

# SOME COURSES OFFERED BY CP TRAINING SERVICES LTD

**CP TRAINING  
CONSORTIUM**

Supply Chain  
Transport, Logistics and Materials Management  
Project Management  
Business Management  
HR and General Management  
Personal Skills  
Quality, Environment, Health and Safety ISO Auditor Certificates  
Geosciences for E&P

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## SUPPLY CHAIN COURSES

**BASIC PURCHASING SKILLS.** A commercial awareness and introduction to all aspects of purchasing - for C&P and inter-facing staff.

**STRATEGIC PROCUREMENT SKILLS.** World class procurement capabilities require the development in staff of advanced procurement skills and strategic awareness. A strategic approach to procurement can give organisations a competitive advantage by maximising benefits received in return for spend.

**STRATEGIC CONTRACT MANAGEMENT – UP TO AWARD.** Develop a Contract Strategy that defines the kind of contract appropriate to the circumstances and identifies the best contractor for the contract.

**PRACTICAL CONTRACT MANAGEMENT – GETTING THE RESULTS.** The post award management of the contract by the contract holder, line manager, project manager or supervisor is essential to the successful execution of the contract.

**DEVELOPING SUPPLIERS AND CONTRACTORS.** Contractors and Suppliers are outsourced company resources. Your company is only as good as its resources – they must be chosen carefully and developed to give the performance you need.

**COST ANALYSIS WORKSHOP.** This workshop will be run via an interactive case study which will bring out all aspects of internal and supplier costings/pricings including claims, variations, ‘tricks-of-the-trade’ and how these are used, including the pressures of tendering and e-auctioning.

**ENSURING CONTRACTOR H.S.E. PERFORMANCE.** (This is not an ‘HSE course’ – it is about ensuring that contractors implement appropriate HSE policies & practices). “It is a requirement under the Contract that the Contractor carries out the Work safely, in a manner so as to eliminate hazards and to prevent the risk of death or injury to personnel and the environment”. This course looks at, and investigates ways of ensuring this performance during the contract cycle.

**SUPPLIER WORKSHOPS.** To help (local) suppliers understand what is needed for them to participate in a client’s Local Supplier Development &/or Sustainable Development (ie Social, Economic & Environment) programme. It focuses on improving and monitoring performance and developing them to increasingly be an integral part of the Supply Chain.

**INTRODUCTION TO THE SUPPLY BUSINESS.** An overview of procurement, storage, transport, inventory management and other aspects of the supply business.

**SUPPLY CHAIN CONCEPTS.** Working with both suppliers and customers to develop a supply chain architecture that maximises value and rewards the contribution of all members on a win-win basis.

**INTEGRATED INVENTORY MANAGEMENT.** Learning to use a range of tools and techniques to manage every inventory item according to its individual characteristics.

**SUPPLY CHAIN MANAGEMENT.** Developing effective and efficient management of supply chains to gain competitive advantage and an increasing market share for the organisation.

**SUSTAINABLE DEVELOPMENT IN THE SUPPLY CHAIN.** Designed for SD champions and staff involved in implementing SD into the Supply Chain. SD examples create the understanding of what’s involved and we explore the 6 stage-process and develop this into the ‘Building Blocks’ for success and ‘back-at-work’ action plans.

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## **TRANSPORT, LOGISTICS AND MATERIALS MANAGEMENT**

**MANAGING THE CORPORATE TRANSPORT FUNCTION.** The transport component of the supply operations budget is often the largest single item. Equip your transport operations staff with the knowledge and skills to get value for money.

**TRANSPORT MANAGEMENT FOR OPERATIONAL SUPERVISORS.** Safe, efficient and cost-effective management of front-line transport operations.

**COST EFFECTIVE PROVISION AND MANAGEMENT OF TRANSPORT FLEETS.** This course covers all aspects of the 'cradle to grave' lives of road vehicles from the creation of fleet policies and specifications for light medium and heavy vehicle fleets; through funding, life cycle and acquisition decisions; to maintaining the vehicles in roadworthy condition cost effectively, and finally to the disposal of life expired vehicles.

**CAR FLEET MANAGEMENT.** This specialist fleet management programme concentrates on the complex and decisions involved in developing policies for the acquisition, financing and management of large, high-mileage light vehicle fleets.

**REDUCING THE RISK IN ROAD TRANSPORT** – Road transport is dangerous. Road traffic accidents are responsible for over 1 million deaths and almost 40 million injuries per annum worldwide. The level of road traffic accident risk in developing countries can be as much as 100 times greater than that of the safest developed countries. Transport risks also come from materials handling operations and the storage and movement of dangerous goods.

**PRACTICAL MATERIALS HANDLING OPERATIONS** – hands-on practical training for front line supervisors.

**PRACTICAL MATERIALS STORAGE MANAGEMENT** - At the heart of the Procurement and Logistics business is the need for materials to be available and in good condition when required for use by the customer.

**ADVANCED MATERIALS STORAGE MANAGEMENT – POLICY AND PROCESS.** The rationale behind methods, procedures and techniques for the care and storage of materials and equipment. Stores managers need to know the rationale behind the procedures and practices employed in their facility. Their understanding and knowledge must be at a level such that they can manage their supervisory staff with confidence and authority. They must be able to contribute strongly to policy and process development as well as themselves leading the development of appropriate and robust procedures for their department.

**MARINE AND PORT OPERATIONS FOR OFFSHORE SUPPORT** - safe and effective marine transport and port operations in supply bases supporting off-shore operations.

**Other Materials Management Courses are available on request.**

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## **PROJECT MANAGEMENT COURSES**

### **PRACTICAL PROJECT MANAGEMENT – PROCESS, TOOLS AND TECHNIQUES**

How to achieve Project success through process based project management, utilizing systems such as PRINCE2™ combined with sound planning and the ability confidently to use MS Project.

### **PROJECT MANAGEMENT FOR ENGINEERS, PLANNERS AND MANAGERS.-A sound**

**foundation to project management competence for delivery of project success.** The programme is developed for engineers and managers in businesses such as oil, gas, utilities and other industries. It develops the ability of participants to manage a project all the way from conception to close-out. It covers determining which projects should be selected, maximising business value, developing quality project execution planning, resourcing projects appropriately, determining contract strategy and managing risks and HSE.

**MATERIALS MANAGEMENT FOR ENGINEERING PROJECTS.** The process employed for the supply of materials and equipment for capital expenditure projects requires specialist knowledge of project management and practice.

### **ASSOCIATION OF PROJECT MANAGEMENT CERTIFICATE COURSES.**

#### **APM INTRODUCTORY CERTIFICATE IN PROJECT MANAGEMENT.**

**This 2-day course is accredited by the Association of Project Management.**

On completion, and subject to passing an examination, successful participants will be awarded the APM Introductory Certificate in Project Management.

On completion, successful candidates will be able to understand the language of project management and the structure of a successful project. They will be able to take an active part in a project team and make a positive contribution to any project environment.

**Suitable for:** Anyone looking to start a successful career in project management; anyone working in or with project teams; anyone needing to understand the principles of project management excellence and terminology commonly used.

#### **ASSOCIATION OF PROJECT MANAGEMENT CERTIFICATE (APMP CERTIFICATE).**

This 4-day intermediate course is designed for anyone substantially involved in project activity at supervisory and management levels, including work package managers, team leaders, project managers, programme managers and project executives and sponsors. Project support office and assurance staff may also benefit from the course. It is recommended that delegates should have at least two years experience working in project environments.

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## **BUSINESS MANAGEMENT COURSES**

**KEY COMMERCIAL CONCEPTS – ECONOMICS, FINANCE AND TRADE.** Develop an understanding of the commercial world in which you are operating and equip yourself to make more effective international procurement decisions.

**IDENTIFYING AND IMPLEMENTING BUSINESS PROCESS IMPROVEMENTS.** Continuous business improvement doesn't just happen! How to bring about continuous improvement in your business processes. Business Process Analysis, Re-engineering and Implementation.

**IMPROVING COMMUNICATIONS** - Excellent communication is the essential oil in the engine of world class performance - without it the machine breaks down.

**ADVANCED NEGOTIATION SKILLS.** Negotiation involves movement to a point where agreement is reached between parties. Skilled negotiators know how to create that movement and achieve success. This intensive programme is designed for those in the organisation who already have negotiation experience and wish to refresh, rebuild and enhance their current skills.

**MANAGING THE CUSTOMER INTERFACE.** Develop a real understanding of the needs of both internal and external customers and how to promote effective client relationships and communications.

**OPERATIONAL MANAGEMENT - THEORY AND PRACTICE** - Management is a discipline in its own right. Give your managers essential skills to complement their technical and commercial qualifications.

### **SKILLS FOR SUPERVISORY MANAGEMENT**

This programme provides participants with the competencies that will enable them to make the transition from team member to team leader. They will acquire an understanding of the role and responsibilities of a supervisor and develop a range of competencies that will equip them to become effective first line managers.

**THE MANAGEMENT OF CHANGE** – a practical approach to the effective introduction of new practices and relationships. Modern organisations are never static for long and for the manager change is a fact of life. Some people relish change whilst others fear or resent it, and the manager must be able to recognise how best to manage this in support of the change process.

**RISK MANAGEMENT IN THE SUPPLY CHAIN** - Identify and manage risk so as to protect the organisation from uncertainty and take advantage of opportunity. This course enables participants effectively and efficiently to identify and manage risk within supply chains.

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## **HR AND GENERAL MANAGEMENT COURSES**

### **The HR Staff Development Programme**

#### **THE ROLE OF THE HR FUNCTION IN AN ORGANISATION**

Level 1 of the HR Staff Development Programme. A broad overview of the roles and functions of HR within a modern business.

#### **HR OPERATIONS - MANAGING AN EFFECTIVE HR DEPARTMENT**

Level 2 of the HR Staff Development Programme - the scope and roles of the HR function and how the experienced HR practitioner can enhance their impact on the organisation.

#### **THE STRATEGIC ROLE OF THE HR FUNCTION**

Level 3 of the HR Staff Development Programme - Shaping the organisation and the manpower resource.

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**THE COACHING CULTURE – WHAT IS IT AND DO WE NEED IT?** A 3-day workshop style event intended for senior executives from organisations seeking ways of enhancing competitive advantage through maximising staff contribution.

**MANPOWER PLANNING, RESOURCING & RETENTION – how to create the right jobs, engage the right people and keep them.** This course investigates and evaluates a range of approaches in job design and structuring, recruitment and resourcing together with strategies to retain talent into the future. It considers a range of established as well as leading edge processes and techniques to fulfil these situations.

**PERFORMANCE MANAGEMENT – PRINCIPLES AND PRACTICE.** Competence based performance management at the individual level translates into improved organisational effectiveness. This programme develops the ability of participants to focus strategically on corporate performance management, enabling them to identify key development issues to focus on at the individual level.

**APPLIED PERFORMANCE MANAGEMENT – THE ADVANCED COURSE. How to manage your talent pool to deliver maximum performance and benefits. Give your:**

- Star talent the empowerment, opportunity and freedom to reach their highest potential
- Ordinary people the inspiration, leadership and challenge to achieve extra-ordinary performance

- Underperformers the encouragement and support to improve.

**MANAGING TRAINING AND DEVELOPMENT** - Organisations continue to seek *the* solution to their business problems when perhaps the answer lies in the existing workforce. The true worth of developing people is often considered to be difficult to measure.

#### **ASSESSING BUSINESS LEARNING NEEDS AND DEFINING COMPETENCES**

Implementing practical solutions for the fifteen most frequently quoted indicators of business learning needs. This workshop is designed to help any line manager or trainer involved in assessing business learning needs and designing learning and development programmes for their staff and for themselves.

**KNOWLEDGE MANAGEMENT** – The management of knowledge and learning at organisational and individual levels. In order to be successful, companies and organizations need staff with appropriate knowledge and skills. There also has to be easy access to both corporate as well as outside knowledge.

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## **PERSONAL SKILLS COURSES**

### **COMMUNICATION SKILLS**

***If Communication is not Clear and Accurate – it is not Successful***

The Communication Skill Programme takes participants through a learning experience that develops their personal ability to communicate in all available mediums. The course helps individuals to evaluate the responses so that the effectiveness and impact of the communicator is better recognised and understood.

### **CONFLICT RESOLUTION**

The challenge in managing Conflicts is to differentiate between harmful conflicts and those that may be channelled to realise better solutions. It is well recognised that some conflict is considered a good thing as it generates dialogue to create more synergistic outcomes, leading to better ideas and business solutions.

By contrast, harmful conflict, which is often evident in organisations, if unresolved, blocks collaboration, and ability to implement strategy and create value.

### **OUTLINE DESCRIPTION – CREATIVITY & CRITICAL THINKING PROGRAMME**

Many organisations already have the talents within their people to accelerate the fulfilment of their business goals – the challenge is unlocking this creativity and channelling its energy to fruition. This programme leads its participants through the engaging experience of tapping into their creativity; developing emerging ideas; evaluating the viability of these ideas through a process of critical thinking; linking in the synergistic potential of working with others and channelling the resulting strategies into reality.

### **EMOTIONAL INTELLIGENCE IN THE WORKPLACE**

Organisations have to continually seek to develop levels of collaboration, teamwork and direct communication. As a consequence of these demands, many companies have created leaner, flatter and more fluid organisations where interpersonal resources, such as Emotional Intelligence have to be optimised. This programme provides an introduction in the meaning and potential of Emotional Intelligence. It leads its participants through a consideration of the impact of emotions in the

workplace and their own emotional experiences. This understanding then provides the foundation of the developed learning of how Emotional Intelligence can be applied to benefit the corporate environment.

### **HOW TO CONDUCT A MEETING**

Attendance at Meetings may take up in excess of 40% of many executives work time, so it is essential that those responsible for Conducting a Meeting ensure that this time is used effectively and progressively. This course considers the fundamentals of preparing, organising, conducting and reviewing a successful meeting, and considers techniques to assist in this undertaking.

### **MANAGING MULTIPLE TASKS, PRIORITIES AND DEADLINES**

A course for all people involved in any form of management and administration.

With the continuing increase in workloads and higher expectations by bosses, it is well stated that we all need to working SMARTER, as opposed to working harder.

This course is exactly about working Smarter. It provides a range of techniques to determine how best to use all of your working day to achieving meaningful results. It includes an appreciation of the essential thought-processes that engage your commitment to working this way, everyday.

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### **MANAGING STRESS UNDER PRESSURE**

The skill of being able to manage our stress in response to the ever increasing work pressures and demands is a key competence of all successful executives.

Stress is a complex subject and is one of the major causes of under performance and absence from work by personal. Developing an understanding of our own stress triggers is essential - it may save our life. Equally, understanding the type of environment that fuels stress in the modern workplace is also important in supporting a work culture that promotes minimisation of stress to enable harmonious yet effective performance.

### **OFFICE MANAGEMENT SKILLS**

The optimal organisation and efficiency of any office is essential to the smooth running of any organisation. Without an effective office operation, managers and executives will be distracted from their main purpose and role and their level of contribution to the business goals will be diluted. This programme is for those employees who are responsible for the operation of the office, and explores all the day to day administrative procedures of a successful office, and what can go wrong.

### **PRESENTATION SKILLS**

The Presentation Skill Programme takes participants through a learning experience that develops their personal ability to undertake both verbal and written presentations. The course helps individuals to evaluate their influencing capabilities through their presentations, to learn new techniques to improve their influencing and to practice and receive coaching on these techniques.

### **PROBLEM SOLVING & DECISION MAKING**

Every person in the workplace is charged with reacting to and identifying problems, determining an approach to their resolution and then engaging in the decision making process to realise these solutions. This programme provides participants with the tools to work through this process in a credible manner and to develop skills in problem identification, evaluation and resolving decision making that brings value to the organisation.

## **WORKING IN A TEAM**

**How to fulfil your role as a team member, embracing the potential of your team colleagues and acting to support an effective working team.**

The role of teams in organisations is now recognised as a vital factor in meeting business goals and objectives. But simply bringing together a group of highly skilled people and then leaving them to deliver will not always generate the expected results. Each member of the team must acknowledge their role in generating team success.

Every team experiences its own unique journey, depending on the team members; the tasks and targets of the team and its working environment; apart from the calibre of management and leadership it is given.

## **TIME MANAGEMENT PROGRAMME**

A programme for new and experienced managers and professionals who believe they could contribute more to their company and improve the quality of their personal lives if they developed greater control of their time and workload.

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## **QUALITY, ENVIRONMENTAL AND OCCUPATIONAL HEALTH AND SAFETY COURSES**

**HEALTH, SAFETY AND ENVIRONMENTAL INTERNAL AUDITOR COURSE - 6-Day course. This is an accredited course leading to IRCA and IEMA Internal Auditor certificates.**

The six-day course is a combination of an environmental auditor training course and an occupational health and safety auditor course.

**LEAD AUDITOR PROGRAMME IN QUALITY, OCCUPATIONAL HEALTH & SAFETY AND ENVIRONMENTAL INTEGRATED MANAGEMENT SYSTEM - 11-day course**

**This is an accredited programme leading to IRCA and IEMA certificates covering ISO9000:2000 series ISO14001 & OHSAS18001**

The ten-day accredited programme is a combination of a Quality Lead Auditor course, an Occupational Health and Safety Auditor course and an Environmental Auditor course:

IRCA/2245 Quality Lead Auditor – ISO9000:2000 series; IRCA/2010 OH&SMS Auditor –

OHSAS18001; IEMA Environmental Auditor – ISO14001

**IEMA–INTRODUCTION TO ENVIRONMENT MANAGEMENT SYSTEMS (EMS). 2-Day Course.**

\* Introduces delegates to the internationally recognised environmental management standard ISO 14001 and explores legislative issues and examines management system documentation.

**IEMA – EMS IMPLEMENTATION - 3-Day Course**

Accredited by the International Register of Certified Auditors (IRCA)

\* Provides delegates with a step-by-step guide to the design and implementation of ISO 14001.

\*Gives delegates the knowledge and confidence to successfully complete the journey to ISO 14001.

**IEMA – INTERNAL EMS AUDITOR - 3-Day Course**

Accredited by the International Register of Certified Auditors (IRCA)

\* Trains delegates in audit techniques and use of audit checklists.

**IEMA – ADVANCED EMS AUDITOR - 5-Day Course**

Accredited by the International Register of Certified Auditors (IRCA)

\* Prepares delegates to take on the role of an environmental assessor to standards acceptable for third party certification and Explains certification assessments and auditing of management systems.

**IRCA/2020 AUDITING PRINCIPLES AND OH&S 18001 MANAGEMENT SYSTEM AUDITOR - 5-Day Course**

Identifies the requirements of the OHSAS 18001 against which an audit is to be performed.

\* Describes the roles and responsibilities of auditors and lead auditors.

\* Explains the techniques, processes and principles of risk assessment.

**RISK ASSESSMENT – 5-Day course**

Designed to equip delegates with a general understanding of how risks are identified and assessed and ensure a general level of understanding of the range of environmental aspects, environmental legislation and regulations which are pertinent to an organisation wishing to participate in ISO14001 Environmental Management Systems and of Occupational Health and Safety issues covered by OHSAS 18001.

**WASTE MANAGEMENT – 3-Day Course**

Introduce delegates to the issues associated with waste minimisation and management and to enable delegates to use the material provided to develop waste management programmes. Covers energy management, collecting and analysing data, root cause analysis, setting and reviewing targets and implementing actions.

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**GEOSCIENCES FOR E&P**

**GENERAL**

- Introduction to the E and P Business
- Introduction to the Natural Gas Business

**GEOPHYSICS**

- Basic Geophysics, Seismic Interpretation
- Seismic Attribute Analysis
- Digital Signal Processing
- Seismic Data Processing
- Advanced Topics in Seismic Data Processing

**GEOLOGY**

- Structural Geology
- Development Geology
- Operations Geology
- Clastic Reservoir Characterization

## **PETROPHYSICS**

- Applied Petrophysics

## **RESERVOIR ENGINEERING**

- Basic Reservoir Engineering

## **PRODUCTION TECHNOLOGY**

- Production Technology

## **ENGINEERING**

- Facilities Engineering

## **ECONOMICS**

- Reserves Acquisition
- Exploration Prospect Appraisal
- Statistics for Prospect Appraisal
- Introduction to the Gaeapas 2.0
- Prospect Appraisal System
- Scenario Planning for E & P

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### **People attending our courses include staff from the following companies:**

ADCO, Abu Dhabi	BP Group Azerbaijan
ADDAX Nigeria	BP Turkey
AIOC Azerbaijan	British Aerospace
Agip KCO	Brown and Root North Africa - Libya
Air Jamaica	Brunei LNG
Air Namibia	Brunei Shell Petroleum
Al Furat Petroleum Co, Syria	Buzachi Operating Ltd
Arman JV	Centrica Storage Ltd
Ashanti Goldfields Company	Ceska Refinerska - Czech Republic
Badr el Din Petroleum Co, Egypt	Ceylon Petroleum
Bangkok Airways	Diageo
BG Group Algeria	Garadagh Cement Co
BG Group Tunisia	Ghanaian Australian Goldfield Co
Belgian Shell	Copperbelt Energy Corporation, Zambia
BP-Amoco Egypt	Dansk Shell
BP Algeria	Dept of Civil Aviation, Dubai
BP Angola	Deutsche Shell
BP E&P Vietnam	Dolphin Energy
BP Georgia	Elf Petroleum Nigeria

ENPPI - Cairo  
Ericson  
Etisalat Academy, Dubai  
GASCO, Abu Dhabi  
Gastransport Services, The Netherlands  
Gasunie, The Netherlands  
Greater Nile Petroleum Operating Co, Sudan  
Husky Oil China  
Hydrocarbons Regulatory Authority, Algeria  
Kahramaa Qatar  
Karachaganak Petroleum Operating  
Kenya Petroleum Refineries  
Kenya Shell  
Maersk Oil Kazakhstan  
Malaysia LNG  
Max Petroleum  
MTN Nigeria  
Namibian Broadcasting Corporation  
National Air Traffic Services Ltd  
National Health Service (UK)  
National Iranian Oil Company  
National Iranian Offshore Oil Company  
Nederlandse Aardolie Maatschappij  
New Zealand Refining Co.  
Nigeria LNG  
Norske Shell  
NV Nederlandse Gasunie  
Oil and Natural Gas Corporation, India  
Oman LNG  
OY Shell, Finland  
PDVSA Venezuela  
Pecten Cameroon  
Petroleum Development Oman  
Petrochemia Plock - Poland  
Petronas - Malaysia  
Polish Oil Company  
PTT Thailand  
Qalhat LNG  
Qatar General Petroleum Corporation  
Rolls Royce  
Romp petrol Rafinare SE  
Ras Laffan LNG Co – Qatar  
Ruwais Fertilizer Industries (FERTIL) - UAE  
Sabic Services Ltd  
Sakhalin Energy Investment Co  
Salym Petroleum Development Co  
Samak International LLP  
Saudi Aramco  
Saudi Aramco Shell Refinery Co  
Saudi Arabian Basic Industries Corp(SABIC)  
Sarawak Shell Berhad  
Shell Angola  
Shell Australia  
Shell Bangladesh E&D Shell Capo Verde  
Shell CAPSA, Argentina  
Shell Congo  
Shell E&P Angola  
Shell Egypt  
Shell Espana  
Shell Europe Oil Products  
Shell Gabon  
Shell Global Solutions  
Shell Hellas  
Shell International  
Shell International Oil Products  
Shell Kazkhstan  
Shell Marketing Egypt

Shell Mauritius  
Shell Nederland Verkoop  
Shell Nederland Refinery, Pernis  
Shell Petroleum Dev Co of Nigeria  
Shell Philippines  
Shell Polska  
Shell Qatar  
Shell Raffinaderi, Sweden  
Shell Services International  
Shell (Switzerland)  
Shell Trading and Shipping Co  
Shell Turkey  
Shell UK Downstream  
Shell UK E&P  
Shell Venezuela  
SI E&P  
SIEP Houston  
SNEPCO Nigeria  
Societe des Petroles Shell, France  
SONATRACH  
Syria Shell Petroleum Development  
Takreer, Abu Dhabi  
Texaco Overseas (Nigeria) Ltd  
Thai Shell E&P  
Thomas Cook Group Plc  
Total Qatar  
UK Atomic Energy Authority  
UK National Health Service  
UK Dept for Employment and Education  
Vodafone Egypt  
Woodside Energy, Australia