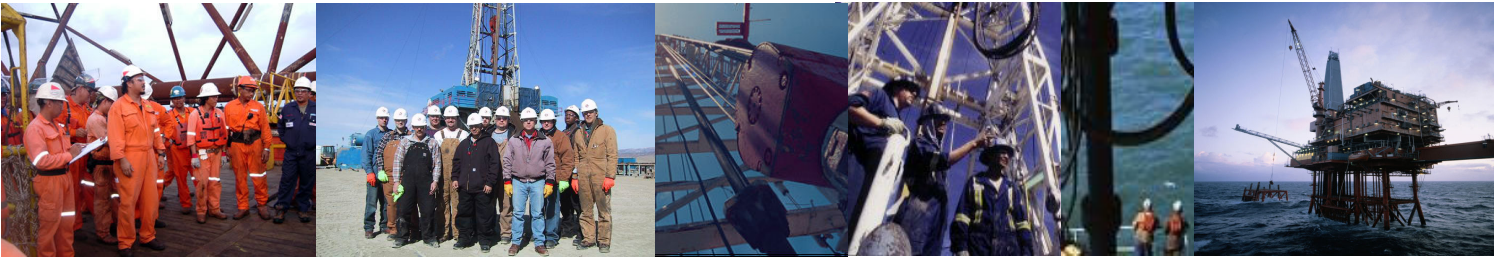


Communication Skills

for Engineering and Technical Professionals
in Oil & Gas

- ✓ **Biz***write*
- ✓ **Tech***report*
- ✓ **Tech***presentation*
- ✓ **Tech***SOP*



petro**EDGE**

Targeted. Practical.
Industry Relevant

www.petroedgeasia.net

Oil and Gas professionals increasingly need to translate complex findings, analysis, conclusions and recommendations for effective decision making. Engineers and technical professionals need to acquire the crucial competency to write and present clear & technically accurate reports.

If your team faces challenges in getting their findings into paper and presenting it thereafter, they will benefit from these series of training solutions. This industry specific series of courses focuses on the unique attributes of technical professionals in writing and public speaking, and it is for those who need to present their findings to both technical and non-technical audiences. These series of targeted short courses will demonstrate how technical professionals can use their technical knowledge and logical edge to communicate to an audience to persuasively communicate for buy-in purposes.

➤ **Bizwrite**

Business writing for Oil and Gas Professionals (also available for long distance learning)

Target Audience

Officers; junior execs involved in writing letters

Summary of Key Topics

- Modern business writing
- Memos & emails
- Letter format
- Basic letters- giving info; ordering; apologising



➤ **Techreport**

Technical Report Writing for Oil & Gas Professionals

Target Audience

Technical execs; engineers; managers who write or will write technical reports

Summary of Key Topics

- Reader and Purpose
- Technical Writing Style
- Effective paragraphs
- Writing strategy
- Report structure
- Incident reports
- Recommendation reports
- Editing



➤ **Techpresentation**

Presentation Skills for Oil & Gas Professionals (with video feedback)

Target Audience

Technical execs; engineers; managers who currently present or will present both internally and externally

Summary of Key Topics

- Pre- and post-course presentations
- Organising your presentation
- Considering the audience
- Visual aids
- Body language
- Handling questions

➤ **TechSOP**

Writing Effective Standard Operating Procedures for Oil & Gas Professionals

A Standard Operating Procedure (SOP) is a set of instructions having the force of a directive, covering those features of operations that lend themselves to a definite or standardized procedure without loss of effectiveness. The presence of these quality documents is essential when inspections take place since the most frequent reported deficiencies during inspections are the lack of written SOPs and/or the failure to adhere to them. The SOP writing process is critical to successful implementation of SOPs.

Target Audience

Technical execs; engineers directly involved in writing SOP

Summary of Key Topics

- Why write SOP?
- Who needs SOP?
- Key aspects of SOP?
- Instructional vs Informational language
- Describing processes
- Format of SOP
- Revision

Long Distance Learning

➤ **Bizwrite**

Business writing for Oil and Gas Professionals

Suitable for offshore and personnel located in remote locations. Benefit from **SAME** training as in the classroom without expensive and lengthy travel time or disruption to tight work schedules. Participants work at their own pace and at any time of the day that suits through a series of guided deadlines for assignments.

Participants will have direct email contact with the trainer who will answer ALL questions quickly and in detail and in **PRIVACY**. This course actually gets participant writing far more than in a classroom course, where time is always a limiting factor. This is a **20-hour** programme over **nine weeks**, involving four **Graded Assignments**. All assignment are thoroughly marked by the trainer with detailed comments and advice given.

Target Audience

Officers; junior execs involved in writing letters

Summary of Key Topics

- recognize and use basic grammar structures such as verb tenses.
- construct sentences and paragraphs that are simple, clear and easy to understand.
- write simple letters, e-mails and memos that are reader-focussed and relevant to their purpose.
- organize the content to enable the reader to follow ideas easily.
- apply a writing style that achieves clarity, readability, directness and conciseness.
- use reference books effectively as a self-help resource for the future.

Preview Communication Skills for Engineering Professionals now!

Attend any of our scheduled public courses in your city. Access our public training calendar online www.petroedgeasia.net and make an appointment with our learning and development team through info@asiaedge.net or call +65 6741 9927 today.

Benefits of conducting Communications Skills for Engineers in-house?

You can schedule the training to take place at any time, date and venue that best suits your needs. We along with our expert course facilitators will work with you to ensure that the training is tailored to meet your business requirements.

We can modify existing modules or create and present new ones which are specifically aligned to your organisational requirements. You can break a course down into shorter modules and schedule them over 1- 2- and 3-day formats over an extended period. Refer to our road-map to learn more how we can assist every level of employee in improving the communications skills competency.

Our expert course leaders are carefully selected to ensure that their background and training style will suit your corporate culture and best meet your business objectives. Learners are free to openly discuss relevant issues and make use of working documents specific to your organisation. PetroEdge as well as our course facilitators will gladly sign a confidentiality agreement to facilitate this.

Hear what previous individual participants have said about our Communication Skills courses:

“Thank you for the course that gives us new ideas and techniques on how to write a report properly”

Nippon Oil Corporation

“It is worth the money!”

Sarawak Shell Bhd

“Training was efficient and issues regarding technical writing were resolved. I believe that this training there will be a better way to have our reports to appear readable and easy to understand”

Sarawak Shell Bhd

Malaysia LNG

- Simple, logical and interesting
- Learnt useful tips and knowledge

Talisman Malaysia Limited

- Very good structure, straight to the point & precise.
- Professional and effective
- Well delivered training with good materials aid and presentation

Schlumberger Abu Dhabi

- Very good guidelines for creating more professional and effective reports
- A very useful course
- Got exactly what I was looking for!
- Helped me better plan my reports

Sabah Shell Petroleum

- The course is valid and useful for personnel involving in SOP’
- Gained some input or knowledge in writing SOP
- Strive to write and review SOP for excellence
- Beneficial training for technical professionals
- Useful for developing knowledge & skill in technical reporting
- Steve handled & presented excellent guidance and I think I’ve no hesitation to render max marks / appreciation

Petroedge road-map in Communication Skills for Engineers and Technical Professionals

TARGET AUDIENCE	COURSE TITLE	KEY TOPICS
Operators; officers with little workable English	Elementary Communication Skills – 20 to 40 hours (can be done intensively but more effective spread out over several weeks)	Giving basic personal info Basic question forms Giving/asking for info Talking about the past/future Basic grammar Telephone skills Essential writing skills Notes and basic emails
Operators; officers; junior execs with good basic English	Intermediate Communication Skills – 20 - 26 hrs (can be done intensively too and more effective this way than the Elem course)	Face to face communication Taking part in meetings Basic writing skills Memos & emails Letter format Basic letters-giving info; ordering' apologising
Officers; junior execs involved in writing letters	Technical Business Writing For O&G – 2 days	Modern business writing Memos & emails Letter format Basic letters- giving info; ordering; apologising
Execs; engineers; managers who write or will write technical reports	Technical Writing For O&G Engineers And Professionals – 2 days	Reader and Purpose Technical Writing Style Effective paragraphs Writing strategy Report structure Incident reports Recommendation reports Editing
Execs; engineers; managers who currently present or will present both internally and externally	Presentation Skills For O&G Engineers And Professionals – 1 day	Pre- and post-course presentations Organising your presentation Considering the audience Visual aids Body language Handling questions
Execs; engineers directly involved in writing SOP	Effective SOP for O&G Engineers and Professionals – 2 days	Why write SOP? Who needs SOP? Key aspects of SOP? Instructional vs Informational language Describing processes Format of SOP Revision
Execs; engineers; managers with experience in writing a wide variety of documents	Advanced Technical Writing For O&G Engineers And Professionals – 2 days	Creating visual impact Writing Technical definitions The basics of writing SOP Writing proposals Revision including common errors in Tech. Writing
Execs; engineers; managers with experience in presenting in a wide variety of situations	Advanced Presentation Skills For O&G Engineers And Professionals – 2 days	Audience analysis Delivery and the use of words Individual vs. Group presenting Recording – individual and group presentations Peer review

About **petroEDGE**

Professionals in the Oil & Gas industry are constantly re-inventing themselves. To meet this challenge, Petroedge provides up-to-date, practical and technically sound training solutions that enable engineers and Oil & Gas professionals to be continuously relevant.

Petroedge competency based courses specify new and essential skills engineers need to perform their duties efficiently. This enables engineers to apply themselves immediately in the workplace after attending our courses hence creating value for the organisation.

To learn more about our courses please visit www.petroedgeasia.net

E-mail us at info@asiaedge.net or tel: +65 6741 9927

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