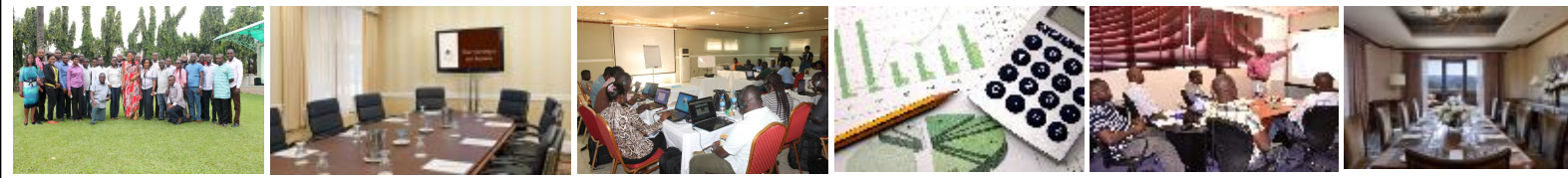


2017 CALENDAR

OIL & GAS SOFT SKILLS LIMITED



Course Title	Venue	Duration	Jul	Aug	Sep	Oct	Nov	Dec
OIL & GAS BUSINESS PROGRAMMES								
Oil & Gas Business Development	Lagos	3 Days	26 - 28				15 - 17	
Understanding Local Content Compliance & Implementation	Lagos	3 Days				11 - 13		
International Petroleum Contract Negotiation	Lagos	3 Days	4-6				22 - 24	
Upstream Procurement & Supply Chain Management	Abuja	4Days		22-25				
Petroleum Economics	Lagos	3 Days			6 - 8			
Upstream Petroleum Mangement	Abuja	5 Days					20-24	
Business Essentials for Technical Professionals	PHC	5 Days		21 - 25				
Project Planning & Scheduling with Primavera P6	PHC	4 Days					7-10	
Oil & Gas Project Finance	PHC	4 Days				4 - 7		
Oil & Gas Project Risk Management	Lagos	2 Days					9 - 10	
Certificate in Upstream Oil & Gas Operations (with OPITO HSE Certification)	Lagos	4 wkds		5				
Certificate in Downstream Oil & Gas Operations	Lagos	3 wkds			2			
OIL & GAS TECHNICAL PROGRAMMES								
Basic Drilling Technology	Lagos	3 Days			6 - 8			
Introduction to Reservoir Engineering	Lagos	3 Days			11-13			
HSE Management	Lagos	3 Days	12 - 14					
Environmental Audit	Lagos	2 Days		28-29				
Environmental & Workplace Risk Management	Lagos	3 Days		30-31				
Root Cause Analysis Methods	PHC	3 Days			25 - 27			
Risk Assessment & Management	Lagos	2 Days				5-6		
OPITO - International Minimum Industry Safety Training (Certification)	Lagos				CALL			
OPITO - Authorised Gas Testing Levels I & II (Certification)	Lagos				CALL			
MANAGEMENT & MARKETING PROGRAMMES								
Influencing Skills for Supervisors and First Line Managers	Lagos	2 Days		28-31				
Strategic Planning in Uncertainty	Abuja	3 Days		29-31				
Coaching & Mentoring for Results	Lagos	2 Days			7-8			
Managing People for Effective Performance	Lagos	3 Days						5 - 7
Coaching for Better Sales Outcomes	Lagos	2 days			27 - 27			
Finance for Non-Finance Managers	PHC	3 Days			4-6			4-6
Managing Customer Service Delivery (Team Leads & Managers)	Lagos	2 Days					14-15	
Marketing Financial Services	Lagos	3 Days					15-17	
Strategic Marketing Management	Abuja	3 Days					8-10	
Customer Service Excellence	Lagos	2 Days		1 - 2			1-2	
Building High Performance Teams	Lagos	2 Days		3-4				
HUMAN RESOURCES DEVELOPMENT								
Delivering High Impact Training with Brain-Friendly Methodology	Lagos	2 Days		24-25				
Managing the Training Function	Lagos	2 Days					22-23	
Human Resource Development in the Oil & Gas Industry	Accra	3 Days					7 - 9	
Working Efficiently with MS Excel (Intermediate)	Lagos	2 Days	25 - 26					
Advanced Excel	Lagos	3 Days	26-28					

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2017 CALENDAR

OIL & GAS SOFT SKILLS LIMITED

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Course Title	Venue	Duration	Jul	Aug	Sep	Oct	Nov	Dec
PROJECT & CONTRACT MANAGEMENT								
Quality & Risk Management in Projects	Lagos	3 Days				25-27		
Project Planning & Scheduling with Primavera	Lagos	5 Days			19 - 23			
Project Management Essentials	Lagos	3 Days			20-22			
Procurement Management	Lagos	2 Days			19-20		7-8	
Contract Management	Lagos	2 Days			21-22		9-10	
Advanced Project Management	Lagos	3 Days				25-27		
SELF LEADERSHIP & PERSONAL MASTERY								
Business Writing for Business Success	Lagos	2 Days	19 - 20					
Personal Effectiveness & Working Smart	Lagos	1 Day		8			4	
Creativity & Critical Thinking Workshop	Lagos	2 Day			26-27			
Problem Solving & Decision Making	Lagos	2 Days		8 - 9				
Business Communication & Negotiation Skills	Lagos	2 Days	13-14					
INNOVATION & CREATIVITY LAB								
Effective Marketing in the Digital Environment	Lagos	3 Days		23 - 25			28 - 30	
Digital Sense Making for Strategic Advantage	Lagos	2 Days			21 - 22			7 - 8
Marketing Technology Solutions	Lagos	3 Days		7-9		4-5		
GRIT® - the Power to Go Beyond Limits (A Coaching & Development Programme)	Blended	20 Days over 3 months						
SmallByte Learning								
<ul style="list-style-type: none"> Working Smart Active Listening Skills Assertiveness at Work Project Planning and Scheduling Creating Dashboards with MS Excel Put the Point back into PowerPoint Critical Thinking for Problem Solving Master Excel VLOOKUP and PIVOT Tables Emotional Skills for Self Leadership Designing Professional Charts in PowerPoint and EXCEL Dealing with "Difficult Persons" Seeing and Taking Initiatives 			<p><i>These are half- or 1-day low budget courses designed to fix specific learning needs, delivered in small groups,</i></p> <p><i>Course fee starts from N350,000 plus VAT for class of 4-6 delegates per course</i></p> <p><i>Courses may be combined to create bespoke learning programmes.</i></p> <p><i>Email or call for more details: smallbytetraing@og-softskills.com</i></p>					
International Executive Workshops								
Operational Excellence	Accra	5 Days					20-24	
Strategic Leadership for Oil & Gas Executives	Dubai	4 Days					14-17	
International Leadership Development	Nairobi	5 Days				23-27		
Upstream Procurement & Supply Chain Management	Dubai	4 Days					14-17	
Advanced Procurement & Contracting	London	4 Days					7-10	
Knowledge Management in the Oil Industry	Dubai	4 Days					14-17	
International Petroleum Contracts & Negotiations	Accra	4 Days					20-23	

CALL US TODAY!

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