

MANAGEMENT TRAINING COURSES

INTRODUCTION

DRILNET is specialized in the technology transfer in the petroleum and para petroleum sector. Our expertise covers all sectors of the oil industry: Oil, Gas and Energy Project Management, Exploration, Production, Development, Refining and Logistics, but also Safety, Maintenance and Management.

Training is the first activity of our company, that has been accredited since 2000 by the French competent bodies as a training center under the number 93 13 0999613. Thus, we are entitled to offer training services: training engineering (training needs audit, training programs creation, manual editing), conventional training presentation (in premises and on site), coaching (on-the-job training), blended learning and e-learning. In addition to this, DRILNET offers the possibility to train your future trainers.

We are recognized worldwide as an expert in this filed, as we train the personnel of the biggest international petroleum companies. DRILNET develops drilling training programs and trains engineers and technicians of international companies such as ADCO (UAE), BOUMERDES UNIVERSITY (Algeria), COFOR (France), DELTAWELL (Italy), DIETSMANN (Monaco), DRILLMEC (Iraq, Italy), ENI and ENI CORPORATE UNIVERSITY (UAE, Malaysia, Kazakhstan, Iraq, Italy), FORASOL (France), GAZ DE FRANCE (France), GSP (Romania), GTSC (UAE), HALLIBURTON (Algeria), OMV-PETROM (Romania), PRIDE (France, Kazakhstan), POLITECHNICO (Italy), RST GLOBAL SOLUTIONS (Singapore, Netherlands, UAE), SCHLUMBERGER (France, UK, Algeria), SONATRACH (Algeria), TNK-BP ROSNEFT (Russia), TOTAL (France, Syria) and others.

Through our partnerships and associations we provide all existing certifications: **American Safety & Health Institute, AWS, Chartered Institute of Environmental Health, Crane Certification Association of America, Croix Rouge Internationale, Emergency First Response, IADC, IASST, IMI Awards, IOSH Managing Safety, LEEA, MCA, National Safety Council, NEBOSH, NFPA, OPITO, STCW 95, UK Spill, etc.**

DRILNET is a proud Member of the **Society of Petroleum Engineers**, the **International Well Control Forum** and also the **Romanian Association of Drilling Contractors**.

The training catalogue represents an assembly of technical guide sheets. The durations and the subjects introduced can be adapted in accordance with the context and the objectives of the client. Depending on your needs, you can choose a course in our training catalogue, and we propose to help you to adapt it in accordance with your objectives and your means.

Course Title	Who should attend	Level	Duration	Content
Introduction to Project Management	<ul style="list-style-type: none"> Supervisors 	Basic	2 days	Page 5
Project Management	<ul style="list-style-type: none"> Superintendents, Operations Managers 	Advanced	5 days	Page 6
Strategy for Programme Managers	<ul style="list-style-type: none"> Operations Managers and Senior Management 	Advanced	3 days	Page 7
Framework for Programme Managers	<ul style="list-style-type: none"> Operations Managers, Mid and Senior level Managers, Experienced Superintendents 	Advanced	7 days	Page 8
Introduction to Management	<ul style="list-style-type: none"> Supervisors 	Basic	1 day	Page 9
Setting up of the Corporate Strategy	<ul style="list-style-type: none"> Operations Managers and Senior Management 	Advanced	1day	Page 10
Evaluating Company Potential for Maximum Results	<ul style="list-style-type: none"> Operations Managers and Senior Management 	Advanced	1day	Page 11
Set-up and Follow up of Budgets	<ul style="list-style-type: none"> Staff with Management Responsibilities 	Basic	1 days	Page 12
Set-up and Follow up of Organizational Goals	<ul style="list-style-type: none"> Staff with Management Responsibilities 	Basic	1 day	Page 13
Meeting Management	<ul style="list-style-type: none"> Supervisors, Superintendents, Operations Managers 	Basic	1 day	Page 14
Communication & Presentation skills	<ul style="list-style-type: none"> Supervisors 	Basic	1 day	Page 15
Negotiation	<ul style="list-style-type: none"> Supervisors, Superintendents, Operations Managers 	Basic	1 day	Page 16
Time Management	<ul style="list-style-type: none"> Supervisors, Superintendents, Operations Managers 	Basic	1 day	Page 17
Leadership	<ul style="list-style-type: none"> Superintendents, Operations Managers 	Advanced	2 days	Page 18

Course Title	Who should attend	Level	Duration	Content
Leadership Workshop	<ul style="list-style-type: none"> • Superintendents, Operations Managers, Senior Managers 	Advanced	2 days	Page 19
Team Building	<ul style="list-style-type: none"> • Superintendents, Operations Managers, Senior Managers 	Basic	2 days	Page 20
Team Building Workshop	<ul style="list-style-type: none"> • Teams (may include Technical Experts, Supervisors, superintendents, Operations Managers) 	Advanced	2 days	Page 21
Productivity & Motivation	<ul style="list-style-type: none"> • Supervisors, Superintendents, Operations Managers 	Basic	1 day	Page 22
Change Management	<ul style="list-style-type: none"> • Supervisors 	Basic	1 day	Page 23
Growth	<ul style="list-style-type: none"> • Superintendents, Operations Managers 	Advanced	1 day	Page 24
Stress Management	<ul style="list-style-type: none"> • Supervisors, Superintendents, Operations Managers 	Basic	1 day	Page 25
Crisis & Incident Management	<ul style="list-style-type: none"> • Supervisors, Superintendents, Operations Managers 	Basic	1 day	Page 26

INTRODUCTION TO PROJECT MANAGEMENT

Duration: 2 days

Objectives

Provide an in initiation into the process of Project Management so as to assume responsibility from a Superintendent or Operations Manager for a project.

Who should attend

Supervisors

Level

Basic

Programme

- Overview
- Role of a Supervisor
- Planning
- Teamwork and Communication
- Monitoring and Control

PROJECT MANAGEMENT

Duration: 5 days

Objectives

Provide an in depth study of the phases of a project and best management practices

Who should attend

Superintendents, Operations Managers

Level

Advanced

Programme

- Introduction to Process
- Setting up a Project
- Team work & Communications
- Negotiation Skills
- Controlling a Project (Risk, Issue, Dependency)
- Change Control
- Delivery of a project

STRATEGY FOR PROGRAMME MANAGERS

Duration: 3 days

Objectives

Transfer of learning between projects and alignment with organizational goals

Who should attend

Operations Managers and Senior Management

Level

Advanced

Programme

- Introduction to Process
- Business Case Creation
- Governing a programme
- Controlling Multiple Projects
- Change Management
- Benefits Realisation

FRAMEWORK FOR PROGRAMME MANAGERS

Duration: 7 days

Objectives

Provide a Renewal Training of Project and Programme Management

Who should attend

Operations Managers, Mid and Senior level Managers, Experienced Superintendents

Level

Advanced

Programme

- Introduction to Process
- Setting up a Project
- Team work & Communications
- Negotiation Skills
- Controlling a Project (Risk, Issue, Dependency)
- Delivery of a project
- Closure of a Project
- Business Case Creation
- Governing a programme
- Controlling Multiple Projects
- Change Control & Management
- Benefits Realisation

INTRODUCTION TO MANAGEMENT

Duration: 1 day

Objectives

Provide an overview of the importance of management in organizations

Who should attend

Supervisors

Level

Basic

Programme

- Overview
- What is Management?
- The Importance of Management in Human Activity
- The Management of an Organization
- Management, Efficiency and Effectiveness

SETTING UP OF THE CORPORATE STRATEGY

Duration: 1 day

Objectives

Provide an introduction to strategy and key strategic tools

Who should attend

Operations Managers and Senior Management

Level

Advanced

Programme

- Overview
- What is Strategy?
- Why is it Important?
- Strategic Frameworks
- A Simple Approach to Strategy

EVALUATING COMPANY POTENTIAL FOR MAXIMUM RESULTS

Duration: 1 day

Objectives

Provide key insights to understand the importance of resource identification and allocation for achieving the company's objectives

Who should attend

Operations Managers and Senior Management

Level

Advanced

Programme

- Overview
- Company Assessment
- Objectives
- Resources
- Matching Resources with Objectives

SET-UP AND FOLLOW UP OF BUDGETS

Duration: 1 day

Objectives

Provide an introduction to budgeting and key insights into the budgeting process

Who should attend

Staff with Management Responsibilities

Level

Basic

Programme

- Overview
- What is a budget?
- Budgeting Rules
- The importance of the Budgeting Exercise
- The budget as a Management Tool

SET-UP AND FOLLOW UP OF ORGANIZATIONAL GOALS

Duration: 1 day

Objectives

Provide key insights into the importance of Goals and Objectives in management

Who should attend

Staff with Management Responsibilities

Level

Basic

Programme

- Overview
- What are Goals?
- Why is it Important to have Goals
- Goals and Objectives
- Characteristics of the Objectives
- Setting up Objectives

MEETING MANAGEMENT

Duration: 1 day

Objectives

Improve Meeting Management skills so that meetings are not only efficient but more motivating

Who should attend

Supervisors, Superintendents, Operations Managers

Level

Basic

Programme

- Running an efficient meeting
- The Meetings Objectives
- Making the Best use of Time
- Process
- 6 Thinking Hats

COMMUNICATION & PRESENTATION SKILLS

Duration: 1 day

Objectives

Provide a better understanding of the varied aspects of improved communication.

Who should attend

Supervisors, Superintendents, Operations Managers

Level

Basic

Programme

- Getting the message across
- Writing
- Active Listening
- Speaking
- Presentations

NEGOTIATION

Duration: 1 day

Objectives

Provide an understanding of the dynamics of negotiation.

Who should attend

Supervisors, Superintendents, Operations Managers

Level

Basic

Programme

- Overview and Culture
- Bargaining
- Joint Problem Solving/Conflict
- Planning
- The actual Negotiation
- Reviewing

TIME MANAGEMENT

Duration: 1 day

Objectives

Understand how we spend our time and how to use tools and processes so as to use time more efficiently and productively.

Who should attend

Supervisors, Superintendents, Operations Managers

Level

Basic

Programme

- Overview
- Prioritizing
- Analyzing
- Filtering
- Scheduling
- Executing



LEADERSHIP

Duration: 1 day

Objectives

Provide a framework for improving Leadership awareness and performance, adapting to changing situations.

Who should attend

Superintendents, Operations Managers

Level

Advanced

Programme

- Overview and Styles
- Mission and Objectives
- Communication
- Strategy and implementation
- Decision Making
- Work-Life Balance

LEADERSHIP WORKSHOP

Duration: 1 day

Objectives

Assist leaders accurately assess their leadership skills and plan steps to improve them.

Who should attend

Superintendents, Operations Managers, Senior Managers

Level

Advanced

Programme

- 360° Feedback
- Overview of the Global Leader
- Descriptions of Leadership dimensions
- Feedback report
- In-depth examination of reports
- Group discussion about results
- Action planning and recommendation

TEAM BUILDING

Duration: 2 days

Objectives

Provide an understanding of team dynamics and how to lead a team to better achieve objectives.

Who should attend

Superintendents, Operations Managers, Senior Managers

Level

Basic

Programme

- Overview and Culture
- Mission and Objectives
- Talents and Delegation
- Planning for resource and support needs
- Operational (Communication, Decision Making, Joint Problem Solving, Conflict Resolution)

TEAM BUILDING WORKSHOP

Duration: 2 days

Objectives

Improve team performance while providing understanding of key factors for the success.

Who should attend

Teams (may include Technical experts, Supervisors, Superintendents, Operations Managers)

Level

Advanced

Programme

- Team assessment
- Building Trust
- Conflict
- Commitment
- Accountability
- Focusing on Results

PRODUCTIVITY & MOTIVATION

Duration: 2 days

Objectives

To understand the link between Productivity and Motivation and the different ways that different people respond to different kinds of stimulation.

Who should attend

Supervisors, Superintendents, Operations Managers

Level

Basic

Programme

- Overview
- Multicultural environments
- Driving factors
- Goal Setting (Accountability, Recognition, Incentives)
- Creativity

CHANGE MANAGEMENT

Duration: 1 day

Objectives

Provide an understanding of the importance of Change Management and how to implement it

Who should attend

Supervisors

Level

Basic

Programme

- Why manage change?
- Change starts at the top but happens at the bottom
- Change management aligns the daily work with the objectives
- The importance of communication
- The need to be change agents
- Implementation, culture, behaviour

GROWTH Duration: 1 day

Objectives

Provide an understanding of Growth, the types of growth and their importance for the company's future

Who should attend

Superintendents, Operations Managers

Level

Advanced

Programme

- What is Growth?
- Types of growth
- The dangers of growing too fast, too soon
- The importance of sustainable growth
- Growth and Value

STRESS MANAGEMENT

Duration: 1 day

Objectives

Developing awareness of what tips a person from pressure into stress and how pressure works for the benefit of the organization

Who should attend

Supervisors, Superintendents, Operations Managers

Level

Basic

Programme

- What is Stress? Causes. Risks.
- Pressure and stress. Is Stress necessary for the organization? At what level?
- Exploring Stress and Pressure. The individual workload.
- Personal Pressure Awareness
- Handling Stress Tool Box
- Handling Other People's Stress

CRISIS & INCIDENT MANAGEMENT

Duration: 1 day

Objectives

Provide an understanding of managing situations of crisis and incidents, whether at a Strategic or Tactical level, solving problems and keeping up with the defined goals

Who should attend

Supervisors, Superintendents, Operations Managers

Level

Basic

Programme

- Crisis and incidents and impacts on the organisation
- How is an incident escalated and by what structures
- The crisis and incident management team – resources and action
- The crisis/incident management plan
- Managing crisis communications