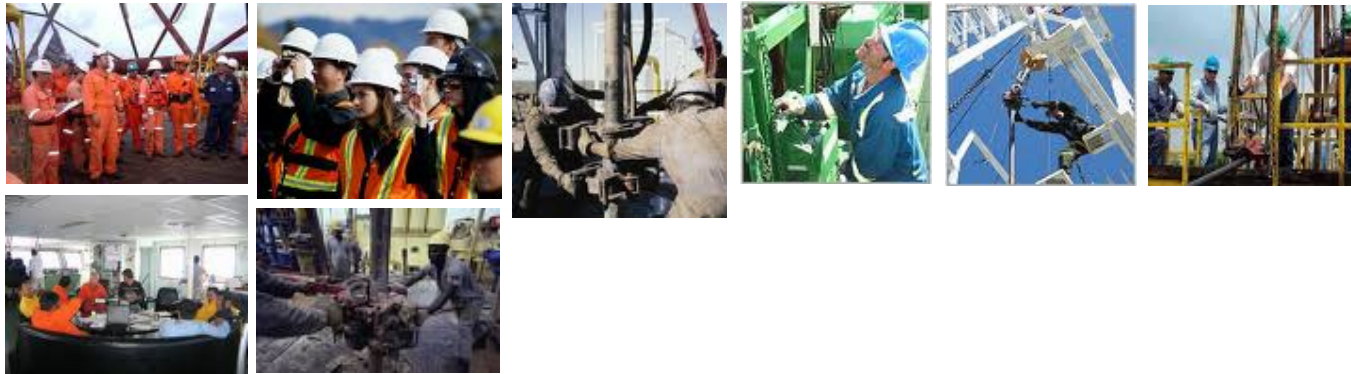


4th Run in Asia!

HUMAN COMPETENCY & CAPABILITY DEVELOPMENT IN OIL & GAS

11 – 14 October 2011, Kuala Lumpur, Malaysia



petro**EDGE**

www.petroedgeasia.net

HUMAN COMPETENCY & CAPABILITY DEVELOPMENT IN OIL & GAS

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Competition for the best and brightest is reaching fever pitch in the Oil & Gas industry. Leading operators and contractors are fighting to hold-on to top talent, often lured away by unmatched offers. Furthermore retiring senior professionals leave your organisation, taking with them years of experience and knowledge.

You need to have a sustainable capacity building solution in place to protect your organisation's skill pool and capability. Losing valuable skills without the ability to replace or develop them will have a significant impact on the bottom line.

Let's take some action. You know that your human skill-pool is your biggest asset. The capacity to meet the future demands of your business relies on you taking proactive steps now to ensure the competency of your people.

This 4-day **separately book-able** strategic course provides an excellent opportunity for learning development professionals in the oil & gas sector to learn from a strategic learning & development practitioner with extensive experience in the oil & gas sector and from each other.

Competency Development & Capability

– Building a Strong Foundation, 11 – 12 October 2011

By the end of these two days, delegates should have learnt how to: -

- Align their learning & development strategy to the business strategy
- Develop effective training, learning & development plans to meet organisational goals and individual needs
- Understand and apply a series of key steps for successful performance management
- Leverage the effective use of competencies in their organisations
- Implement effective learning approaches to address competency needs

Previous participants include the following world-class organizations:

Murphy Oil Sarawak ♦ Petronas Holdings ♦ Petronas Carigali ♦ Truong Son Joint Operating Company ♦ Talisman Malaysia Limited ♦ Murphy Oil Sabah Co. Ltd BP Migas
Indonesia BOB PT ♦ BSP-Pertamina Hulu Brunei Shell Petroleum Co ♦ Kodeco Energy Co Ltd ♦ Brunei Shell Petroleum
BP Exploration Operating Vietnam ♦ Petrofac Malaysia ♦ Shell Eastern Petroleum Singapore ♦ Transwater API ♦ PT Medco E & P Indonesia

Competency Development & Capability

– Maximising the Benefits, 13 – 14 October 2011

By the end of these two days, delegates should have learnt how to: -

- Implement successful approaches to address the competency needs of different populations
- Optimise the added value of the training & development function
- Measure the improvements resulting from enhanced capability within their organization
- Build effective internal & external partnerships
- Audit training & development Activities and make comparisons with best practices

Learn more about our Strategic Learning Solutions for Oil & Gas

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This course utilises a wide variety of learning approaches:

- ✓ Inputs from the facilitators who have extensive global experience in the oil & gas sector
- ✓ Theoretical models, practical tools & templates, and company examples
- ✓ A case study, based on oil & gas majors, cuts across key sessions on each of the 4 days
- ✓ Exercises in groups or pairs with fellow oil & gas, learning & development professionals
- ✓ Individual exercises
- ✓ A manual for future reference, containing all of the material covered (including the models, tools & templates) plus additional content
- ✓ The facilitators will be available at the end of each day for 1:1 questions

Competency Development & Capability

– Building a Strong Foundation, 11 – 12 October 2011

Example Exercises

- Challenges for learning & development professionals in the oil & gas sector
- Major impacts facing your company / department
- Determining learning & development needs
- Developing learning & development plans
- Performance management: strengths & weaknesses
- Effective use of different learning methods

Competency Development & Capability

– Maximising the Benefits, 13 – 14 October 2011

Example Exercises

- Optimising the use of coaching & mentoring
- Approaches to talent management & succession planning
- Targeting training & development at the needs of specific groups
- Methods used for evaluating learning & training effectiveness
- Utilising an effective in-house learning & development network
- Utilising a training, learning & development “healthcheck”

Who will you be meeting at this training course:

Line Managers, Team Managers, Supervisors, Learning & Development Executives, Talent Development, Competency and Capability Development Executives from International, National and Oil & Gas Contractors and Service Providers from across Asia.

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COURSE OUTLINE – DAY 1 & 2

Human Competency & Capability Development In Oil & Gas

BUILDING A STRONG FOUNDATION

DAY 1 11 October 2011, Tuesday		DAY 2 12 October 2011, Wednesday	
0900	<p>Course introduction & objectives</p> <p>Training, learning & development: Latest trends (including specific challenges for the oil & gas sector)</p> <ul style="list-style-type: none"> • Key current issues for learning & development professionals • How the training, learning & development arena has shifted • Challenges for learning & development professionals in the oil & gas sector specifically 	1330	<p>The vital link between competencies and performance management</p> <ul style="list-style-type: none"> • How competencies underpin the 3 strategic models • How competencies can drive superior performance <p>Competency mapping & competency development</p> <ul style="list-style-type: none"> • Implementing a competency framework • Proficiency levels and how to define them • How to write competencies • Mapping competencies to a job profile
1030	<i>Break</i>	1500	<i>Break</i>
1045	<p>Linking training & development strategy to business strategy</p> <ul style="list-style-type: none"> • Factors that affect performance • 3 models for linking training & development strategy to business strategy • Developing a training strategy document • Developing a training policy <p>The roles of the training function and line management</p> <ul style="list-style-type: none"> • Key responsibilities of the training function, line management & the individual • How these roles interact <p>The value and strategic importance of a competency framework</p> <ul style="list-style-type: none"> • What competencies are • How they are best used 	1515	<p>Planning for development to be effective for both the organisation and the individual</p> <ul style="list-style-type: none"> • Diagnosing learning / training needs at 4 levels • Training as an “investment” not a “cost” • Constructing an organisational learning & development plan • Constructing an individual learning & development plan <p>Agreeing success measures</p> <ul style="list-style-type: none"> • The importance of training & development success criteria • Determining success criteria • Types of criteria to use • Types of criteria to avoid!
1230	<i>Lunch</i>	1700	<i>Close</i>
0900	<p>A Strengths Based Approach to Capability</p> <ul style="list-style-type: none"> • Combining competencies with a strengths based approach • An example assessment tool <p>Key steps to successful performance management</p> <ul style="list-style-type: none"> • Fundamental principles of performance management • Key benefits of effective performance management • Ongoing monitoring & assessing performance • Effective performance management systems 	1330	<p>Gaining leverage from competencies</p> <ul style="list-style-type: none"> • How employees can use competencies to enhance their proficiency • How managers / coaches can help employees to enhance their proficiency <p>The importance of motivation in learning</p> <ul style="list-style-type: none"> • Why learning & development is important for motivation and vice versa • Learning preferences & styles
1030	<i>Break</i>	1500	<i>Break</i>
1045	<p>Performance management in a strategic context</p> <ul style="list-style-type: none"> • Linking back to the 3 models • Ensuring the right sequence <p>Setting effective performance objectives</p> <ul style="list-style-type: none"> • The principles of good objective setting • Gaining agreement & building commitment <p>Setting effective learning objectives</p> <ul style="list-style-type: none"> • Getting clarity on planned outcomes • How to tailor learning objectives to proficiency levels 	1515	<p>Evaluating the options available for learning</p> <ul style="list-style-type: none"> • Determining the right learning & development options • Combining options to enhance the probability of success <p>Matching learning media to the needs</p> <ul style="list-style-type: none"> • How learning media fit with the needs of different proficiency levels / career stages <p>Designing effective learning approaches</p> <ul style="list-style-type: none"> • Key questions to address in designing effective approaches • The characteristics of successful approaches
1230	<i>Lunch</i>	1700	<i>Close</i>

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COURSE OUTLINE – DAY 3 & 4

Human Competency & Capability Development In Oil & Gas

MAXIMISING THE BENEFITS

DAY 3 13 October 2011, Thursday		DAY 4 14 October 2011, Friday	
0900	Designing high impact programmes <ul style="list-style-type: none"> • Features of high impact programmes • Structures for high impact programmes • How to schedule learning sessions for maximum effect Matching activities to objectives <ul style="list-style-type: none"> • Designing the right activities • Designing effective learning materials Optimising other learning methods <ul style="list-style-type: none"> • Accelerated development • Communities of Practice 	1330	Addressing the needs of specific groups (incl. Generations X & Y) <ul style="list-style-type: none"> • Targeting training & development at the precise needs of specific groups • Expectations of “Generations X & Y” employees and how best to meet them Optimising the Transfer of Learning & Competency Assessment <ul style="list-style-type: none"> • How to ensure that learning is applied in the workplace • Utilising assessment methods • Running effective Assessment / Development Centres • Monitored Professional Development Schemes
1030	<i>Break</i>	1500	<i>Break</i>
1045	Enhancing managers’ roles as developers and coaches <ul style="list-style-type: none"> • Why coaching is vital • The attributes of effective coaches & mentors • How to coach and mentor effectively Managing Talent & Succession Planning <ul style="list-style-type: none"> • Developing a talent management strategy • Assessing talent • Effective management of high-potential employees • Constructing effective succession plans 	1515	Measuring the improvements / financial benefits <ul style="list-style-type: none"> • Why measuring the improvements IS important • Measurement methods for each of 4 levels and how to use them • Methods for calculating financial benefits Managing the training & development function for added value <ul style="list-style-type: none"> • Positioning the training & development function correctly • Optimising the professionalism of the training & development function
1230	<i>Lunch</i>	1700	<i>Close</i>
		0900	Building potent internal networks <ul style="list-style-type: none"> • Establishing an effective in-house learning & development network • How to utilise an in-house learning & development network to leverage impact Developing effective external partnerships <ul style="list-style-type: none"> • Advantages & disadvantages of using external training & development consultants • Consultancy applications • Selecting, managing and optimising the use of external consultants
		1030	<i>Break</i>
		1045	How to audit training & development activities and make comparisons against best practice <ul style="list-style-type: none"> • How to conduct an overall review of training, learning & development practices, utilising a proven “healthcheck” • How to conduct a targeted review of training, learning & development practices • Using an external standard to review effectiveness • “Best practice” learning & development approaches
		1230	<i>Lunch</i>
		1430	Continuous improvement processes <ul style="list-style-type: none"> • Types of benchmarking • Process steps for effective benchmarking Linking training & development to other Human Resource disciplines <ul style="list-style-type: none"> • Trends in HR • Integrating training & development with other HR The “Learning Organisation” <ul style="list-style-type: none"> • Characteristics of “Learning Organisations” • The nature of learning & how to build an effective culture
		1545	<i>Break</i>
		1600	Focusing on expectations and benefits <ul style="list-style-type: none"> • Harnessing the overall learning & development effort • Striving to deliver the maximum benefit Summarising our key learning points from this course <ul style="list-style-type: none"> • Taking stock of what we have learnt in these 4 days Reviewing our “Action Plans” <ul style="list-style-type: none"> • How to apply the learning from THIS course in the workplace
			Course wrap-up
		1700	<i>Close</i>

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About **petroEDGE**

The Oil & Gas industry is constantly re-inventing itself. To meet this challenge, Petroedge provides up-to-date, practical sound training solutions that enable management professionals within industry to be continuously relevant and effective. To learn more about our courses please visit www.petroedgeasia.net or email us at info@asiaedge.net

Your International Faculty of Trainers

FRANK PENSON



Frank Penson is a senior human resource consultant, with a strong commercial and academic pedigree. He was educated at Cambridge University where he completed his first masters degree (Master of Arts) in Classics. He gained 17 years' experience with the Exxon Corporation in a wide range of general management positions, including marketing, international auditing (Europe, Middle East & Africa), government relations and financial management. Frank Penson's Exxon career culminated in 5 years as Esso UK's Head of Training & Organisation Effectiveness, where he influenced the corporation's training activity throughout Europe. Frank elected to move into consultancy in 1994 and has specialised in strategic training, learning & development assignments, nationally and internationally. His extensive oil & gas consultancy experience includes projects in Europe, the Former Soviet Union, the Middle East, SE Asia, Africa & the Caribbean. He has close links with the UK Government's Learning and Skills Council network and is an approved adviser for their national people development standard, Investors in People. From 1992 to 2002 Frank sat on the Management Committee of the UK's National Training Organisation for downstream petroleum: the Petroleum Industry National Training Organisation. He is a Member of the Energy Institute and is listed on their Consultants Database.

GEOF COX



Geof has been working as an organisation and management development consultant for over 25 years, initially as an internal consultant with Esso Petroleum, then as the principal of his own consulting practice. He has direct line and HR management experience with Esso Petroleum, and has worked in almost every private, public and not-for-profit sector in countries across Europe, Middle East, South East Asia, Africa and the USA. His projects have ranged from major organisation change programmes spanning multi-site, multi-level activities lasting several years, to one off workshops on management skills and individual coaching. He has written a number of books and articles on management subjects and is the editor of the professional journal Organisations & People. Geof is a Chartered Member of the Chartered Institute of Personnel and Development, a Fellow of the Chartered Management Institute, a Member of the Association for Management Education and Development, a partner in Learning Consortium and was a founding partner of Castle Consultants International. Geof is qualified in FIRO-B and FIRO Elements.

Hear what others have said about the session in Kuala Lumpur:

"Most informative and in-depth training orientated workshop I have ever attended!"

"A very interesting and thought-provoking event that has excellent potential to assist every organisation."

"Through this course, I found very valuable information (shared from other companies)".

"This course is very good, getting much ideas & best practices sharing."

"Very well organised with the right expertise in their field"

"A valuable on boarding workshop for Competency and Functional Managers"

"A comprehensive event and good insight for capability development"

"Both Frank and Geof are truly professionals in this field."

"Very comprehensive, lot of case studies and informative."

"Useful, informative, knowledge sharing with the professionals networks."

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	EARLY BIRD PRICE ✓	NORMAL PRICE ✓
Human Competency & Capability Development 11 – 14 October 2011 (ALL 4 Days)	S\$4350.00	S\$4600.00
Building the Foundation 11 – 12 October 2011 (2 Days Only)	S\$2350.00	S\$2550.00
Maximising the Benefits 13 – 14 October 2011 (2 Days Only)	S\$2350.00	S\$2550.00

Team Discounts are available upon request and are exclusive of Early Bird Discounts and other promotions.

In-House Training

Yes, I would like to organise this training on-site and save over 40% of total course fees!
For further information about On-site Solutions, please +65 67419927 or email info@asiaedge.net

DELEGATE DETAILS

DELEGATE 1

Mr Ms Mrs Dr Others: _____

Name : _____

Job Title : _____

Department : _____

Telephone No. : _____

Email : _____

DELEGATE 2

Mr Ms Mrs Dr Others: _____

Name : _____

Job Title : _____

Department : _____

Telephone No. : _____

Email : _____

Company : _____

Address : _____

Country : _____ Postcode : _____

Attention Invoice to : _____


Telephone No. : _____ Fax No. : _____

4 EASY WAYS TO REGISTER

 Online:
www.petroedgeasia.net

 Email:
info@asiaedge.net

 Phone:
+65 6741 9927

 Fax:
+65 6747 8737

Please note

- Indicate if you have already registered by Phone +Fax +Email +Web
- If you have not received an acknowledgement before the training course, please call us to confirm your booking.
- Photocopy this form to register multiple delegates.

PAYMENT METHODS

By Cheque/ Bank Draft

Make Payable to Asia Edge Pte. Ltd.

By Direct Transfer

Please quote invoice number with the remittance advise.

Account Name: Asia Edge Pte. Ltd.

Bank Number: 508 Account Number: 762903-001 Swift Code: OCBCSGSG

All bank charges to be borne by payer.

Please ensure that Asia Edge Pte Ltd receives the full invoiced amount.

PAYMENT POLICY

Payment is due in full at the time of registration. Full payment is mandatory for event attendance. By submitting this registration form, you have agreed to Asia Edge Pte Ltd's payment terms

CANCELLATIONS & SUBSTITUTIONS

You may substitute delegates at any time. ASIA EDGE PTE LTD does not provide refunds for cancellations. For cancellations received in writing more than seven (7) days prior to the training course you will receive a 100% credit to be used at another ASIA EDGE PTE LTD training course for up to one year from the date of issuance. For cancellations received seven (7) days or less prior to an event (including day 7), no credits will be issued. In the event that ASIA EDGE PTE LTD cancels an event, delegate payments at the date of cancellation will be credited to a future ASIA EDGE PTE LTD event. This credit will be available for up to one year from the date of issuance. In the event that ASIA EDGE PTE LTD postpones an event, delegate payments at the postponement date will be credited towards the rescheduled date. If the delegate is unable to attend the rescheduled event, the delegate will receive a 100% credit representing payments made towards a future ASIA EDGE PTE LTD event. This credit will be available for up to one year from the date of issuance. No refunds will be available for cancellations or postponements.

ASIA EDGE PTE LTD is not responsible for any loss or damage as a result of a substitution, alteration or cancellation/postponement of an event. ASIA EDGE PTE LTD shall assume no liability whatsoever in the event this training course is cancelled, rescheduled or postponed due to a fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of this training course impracticable or impossible. For purposes of this clause, a fortuitous event shall include, but not be limited to: war, fire, labor strike, extreme weather or other emergency.

PROGRAM CHANGE POLICY

Please note that speakers and topics were confirmed at the time of publishing; however, circumstances beyond the control of the organizers may necessitate substitutions, alterations or cancellations of the speakers and/or topics. As such, ASIA EDGE PTE LTD reserves the right to alter or modify the advertised speakers and/or topics if necessary. Any substitutions or alterations will be updated on our web page as soon as possible.

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