be able to:
- Evaluate their human resources and career management practices
- Identify core elements of career planning and development
- Identify factors that affect career choices
- Manager career action plans
- Follow specific steps to help employees to achieve self-actualisation

CONTENT

- Human Resource Functions and Goals
- Career Planning and Development
- Developing a career Path
- Developing Career Action Plans
- Individual Self Assessment and Goal Setting
- Managing Promotions and Transfers
- Managing Succession Plans

- Coaching and Counseling Function
- Training and Development
- Career Direction and Redirection
- The Manager's Role in Career Development

WHO SHOULD ATTEND

Human resource managers and other managers who have responsibility to train and develop subordinates.



Human Resource Management Course

five (5) days

INTRODUCTION

The performance of any organisation is hinged on how its human capital is managed. This programme focuses on modern-day strategies for human resource management. It is intended to prepare staff for managerial positions. Given our knowledge of the industry, we intend to employ the experiences of various producing locations as 'live examples' of tremendous relevance.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- List key HR functions
- Develop relevant and current know-how that are consistent with modern HR management
- Operate electronically without losing sight of the irreplaceable position of humans as the most important resource.
- Apply the best practices in recruiting, retaining, developing and rewarding employees

CONTENT

- The human Capital Concept
- Strategic Human Resource Management
- Aligning Human Resources requirement with business goals
- The learning organisation
- Recruitment and Retaining the Best people
- Developing Human Resource Policies
- Reward Management Schemes
- Manpower planning and Utilization
- Career Management and Succession Planning
- Total Quality Management (TQM)
- Change and Change Management
- Management Information System (MIS)

WHO SHOULD ATTEND

HRM Directors, General Managers and Senior Managers in Public and Private Sector Organisations, Human Resources Departmental Staff, Supervisors and Staff of other Departments having HR functions, General Management Staff being prepared for HR functions.



Recruitment And Selection Workshop

Five (5) days

INTRODUCTION

Organisations recruit new employees to fill vacancies and to replace those who leave the organizations for one reason or the other. They also recruit to bring in fresh ideas, hands and new competence for increased performance. The recruitment function has to be carried out professionally to attract and retain people with the right knowledge, skills, competence and attitude. Often recruitment poses different challenges. The workshop is designed to enable organizations to be more proactive in their recruitment efforts by identifying and properly utilizing effective recruitment processes in order to attract suitable job applicants.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Identify and use recruitment sources effectively
- Prepare job description for recruitment
- Use appropriate selection methods
- Conduct effective selection interviews
- Evaluate the results of selection interviews

CONTENT

- An Overview of Recruitment and Selection
- Manpower Planning Function
- Recruitment Process and Challenges
- Selection Procedures
- Use of Selection Tests
- Effective Handling of Selection Interviews
- Evaluating and Selecting Interview Results
- Job Analysis and Description
- Career Management and Planning
- Succession Planning
- Alternatives to Recruitment
- Motivation of the workforce

WHO SHOULD ATTEND

Administrative Managers, Personnel Managers and other Functional Managers and Trainers.

Oil And Gas Industrial Relations Course

Five (5) days

INTRODUCTION

Oil prices have been continuously influenced by diverse factors, some of which are not governed by market fundamentals such as geopolitics, natural disasters and refinery. While consumers might be content with the security of supply, producers are themselves worried about the future of demand uncertainty and the underlying risk of making investment capital available without having a clear picture of the extent of the world's future energy.

The uncertainty is one adduced to operations rationalization, accounting for the elimination of several thousand jobs to task/technology outsourcing firms especially in the ear of low oil prices, where oil companies globally move fast to layoff personnel, oil and gas operations drops. The volatile, short term employment policy fluctuation tends to backfire on the oil companies by creating a gap in skilled workforce when oil prices rebound.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Discuss Oil and Gas sector labour relations issues
- Provide practical solutions to tackle labour issues,
- Describe fundamentals of industrial relations and social dialogue
- Develop skills for handling communication challenges and personality clashes
- Apply motivational and leadership skills in performance management

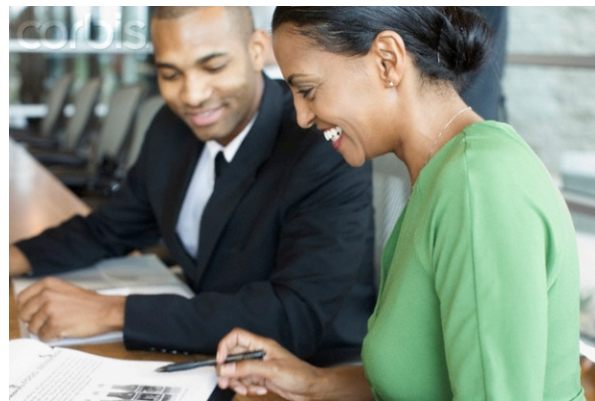
CONTENT

- The awareness and appreciation of the latest issues impacting industrial relations

- Understanding the dynamics of collective bargaining
- The knowledge of the intricacies of social dialogue in achieving good industrial relations.
- Acquiring proficiency in achieving high performance by applying motivational and leadership skills.
- Building better relationships enhance performance and improve productivity.
- Leadership and work ethics
- Effective communication.

WHO SHOULD ATTEND

Industrial relations officers, HR Staff in Oil & Gas industries, Members of different workers union in Oil & Gas industry.



Finance & Accounting

Finance And Accounting For Non-accountants

Five (5) days

INTRODUCTION

Application of financial accounting skills is necessary in every business transaction. While it is compulsory for accountants to acquire and apply finance and accounting skills, non-accountants need to understand the basic principles of finance and accounting to facilitate their operations and decisions for sustained results. They need to relate their decisions to financial considerations.

This workshop is therefore designed to help participants who have no formal background in finance and accounting to develop an understanding of the essential features of these functions and apply them in their work situations.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Apply finance and accounting procedures in their work situations
- Prepare and implement financial budgets
- Identify costs and cost centres and their relationship to overheads
- Analyse and interpret basic financial statements
- Apply the computer to finance and accounting information processing



CONTENT

- Overview of Finance and Accounting
- Principles of Book Keeping
- Preparation of Bank Reconciliation
- Operation of an Imprest Account
- Cost Control Techniques
- Cost/Benefit/Break-even Analysis
- Public/Private Sector Accounting Responsibility/Stewardship Accounting Reports
- Preparation, Analysis and Interpretation of Finance and Accounting Reports
- Budgeting and Budgetary Control
- Compute Application to Finance and Accounting

IWHO SHOULD ATTEND

Managers, Heads of Department, Division and Unit, Supervisors and other officers in public and private organisations in disciplines other than finance and accounting

International Financial Reporting Standards Transitioning

Five (5) days

INTRODUCTION

Organisations that are forward looking and committed to global best practices are currently transitioning to the International Financial Reporting Standards IFRS. Recent reports have shown that Banks and publicly quoted companies in Nigeria will soon commence reporting under IFRS.

The Federal Executive Council FEC, having observed its enormous benefits, approved 1st January 2012 as the effective date of convergence of accounting standards in Nigeria with IFRS.

Undoubtedly, this change will impart on entity's financial statement policies, disclosures, formats, and reported and amounts. It is against this backdrop the programme is Income taxes designed to enable companies transit smoothly.

OBJECTIVES

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

- Define the concept of IFRS,
- State the advantages and risk of adopting IFRS,
- Differentiate between Nigerian SAS and IFRS, Equity.
- Review concepts and standards,
- Identify appropriate strategies to manage the transition process,
- Develop an effective implementation plan,
- Apply the principles of IFRS.

CONTENT

- Overview of principles and concepts of IFRS
- What IFRS means and why it was introduced
- The advantages and risk of adopting IFRS
- Impact of IFRS on management, investors, auditors and accounting personnel
- Key differences between Nigerian SAS and IFRS.
- Comparative analysis of SAS and IFRS.



- Focus on inventories asset impairment, non current assets held for sale and discontinued operations and business combination.
- General principles of IFRS
- First Time Adoption of IFRS
- Adjustments required moving to IFRS - Reclassifications, Measurement and Recognition.
- Review of Concepts and Standards
- Foreign Currency Translation, Decommissioning Liabilities in the cost of PPE
- Borrowing Costs, Revenue, Employee Benefits and Income taxes
- Overview of Managing the IFRS Transition Process
- Staff Training, Implementing the Charges and Collecting the Data
- Presentation and disclosure requirements
- Elements of statements of Financial position
- Classification of Assets, Liabilities, Stockholders Equity

WHO SHOULD ATTEND

Accountants, Auditors, Financial Controllers, Financial personnel, Treasury Accountants, Senior Finance &Accounts Managers and all those who desire to upgrade their financial reporting skills.

Project And Investment Planning, Analysis And Appraisal **Five (5) days**

INTRODUCTION

Projects constitute important elements of organizational activities and development goals. Unfortunately, many projects fail due to project identification, planning, appraisal, design and implementation. The workshop provides a means to screen projects, guide investment decisions and implementation as well as provide participants with necessary skills and competence required in project and investment planning that are likely to affect the success or otherwise of projects.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- Discuss key issues in project and investment planning;
- Analyse the socio-political and economic environment that can impact on projects;
- Examine vital elements of project feasibility studies, i.e. market, technical, management and financial analysis;
- Apply relevant financial ratios in evaluating projects; and
- Write feasibility reports.

CONTENT

- Overview of Project and Investment Planning
- Project Cycle
- Business Opportunity Guidance and Venture Idea Generation
- Project and Investment Planning: Principles, Tools and Techniques
- Market Analysis
- Technical Analysis
- Management Analysis
- Financial Analysis
- Preparation and Presentation of Investment Plan
- Field Work
- Computer Packages in Project and Investment Planning and Analysis



WHO SHOULD ATTEND

Entrepreneurs, Project Analysts, Loan and Advances Officers, Agricultural Lending Officers, Investment Analysts and Industrial Extension Officers from Federal and State Ministries of Agriculture, Commerce, Industries and Cooperatives.

Investment Management And Risk Analysis **Five (5) days**

INTRODUCTION

Businesses in Nigeria operate in an unstable environment. There is need for owners of enterprises to safeguard the management of their businesses against risks. The rationale for this training programme is to provide existing and potential entrepreneurs with skills and requisite knowledge on how to handle business risks.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- Examine the concepts of business risks;
- Discuss Nigeria's business environment;
- Analyse types of business risks;
- Measure business risks; and
- Handle risky decisions.

CONTENT

An Overview of Investment Management Risks:

- Types of Investments
- Business Opportunities Guidance
- Business/Investment Choice Methods
- Financial Planning
- Investment and Business Risks
- Handling Investment/Business Risk Decisions
- Measurement of Investment/Business Risks
- Contingency Planning
- Business Preparation
- Experience Sharing Presentation
- Effective Communication Process

WHO SHOULD ATTEND

This workshop is designed for Project and Investment Analysts, Loan and Advances Officers, NGOs, Trainers and Industrial Extension Officers from Federal and State Ministries of Agriculture, Commerce and Industries and the private sector.

Effective Preparation, Management, Analysis Of Final Accounts & Financial Reporting

Five (5) days

INTRODUCTION

In our present day competitive business environment, the need for an effective preparation, management and analysis of Final Accounts and reporting cannot be overemphasized. This will to a large extent enable forward-looking organisations to be aware of their true financial position and to take strategic decisions that will put them on the path to where they desire to be if they need to maintain that competitive edge.

This programme is designed to equip participants with the requisite skills and competencies that would enable excel in the preparation, management and analysis of Final Accounts and financial reporting.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Discuss the best practice and methods in the preparation, management and analysis of final accounts



- Explain processing and approval of Final Accounts
- Handle Financial Reporting
- Apply the best practice and methods in the preparation, management and analysis of Final Accounts

CONTENT

- Nature of Financial Statements
- Preparing Final Accounts
- Reporting Standards, Guidelines & Professional Pronouncements
- Bank Reconciliation
- Preparing for the Auditor
- Approval Process
- Filing Necessary Returns
- Reports in Financial Statements
- Analysis of Public Sector & Private Sector Accounting
- Management of Final Accounts

WHO SHOULD ATTEND

Accountants, Controllers of Finance/Accounts, Finance/Accounts Inspectors, Heads and Officers of Finance/Accounts, Finance/Accounts Executives, Internal Auditors, Stockbrokers in the public and Private Sectors.

The Complete Course On Budget Planning, Forecasting, What- If Analysis & Reporting

Three (3) days

INTRODUCTION

The purpose of this interactive course on Budgeting is to assist individuals at every level in the organisation in their involvement in the budget process. This user-friendly course offers an opportunity for delegates to focus on developing and enhancing their knowledge and practical application of all the concepts, processes and techniques involved in budgeting for optimal performance. It provides the practical skills for delegates to take back to their jobs, along with insights needed to adapt principles to specific work environments.



LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- State the appropriate techniques for effective budgeting
- Use Excel budgeting models for income statement budgets, cost/volume/profit and break-even analysis, profit modeling, capital budgeting, balance sheet and cash flow budgets, and flexed budget analysis
- Use activity based budgeting (ABB), compared with traditional budgeting methods, as a solution to the over-costing and under-costing of products and services
- Develop and effectively control budgets

CONTENT

- The Strategic Planning Process - Developing a Strategic plan
- Introduction to Forecasting
- Qualitative Forecasting Models
- Budgeting and the Management Process
- The Framework for Budgeting
- Budget Preparation
- Budget Cost, Volume, Profit (CVP) and Break-even Analysis
- Budgetary Control
- Variance Analysis
- Capital budgeting principles
- Methods of Evaluating Capital Investment Projects

WHO SHOULD ATTEND

Those involved in the budget process within their organisation. It is also appropriate for those who wish to learn the concepts, processes and techniques of budgeting. The course is equally appropriate for those who already have some budgeting experience and wish to refresh or enhance their budgeting knowledge and skills.



Financial Management For Projects & Contracts

Five (5) days

INTRODUCTION

With increasing competition and focus on corporate earnings, project and contract

Managers are held accountable, not just for achieving technical and scheduling goals, but also for meeting profitability targets and other cost.

This training session explores the financial metrics that are commonly used and also examines the less frequently thought of financial impact of typical operating decisions and actions. Building on your competencies, you will examine the inner mechanics of how finance and accounting can impact your project.

LEARNING OBJECTIVES

- Communicate more effectively with accounting and financial personnel
- Read, understand, and analyse accounting and financial data
- Expand work in project scheduling and cost control to encompass additional financial metrics and tools
- Minimise project financial risk
- Develop and apply tools for comparing project financial returns
- Explain how finance often drives organisational decisions and evaluations of project performance.

CONTENT

- Financial accounting concepts
- Financial analysis
- Managerial accounting
- Break-even analysis
- Pricing strategy and tactics
- Profit planning
- Cost estimating
- Timing of cash flows
- Revenue recognition
- Financing arrangements
- Cost estimating methods
- Planning and scheduling
- Relationship between cost estimating and pricing

WHO SHOULD ATTEND

Anyone working within the projects and contracts departments who need to establish a firm understanding of finance would find this training session extremely beneficial. Take advantage of this opportunity to get a firm grasp of the financial management issues that can affect your projects.

Finance & Accounting For The Oil & Gas Industry **Five (5) days**

INTRODUCTION

This five-day programme has been designed specifically for non-finance specialists in the Oil and Gas exploration and production (E&P) industry who need to understand the financial implications of the work they do. It enables them to understand how their activities and decisions are reflected in company's reporting to shareholders and other stakeholders. Participants will know what happens to financial and economic data provided by them and their



departmental colleagues. This will raise their level of confidence in working with financial information and interactions with commercial colleagues. The programme positions participants for increased responsibility and a more strategic role in the management of their organisations.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Describe the financial impact of day-to-day decisions and actions
- Discuss confidently and effectively with colleagues on financial matters
- Utilise information received from

- colleagues and provide to Finance
- Determine the success rate of requests for authorization of expenditure.
- Make more effective use of funds allocated
- Apply financial information disclosed in company's annual report and accounts

CONTENT

- The E&P Business and Project Economics
- The Business Environment
- Accounting, Exploration and Development Costs
- The Accounting System
- Capital and Operating Expenditure
- Exploration and Appraisal Costs
- Reserves, Production and Cost of Sales
- Production Costs
- Depreciation, Depletion and Amortisation (DD&A)
- Ceiling or Impairment Tests
- Decommissioning, Removal and Restoration
- Risk and Cost Sharing Arrangements
- Transfers of interests or risks
- Production sharing contracts
- Long-term gas contracts
- Financial Analysis, Budgets and Management Reports

WHO SHOULD ATTEND

For those with little or no previous exposure to company finance and accounting, also for people working in all functional areas of an organisation who need a better understanding of accounting and finance in the industry. It is relevant to those whose financial responsibility within their area of activity and those whose career development involves progression.

Operations Management



Effective Inventory Planning Five (5) days

INTRODUCTION

Inventory is a common component with everyone involved in the supply chain, yet it is commonly not understood. Therefore, too high levels of inventory are held with attendant increases to costs, product obsolescence etc.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Evaluate current procedures
- Make needed changes to methods to improve customer service whilst achieving reductions in inventory
- Eliminate wasteful costs
- Avoid those internal problems that limit performance
- Obtain added value for money
- Implement the essential tools for managing inventory in the supply chain

CONTENT

- The Supply chain definitions, history and key aspects
- Relationships and material flows in the chain
- Product Classification
- Inventory costs and service
- How much stock should be held
- Replenishment methods for independent demand
- Demand Forecasting
- Stock Coding, Recording and Checking
- Model for planning inventory

WHO SHOULD ATTEND

Those new to managing inventory, and need to gain an awareness of the issues and key drivers of stock control, operations inventory, stock, Supply chain, logistics, warehouse and distribution supervisors/professionais, owners, operators and directors of companies who hold stock and inventory.

Materials Production Planning And Control

Five (5) days

INTRODUCTION

Manufacturers, wholesalers, retailers, producers and all those involved in the purchase, storage and distribution of goods, stock and raw materials need to ensure that stocks and materials are effectively controlled and managed.

Poor stock control and bad purchasing decisions can lead to the financial collapse of an organisation whilst good stock control and procurement can enhance profitability and ensure long term growth. This comprehensive business studies programme is designed for those who will eventually seek management positions within the Purchasing and Supply field.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Define the production planning process.
- Identify the best methods for materials production planning
- Apply modern techniques for materials production planning and control
- Handle challenges of materials production planning and control

CONTENT

- Acquire the knowledge of production planning process
- Understand production control methods and know how to initiate control measures when and where necessary
- Acquire the principles and processes of production planning and control
- Understand how to prepare production planning programmes
- Know the techniques of work study
- Product development and planning
- Production planning process
- Production control measures
- Principles and process of production planning
- Planning production programmes

WHO SHOULD ATTEND

Senior Stores Officer and Senior Production Officers

Purchasing and Supply Management

INTRODUCTION

Today's purchasing manager needs a whole new set of skills beyond the ability to "buy stuff cheaply." Inflation, economic swings, and globalization have put tremendous strain on strategic sourcing initiatives. Supply management professionals must continually refine and reevaluate their operations as market conditions and organizational goals evolve. The courses in this teaming track provide the tools and insights to help.

LEARNING OBJECTIVES

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

- Define materials management concept.
- Discuss planning within the supply function.
- Explain organizational set-up and staffing within the supply function.
- Apply control within the supply function.

CONTENT

- Introduction to Purchasing in Organisation
- Planning the supply function/supply chain
- Purchasing Forms and Procedures
- Legal Considerations
- Organisational Structure for Purchasing and Supply
- Supply Market Sourcing
- Function of Suppliers in Purchasing Management
- Pricing and Payment for Materials in Purchasing
- Supply Cycle
- Material Management and Control
- Understanding Specification and Quality Assurance
- International Purchasing
- Purchasing ethics

WHO SHOULD ATTEND

Purchasing Senior Stores Officers in the Petroleum Industry.



Production Management **Five (5) days**

INTRODUCTION

Managing Production teaches methods to maintain quiet production and shows you how to recognize and prevent problems, as well as diagnose and solve problems that do surface. During this programme, expert instructors will explain how to analyze and resolve root cause of problems; how to identify performance bottlenecks and anticipate infrastructure needs with end-user growth and how to create a disaster recovery plan to minimize applications downtime in the worst scenario; and more.

LEARNING OBJECTIVES

At the end of the programme, the participants will be able to:

- Identify the need for feedback and control in a productive system
- Explain the objective and problems of achieving inventory control
- Discuss the importance of work study and work measurement in productivity control
- State method of production management as it applies to projects through network analysis
- Describe the role of purchasing in production
- Discuss the role of maintenance of facilities in production management

- The social responsibility of the production system

CONTENT

- Feedback and control production
- Inventory control
- Work and method study
- Quality Control in production network analysis
- Purchasing and materials management
- Maintenance culture social responsibility in production system

WHO SHOULD ATTEND

Engineers and Supervisors working in quality maintenance.



Logistics & Supply Chain Management

INTRODUCTION

Forward looking organizations are shifting their focus beyond gains from internal operational improvements to the new frontier which lies in exploiting opportunities for cooperation and the leverage inherent in the supply chain. The shift of focus to supply chain performance enhances the ability to meet customer needs regularly, and on-time.

LEARNING OBJECTIVES

At the end of the programme, Participants will be able to:

- Discuss inventory, Logistics procurement and service level management
- State the best practice in logistics management and its implications for all levels in an organisation
- Identify the key elements of customer service and design the most profitable network
- Plan the processes of supply chain
- Apply supplier and customer partnership to work in order to reduce costs and improve service delivery.

CONTENT

- Supply chain management overview
- Managing purchasing and procurement
- Planning processes in supply chain management.
- Inventory management
- Logistics management
- Service level management
- Supply chain management metrics
- E-Commerce and IT Impact on supply chains
- Review of key Supply Chain Management Issues.

WHO SHOULD ATTEND

Senior and middle Level Managers with responsibility for managing some component of their organization's supply chain. Senior Managers in Production, Logistics, Marketing and Finance will also benefit.

Excellence in Public procurement Administration, Control & Implementation

Five (5) days

INTRODUCTION

Public procurement refers to the process of acquisition by government and public entities of goods, works and services that are necessary to fulfill their mandate in the provision of services and facilities to the general public. Public procurement has, for long, been overshadowed with inefficiency, corruption and disregard of fundamental "value for money" considerations. This has adversely impacted the rate and quality of progress in realising the objectives of national development, especially in developing and transition countries.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Explain the role of competition, non-discrimination and transparency in achieving "value for money" in public procurement operations;
- Carry out planning, execution and monitoring of public procurement operations; appropriate selection of prescribed procurement methods;
- Prepare well-balanced bidding documents based on standard models of proven validity.
- Identify the importance of "bid challenge" procedures and related remedies for the proper functioning of a public procurement system;
- Carry out upgraded ability to conduct bid evaluation, contract award and contract administration procedures;
- Carry out an action plan for improvement of national procedures for execution of public procurement in conformity with the existing national legislation;
- Identify systems for upholding integrity in public procurement operations:

CONTENT

- Functions of the Procurement Department
- Understanding the Role and Power of Bureau of Public Procurement
- Fundamental Principles for Procurement
- Procurement Contract Deed, Legal Aspect and Scope
- Procurement Process as stipulated in the Act
- Fundamental issues on disposal of Public Property
- Tendering and pre-qualification process
- Due process on the procurement of goods and services
- Ensuring due process award of contract
- Transaction cost economies, total cost of supply and cost effectiveness
- Maintenance and periodical update of database as may be required by the Bureau of Public Procurement
- Liaison with Accounting Officer/Procurement Planning Committee and Tender Board
- Liaison with the Bureau of: Public Procurement, Procurement Planning, Procurement implementation
- Pre-qualification of Bidders
- Safety Management System
- Risk Assessment

WHO SHOULD ATTEND

Public procurement practitioners at the central (ministry) and sub-central (local government) levels; officials of ministries of finance in charge of monitoring/controlling public procurement transactions; members of national public procurement officers, tender boards and tender/proposal evaluation committees; procurement trainers from national educational institutes or government services; procurement and financial auditors as well as "probity advisors" and staff from civil society organisations.

Project Planning, Scheduling and Control Programme

Five (5) days

INTRODUCTION

This programme covers the entire project life cycle that is based on the best practices found in the Project Management Institute's, A Guide to the Project Management Body of Knowledge. In this programme you will learn how to:

- Establish and accomplish goals that are linked
- directly to stakeholder needs
- Utilize tried and proven project management tools to get the job done on time, within budget and accordance with requirements
- Work through a proactive approach to risk that will give you a clear understanding of both qualitative and quantitative risk analysis

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Identify project goals and objectives that are directly linked to stakeholders' needs
- Develop and use work breakdown structures
- Set realistic and measurable objectives to ensure positive results
- Estimate project time and costs using proven techniques
- Establish a project control system and monitor progress
- Apply step-by-step process of managing a project risk
- Identify threats and opportunities to your project, and weigh their relative value
- Identify and overturn the psychological barriers to risk in stakeholders



CONTENT

- The nature of Projects and Project Management
- Managing the triple constraints and the project life cycle
- Managing stakeholders
- Project selection considerations and Needs Assessment
- Project Planning
- Procurement, Communication and Quality planning
- Risk Management Planning
- Project Control: Monitoring, Evaluation and Forecasting
- Closeout

WHO SHOULD ATTEND

Individuals from all industries, government bodies, non-profit organisations and anyone interested in learning techniques for managing projects will find this programme valuable. Programme managers, Project team members from Members of Process Improvement Teams Administrators responsible for managing projects, Technical professionals and engineers moving into project leadership

Project Management Programme

Five (5) days

INTRODUCTION

Running a successful petroleum operation - requires a blend of technology, business savvy, and people skills. If you already have a firm grasp of exploration or production technology, team to amplify its effectiveness with applied project management techniques. This course is aimed at helping technical personnel make the best business decisions.

Decisions that lead to lowest project cost while still meeting all production or exploration goals. Petroleum Project Management covers the principles and application of project management to the upstream oil. and gas business.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to;

- Define a project scope
- Identify project management tools to create a project schedule to meet goals, deliverables and resource constraints
- Identify and manage project's risks
- Lead and motivate a project team
- Organise project to capture lessons learned
- Monitor and control a project

CONTENT

- Project management process
- Scope definition
- Scheduling tools
- Manpower resources project risk management
- Learning, continuous improvement and quality management in projects
- Project team management
- Communication in Project Management
- Project evaluation and selection



- Monitoring and controlling the project
- Effective Team Building in Project Management
- Project Time Management
- Key Success Factors in Project Management
- Practical experience using Managers Workbench and Microsoft Project

WHO SHOULD ATTEND

This course is design for Exploration, production and management personnel interested in applying project management techniques to their operations.

Best Practices In Facilities Management

Five (5) days

INTRODUCTION

Effective facilities management, combining resources and activities, is vital to the success of any organisation. At a corporate level, it contributes to the delivery of strategic and operational objectives. On a day-to-day basis, effective facilities management provides a safe and efficient working environment, which is essential to the performance of any business whatever its size and scope.

Within this fast growing professional discipline, Facilities Managers have extensive responsibilities for providing, maintaining and developing a myriad of services. These range from property strategy, space management and communications infrastructure to building maintenance, administration and contract management.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Apply Best Practice Techniques in Facilities Management
- Determine cost effective facilities management plans that support and enhance your business objectives
- Evaluate procurement options which provide the greatest leverage and reduce costs
- Prepare facilities management team into a high performance business unit, delivering productive and effective business outcomes
- State ways of developing rapport with others and opening channels of communication, Develop a holistic view of our project work meshing people, systems and equipment from the technical as well as financial standpoint



CONTENT

- Facilities Management Business Plans and Project Management
- Facilities Operation, Management and Space Management
- Technology Options, Performance Management, Communication and Leadership
- Procurement options, Outsourcing and Supplier Management
- Budgeting and Financial Skills for Facilities Managers
- Facilities Safety and Security

{WHO SHOULD ATTEND

Facilities Managers, Property Managers, Estate Managers, Procurement Managers, Contract Managers, Building Maintenance Managers, Building Engineers, Building Services Managers, Heads of Maintenance Support, Facilities Engineers, OM Support Services, Estate Service Officers, Contract Administrators, Chief Operations Managers.

Technical (Oil & Gas) COURSES



Crude Oil Marketing

Five (5) days

INTRODUCTION

Oil producers require knowledgeable downstream industry analysis to maximize the values of new or existing crude oil and condensate streams.

Also a good understanding of the market dynamics will go a long way in assist the crude oil marketer in realizing the best value for the product on offer.

This programme is designed to equip participants with requisite knowledge and skills for crude oil marketing in Nigeria, export procedures as well as the laws and regulations in petroleum marketing.

LEARNING OBJECTIVES

At the end of the programme, the participants will be able to:

- Describe crude marketing in Nigeria
- Describe the trends and prospects in crude oil marketing
- Discuss petroleum marketing laws and regulations in Nigeria
- Identify the techniques of terminal export operations.
- Apply management techniques in terminal operations for crude oil export



CONTENT

- The Nigerian Crude Oil export market and procedures
- Crude Oil Marketing in Nigeria, Development, Trends and Prospects
- The Law of Contract and Sales of goods Acts
- Petroleum Marketing Laws and Regulations in Nigeria
- Communication Skills, Techniques and Methods of effective Terminal export operations
- Basic Management Concepts and Techniques for effective terminal operations for Crude Oil Export

WHO SHOULD ATTEND

Crude Oil Marketing Depot supervisors and Managers, Task Force Officers, Crude Oil Exporters and their Representatives.

Effective Negotiation Of Oil & Gas Contracts

Five (5) days



INTRODUCTION

A five-day intensive and practical training course for Oil and Gas industry executives and government officials involved in complex, high-value and high-level negotiations.

LEARNING OBJECTIVES

- At the end of the programme, participants will be able to:
- Negotiate confidently with clients, customers, suppliers and other business associates.
- Discuss negotiation techniques and how they can be applied in different situations.
- Apply the win-win method.
- State the legal framework of oil and gas contracts.
- State the importance of the law of contracts

CONTENT

- The nature of negotiation
- Communication of influence
- Principled negotiation (win-win)
- Negotiation styles
- The role of law of contract
- The process of negotiation
- Managing conflicts during negotiation
- Application of concepts and techniques
- Negotiating problems from work place
- Creating lasting commitment to agreement
- Exercises in negotiation

WHO SHOULD ATTEND

Senior/Middle Level Managers, Heads of Department/Units, Line Managers, Officers and Negotiating teams.

Electric Machines Maintenance

Five (5) days

INTRODUCTION

This course is designed to enable participants to inspect, test, install and commission electrical machines as per IS and international standards. They will carry out routine and preventive maintenance of electrical machines and possess knowledge of Electricity Act, safety rules, safety of machines and persons, prevention of accident. This will help them to initiate total productive maintenance.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Discuss safety measures & state safety Precautions
- Test single phase, three phase transformer, DC & AC machine as per IS
- Identify/locate common troubles in electrical machines and switch gear
- Plan and carry out routine & preventive maintenance
- Install LV switchgear & maintain it.
- Ascertain the condition of insulation & revarnishing if necessary
- Initiate total productive maintenance

CONTENT

- Basic Principles
- Conductor in magnetic field
- Torque and output power
- Electromagnetic induction
- Classification
- Static machines, rotating machines
- Direct current machines, General Motor
- Power Voltage and Current Transformers
- Constructional Features
- Mechanical parts, Electrical parts
- Magnetic course, Stator Rotor (Armature)
- Operations
- Excitation Frequency Speed Torque Power
- Non-load and full-load characteristics
- Applications

WHO SHOULD ATTEND

For Electrical/Mechanical Technicians working In the Oil/Manufacturing Industries with appropriate background and working experience.





Flow Measurement

Five (5) days

INTRODUCTION

In present day Oil & Gas operation, a good knowledge of flow management is imperative, especially in Oil production and facility maintenance. Technicians as well as Engineers should have a working knowledge of the procedure for flow measurement.

This course is therefore designed to equip participants with the knowledge and competencies in fluid mechanics, flow measurement techniques, calibration of flow meters as well as the economics of flow measurement.

OBJECTIVES

At the end of this course, participants should be able to:

- Describe fluid properties
- Discuss flow measurement techniques
- Calibrate flow meters
- State the economics of flow measurements

CONTENT

- Physical Fluid Properties
- Definition
- Fundamentals of fluid mechanics
- Flow pattern
- Velocity of flow equipment
- Flow Measurement Techniques
- Review of basic techniques
- Orifice flow meter
- Positive displacement meters
- Application and maintenance
- Turbine Flow meters
- The Calibration of Flow meters
- System accuracy and instrument repeatability
- Gravimetric methods
- Economics of Flow Measurements

WHO SHOULD ATTEND

Technicians/Operators involved in flow measurements in Petroleum and Allied Industries

Instrumentation (Pneumatics) Five (5) days

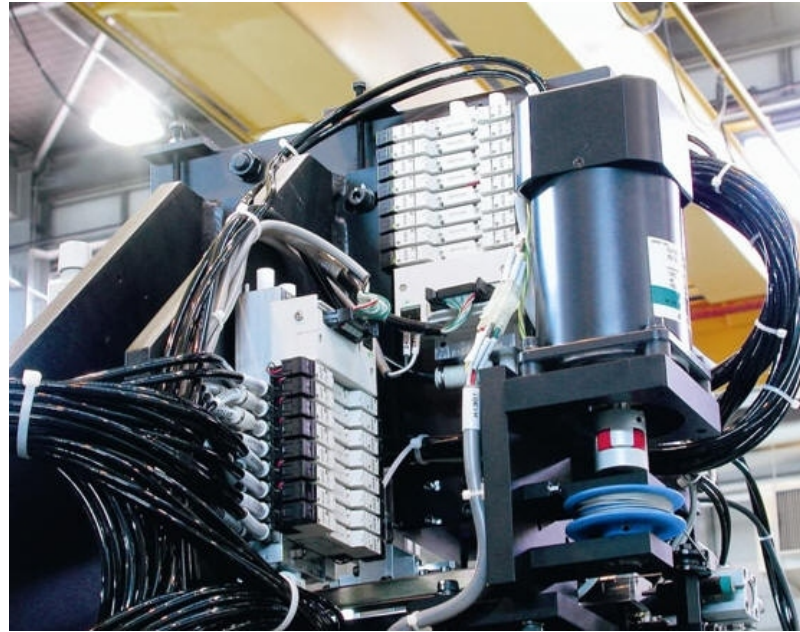
INTRODUCTION

This programme familiarizes participants with common industrial instrumentation systems and teaches them to setup, calibrate, and troubleshoot common sensors, transducers, and instrumentation systems. The course uses a variety of sensors and transmitters and calibration equipment to explain and demonstrate key concepts.

OBJECTIVES

At the end of the programme, the participants should be able to:

- Define Instrumentation,
- Classify instruments, list examples of instrument scales and types of instrument errors.
- Describe the process variables and various methods of measuring process variables.
- Explain how to convert mechanical, electrical and electronic signals into pneumatic signals and vice-versa.
- State the advantages of pneumatic transmission over the other types of transmissions.
- State the components of connections for pneumatic signals.
- Discuss the operating principles of pneumatic controllers.
- Calibrate pneumatic instruments.



CONTENT

- Classification of measurement, Instrument Scales.
- Measurement of process variables.
- Measurement of pressure, Pressure scales, Pressure instruments, Pneumatic pressure, Hydraulic pressure.
- Measurement of temperature, Temperature scales, Temperature instruments.
- Measurement of flow rate, Flow rate scales, Flow measuring instruments.
- Level measurement, Level measuring scales, Level measuring instruments.
- Feedback control loop. The control loop elements.
- Appreciation of feedback control, Pneumatic Controllers;
- Process Final control element,
- Control valves transmitters;
- Flapper nozzle arrangement pressure reducers, booster, pneumatic relays.

WHO SHOULD ATTEND

Instrument engineers, technologists and technicians. For electrical engineers, technologists and technicians, instrument operators who are working in oil establishments.

Electrical Maintenance

Five (5) days

INTRODUCTION

In today's competitive markets, a maintenance operative who can safely carry out electrical and mechanical maintenance work unsupervised, is essential.

This course is primarily designed to provide the very basic electrical skills and understanding for those working in the maintenance sector. The structure and content of the course is aimed at those fulfilling a maintenance role who, as part of their normal routine, are required to perform such tasks as making connections to equipment, replacing fuses, resetting trips and carrying out basic fault handling.

OBJECTIVES

At the end of the course, the participants should be able to:

- Discuss the general objective of electrical maintenance
- State the principles of maintenance management
- Describe the principles of record keeping and stock taking.
- Use test instruments and equipment.



CONTENT

- Development of maintenance.
- General objectives of maintenance.
- Maintenance operations and procedure.
- Functions of a maintenance department.
- Maintenance Supervision.
- Effective factors necessary for the selection of a maintenance practice (policy).
- The principles and the need for stock checking.
- Testing
- Distinction between maintenance and repairs.
- Identification of test instruments and equipment for different tests.
- The need to observe safety precautions during testing and repairs.
- The need for specification, regulations and standards as maintenance tools.
- Electrical Installation repairs and maintenance.

WHO SHOULD ATTEND

Electrical Engineers, Technologists, Technicians, Mechanical technicians and Technologists involved in the maintenance of Electrical systems Equipment and devices.

Maintenance management

Five (5) days

INTRODUCTION

This course provides a clear explanation of the value and benefits of maintenance management to foster risk and reliability strategies. Participants will examine the role of maintenance in minimizing the risk of safety or environmental incidents, adverse publicity, and loss of profitability. Participants will also discuss risk reduction strategies and tools, focusing on their applicability to specific situations, enabling them to select the tool that best fits their requirements.

LEARNING OBJECTIVES

At the end of the programme, the participants will be able to:
Exposed to modern maintenance management principles
Maintain good practice in industry.

CONTENT

- Concepts in Maintenance Management.
- Maintenance Organisation
- Maintenance Strategy
- Maintenance Policy
- Design and Facilities Maintenance (Project Improvement Maintenance)
- Computerized Maintenance Management
- Maintenance Cost Control
- Maintenance Evaluation

WHO SHOULD ATTEND

Maintenance Engineers, Marine Engineers, Marine Superintendents, Technicians, Technologists, Supervisors and Managers



Rotating Equipment Maintenance (Pumps And Compressors)

Five (5) days

INTRODUCTION

We can always do the maintenance of the equipment over and over to ensure smooth operations. However the key question is how can we lengthen the longevity of the equipment and prevent unscheduled repairs/maintenance?

Millions of naira in our maintenance and equipment budgets all went somewhere else because of catastrophic unplanned shutdowns. These are unfortunate circumstances and proactive institutions should never wait for these to happen to them. This extensive training programme, will cover both introductory and advance rotating equipment management and maintenance modules allowing you to achieve excellence in operations. As much of our industrial equipment rotates, this course is especially relevant as we struggle to maximise the life-cycle of critical equipment and reduce downtime.

LEARNING OBJECTIVES

At the end of the programme, the participants will be able to:

- Discuss the application and maintenance of pumps and compressors
- Describe the principles, operating problems
- Provide solutions to pump and compressor problems
- Prevent corrosion of rotating equipment
- Maintain pumps and compressors

CONTENT

- Pumps: principles and classification
- Operating problems and solutions to pumps
- Compressor: Classification and maintenance
- Bearing maintenance and installation
- Vibration and condition monitoring of pumps and compressor
- Corrosion of rotating equipment

WHO SHOULD ATTEND

Engineers, Technologies and Technicians in Engineering Organisation and Oil Gas Industries.

Pipe Welding

Five (5) days

INTRODUCTION

Pipes are not only transport commodities in Oil & Gas, they are also used to build structures, affording pipe welders the opportunity to apply their skills in a variety of work settings. Proficient pipe welders must be willing to work hard and spend time at their trade. Good physical condition, eyesight, and mechanical aptitude are also required.

This course has been designed to equip participants with the skills and competencies required for them to effectively perform their roles as effective pipe welders.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Discuss pipe welding technology
- Explain the limitations of penetration and reinforcement
- Identify the methods of pipe welding
- Test welded pipes
- Discuss the problems associated with pipe-welding
- Produce defect-free welds.

CONTENT

- Safety in welding workshop
- Limitations of penetration and reinforcement
- Pipe Welding Technology
- Methods of pipe welding
- Testing of welded pipes
- Accident reporting
- Safety management

WHO SHOULD ATTEND

Practicing welders, welding inspectors and supervisors.

Welding Appreciation/Electric Arc Welding

Five (5) days

INTRODUCTION

This course provides an intense but comprehensive course of welding instruction for those with some or minimal welding experience. It is designed to promote practical welding proficiency and provide trainees with a sound theoretical understanding of the process.

Participants will be acquainted with the arc welding process, their features, application, weld design, weld procedure specification and weld testing and evaluation techniques.

LEARNING OBJECTIVES

- At the end of the programme, participants will be able to:
- Identify the arc welding processes, their features, equipment and process
- Carry out an arc welding design by drawing-up an arc welding procedure specification
- Recommend any appropriate testing
- Evaluation techniques of welds

CONTENT

- Historical Development of arc welding
- Processes
- Arc welding procedure specification
- Weld testing and evaluation techniques

WHO SHOULD ATTEND

Production and Maintenance Engineers, Welding Inspectors and Supervisors.



Basic Refining Operations

Five (5) days

INTRODUCTION

Oil refinery operators have the responsibility to make sure unit and process systems function properly. They consider personnel safety as the primary objective and ensure production processes are operating safely. They continually monitor instrumentation and the operation of equipment and make adjustments to keep system process variables within acceptable ranges. Oil refinery operators also detect potential and actual problems and take corrective action to prevent the interruption of system operations.

This course is designed to equip participants with the knowledge, skills and competencies necessary for basic oil refining operations

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Operate an oil refinery with safety as the prime consideration
- Monitor instrumentation and the operation of equipment
- Make adjustments to keep system process variables, such as flows, temperatures, and pressures, within acceptable ranges
- Detect problems and take corrective action to prevent the interruption of system operations
- Analyze operational trends and take corrective actions
- Use standard operating procedures to start and stop production equipment
- Maintain communication with other operators, maintenance, and management

CONTENT

- Review of Basic Petroleum Chemistry
- Properties and flow of fluids
- Elements of Petroleum Refining
- Tanks, Vessels and Columns
- Essential Utilities. Oil Movement and Storage
- Corrosion and Maintenance Problems
- Safety

WHO SHOULD ATTEND

Process Operators, Maintenance Technicians and Technologists, Oil Movement Operators, Shift Supervisors, Quality Technicians Refiners in Vegetable Oil Plants.



Natural Gas Gathering, Transmission, Distribution And Management Five (5) days

INTRODUCTION

The course will cover all aspects of gas plant processing, transmission, distribution and management. This includes review of the gas laws, calculations of natural gas properties, inlet separation, condensate stabilization, sweetening processes, dehydration processes (Glycol, M. Sieve, etc.), refrigeration, LPG fractionation and gas sweetening processes, the focus will be on important operating principles, process control variables, operating problems and pertinent calculations, distribution and management.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Discuss the world natural gas process
- Identify the characteristic of natural gas
- Discuss natural gas production and techniques
- Explain natural gas transmission, Storage, management and control

CONTENT

- Review and overview of world natural gas scenario.
- Characterisation and composition of natural gas and related derivatives.
- Hydrocarbon fluids mechanics.
- Natural gas reservoirs/subsurface behavior of hydrocarbon fluids
- Natural gas operation (surface/subsurface)
- Natural gas production and techniques
- Rotating machines and their application/optimization in natural gas transport
- Gathering/Pipelines system design, conceptualization sizing and topography and route selection
- Gas Pipelines Simulation/Network Analysis
- Natural gas conditioning, processing, scrubbing



- Principles and practice of hydrocarbon fluids separation
- The unit operation of the separation system mechanism
- Gas dehydration and compression systems
- Technical problems in natural gas transmission system and management/control

WHO SHOULD ATTEND

Field Operators, Technical Supervisors Engineers and Management staff involved in gas operations in major petroleum production and Service companies, Gas companies, Refinery Staff involved with Gas Plant Systems and Decision Makers in the Petroleum Industry.



Basic Natural Gas Processing Technology

Five (5) days

INTRODUCTION

This programme covers natural gas process plant operations to achieve marketable products that meet desired product specifications. Emphasis is placed on offering plant operating personnel an improved understanding of the process techniques and equipment used. The plant systems covered include: gas feed receipt and condensate stabilization; dew-point control and refrigeration systems; treating, dehydration and mercury removal of hydrocarbons; NGL recovery and fractionation as well as nitrogen rejection units. This improved understanding of plant process operations and effective process plant surveillance techniques will lead to an increased ability to achieve optimum, economical operating performance.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to know the:

- Source of Gas and Types
- Mechanics of Natural Processing Science and Technology
- Justification for Gas Processing and Science of Impurities
- Technical Problems associated with Gas Processing
- Principles of Reservoir Hydrocarbon fluids

Separation

- Unit Operation of the Separator Systems
- Natural Gas Dehydration Technology/Elements of Gas Thermodynamics
- Process Variables and Control
- Gas Scrubbing/Straining
- Rotating Machines application in Gas Processing

CONTENT

- Elements of Hydrocarbons Nomenclature and Classification
- Elements of Source Point Phenomenon and Gas Reservoir Technology
- Hydrocarbons Systems Physical Properties
- Qualitative and Quantitative Natural Behaviour
- Basic Natural Gas Thermodynamics
- Water Hydrocarbon Phase Behaviour
- Natural Gas Processing Technology
- Natural Gas Conditioning and Stabilisation
- System Process control and Management

WHO SHOULD ATTEND

Craftsmen, Technicians, Technologists, Engineers, Managers



Oil Field Corrosion Management

Five (5) days

INTRODUCTION

A large amount of the unforeseen incidents that occur in process plants are related to corrosion and erosion, and corrosion management is therefore essential to maintain the integrity of the facility.

As the requirements for improved productivity and cost effectiveness increase, combined with an increased attention to safety and environmental issues, activities related to corrosion management play an increasingly important role.

Safe operation depends on preventing loss of containment, however cost savings are also obtained through managing critical parameters and activities related to corrosion and material degradation.

This compact programme is scientifically sound and progresses from the basic to specific field techniques of corrosion mitigation with ample 'rules of thumb' and experience factors.



LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Discuss the basics of corrosion chemistry
- Describe the main corrosion mechanisms occurring in oil and gas production/processing systems
- Explain the different types of damage caused by corrosion
- Identify the various methods of corrosion control
- Describe the Items to consider in corrosion inhibitor selection
- Apply the various techniques of corrosion control

CONTENT

- Electrochemistry
- Metallurgy Relevant to Corrosion
- Occurrence of Corrosion
- Forms of Corrosion
- Corrosion Control Techniques
- Corrosion Monitoring (Testing)
- Corrosion of water system (Water Treatment and Steam System)
- Corrosion Economics
- Safety

WHO SHOULD ATTEND

Personnel in the Petroleum and Allied Industries involved with the problems of corrosion and water handling in process operations.



Basic Petroleum Technology Course

Five (5) days

INTRODUCTION

To be treated in this course are the basics of the industry from terminology through basic technology, from geology through processing of the petroleum product. Offshore operations would be considered. The course emphasis is "understanding" the technology. Participants would be placed in the position of Reservoir Engineers, and "our reservoir" is defined, analyzed and put in production. Next, drill sites are chosen. Participants are then placed in the position of Drilling and Completion Engineers, and the drilling and completion programme for "Our Well" is analyzed.

LEARNING OBJECTIVES

At the end of the programme, Participants will be able to:

- Discuss basic geology as it relates to oil and gas reservoirs
- Describe the oil and gas industry technology, Terminology, operations, decisions and economics
- Describe the basics of seismic technology
- Develop drilling and operations skills

CONTENT

- Reservoir fluids properties
- Petroleum geology
- Petroleum reservoirs
- Exploration technology
- Drilling engineering and operations
- Well completion technology
- Production technology
- Reservoir development and hydrocarbon recovery
- Surface processing of produced fluids

WHO SHOULD ATTEND

Project supervisors, Geologists, Technical Personnel, Petroleum Engineers and Heads of Units.

Cost engineering, Effective Estimation & Control Of Technical Projects

Five (5) days

INTRODUCTION

Project leaders and technical staff who are charged with delivering tangible results in their areas of responsibility require objective cost assessments for funding and control decisions on an ongoing basis. The business purpose of the cost engineering function is to provide these assessments early and reliably, so that better decision may be made.

This seminar examines the key concepts of cost engineering including estimating, risk analysis, cost control, scheduling and change management to achieve best value for investments and expenditures. It provides methodologies, procedures and tools (e.g. Tables, forms) to do the work, along with hands-on experience on their use.

Participants will be in a position to use these tools and procedures starting immediately to meet success criteria of current activities.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Describe the key concepts of cost engineering and where/how they should be applied.
- Discuss the principles and processes of cost engineering,
- Apply cost estimating tools and methods,
- Prepare cost estimates and understand those prepared by others,
- Give insights on how to forecast and



- control costs,
- Identify ways to make cost reports to be more customer-focused,
- Obtain practical guidelines on forecasting costs and schedule,
- Improve ways of developing rapport with others and opening channels of communication,
- Develop a holistic view of our project work meshing people,

CONTENT

- Overview of Cost Management
- Cost Engineering Practices
- Cost Estimating
- VE Workshop Process
- Risk Management analysis
- Computer Based Estimating
- Option Analysis
- Project Cost Controls
- Cost Control and Management
- Life Cycle Costing

WHO SHOULD ATTEND

Engineering, Technical Staff, Project Managers Construction Managers, Estimator and others who wish to increase their mastery of Cost Estimating and Control.

Gas Storage & Gas Pipeline Maintenance Course

Five (5) days

INTRODUCTION

This 5-day programme has been designed to help the participants understand the fundamentals of Integrated Oil & Gas Reservoir Management. Gas Storage is extracting value from your asset and optimising it be it real or virtual, short or long term, or as a storage operator or a gas shipper developing your portfolio.

Participants will walk through the fundamentals of the conceptual storage framework and unravel the physical from the commercial elements of gas storage. Gas pipeline maintenance provides an in-depth review of the design, construction, inspection. Operation, maintenance and integrity management requirements Of Oil and Gas pipelines systems.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Describe Gas Storage & Gas Pipeline Maintenance
- Explain Facilities Design 8. Optimization aspects
- Explain Pipeline, Storage Field Selection, & Reservoir selection

- Differentiate Reservoir Development 8. Reservoir Engineering
- Discuss Storage Field Optimization Planning
- Identify Gas Operations Performance Indicators
- Apply Engineering Techniques
- Use accurate real time metering & measurement flow Technology
- Discuss on gas flow metering and energy
- Measurement technologies

CONTENT

- Gas storage economics/facilities
- Third and rock property review
- Gas properties
- Compressibility
- Viscosity/Porosity
- Rock properties
- Permeability
- Non-Darcy flow coefficient
- Gas material balance and water influx optimisation
- Volumetric methods: Material balance
- Gas storage design
- Site selection considerations
- Storage field design

WHO SHOULD ATTEND

Gas Engineers, Technicians, Field supervisors and others whose functions are related to Gas processing and distribution.





Cathodic Protection Course

Five (5) days

INTRODUCTION

This programme provides an introduction to cathodic protection systems for all types of facilities, including an understanding of the corrosivity of soils on steel based materials, and provides guidelines for designing cathodic protection systems for underground and above ground structures. The contents cover applicable codes and standards, corrosion phenomena, and the principals of the cathodic protection systems.

LEARNING OBJECTIVES

At the end of the programme, Participants will be able to:

- Define the Corrosion process
- Describe the effects of different factors involved in the corrosion process
- Discuss Galvanic Cathodic Protection System
- Recommend cathodic protection design for various types of underground and above ground structures

CONTENT

- Introduction to Cathodic Protection
- Background of Corrosion
- Corrosion and CP Analysis
- Corrosion Control
- Cathodic protection Criteria and Baseline Analysis.
- Measurement of CP Circuits
- CP Monitoring, Measurement and Acceptance Criteria
- Overland Survey Methods and Analysis
- Stray Current and Corrosion Testing, Investigation and Maintenance
- Maintenance and Trouble Shooting

WHO SHOULD ATTEND :

Petroleum engineers, Reservoir engineers, Technicians, Field supervisors and all those charged with Pipeline maintenance.

Technical Programme For Non-Technical Graduate Employees

Five (5) days

INTRODUCTION

This course is developed to address the needs of Planners, GETs and Non-technical personnel involved with Oil & Gas companies. The course has been conducted for major companies as part of their Technical Program Curricula. By attending this highly interactive and practical course, participants will develop a strategic awareness of the Oil & Gas industry. It covers a wide range of topics from the origin of petroleum to crude Oil & Gas Processing, storage, Liquefaction, Transportation and utilization along with the environmental concerns and safety related matters. This course is multi-disciplinary and will include delivery of soft skills like, team building and personal effectiveness, stress and career management.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Define the basics of hydrocarbons (Oil & Gas] formation.
- State the principles of exploration, seismic operations and drilling activities
- List various types of Production Facilities available and
- the factors that determine which type to use
- Identify basic terminologies used in the Oil & Gas Industry
- Explain the difference between Upstream and
- Downstream Industries
- Identify hazards and risks inherent in Oil & Gas Business
- State the principles and practice of Safety Management System

CONTENT

- Fundamentals of Oil & Gas (Up stream and Down Stream)
- Distribution & Marketing
- Gas Delivery Pipeline
- Crude Oil & Gas Processing
- Products Tank Farm
- Crude Oil Refining & Refineries



- Oil Storage
- Natural Gas Overview
- Gas-to-Liquid Processing
- LPG, NGL and LNG Plants & Processing
- Business Agreements in the Nigerian Oil & Gas Industry
- Government Regulatory Agencies in the Oil & Gas Sectors
- Gas Policy 8. Key Challenges to Oil & Gas Business in Nigeria
- Safety Management System
- Risk Assessment
- Personal and Team Effectiveness
- Stress and Career Management

WHO SHOULD ATTEND

Those seeking a broader knowledge of the oil, gas and energy industry and markets. New recruits to oil, gas and energy companies - Analysts, planners, traders, sales, marketing, engineering, refining and commercial personnel, Bankers and lawyers supporting the industry, together with management consultants providing services to oil, gas and energy companies.

Fundamentals Of Oil&Gas Business **Five (5) days**

INTRODUCTION

This course is developed to address the needs of Planners, GETs and Non-technical personnel involved with the Natural Gas and Oil industry. The course has been conducted for major companies as part of their Technical Program curricula. This course will give an introduction followed by detailed understanding of the Oil and Gas Industry and will include delivery of soft skills like motivation, team building, personal and team effectiveness, and business etiquettes.

LEARNING OBJECTIVES

At the end of the course, the trainees should be able to:

- Discuss the basics of hydrocarbons (Oil & Gas) formation.
- State the principles of exploration, seismic operations and drilling activities
- State the basic terminologies used in the Oil & Gas Industry
- Differentiate between Upstream and Downstream Industries
- Discuss the role of Government and Government Agencies in the Oil & Gas business
- Identify the hazards and risks inherent in Oil & Gas Business
- Apply the principles and practice of Safety Management System
- Identity the Challenges to the Oil & Gas Business in Nigeria
- Identity the opportunities in the Oil & Gas Industry.

CONTENT

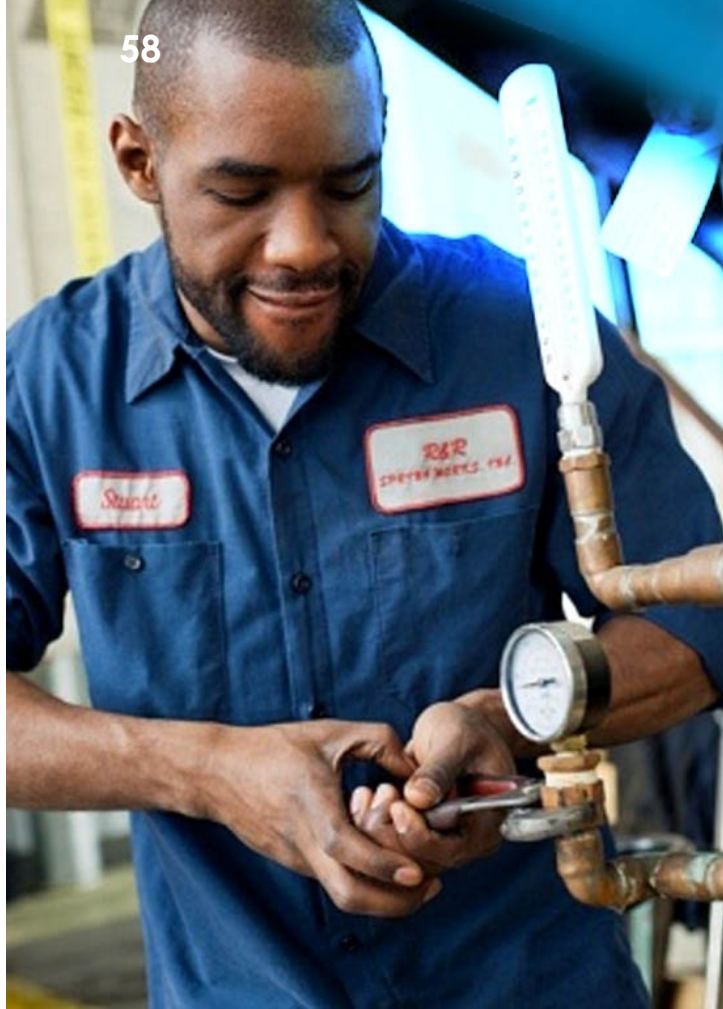
The program is structured to consist of nine (9) modules:

- Module 1: Fundamentals of Oil & Gas Business
- Module 2: Principles and Operations of Production Facilities
- Module 3: Production Facilities maintenance & troubleshooting
- Module 4: Repairs and servicing of Electrical, Instrument, Mechanical equipment
- Module 5: Business Agreements, Partnerships and Government Agencies
- Module 6: Principles and Practice of Safety Management
- Module 7: Major Challenges to Oil & Gas Business
- Module 8: Economics and Technological Trends
- Module 9: Soft Skill Training

WHO SHOULD ATTEND

New recruit to Oil, Gas & Energy companies, analysts, planners, traders, sales, marketing, engineering, refining, communication and commercial personnel. These requiring an understanding of the Oil, Gas and Energy value chain.





Pump And Valve Maintenance **Five (5) days**

INTRODUCTION

The course will discuss the different types of pumps and valves and their associated terminology. Centrifugal and positive-displacement pumps, packing, mechanical seals and sealing systems, bearings and couplings will all be discussed. Valves for isolation and valves for control will be addressed.

The application of the different types of pumps and valves will as well be discussed along with their suitability for different operational duties. Operation, troubleshooting and maintenance will be dealt with in depth.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- Discuss the basic principles and operations of pumps and valves.
- Diagnose faults and remedies
- Identify different types of pumps and their associated terminology
- Identify Centrifugal and positive displacement pumps, packing, mechanical seals and sealing systems, bearings and couplings
- Select the right valve for the particular application and to perform the necessary calculation for valve sizing
- Effectively perform troubleshooting of systems involving valves
- Decide on the right maintenance plan concerning different types of valves

CONTENT

- General principles of Machinery Maintenance
- Fundamental principles of fluid flow and control
- Pump operations and maintenance
- Valve drivers and transmission
- Pipes and Piping
- Automatic control systems
- Pumps and Valves maintenance demonstration

WHO SHOULD ATTEND

This programme is designed for Engineers, Superintendents, Supervisors, Technicians and Technologists in Oil and Gas and Allied Industries.

Rotating Equipment Maintenance (pumps And Compressors) Five (5) days

INTRODUCTION

More than 60% of maintenance costs are spent on equipment wear and tear.

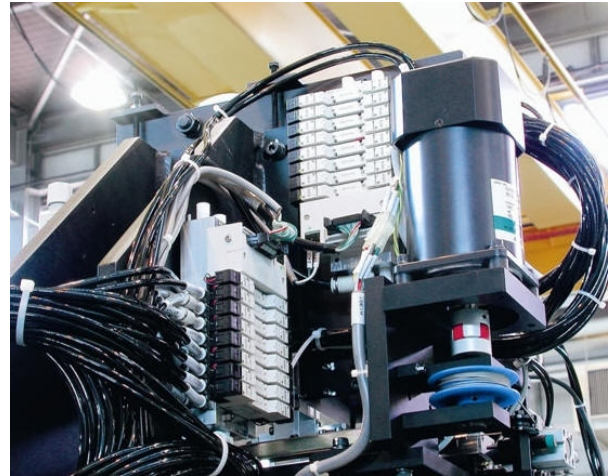
Predictably, continuous improvement of reliability by optimizing predictive maintenance for rotating equipment is one of the most important challenges maintenance professionals face today. To assist rotating engineers and maintenance professionals improve their equipment serviceability, there are numerous innovative condition monitoring techniques and proven reliability based maintenance techniques.

This course will concentrate on the problems and solutions surrounding equipment failures, diagnostics and effective methods to prevent them.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- Describe the applications and maintenance of pumps and compressors
- Identify the most common causes of shafts, bearings and seals fatigue and failures based with actual case studies
- Understand the fundamentals of PPM (precision/preventive maintenance) for rotating equipment through hands-on-exercises
- Examine the various condition monitoring techniques
- Uncover best practices in conditioning RCFA (Root Cause Failure Analysis) practically in the workplace to prevent repeated equipment failures.



CONTENT

- Pumps: Principles and classification
- Operation problems and solutions to pumps
- Compressor: Classification and Maintenance
- Bearing Maintenance and Installation
- Vibration and Condition Monitoring of Pumps and Compressor
- Corrosion of Rotating Equipment

WHO SHOULD ATTEND

This programme is designed for Engineers, Technologists and Technicians in Engineering Organisations and Oil & Gas Industries.



Inspection Practices In Welding **Five (5) days**

INTRODUCTION

With the advancement in technology, emergence of new materials and developments in process design, welding forms a vital part in the production of efficient, precise and reliable components and assemblies.

Inspection practices affect positively or negatively the realization of organizational goals and objectives especially in a welding project.

This course is therefore designed to assist inspectors improve on their knowledge in inspection, welding processes as well as their skills in welds testing and visual inspection which are essential skills needed to overcome challenges usually encountered in weld inspection.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- Supervise projects effectively
- Prepare procedure specification
- Define progress report
- Support qualified welders to work on a project

CONTENT

- Duties of a inspector
- Essential requirements of an inspector
- Inspection procedures
- Welding processes and typical welding defects
- Welding symbols/Joint geometry
- Welding Metallurgy
- Testing of Welds
- Visual Inspection of Welds
- Welders and Procedure Qualification

WHO SHOULD ATTEND

The programme is designed for Welding inspectors, Supervisors and Project Engineers and Quality control staff associated with welding.



Fundamentals Of Gas Absorption And Stripping

Five (5) days

INTRODUCTION

Gas absorption is a mass transfer operation in which a gas mixture is contacted with a liquid to preferentially absorb one or more of the components of the gas stream. In some cases, a solute is removed from a liquid by contacting it with a gas. This operation is the reverse of gas absorption and is called desorption or gas stripping. This course is therefore designed to address the challenges faced by professionals during this operation in oil and gas production.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- Discuss the basic principles of gas absorption and stripping
- Describe both physical and chemical absorption
- Develop a mathematical model for gas absorption/stripping columns
- Use design equations to predict the performance of gas absorption/stripping columns
- Optimize the condition for absorption/stripping columns

CONTENT

- Basic principles of gas absorption and stripping
- Absorption without chemical reaction (physical absorption)
- Absorption with chemical reaction (chemical absorption)
- Steam stripping
- Modeling of absorption and stripping columns
- Optimum conditions for absorption/stripping columns

WHO SHOULD ATTEND

This programme is designed for Engineers, Production managers, Scientists and Technologists.

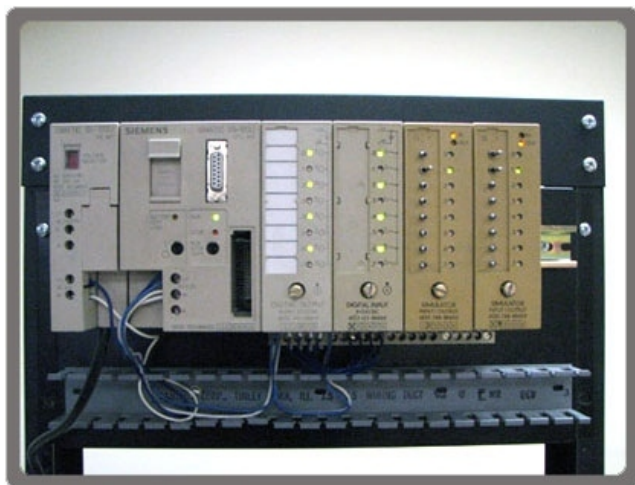
Basic Plc Programming, Troubleshooting & Maintenance (Siemens S5)

Five (5) days



INTRODUCTION

This course aims to enable technical personnel to understand the PLC system better, make basic modifications to the user control program and to troubleshoot quickly using both software and machine diagrams. Problem exercises are intensively given and are simulated with the aid of a PLC trainer. Aside the generic understanding of the PLC system, participants have the opportunity of product specific knowledge through intensive hands-on practice using Siemens S5 PLC Hardware & Software/Simulators.



LEARNING OBJECTIVES

At the end of this course, participants will be able to.

- Describe the operational principle of a PLC.
- Recognize S5 hardware and be able to replace modules when a fault occurs.
- Operate the Step-5 software to make it perform basic control tasks.
- Backup and restore a PLC program when required.
- Effectively Carry out Basic Maintenance and Troubleshooting of PLC systems
- Observe safe practices when working with PLC and its devices

CONTENT

- Introduction to PLC and IEC 61131 Standard
- Introduction to Siemens S5 PLC Hardware
- Types of S5 PLCs – Micro and Modular PLCs
- Parts of a PLC System
- The Power Supply Unit
- The PLC Central Processing Unit
- The PLC Memory types
- Input and Output Modules
- Special Modules and Peripheral Devices
- PLC System Components, Installation, and Field device Connections
- PLC Operation Modes and Cycle
- PLC Number Systems and I/O Addressing
- Introduction to Siemens S5 Software
- Creating a project and Software/Hardware configurations
- Introduction to Siemens S5 PLC programming languages
- LAD, STL, and CSF
- Commonly used instructions and Programming Logics
- Basic PLC system Troubleshooting and Maintenance
- Common problem check PG/PC interface
- Change the battery etc
- Hands-on practical exercises, simulations & implementation

WHO SHOULD ATTEND

Personnel involved in Operation, Installation and Maintenance of S5 PLC Control systems/machine.

Basic Plc Programming, Troubleshooting & Maintenance (Siemens S7)

Five (5) days

INTRODUCTION

This training programme is designed for technical employees to assist them appreciate the PLC system, make basic modifications to the user control program and to troubleshoot quickly using both software and machine diagrams. Problem exercises are intensively given and are simulated with the aid of a PLC trainer. Aside from the general understanding of the PLC system, trainees will have the opportunity of product specific knowledge with intensive hands-on practice using Siemens S7 PLC Hardware, & Software/Simulators.

LEARNING OBJECTIVES

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

- Describe the operational principle of a PLC System
- Identify and describe the functions of the PLC system components
- Carry out basic installation and operation of a Siemens S7 PLC system
- Make a Program in Ladder Diagram;
- Translate a ladder diagram program into electrical and logic circuits equivalent
- Effectively Carry out Basic Maintenance and Troubleshooting of PLC systems
- Observe safe practices when working with PLC and its devices



CONTENT

- Introduction to PLC and IEC 61131 Standard
- Introduction to Siemens S7 PLC Hardware
- Types of S7 PLCs – Micro and Modular PLCs
- Parts of a PLC System
- The Power Supply Unit
- The PLC Central Processing Unit
- The PLC Memory types
- Input and Output Modules
- Special Modules and Peripheral Devices
- PLC System Components, Installation, and Field device Connections
- PLC Number Systems and I/O Addressing
- PLC Operation Modes and Scan Cycle
- Introduction to Siemens S7 Software
- S7 Simatic Manager and MicroWin
- Creating a project and Software/Hardware configurations
- Introduction to Siemens PLC programming languages:
 - LAD, STL, and FBD.
- Commonly used instructions and Programming Logics
- Writing, Addressing and Commenting a program
- Uploading, Downloading and Running a Program
- Use of Timers & Counters
- Basic PLC system Troubleshooting and Maintenance
- Hands-on practical exercises, simulations & implementation

WHO SHOULD ATTEND

Personnel involved in Operation, Installation and Maintenance of PLC control systems/machine.

Heating, Ventilation and Air Conditioning (HVAC) Operation, Troubleshooting & Maintenance

Five (5) days

INTRODUCTION

This unique workshop is designed for engineers and technicians from a wide range of abilities and backgrounds and provides an excellent introduction to the fundamentals of Heating, Ventilation and Air Conditioning. Numerous tips and tricks throughout the course make it very practical and topical to your applications.

LEARNING OBJECTIVE

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

- Maintain and troubleshoot HVAC systems
- Apply the psychrometric chart
- Design for good air quality
- Perform basic load calculations
- Initiate an effective inspection and maintenance program
- Minimise forced outages and prevent serious damage to HVAC equipment
- Provide an overview of the legislative requirements plus the essential steps and responsibilities for the maintenance and repair of HVAC Systems
- Outline the technologies available for the efficient energy management using HVAC systems

CONTENT

- Introduction to HVAC
- Requirements of Comfort Air Conditioning
- Heating and Cooling load Calculation Procedure
- HVAC Systems
- Constant Volume Systems
- Variable Air Volume Systems
- Duct Design, Airflow and its Distribution
- Insulation of Air-Conditioning Systems
- Air-Conditioning Equipment
- Refrigeration
- Controls and Instrumentation

- Typical Control Systems
- In Fault Finding and Troubleshooting Faults
- Stallation, Commissioning Operation, Testing and Maintenance
- Fault Finding and Troubleshooting Faults

WHO SHOULD ATTEND

Consulting engineers, Design engineers, Electrical engineers and technicians, Maintenance engineers and technicians, Operation, inspection and repair managers, supervisors and Plant engineers





Plc, Telemetry And Scada Technologies

Five (5) days

INTRODUCTION

This is a highly relevant, industrially based course which will update the skills and knowledge of Technicians and Engineers alike. The course is 'hands-on' using industry standard PLC's in a simulated environment. Through this approach the delegate will progress from learning the fundamentals of PLC application to writing, debugging and finally designing their own programs.

The course also includes a study of modern SCADA technologies. Again, together with a hands-on approach using a modern industrially compliant SCADA software package, the delegate will acquire new and updated skills essential in any fast moving industrial environment.

LEARNING OBJECTIVE

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

- Discuss the operation, architecture and use of an industry standard PLC for control purposes
- Investigate the operation of the PLC through designing, building and testing typical programs in the ladder programming language using industry standard PLC's in a simulated environment
- Identify the PLC, Telemetry and SCADA environments
- Discuss the concepts of Radio Telemetry and acquire the knowledge relating to the application, limitation and use of frequency bands used
- Gain an understanding and knowledge of common wire based communication protocols

CONTENT

- Introduction to Control Strategies
- Introduction to PLC Systems
- PLC architecture
- Radio Telemetry Systems
- PLC Programme Development
- Serial Data Communications
- Communication methods (Simplex, Half-Duplex, Full-Duplex)
- Sequence Controller and Application boards
- Analogue I/O and Processing
- Introduction to SCADA
- PLC/SCADA v DCS systems

WHO SHOULD ATTEND

This seminar is suitable for and is designed to attract and be of benefit to a range of people who work in the Control and Instrumentation process and plant areas such as Electronic, Electrical, Control, Communication I.T. and Software, Design, Instrumentation, Mechanical and Operations Engineers and Technicians.

Pumps & Compressors: Operation Troubleshooting & Maintenance

Five (5) days

INTRODUCTION

The Pumps and Compressor workshop is a comprehensive course focusing on the fundamentals of different types of pumps and compressors. Participants will have an opportunity to discuss Pump/Compressor construction, design applications, operations; maintenance issues and be offered the most up-to-date information and best practice in dealing with the subject.

LEARNING OBJECTIVES

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

- Explain pump/compressor terminology
- Identify the various types of pumps/compressors
- Describe pump/compressor characteristics and interpret pump/compressor curves
- State the criteria for pump/compressor selection
- Confidently test and commission pump/compressor sets
- Describe how to Install, Test and Commission pump/compressor systems
- Explain how to start up a New pump/compressor or one after strip down for maintenance

CONTENT

- Introduction to pumps and compressors
- Centrifugal Pump Design & Construction
- Centrifugal Pump Characteristics & Operations
- Pumps Specification & Selection
- Pump Testing & Inspection
- Pump Maintenance and troubleshooting
- Introduction to Compressors
- Reciprocating Compressors
- Centrifugal Compressors
- Practical Hand-on exercises and discussion, Summary & Conclusion

WHO SHOULD ATTEND

Plant Operations and Maintenance Personnel, Process Control Engineers and Supervisors, Mechanical Engineers, Pump/Compressor Sales Engineers, Pump/Compressor Service Contractors, Pump/Compressor Operators and Plant Engineers.



Pumps & Valves: Selection, Installation, Operation & Maintenance

Five (5) days

INTRODUCTION

The Pumps and Valves training programme is a complete course focusing on the fundamentals of different types of pumps and Valves. You will have an opportunity to discuss Pump & Valve construction, design selection, applications, operations, and maintenance issues and be provided with the most current information and best practice in dealing with Pumps and Valves problems in an effective and efficient manner.

LEARNING OBJECTIVES

At the end of the course, the participants should be able to:

- Discuss the principles of pumps & valves
- Identify the various types of pumps & valves
- Make the right selection for pumps & valves
- Operate and maintain pumps & valves effectively
- Observe safety procedures while working with pumps & valves
- Test and commission pump and valve sets confidently



CONTENT

- Introduction to Pumps and Valves
- Centrifugal Pump Design & Construction
- Centrifugal Pump Characteristics & Operations
- Reciprocating Pumps.
- Rotary Pumps.
- Reciprocating Pumps Start-up and Shutdown.
- Rotary Pump Start up and Shutdown
- Extensive look at selection of pumps for various industrial uses and locations.
- Pumps Specification & Selection
- Pump Testing & Inspection
- Pump Maintenance
- General overview of valve
- Operating principles
- Classification of valve types
- Valve Selection for Petroleum and process Industry.
- The Specification and Applied Codes.
- Critical Valve Choices.
- Installation Maintenance Guidelines.
- Trouble shooting & maintenance of valve
-

WHO SHOULD ATTEND

Instrumentation, Process Control Engineers, Supervisors, Technicians, Project and Maintenance Engineers



Instrumentation And Control Course

Five (5) days

INTRODUCTION

This course aims to enable Technical personnel to understand the Instruments used in the industry and their application in control of process plants. Understand the operational principle of Instrumentation equipments/devices. Aside the generic understanding of instrumentation systems, participants have the opportunity of participating in hands-on practical demonstration and in the use of a real time laboratory process mini-plant.

LEARNING OBJECTIVES

At the end of this course, participant will be able to:

- Discuss Instrumentation,
- Classify instruments,
- List examples of instrument scales and types of instrument errors.
- Discuss the principle of measurement and control of process variables such as temperature, flow rate, level and pressure.
- State the types of control valves and describe their characteristics
- Explain application for which they are used.
- List the steps required for the calibration process of an instrument in their proper order.
- Use controllers (PLC, VFD/VSD etc) to perform basic control operations

CONTENT

- Principles of Control Systems
- Temperature Detection & measurements
- Pressure Detection & Measurements
- Flow & Level Detection Measurements
- Position Indicators
- Radiation Detection & Measurements
- Relays & Electromagnetic Control Systems, Valve Actuators, Pneumatic, Hydraulic, Solenoid
- Pneumatic & Electro-pneumatic Control Systems
- Variable Speed Drives & Inverters
- Control Loops: Proportional, Integral and Derivative
- Introduction to Industrial IT Networks: PLCs, DCS & SCADA
- Instrument Calibration & Maintenance
- Control Systems Drawings & Documentation
- Control System and Personnel Safety

WHO SHOULD ATTEND

Managers, engineers, technicians and system operators requiring a broad understanding of instrumentation, control, and electrical systems in oil and gas facilities.

Basic Gas Chromatography Course

Five (5) days

INTRODUCTION

This course emphasizes: problem solving, practical day-to-day operation tips, minimum of theory, column and phase selection, detectors, applications, method development, quality control, and troubleshooting. All major GC detectors will be covered during this programme.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- Discuss the basic principles of the Chromatographic Process
- Describe the mechanisms of Gas Chromatography
- Describe the temperature/retention relationship
- Prepare sample protocols
- Discuss the column theory and stationary phase
- Choose and operate detectors
- Measure and optimize chromatographic parameters
- Carry out basic maintenance and troubleshooting

CONTENT

- Basic Principles of the Chromatographic Process
- Overview of System Components
- Main Mechanisms of Gas Chromatography (solute-stationary phase interactions)
- Temperature / Retention Relationship
- Sample Preparation Protocols
- Sample Introduction - Principles, Choice of Technique, Operation (split/splitless, on-column)
- Column Theory and Stationary Phase Considerations
- Detectors - Choice and Operation (including FID, ECD, TCD, NPD)
- Measuring and Optimising Chromatographic Parameters (R, N, A, K)
- Basic Maintenance and Troubleshooting

WHO SHOULD ATTEND

Chemists, technicians and others who have some experience on gas chromatography, but want to expand their knowledge base, or those interested in learning GC procedures.



Gas Metering Course

Five (5) days

INTRODUCTION

The course addresses the concepts of custody transfer metering, principle of allocation in shared facilities, and the general operating principles of custody transfer instruments.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- Discuss the concepts of custody transfer
- Describe the various Flow meters
- Describe chromatography
- Calculate routines and verification of flow computers
- Implement international standards
- Operate and report procedures

CONTENT

- Flow meters (orifice, turbine, ultrasonic, venture, coriolis)
- Densitometers
- Pressure / temperature / differential transmitters
- Automatic samplers
- BS & W measurements
- Chromatography
- Physics of natural gas mixtures
- Calculation routines and verification of flow computers
- Implementation of international standards
- Generic operating and reporting procedures
- The function of the pipeline and regulatory auditors
- Review of typical fault conditions

WHO SHOULD ATTEND

The course is focused towards the following personnel: Maintenance Technicians, Supervisors and Engineers.

Gas Distribution Engineering: Piping And System Planning

Five (5) days

INTRODUCTION

Over the years Gas Distribution Engineering has played an essential role in the training of thousands of distribution engineers.

From load analysis to the latest modeling software, this training offers you a foundation in the planning and design of modern gas distribution systems through presentations on fundamental technical concepts and relationships, plus activities that show you how to use these concepts to solve real-life work problems. Participants will be provided important information on economics and safety issues as well as an in-depth discussion of Pipeline Integrity Management and Distribution, Pipeline Integrity rules and direct assessment methods.



CONTENT

- Piping Systems and Materials
- Distribution Integrity Management (DIM);
- Natural Gas Properties;
- Incident Investigation;
- Leakage Control;
- Steel Pipe Properties and Design;
- Plastic Pipe Properties and Design;
- External Loading of Pipe and Service Conditions;
- Secondary Stress Calculation
- Exposed Crossings;
- Expansion Loops;
- Construction Practices Overview;
- Joining Overview;
- Tie-Ins Methods and Plans;
- Corrosion and Cathodic Protection;
- Transmission Pipeline Integrity Plan and Evaluation;
- Route Selection Criteria;

WHO SHOULD ATTEND

Engineers who want to bridge the gap between formal schooling and gas industry technology Those with specialized experience who want to broaden and update their knowledge of gas distribution engineering.

Natural Gas Processing - Dehydration, Refrigeration, And Fractionation

Five (5) days

INTRODUCTION

This course is designed to re-familiarize technical professionals with the design and operation of several common gas plant processing blocks. It will focus on water and glycol dehydration, mechanical propane refrigeration, a

review of design and performance enhancements as well as troubleshooting and optimization. Also tower operations and troubleshooting used in absorption and fractionation services will be discussed.

CONTENT

- Water Content of Natural Gas
- Hydrate Formation, Prevention and Handling
- Options for Dehydration
- Glycol Dehydrator Sizing
- System Optimization
- Troubleshooting
- Environmental Considerations
- Basic Design and Operation of Refrigeration Circuit
- Capacity Control
- Equipment Options
- Power-Reducing Modifications
- Troubleshooting Hydrocarbon Dew Point Control Problems
- Gas Expander - Propane Refrigerant Comparison
- Basic Design of an Absorption and Fractionation tower
- Tower Internals
- Capacity Control and Issues
- Turn-up and Turndown Problems

WHO SHOULD ATTEND

The course is designed primarily for engineers, technologists and operators involved in the operation and optimization of gas processing facilities.



Gas Controller Training For Distribution And Transmission **Five (5) days**

INTRODUCTION:

This training programme is designed to address human factors associated with control room operations. It will assist gas controllers to carry out their roles and responsibilities, recognize and respond to abnormal operations, and understand the operation of the pipeline system.

CONTENT

- Pipeline Code Overview
- Natural Gas Properties
- Pipeline Fundamentals
- Common Industry Materials
- Measurement Units
- Pipeline Maintenance and Operations
- Facility Startup and Shutdown
- Chromatographs and Gas Sampling
- Basic Compressor Overview
- Gas Storage
- Gas Conditioning Equipment
- MAOP
- Pipeline Hydraulics
- Failure Modes
- Regulator Fundamentals
- OPP Types and Requirements
- Measurement Overview
- Gas Quality
- Odorizers
- SCADA and Automation
- Abnormal Operations
- Emergency Response-CRM Requirements

WHO SHOULD ATTEND

Gas controllers, Supervisors and managers responsible for gas control, other gas control support staff, Employees of companies that provide technical services and products related to gas control.

Natural Gas Processing Five (5) days

INTRODUCTION

This short course provides a general overview of natural gas processing and emphasizes the design and operation of gas plants and related facilities.

Also, this course will review the physical, chemical, and engineering principles used to understand the processing of natural gas and its by-products.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Discuss the physical properties of natural gas
- Calculate phase and vapour liquid equilibria
- Describe natural gas gathering and inlet separation
- Describe sour natural gas treating/sweetening
- Describe dew point control, acid gas compression and injection
- Describe NGL liquid and sulphur recovery

CONTENT

- Physical properties
- Phase equilibria and vapour liquid equilibrium calculations
- Water-hydrocarbon systems and natural gas dehydration
- Natural gas gathering and plant inlet separation
- Sour natural gas treating/sweetening
- Dew point control and NGL liquid recovery
- Acid gas compression and injection
- Sulphur recovery

WHO SHOULD ATTEND

New engineering graduates and technologists, professionals who have been working in industry but are new to natural gas processing; or professionals who are familiar with natural gas processing, but are unfamiliar with how process simulators can be used to improve plant design and optimize plant profitability.

Piping System Fundamentals

Five (5) days

INTRODUCTION

Piping System Training is a course that should interest anyone in the piping system industry. This course provides real-world practical knowledge for junior engineers, a good refresher course for senior engineers, and helps operations and maintenance supervisors, design and process engineers, and operators and maintenance personnel better understand how piping systems operate. Piping System Training places an emphasis on understanding the relationship between components that make up the piping system.

This course is designed for developing core competencies and essential skill sets, giving participants the ability to take what they learned and apply it directly back on their job.

LEARNING OBJECTIVES

The objective of the Piping System Training course is to provide each attendee with a clear understanding of how each of the items in a fluid piping system is interrelated.

CONTENT

- Basic terminology, units, and physical laws that apply to fluid flow
- The role of tanks and vessels
- Centrifugal pump operation, importance of the pump curve, and power and operating cost calculations
- Head loss and pressure drop calculations for pipelines, valves, and fittings
- Control valve operation, classification, sizing, and selection
- Principles of process measurement and controls
- Types of processes and process equipment used in piping systems
- Types of piping systems, key concepts to understanding system operation, and how to troubleshoot piping system problems

WHO SHOULD ATTEND

Junior engineers, senior engineers, operations and maintenance supervisors, design and process engineers and operators and maintenance personnel.





Pumps And The Pumping Systems For The Process Industry **Five (5) days**

INTRODUCTION

The course will be of particular interest to engineers employed in the process industries (including oil and gas and water) who are involved in pump and equipment selection, application and operation.

LEARNING OBJECTIVES

At the end of the training programme, participants will be able to:

- Carry out hydraulic analysis of fluid systems
- Select the appropriate pumps, valves and for a given application
- Describe the steady and transient interaction between the equipment and system

CONTENT

- System analysis
- Pump principles
- Pump operation
- Pump Selection
- Drives
- Flow and pressure control elements:
- Case studies
- Hands on system analysis using Flow master and pump performance testing in laboratory

WHO SHOULD ATTEND

Service technicians, fitters, Maintenance engineers and site managers.



Control Valves and Actuators Maintenance, Calibration and Control Loop Optimization **Five (5) days**

OVERVIEW

The need for the maintenance of control valves and actuators and the calibration as well as control loop optimization in any process plant cannot be overemphasized as plant efficiency and consistent product quality depend on proper maintenance and loop performance.

The enormous and rapid increase in the use of valves and actuators as control devices of fluids in industrial processes a corresponding expansion in knowledge and skills of personnel responsible for the installation, maintenance and calibration for optimization purposes of these instruments which incidentally represent considerable investment of a company's financial resources.

To gain the full advantages of instrumentation, control valves and actuators should be installed, maintained and calibrated by those who bring understanding as well as manual skill to their Work. This learning event has been designed with the aim of helping participants to acquire knowledge and skills for optimization of control valves, actuators as well as the control loop.

LEARNING OBJECTIVES

At the end of this course, participant will be able to:

- State reasons for the control of critical variables in the process industry
- Demonstrate the important aspect of the rate of flow in industrial processes
- Explain the functions of valves and categories
- Define valve capacity and flow characteristics
- Explain the relationship between valves and actuators.
- Explain the constructional details of the various categories of valves
- Demonstrate the fundamental principles of valves and actuators
- Give a complete picture of the accuracy of control valves and actuators

- Define control loop in relation to valves and actuators
- Demonstrate the meaning and importance of calibration with respect to control valves and actuator
- Constantly ensure optimal performance of control valves and actuators through regular maintenance and periodic calibration

CONTENT

- Introduction: Control of variables in industrial processes
- Definition and functions of valves
- Constructional details of control valves
- Valve capacity and flow characteristics
- Categories of valves
- Valve recommendation and applications
- Maintenance requirement for the various categories of valves
- Valve maintenance and optimization
- Definition and functions of actuators
- Relationship between valves and actuators
- Categories of actuators and their basic principles
- Sizing and piping arrangement for the control valves
- Maintenance requirement for actuators
- Calibration procedures for control valves

METHODOLOGY

Participants will increase competencies through a variety of instructional methods including lectures, simulation, exercises, case studies, videos, group discussions and practical hands on training. A comprehensive course manual enabling practical application and reinforcement will be provided. Delegates are encouraged to bring real problem examples with them, for discussion on a confidential basis, and to share their experience of particular issues. Time will be allowed for general discussions, and for one-to-one discussion with the trainers.

WHO SHOULD ATTEND

Instrumentation and Control Engineers & Technicians, Mechanical Engineers & Technicians, Projects Engineers, Process and Utility Supervisors, and Technical Supervisory personnel involved in Sizing, Selecting, and Applying Process Control Valves.



HSE Management

Effective Health And Safety Management Course

Five (5) days

INTRODUCTION

Industrial or work place accidents can happen at anytime in presumably safe working environments. The course is intended to create awareness amongst employees of the potential dangers, and also to understand their role in identifying and eliminating hazards.

The course provides an overview of each individual's responsibilities, as well as the responsibilities of managers and the employer.

LEARNING OBJECTIVES

At the end of the programme, participants should be able to:

- Identify legislation and regulations on health and safety at work
- Develop a health and safety policy
- Promote the culture of working safely
- Assess and deal with potential risks
- Evaluate your organization's health and safety performance
- Describe the key aspects covered by health and safety laws

CONTENT

- Overview of Effective Health and Safety Management
- Risk Assessment and Control
- Use of personal protective equipment (PPE)
- Safety Management Systems and Processes
- Measuring and Improving Effective Health and Safety Performance
- Insurance Issues in Health and Safety Management
- Effective Health and Safety Reporting
- Hazards analysis and critical control points
- Fire prevention and control
- Good work practices

WHO SHOULD ATTEND

Suitable for officers who are likely to become first-time managers. The course is also recommended for those who are already managers but have had little or no formal training and; limited work experience.

Environment Impact Assessment

Course Five (5) days

INTRODUCTION

As concern grows for continually improving the quality of the environment, organizations of all types and sizes are increasingly turning their attention to the environmental impacts of their activities, products and services. The environmental performance of an organization is of importance to internal and external interested parties. Achieving sound environmental performance requires organizational commitment to a systematic approach and, to continual improvement of their environmental performance. The purpose of this course is to provide participants with the opportunity of gaining the skills and knowledge to team how to conduct an Environmental Impact Assessment (EIA), thereby improving the organisation's overall environmental performance.



LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Conduct and carry out an Environmental Impact Assessment (EIA) on processes and projects
- Identify the Key Elements of an Environmental Management System (EMS)
- Identify all the waste stream types and, the opportunities for recycling of waste

CONTENT

- Introduction and Overview of EIA
- Nature and scope of environmental issues and Impacts
- Principles of EIA administration and practice
- Key elements of the EIA process
- Preparing for an EIA Assessment
- Environmental Aspects and impacts
- Identifying Environmental Aspects
- Mitigation and Impact Management Techniques
- Review and Verification of EIA Report Findings
- Preparing an EIA Report Up
- Environmental Management Systems
- Decision Making Process of Findings and Recommendations
- Risk Control Measures Implementation and Follow-up

WHO SHOULD ATTEND

All line professionals, supervisors and those who are involved with environmental matters, Production, maintenance and process engineers and all environmental personnel. All personnel involved in purchasing and managing hazardous substances.

Environmental, Social & Health Impact Assessment Programme

Five (5) days



INTRODUCTION

This programme provides an overview of the concept and practice of Environmental Social & Health Impact Assessment (ESHIA) including its linkage to the framework of sustainable development.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Define the ESHIA process and why it is necessary
- State the role of ESHIA in the decision-making process
- Evaluate the key benefits of ESHIA for proposed new projects
- Discuss the format of an ESHIA report
- Analyse ESHIA follow-up procedures
- Review the global influence of ESHIA practice

CONTENT

- Overview of ESHIA
- Permitting for air, water and waste
- Spill response and site Assessment
- Management and Remediation for water and land
- Planning and Procedures
- Quality Assessment
- Health Risk impact Assessment
- Human Factor Engineering
- Resource constraints
- Psychological and Social Agents
- Environmental Monitoring and Data management

WHO SHOULD ATTEND

Project sponsors, financiers and developers, turnkey contractors, including managers with line responsibility for EIA, Environment, Health & Safety, Government & Community relations, Sustainable Development, Project & Site Management, Finance Managers, Audit Risk Management, Planning & Integration, Governance & assurance, Officials of Local or Urban Planning Authorities.

Safety Engineering And Risk Management

Course Five (5) days

INTRODUCTION

As technological systems become more complex, it becomes increasingly difficult to identify safety hazards and to control their impact. Plant Managers and Engineers are becoming more aware that safety and risk touch on every aspect of the day to day running of their plants, engineering and process systems, if they are to comply with ever-changing and demanding international and national environmental and economic values and standards. Unsafe systems can result in monies being lost due to accidents, disruption to production, criminal and civil prosecutions, loss of market share, and the degradation of company assets and the environment. This programme is intended to introduce to the participants the practical ways in which safety engineering and risk assessment systems, methods and techniques can play a significant role in eliminating, mitigating and controlling high hazard situations and conditions.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Discuss safety and risk management
- Explain the importance of the safety of persons and the environment
- Explain the importance of hazard and risk analysis
- Evaluate contractors and sub—contractors
- Prepare emergency response and contingency plan.
- Apply appropriate methods and techniques for safety analysis and management

CONTENT

- Introduction and course overview
- Hazard identification, reduction and control process
- Safety standards codes: national and international
- Safety analysis and management in Engineering, Chemical process and



Manufacturing

- Evaluating contractors and sub contractors
- Emergency procedures and contingencies
- Hazard analysis
- Failure modes, human factors and software safety
- Emergency response and contingency planning
- Accident reporting and investigation
- Risk assessment

WHO SHOULD ATTEND

Plant Managers, Engineers, Designers and any person whom to any extent has a contribution to make in ensuring the safe operation of a potential high hazard workplace.

Hazardous Waste Management & Pollution Prevention Course

Five (5) days

INTRODUCTION

This five-day programme will introduce participants to the whole concept of managing hazardous wastes which will include their generation, storage, collection, processing, treatment, transportation and disposal. All waste related definitions will be provided and recycling and other methodologies of minimizing waste generation will be included in the course. It will also provide generic guidelines for operating a waste management system and a disposal site based on international experiences.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Explain the importance of environmental values in decision making
- Determine how to avoid serious and irreversible damage to the environment
- Discuss some of the current common pollution prevention techniques being used by industry today
- Dialogue effectively with like-minded individuals on specific issues of concern in their organisations and exploit the opportunity to develop regional networks to address common issues
- Apply the "buy green" concept or the use of more environmentally friendly products
- Describe the close relationship between human health Si safety and the environment
- Apply Methodologies for the cleanup of contaminated land and the various parameters Involved



CONTENT

- Overview of the course
- Environmental Awareness and Due Diligence
- Definition of Hazardous and Non-Hazardous Wastes
- The Hazardous Waste Management Industry
- Introduction to ISO 14001 (Environmental Management System} and what it can and cannot do
- The elements of ISO 14001 and its relationship with ISO 9001 (Quality Management System)
- Life Cycle Management of Hazardous Wastes
- The importance of documentation in hazardous waste management
- Pollution Prevention

WHO SHOULD ATTEND

Health & Safety and Environmental Managers, Staff responsible for managing hazardous wastes, Laboratory Technicians, Staff wishing to reduce risk and liability arising from polluting events, Technical assistants and anyone who has a role to play in environmental matters of the Organization.

Hazard Identification & Assessment Course

Five (5) days

INTRODUCTION

Accidents in the process industry often result in serious consequences in terms of loss of life, asset damage and production interruptions. The modern concept of accident prevention is based on a pro-active approach to risk management based on structured and systematic risk assessment.

This programme is aimed at providing hands-on experience on the application of work-activities risk assessments relevant to a wide variety of industries, including the oil, gas and process industries. This course will enable participants to identify hazards, particularly those resulting from human error, evaluating risks and targeting resources to prevent accidents through effective risk management.

LEARNING OBJECTIVES

At the end of the programme Participants will be able to:

- Identify the hazards and evaluate the risks in their workplace
- List different types of hazards, including health, safety, environmental and economic
- Apply structured and systematic techniques for hazard analysis
- State the criteria for the evaluation of risks
- Discuss the role of human factor and human error in accident causation
- Discuss the different types of fire and explosion
- Identify the role of Quantified Risk Assessment (QRA)
- Prepare action plans

CONTENT

- Introduction to Hazard Identification
- The concepts of hazards, type, risk and risk assessment
- Human contribution to accidents- Piper Alpha disaster
- Hazards identification techniques/checklist
- Techniques for risk evaluation
- Hazard Analysis Techniques
- Workplace-based/Task-based risk assessment
- Hazard & Operability Study (HAZOP)
- Planning and implementing HAZOP Actions
- Types and Mechanics of fire, explosion and toxic releases
- Passive and active fire protection
- Integrating human factor within HSE management System

WHO SHOULD ATTEND

All Supervisors and line management who need to fulfill their role within HSE-MS. Production, process, mechanical, control, maintenance and HSE personnel. All personnel involved in implementing HSE Management System.



Risk Management In The Oil, Gas And Related Industries

Five (5) days

INTRODUCTION

Energy is the prime mover for any economy. Change in the primary energy consumption pattern is an index of growth for an economy. Enterprise wide risk management in today's energy markets demands superior tools for quantitative analysis and optimization, and a high level of expertise in energy portfolio risk Management.

This paper will discuss the need behind risk management in oil and gas sector, market risk in specific, and benefits arising out of it. This paper gives an explorers'-refiners' perspective on the need for hedging of oil portfolio based on crude oil and product price trend.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Identify the risk profiles/structures in the Oil, Gas and related sectors
- Explain systems risk containment in the industry
- Establish policies, systems and procedures for ensuring optimal safety consciousness in Oil and Gas operations
- Reduce industry accidents and emergencies
- To manage insurance policies

CONTENT

- Risk assessment matrix in the Oil and Gas industry
- Risk structure and management in the Oil sector
- Risk profile and management assessment in petrochemical industry
- Risk assessment and management in Oil service contract
- Effective community relations as risk management strategies
- Maintenance culture as risk management vehicle

- Effective safety and health policies in managing industry risk profiles
- Managing accidents and emergencies
- Insurance policy structure and risk management interface
- Security and surveillance systems in managing industry risk

WHO SHOULD ATTEND

Engineers, Divisional/Departmental Heads, Managers and unit heads in the Oil, Gas, Chemical, Petrochemical and related industries.



Fire Risk Assessment, Safety & Emergency Planning Programme

Five (5) days

INTRODUCTION

Industries involving the use of, storage of, or handling and transporting of hazardous or combustible materials possess potentially serious fire, life safety and environmental hazards if safe practices are not adhered to. The purpose of Fire Risk Assessments is to improve Safety Management Systems, NOT simply to collect data and file. The assessments have to be both 'suitable and sufficient', must never be carried out in isolation but in a practical and systematic way.

This dynamic Course provides the delegate with all the requirements and instruction on what to do and what not to do when carrying out Assessments and implementing the findings.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Carry out a comprehensive Fire Risk Assessment
- Discuss the importance of providing clear and unambiguous alerts and warnings
- Explain the Meaning of escape and emergency lighting
- List the requirements for Signage and Fire-fighting equipment
- Provide Staff with information on risks and training
- Increase individual and team awareness of fire safety and evacuation drills through a Training Needs Analysis
- State the techniques for implementing effective Safety Management Systems and Emergency Plans
- Explain the necessities for an efficient and timely response
- Conduct fire hazard identification and introduce best practice control measures

CONTENT

- Principles of industrial Fire Risk Assessment, Safety & Emergency Planning
- Fire precautions regulations and legislation
- Basics of Fire Safety and the cost of fires
- Four steps to a successful Fire Risk Assessment
- Design and construction requirements for exit routes
- Evacuation Procedures — including Bomb Threats
- Effective Safety, Fire Prevention and Emergency Planning Programme
- Fire protection and Fire Prevention Measures
- Safety and your emergency action plan/s
- Twelve emergency planning steps & Roles and Responsibilities
- Communications, Emergency and Evacuation Drills and Exercises
- Guidance on developing fire training, drills and exercises

WHO SHOULD ATTEND

Health Safety professionals (HSE) and representatives; Emergency response team members/leaders; Fire & security officers; Others who may find themselves in a leadership position when responding to a major emergency or involved in implementing the company's HSE Safety management systems.



Fire Prevention And Control Techniques In The Petroleum Industry

Five (5) days

INTRODUCTION

So much has been lost to fire in this country! Perhaps one of the reasons for this appalling high fire losses is the wide spread ignorance of how to prevent and what to do when a blaze is first notice.

In the light of the above, we have designed this course to create and sustain fire prevention and control awareness in the Oil & Gas and related industries vulnerable to fire in a straight forward and easy to understand format.

The programme will communicate fire prevention and control techniques clearly and directly with specific examples, practical and useful ideas which employees can apply immediately to their jobs.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

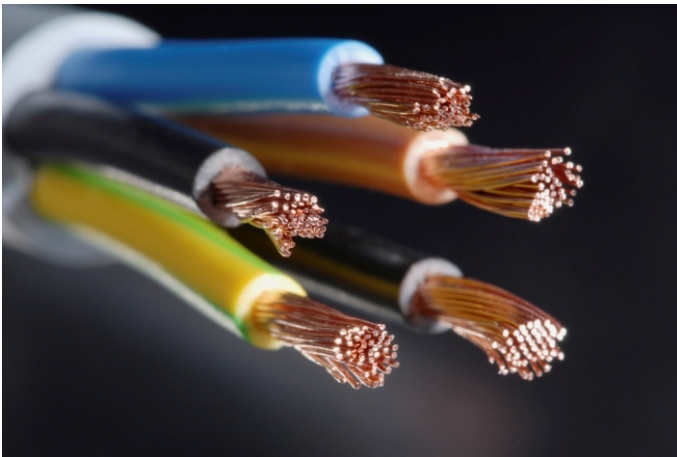
- Identify fire hazards in their operations
- Assess fire risk
- Prescribe preventive measures
- Classify their work environment into fire zones
- Attack and extinguish any fire outbreak

CONTENT

- Fundamentals of fire prevention requirement
- Characteristics of fuels in the petroleum industry
- Mechanism of combustion
- Evaluation of fire risk
- Fire prevention techniques
- Classification of fire
- Fire suppression and techniques of extinguishment
- Effects of fire on personnel
- Firefighting equipment; installations and techniques
- Emergency/evacuation procedures

WHO SHOULD ATTEND

Safety personnel, Fire Officers, Loss Control, Managers and Supervisors, Security Officers, Supervisors in various sections of the Petroleum Industry.



Safe Handling, Operation & Maintenance Of Electrical Equipment In Hazardous Areas & Classification

Five (5) days

INTRODUCTION

Preventing the unintentional ignition of explosive atmospheres is a critical safety and economic aspect of all petroleum and chemical plant operations.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Classifying hazardous materials
- Describe the risk and the necessity to eliminate sources of ignition
- Discuss the relationship between electrical equipment and gas groups and temperature classes
- Describe the installation and maintenance of the different types of equipment i.e. Flameproof, Increased safety, intrinsic safety etc
- Identify the different methods of protection and describe how they work
- State the characteristics of Hazardous materials
- Handle and operate electrical equipment safely.

CONTENT

- A brief history of Industrial Ores and explosions and how they behave when they are ignited.
- Techniques and the procedures
- Methods of Protection. The fundamental concept in each case and the zones in which they may be employed
- Intrinsic Safety installation
- Segregation of cables, screens and armour, earthing and bonding, induction and invasion, creepage and clearance etc
- Labels, Marking and Certificates
- Installation, Inspection and Maintenance
- What the Law has to say, standards, certificates, codes, European directives, the HSE and how it all ties together
- Administration and Record Keeping

WHO SHOULD ATTEND

Safety, electrical, instrumentation engineers and technicians

Defensive Driving Course

Five (5) days

INTRODUCTION

Defensive driving can be one of those vague terms like 'safety' that has a meaning but can be applied in many different ways. That's why we are pleased to offer a defensive driving course that defines what we mean by staying safe on the roads and preventing collisions. Whenever there's an accident, someone is at fault. Often, one of the two drivers in a collision wasn't at fault in the least! We don't want either of those drivers to be you, so our course teaches defensive driving techniques to help you visualize, anticipate, and react to the mistakes that other drivers are most likely to make.

LEARNING OBJECTIVES

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

- Describe the typical Driver attitude and behavioral characteristics
- Describe the key Driver condition issues which impact on safe driving
- State common driving errors in the local driving environment
- Recognise potential and actual hazards and demonstrate appropriate defensive actions
- Describe how to maximize the use of ones senses to obtain information whilst driving
- Carry out vehicle checks and in car drills prior to driving
- Drive in emergency situations and manage their vehicles out of dangerous zones to safety

CONTENT

- The concept of Defensive Driving
- The Driving Plan While Driving
- Highway Safety
- Common Driving Errors and Violations
- Vehicle Safety and Recovery Systems
- Before you Drive (Vehicle Checks)
- Vehicle Control Out on the road
- Driver Condition
- Scanning Techniques, Peripheral Vision and Use of other senses

WHO SHOULD ATTEND

All company drivers, Logistic officers and their supervisors.

**Behavioural Based Safety** Five (5) days**INTRODUCTION**

During the past 10 years, large improvements in health and safety performance have been achieved through improved hardware and design and through improved health and safety management systems and procedures. However, the industry's health and safety performance has not tallied with these changes the past few years. A new and different approach is required to encourage further improvements in a company's health and safety performance. This next step involves taking action to ensure that the behaviour of people at all levels within the organization are consistent with an improving human factors of behavior based safety culture. It is well known, through research, that over 80% of these accidents and incidents are caused by unsafe behaviour of people in both management and in the workforce. In this programme you will look in-depth at the Factors that impact on human errors and related behavioural aspects.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Define human behavior
- Explain why people are prepared to take unnecessary risk

- Assess behaviour at work
- Discuss 'latent' and 'active' failure
- Describe how to change at risk behavior (latent and active)
- Explain how to introduce these tools into their organization
- Describe how to improve risk perception within the organization
- State the seven main categories of human failure
- Describe what safety culture is and how it is measured
- Conduct a Safety Culture survey
- Develop action plans and continuous Improvement

CONTENT

- Health & Safety Management System
- Leadership and safety culture aspects
- Organization, resources and documentation
- Human error and risk assessment techniques
- Behaviour based safety concepts
- Importance of Behavioural Issues
- Impact of behaviour on safety
- Behavioural change mode
- Behavioural Improvement Process
- Human Factors and Behavioural influences
- Behavioural Change Framework

WHO SHOULD ATTEND

Professionals from all levels and disciplines in the organisation who have HSE responsibilities within their role. No previous experience in health and safety or behavioural safety is necessary as adequate guidance is given during this programme through individual and group activities.



Emergency Response Management - Planning, Leadership & Communication

Five (5) days

INTRODUCTION

Case studies from around the world prove that with any crisis, regardless of cause, there has to be proven, open and transparent corporate Emergency Response and Crisis Communication systems in place. Without such systems an effective grasp of command and control will be impossible. How this is reflected to your stakeholders will be critical to your survival. So the importance of leaders getting the all important 'Corporate Communications' right the first time should never be underestimated.

If your company is faced with a crisis interruption, it has a service to maintain, it has its good reputation and image to protect, therefore an effective and well-rehearsed Crisis Communications and Response plan has to be in place and validated, 'before the day'. Moreover, following our guidelines there is a possibility that you can turn the Crisis to your advantage and even enhance your corporate image. Remember, being unprepared is simply unacceptable, so if your Department or Company were engulfed by a crisis, from whatever cause, would it be caught unprepared? Are you and your team trained and ready for the next crisis?

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Describe how to establish an efficient and an effective corporate response to crisis.
- Implement coordinated Command and Control techniques.
- Identify elements that are commonly encountered in an Emergency
- What can go tight and what can go wrong?
- Explain the need for co-ordinated planning, training, exercising and team development.
- Develop an in-depth knowledge of Crisis Communications and the appropriate roles and responsibilities
- State how to increase ownership and involvement of all stakeholders.

CONTENT

- Developing Emergency Response Plans and Techniques for the 24/7 world
- Minimising your company's risk, protecting and enhancing your company's reputation when a crisis hits
- Implementing co-ordinated Command and Control techniques
- Crisis Communications are judged not by content alone, but also by source: who is telling me this, and should I believe them?
- The 17 benefits of exercising your plans

WHO SHOULD ATTEND

Those whose actions and decisions have critical implications for their organisation and those who wish DURATION to further develop their strategic communication and Leadership capabilities. In most organisations, this emergency response and strategy process extends to all professionals, shift superintendents and team leaders.



First Aid Treatment/accident Investigation And Reporting

Five (5) days

INTRODUCTION

No matter what you do, it pays to have first aid skills because you cannot acquire them in an emergency. This first aid course will provide you with the skills to manage emergency first aid situations, including managing the unconscious casualty, performing CPR, controlling bleeding and managing other life threatening situations. Also this course provides participants with the requisite skills for Acc

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- Define the purpose of first aid treatment
- Identify the different types of injuries
- Treat the different types of injuries
- Investigate and report accidents effectively
- Apply practical Emergency procedures

CONTENT

- Consideration and classification of accident
- The purpose of first aid treatment
- General consideration of different types of injuries and method of handling them
- Consideration of the contents of First Aids Kits
- Method of accident investigations and reporting

WHO SHOULD ATTEND

All industrial workers both Management and other staff.



Pollution Prevention And Control

Five (5) days

INTRODUCTION

The enhanced pace of developmental activities and rapid urbanization have resulted in stress on natural resources and quality of life. The trend of increasing pollution in various environmental media is evident from the deteriorating air and water quality, higher noise levels, increasing vehicular emission etc. Further, realizing that conventional pollution control approach by treatment at the end of the pipe is not delivering the desired benefits in terms of resource conservation, the thrust has been shifted to pollution prevention and control through promotion of clean and low waste technology, re-use and recycling, natural resource accounting.

This course is designed to cater mainly for employees of public and private sector companies who wish to upgrade their skills to be able to tackle the complex issues relating to the integrated approach of environmental protection.

LEARNING OBJECTIVES

At the end of the workshop, participants will be able to:

- Discuss environmental impact of pollution
- Discuss principles of pollution prevention and control including 3R principle

- (Reduce, Reuse, Recycle);
- Describe the principles of various processes applicable to industrial wastewater treatment;
- Identify and select the best applicable technology for the treatment of particular industry;
- Appreciate different options for sludge treatment, disposal and reuse;

CONTENT

- Principles of Pollution Prevention and Control (PPC)
- Pollutants classification of air, water and land pollutants and toxic metals; effects and prevention
- Water Pollutants, sewage treatment and biological examination of water
- Oil spillage and procedures to combat the oil spillage
- Other pollutants from the petroleum industry and remedial measures
- Toxicology

WHO SHOULD ATTEND

Chemical, Production, Petroleum, Mechanical Engineers, Field production Supervisors, Technicians, Science Laboratory Technologists, Para-Medical FEPA employees.





MARKETING

COURSES

Fundamentals Of Strategic Marketing

Five (5) days

INTRODUCTION

Strategic marketing focuses on how to develop competitive advantage through the drivers of shareholder value. Delivering value to your business requires insight into your changing marketplace and decisions regarding how to match your organisation's distinctive capabilities with promising value opportunities. Being able to do this is the key for many marketers to increase their influence in the organisation.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Define the strategic management process
- Differentiate between a tactical and strategic approach to marketing
- Identify the key elements in strategic marketing process
- Explain the key marketing activities that drive value
- Apply current techniques in strategic marketing

CONTENT

- Introduction and overview
- Role of strategic marketing
- Portfolio analysis
- Elements of strategy marketing
- Strategic marketing planning process
- Key issues in strategic marketing decision-making

WHO SHOULD ATTEND

Marketing Managers and executives, Marketing Officers, Business Development/Product Managers and Officers irrespective of function, with limited experience of the subject.



Winning & Maintaining Customers In A Competitive Business Environment **Five (5) days**

INTRODUCTION

Customers are becoming more discerning in their buying habits. Thus, organisations are to redirect their marketing strategies towards maintaining an enduring market relationship with their customers.

The course on Winning & Maintaining Customers In A Competitive Business Environment will create the right forum to enable participants to select the right marketing tools for winning and maintaining customers.

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Explain customer behaviour
- Identify customer needs
- Segment and effectively target new customers
- Identify the organisational and environmental challenges militating against winning and maintaining customers;
- Select and apply the right marketing tools that will strengthen their capabilities of winning and maintaining customers.

CONTENT

- Understanding the Marketing Environment
- Customer Needs Identification
- Market Segmentation, Targeting and Positioning
- Customer Development Strategies
- Relationship Marketing
- Customer Service

WHO SHOULD ATTEND

Marketing and Sales Managers, Promotion Managers, Sales Executives, Representatives and Frontline Executives/Officers.

Creating A Marketing Niche For Your Products And Services **Five (5) days**

INTRODUCTION

In many situations, a business organization may find a unique niche which is safe and profitable for itself and therefore devote all its efforts serving that market effectively through specialization.

This course is being offered to assist organisations identify profitable niches in the market in order to survive the competition raging around them.

LEARNING OBJECTIVES

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

- Define basic marketing concepts
- Analyse market competition
- Identify the marketing tools employed in segmenting the market
- Formulate and apply marketing strategies that will assist in maintaining the market share of a product or service.

CONTENT

- Marketing Concepts and Tools
- Marketing Niche Concept
- Analysing the Market Competition
- Market Segmentation, Targeting and Positioning
- Formulating and implementing
- Niche Strategies

WHO SHOULD ATTEND

Marketing Managers/Officers, Sales Managers/Executives/Officers, Owner Managers, Importers and Exporters, Brand Managers, Manufacturers' Agents, Merchandise Managers, Promotion Managers and Sales Representatives.

Creativity Techniques For Marketing **Five (5) days**

INTRODUCTION

Success in today's competitive business environment lies in the application of effective

Marketing techniques. Technology and other factors of production, such as, land, machinery and

capital can easily be procured. However, the factor

that sets apart successful Arms from others is the

application of creative capabilities of the Humanresourceofthehrm.

The course on Creativity Techniques for Marketing

Is, designed to assist participants to improve their

creative capabilities to solve the myriad of marketing problems in their organisations.

LEARNING OBJECTIVES

At the end of the course, participant will be able to:

- Define the creative process
- Differentiate between the mechanism of convergent and divergent thinking
- Identify the creative problem-solving techniques
- Apply the right creative problem-solving techniques to marketing problems.

CONTENT

- Marketing Tools and Concepts
- The Creative Process
- Structuring of Problems
- Mechanism of Convergent Thinking
- Mechanism of Divergent Thinking
- Techniques for Creative Problem Solving
- Brainstorming
- Attribute Listing
- Checklist of Questions etc
- Project work

WHO SHOULD ATTEND

Marketing and Sales Managers/Officers, Businessmen and women.

Beyond Customer Service; Building A Customer Centric Organisation **Five (5) days**

INTRODUCTION

Becoming customer centric is one of the most important aims of any organisation.

Customer service excellence gives an organisation a competitive advantage in the marketplace and is the key factor that keeps customers coming back. Successful organisations understand the importance of developing a customer centric mindset and deliberately restructure their customer service model to increase customer satisfaction and brand loyalty.

Today, customers have an increasing range of choice: choice of supplier, choice of channel, choice of products and services. Their loyalty is determined by the quality of the experience they receive. Delegates will learn effective customer centric strategies and best practices to provide world-class customer service excellence. This dynamic, 3-day course gives customer service professionals the communication skills, technology tools, and motivation they require to build strong customer relationships and develop a customer centric organisation.

LEARNING OBJECTIVES

- Establish the importance of setting and reviewing customer service standards
- Develop an understanding of internal and external customer expectations
- Communicate more effectively by utilizing active listening and questioning skills
- Demonstrate how to deal with difficult or demanding customers in a professional manner
- Set SMART objectives and goals to become more productive
- Utilize stress management techniques to increase job satisfaction

CONTENT

- The Building Blocks of a Customer Centric Organisation
- Five key steps for implementing a Customer Centric Service Model
- Understanding your customer's nonverbal communication
- Developing a Top-Down Customer Centric Culture
- The four customer personality types
- Responding to the Voice of the Customer
- The Customer Loyalty Chain
- Measuring and Monitoring Customer Satisfaction
- Strategies for working with difficult and demanding customers
- Leading the Way to Customer Service Excellence

WHO SHOULD ATTEND

Frontline customer service representatives (CSR), Team supervisors, Account professionals Field service representatives.



Managing Service Quality & Customer Satisfaction

INTRODUCTION

In this increasingly competitive world, customers are in a position to demand forever increasing levels of service and quality. Rather than simply react to their demands, successful companies are proactive in the way they manage quality and continuously seek to improve levels of customer satisfaction.

In this programme, you will:

- Learn about Customer Service and Quality Management Tools
- Learn how to improve Customer Satisfaction

- Improve the skills of your service personnel
- Learn how to proactively manage and control expectations

OBJECTIVES

At the end of the programme, participants will be able to:

- Describe how to use Quality Management tools and methods
- Build strong customer relationships
- Influence and set customer expectations
- Measure their own degree of customer focus and be able to apply a variety of methods to get closer to the customer
- Implement improved people skills to enhance customer service
- Improve service to internal customers as well as external customers
- Use skills to build effective relationships

CONTENT

- Introducing Quality Management and Customer Services
- Quality Management
- Understanding customer needs and expectations
- Service Quality - Tools and Techniques
- Five steps to Effective Quality Management
- Continuous Improvement
- Service Quality Tools and Techniques
- Managing Customer Expectations
- People Skills to Deliver Excellent Customer Service
- Dealing with Difficult Customers
- Making it happen
- Improving customer Satisfaction in 5 quick steps

WHO SHOULD ATTEND

All business professionals in customer facing positions or with specific responsibilities for Service Quality and Customer Satisfaction. Personnel new to the role, as well as more experienced officers seeking to Examine and enhance their service quality and customer satisfaction skills

Contact:

CORPORATE HEAD OFFICE:

6, Sam Adegbite Close,
Off Amodu Ojikutu Street
P.O.Box 73945
Victoria Island, Lagos Nigeria.
Tel: 234.1.7759074, 8980162, 4610821
Fax: 4610822
E-mail: info@multitechng.com
Website: www.multitechng.com

PORT HARCOURT OFFICE:

3, 2nd Creekview, Off Woji Road
Port Harcourt, River State.
Tel/Fax: 234.84.462595
E-mail: phoperations@multitechng.com



[multitechng](https://twitter.com/multitechng)

Linked  **Multinational Technologies**

