



Asia Masters Center

Essential Skills for Oil and Gas Managers and Supervisors Training



Asia Masters Centre (AMC), Suite 2 B, level 6, Office Block, Grand Millennium Hotel, Bukit Bintang Street,
55100 Kuala Lumpur, Malaysia. | Tel: +60327326992 | Mobile: +601 8909 0379 | Fax: +60327326992
Website: <http://www.asiamasters.org/> | Email: info@asia-masters.com



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Course Objective

- Get an overview of the Global Oil & Gas Industry, from discovery to production through to consumption
- Understand the Geopolitics of Oil and Gas and the Major challenges facing the energy industry
- Gain an overview of Refining processes.
- Evaluate the primary uses of oil and gas and its significance within the global energy industry
- Understand the role of the various organizations involved in the oil and gas industry - national governments, international oil companies, service companies, regulators, external (i.e. non-oil) bodies and others.
- Understand the objectives, functions and commercial relationships between companies and organizations from the upstream through to the downstream oil and gas supply chain.
- Environmental issues and European Union plans for oil and gas (target 2030)
- Evaluate organizations with a positive safety culture that are characterized by communications founded on mutual trust, by shared perceptions of the importance of safety, and by confidence in the efficacy of preventative measures
- Gain and enhance good negotiating skills which are essential to the smooth running of the business.



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- Provide alternative approaches to the process of negotiating successfully.

➔ Target Audience

- Oil and Gas Managers and Supervisors

➔ Course Outline

Day 1

- The nature and formation of fossil fuels and oil reserves
- The nature and formation of fossil fuels and oil reserves
- The chemistry of petroleum
- Characteristics of fossil fuels
- Assay and properties
- Measurement and characterization
- Where we find fossil fuels
- Industries & uses

Day 2

- Generation, migration, accumulation and exploration of petroleum
- Identification of common rocks and minerals
- Ocean environment and plate tectonics
- Traps and trapping mechanisms
- Geophysical & Geochemical surveys
- Offshore drilling and production
- Exploratory drilling & testing the well
- Casing and cementing the well
- Geologic classification types of reservoir and reservoir drive mechanisms



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- Development of oil and gas fields
- Estimation of reserves
- Surface treatment and storage
- Enhanced oil recovery

Day 3

- Distribution transmission and transportation
- Geopolitics and world energy markets
- The geopolitics of oil pipelines
- OPEC and the future role of a cartel
- Overview of world petroleum consumption, supply, and prices
- Sustainable energy: myths and realities
- The global oil and gas industry
- Petroleum; composition, classification and properties
- Natural gas; composition, classification and properties

Day 4

- Transportation
- Pipelines
- Oil tankers
- Case study - The Baku - Tbilisi - Ceyhan (BTC) pipeline
- Storage
- Tank farms
- Tank farm operations
- Commercial relationships between oil and gas production companies and downstream marketer organizations

Day 5

- Introduction to the petroleum industry
- The market for crude oil
- The price of crude



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- The refining process
- Product & specifications
- Refinery complexity
- Refining margins and profitability
- Sales and marketing of petroleum products
- Petrochemicals

Day 6

- Petroleum economics
- World petroleum consumption, supply, and prices, prospects for the future
- Energy trading and commodities
- Futures, options, and hedging
- A brief history of real options
- Introduction to energy finance and economics
- Developing and Financing Oil and Gas projects
- Oil and gas accounting
- Discounted cash flow (DCF) and time-value considerations
- Apply the present value and future value formulae (NPV)
- Inflation, real, and nominal (time value of money)
- Internal rate of return (IRR)
- Hurdle rates and minimum acceptable rates of return

Day 7

- Contracts, Joint Ventures and Fiscal Regimes
- Need for collaboration between NOC's and IOC's
- Oil & Gas Contracts & Types of Contracts
- Concession agreements
- Production Sharing Agreement/Contract (PSA/PSC)
- Technical Service Contract/Agreement (TSA)

- Joint Venture and Service agreements
- Similarities among fiscal systems
- State participation
- Signature bonus
- Production bonus
- Bidding for leases

Day 8

- Financial and Energy Risk Management
- Introduction to energy risk management
- Risk management and types of risk
- Risks in trading energy commodities
- Geopolitical risks and opportunities
- Risk and opportunity analysis
- The nonlinearity and complexity of uncertainty
- Carbon capture and environmental issues
- The future of the global oil and gas industry

Day 9

- The evolution of a safety culture
- Culture and Safety
- Defining a Value System
- A New Management Safety System
- Leadership and Teamwork
- Understanding why employees put themselves at risk
- Assessing the organisational culture
- Active Listening
- Nonverbal Behaviours of Communication
- Speaking Hints
- Communication and Leadership



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- The Communication Process
- Barriers to Communication
- Presentation Skills

Day 10

- Successful negotiation
- Steps in negotiation
- Negotiating fears
- Making choices
- Thinking creatively
- Coping with criticism
- Approaches to negotiation
- Negotiating roles
- Creative bargaining
- BATNA is an acronym that denotes the Best Alternative To a Negotiated Agreement Relational influence and power
- Negotiating with integrity
- Dealing with aggressors and Conflict
- Negotiating globally
- Course summary and roundup

➤ The Feature Of Asia Master Training And Development Center

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.



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- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

➔ The Cost Of The Training Program Includes The Following:

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.

Price (USD)

**Communicate with the training department
to know the participation fees**

➤ **There are offers and discounts for groups**



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The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

Bank account number: 80-0733590-5

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IBAN: Null