

OTHER COURSES OFFERD ON IN-HOUSE BASIS

Health Safety and Environmental courses:

1. Environmental aspects in Oil Exploration and Production (3 Days).
2. Safety Auditing in Production Operations (3 Days).
3. Waste Management and Recycling(3 Days).

HR Courses:

1. Finance and Accounts (3 Days).
2. Security (3 Days).
3. Information Security (2 Days).
4. Supervisory Skills (2 Days).
5. Presentation Skills (2 Days).
6. Secretary Skills Development (3 Days).
7. File Management/Documentation (2 Days).
8. Effective Leadership (2 Days).
9. Effective Meeting Management (1 Days).
10. Delegation (1 Day)
11. Co-ordination (2 Days).
12. Public Relations (2 Days)
13. Organization Management (4 Days).
14. Basic Contracting or (Business Contracting) (3 Days).
15. Procurement and Partnering (3 Days).