

# TABLE OF CONTENTS

## MANAGEMENT & HR COURSES: (INTERNATIONAL)

### MESSAGE FROM THE PRESIDENT

CODE	COURSE TITLE	THE LECTURER	PAGE
<b>MANAGEMENT AND HR COURSES</b>			
<b>PM1</b>	Project Planning, Management & Control (5 Days)	Mr. C. J. Balchin	4
<b>PM2</b>	Maintenance Planning and Management (2 Days)	Mr. J. J. Joly	6
<b>PM3</b>	Team Building and Communication (3 Days)	Mr. C. J. Balchin	7
<b>PM4</b>	Model Business Contracts (3 Days)	Prof. M. Furmston	8
<b>PM5</b>	How to Prepare or Evaluate a Feasibility Study (4 Days)	PETRO-TEC Consultant	10
<b>PM6</b>	Planning & Prioritisation (2 Days)	Mr. Angus Duncan	12
<b>PM7</b>	Creative Problem Solving (2 Days)	Linda McDonald	13
<b>PM8</b>	Effective Report Writing (1 Day)	Mr Rayman Standnik	14
<b>PM9</b>	Business Letter Writing (1 Day)	Mr. Phil Ash	15
<b>PM10</b>	Motivational Leadership (3 Days)	Mr. Angus Duncan	16
<b>PM11</b>	Effective Time Management (2 Days)	Mr. Bruce Smith OR Dr. Ahmed E.Haroun	18
<b>PM12</b>	Profitable Negotiating (2 Days)		17
<b>PM13</b>	Risk Management (1 Days)	Mr. C. J. Balchin	20
<b>PM14</b>	Legal Awareness on Contractual Commitments (2 Days)	Prof. M. Furmston	21
<b>PM15</b>	Finance and Accounting in the Petroleum Industry (5 Days)	Mr. Andy Parums	22
<b>AG1</b>	Int. Comparative Petroleum Law And the Environment (5 Days)	Dr. W. M. Elmalik	24
<b>Other</b>	Other Courses Offered on in-house basis		28
			29
<b>COURSE BOOKING FORM</b>			30
<b>GENERAL INFORMATION</b>			31