

YEARS 2018 - 2019

MANAGEMENT & HR MANAGEMENT & HR COURSES (INTERNATIONAL)

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|-----|---|---------------------|
| 1. | Project Planning, Management & Control (5 Days) | Mr. C. J. Balchin |
| 2. | Maintenance Planning and Management (2 Days) | Mr. J. J. Joly |
| 3. | Team Building and Communication (3 Days) | Mr. C. J. Balchin |
| | Model Business Contracts (3 Days) | Prof. M. Furnston |
| 5. | How to Prepare or Evaluate a Feasibility Study (4 Days) | Dr. Ahmed E. Haroun |
| | Planning & Prioritizations (2 Days) | Mr. Angus Duncan |
| 7. | Creative Problem Solving (2 Days) | Linda McDonald |
| 8. | Effective Report Writing (1 Day) | Mr. Rayman Standnik |
| 9. | Business Letter Writing (1 Day) | Mr. Phil Ash |
| 10. | Motivational Leadership (3 Days) | Mr. Angus Duncan |
| 11. | Effective Time Management (2 Days) | Mr. Bruce Smith |
| 12. | Profitable Negotiating (2 Days) | Ahmed E. Haroun |
| 13. | Risk Management (1 Days) | Mr. C. J. Balchin |
| 14. | Legal Awareness on Contractual Commitments (2 Days) | Prof. M. Furnston |
| 15. | Finance and Accounting in the Petroleum Industry (5 Days) | Mr. Andy Parums |
| 16. | Int. Comparative Petroleum Law And the Environment (5 Days) | Dr. W. M. Elmalik |
| 17. | Health, Safety, and Environmental Risk (5 Days) | Dr. N. Terezopoulos |
| 18. | Other Courses Offered on in-house basis | |