

 **HRODC Postgraduate Training Institute,**  
*A Postgraduate-Only Institution,*  
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**UK's Department for Education.**

**#091**

**Human Resource Management (HRM) in  
the Petroleum – Oil and Gas – Industry,  
Postgraduate Short Course.**

**Leading To:**

**Diploma – Postgraduate – in  
Human Resource Management  
(HRM) in the Petroleum – Oil and  
Gas – Industry, 60 Credit-Hours.**

**Accumulating to a Postgraduate  
Certificate, with 120 additional Credit-  
Hours, and a**

**Postgraduate Diploma, with 300 additional  
Credit-Hours.**



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**Prof. Dr. R. B. Crawford - Director**  
PhD (UCL – Uni London); MEd M. (Uni Bath); PGC IS (Uni West London);  
Adv Dip Sc Ed (Uni Bristol); PG Dip Doctoral Research Supervision  
(Uni Wolverhampton); F.I.M.S.; HR Specialist (I.M.S.);  
Executive M. AOM; M. AAM; M. ISGS; M. SCOS; M. RG.



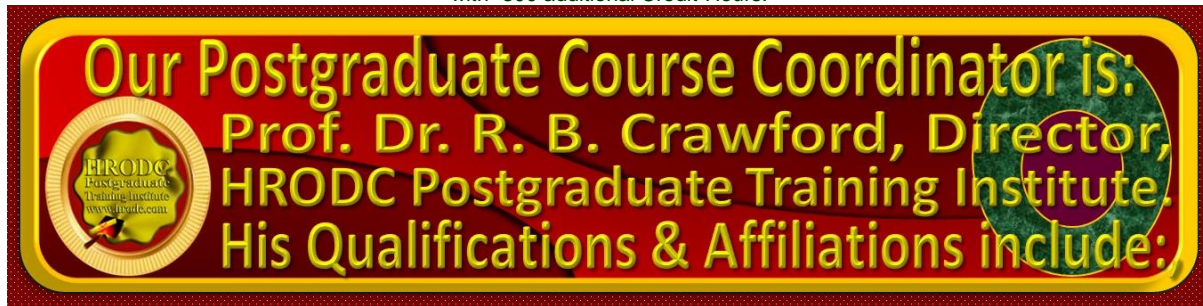
**Featured PG Dip; PG Cert; Dip PG.**  
**Click For Details!**



**General Diploma: Access To Postgraduate.**  
**Click For Details!**



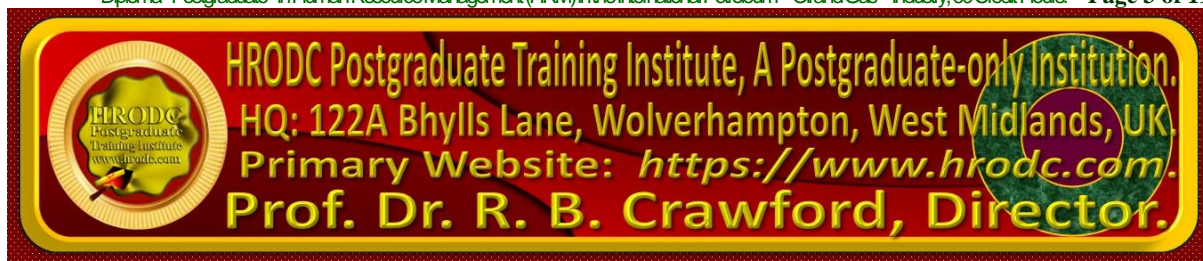
**HRODC Postgraduate Training Institute, A Postgraduate-only Institution.**  
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Primary Website: <https://www.hrodc.com>.  
**Prof. Dr. R. B. Crawford, Director.**



- Doctor of Philosophy {(PhD) {University College London (UCL) - University of London}};
- MEd Management (University of Bath);
- Postgraduate (Advanced) Diploma Science Teacher Ed. (University of Bristol);
- Postgraduate Certificate in Information Systems (University of West London, formerly Thames Valley University);
- Diploma in Doctoral Research Supervision, (University of Wolverhampton);
- Teaching Certificate;
- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Standing Council for Organisational Symbolism (MSCOS);
- Member of ResearchGate;
- Executive Member of Academy of Management (AOM). There, his contribution incorporates the judging of competitions, review of journal articles, and guiding the development of conference papers. He also contributes to the Disciplines of:
  - Human Resources;
  - Organization and Management Theory;
  - Organization Development and Change;
  - Research Methods;
  - Conflict Management;
  - Organizational Behavior;
  - Management Consulting;
  - Gender & Diversity in Organizations; and
  - Critical Management Studies.

**Professor Dr. Crawford has been an Academic in the following UK Universities:**

Diploma-Postgraduate-in Human Resource Management (HRM) in the International Petroleum – Oil and Gas – Industry, 60 Credit-Hours. **Page 3 of 19**





- University of London (Royal Holloway), as Research Tutor;
- University of Greenwich (Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;
- University of Wolverhampton, (Wolverhampton Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;
- London Southbank University (Business School), as Lecturer and Unit Leader.

**His responsibilities in these roles included:**

- Doctoral Research Supervisor;
- Admissions Tutor;
- Postgraduate and Undergraduate Dissertation Supervisor;
- Programme Leader;
- Personal Tutor.

**He was formerly an Expatriate at:**

- Ministry of Education, Sokoto, Nigeria;
- Ministry of Science and Technical Education, Sokoto, Nigeria;
- University of Sokoto, Nigeria;
- College of Education, Sokoto, Nigeria; and

Former Editor-In-Chief of 'Sokoto Journal of Education'.



- Executives from the Oil and Gas Industry;
- Senior Managers from Oil and Gas Industry;
- Human Resource Professionals in Oil and Gas Industry;
- Personnel Officers in Oil and Gas Industry;
- Human Resource Personnel from Upstream Oil and gas Operation;
- Human Resource Personnel from Downstream Oil and gas Operation;
- Human Resource Personnel from Midstream Oil and gas Operation;



- General Human Resource Specialists desirous of a career in the oil and gas industry;
- All others with a genuine interest in enhancing the effectiveness of the Human Resource Function within the Oil and Gas Industry.

## 10-Day Course Duration & Cost:


- \* In-Venues Duration: 10 Days;
- \* Online Duration: 20 Days (3 Hrs. Per Day).
- \* In-Venues Cost: £10,000.00 Per Delegate;
- \* Online Cost: £6,700.00 Per Delegate;
- \* Group Cost: Varies with its Size.





## In-Venues Cost Includes:

- Snacks on Event Days;
- Lunch on Event Days;
- City Tour;
- Stationery;
- On-site Internet Access;
- Postgraduate Diploma; Postgraduate Certificate; Diploma – Postgraduate; or
- Certificate of Attendance and Participation – if unsuccessful on resit.



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- Leather Conference Folder;
- Leather Conference Ring Binder/ Writing Pad;
- Key Ring/ Chain;
- Leather Conference (Computer – Phone) Bag – Black or Brown;
- 8-16 GB USB Flash Memory Drive, with Course Material;
- Branded Metal Pen;
- Branded Polo Shirt.; &
- Branded Carrier Bag.

A large banner with a red background and a yellow border. It features the HRODC logo on the left and a green circular graphic on the right. The text reads: "Daily Schedule: 09:00 To 16:30 But may Vary, with Location." Below this, it says "Our Scheduled Delivery Locations Include:" followed by a list of locations: "\* Amsterdam, Netherlands; \* Brussels, Belgium; \* Central London, UK; \* Dubai, United Arab Emirates (UAE); \* Kuala Lumpur, Malaysia; & \* Paris, France." At the bottom, it says "Other Locations, & Inhouse, on Request." The HRODC logo is also present in the bottom right corner.

A banner with a red background and a yellow border. It features the HRODC logo on the left. The text reads: "HRODC Postgraduate Training Institute, A Postgraduate-only Institution. HQ: 122A Bhylls Lane, Wolverhampton, West Midlands, UK. Primary Website: <https://www.hrodc.com>. Prof. Dr. R. B. Crawford, Director." The HRODC logo is also present in the bottom right corner.

# Postgraduate Course Objectives.

By the conclusion of the specified learning and development activities, delegates will be able to:

- Discuss the different oil and gas conceptual and contextual explorations;
- Demonstrate an understanding of the process involved in the horizontal, vertical and full integration activities, particularly:
  - Oil and gas exploration;
  - Developing fields;
  - Oil and gas production;
  - Oil sands mining;
  - Bitumen extraction;
  - Liquefying gas by cooling (LNG);
  - LNG Regasification;
  - Gas to liquid products (GTL) Conversion;
  - Wind energy generation;
- Discuss the different downstream activities, specifically:
  - Refining oil into fuels and lubricants;
  - Petrochemicals production;
  - Bio fuels development;
  - Trading;
  - Retail sales;
  - CO2 emissions management;
  - Supply and distribution;
  - Business-to-business sales.
- Demonstrate an understanding of the governing principles in oil well lease;
- Determine the applicable rules in long-term explicit contracts;
- Ascertain how franchise agreements are drafted;
- Learn the importance of joint ventures in the oil and gas industry;



- Describe how facilities are co-located;
- Cut the underlying concept of implicit contracts relying on firms' reputation;
- Find out how geological research and oil exploration are conducted;
- Demonstrate an understanding of the basic drilling operation;
- Differentiate natural vs. artificial lifts in oil and gas production;
- Demonstrate a heightened understanding about coalbed methane drilling technology;
- Specify the principles of gas processing;
- Put into practice the process in oil well drilling;
- Demonstrate an understanding of spudding oil and gas wells;
- Determine the process in oil and gas rig operation;
- Determine the process offshore oil rig operation;
- Determine accounting treatment in successful effort accounting;
- Put into practice how horizontal drilling is conducted;
- Ascertain how oil and gas are marketed;
- Explain the oil and gas production separator principles;
- Discuss the concept of oil -water separator offshoring;
- Explain the principles of amine sweetening;
- Explain the production separator principles;
- Explain the glycol dehydration principles;
- Explain the emulsions and vertical heater treater principles;
- Demonstrate understanding of distinction between personnel management and human resource management. within the oil and gas industry;
- Indicate the significant aspects in development of human resource management and personnel management within the oil and gas industry;
- Demonstrate an appreciation of the importance of welfare in the development of personnel management and human resource management within the oil and gas industry;
- Relate the part played by Cadburys Rowntree in the development of personnel management and human resource management;
- Manage the strategic role of HRM within the oil and gas industry;
- Illustrate the difference between the Hard approach to HRM and Soft approach to HRM, focusing on the oil and gas sector;



- Suggest the importance of human resource planning in organisation management within the oil and gas industry;
- Illustrate the significance of effective human resource within the oil and gas industry;
- Determine the links between corporate planning and human resource planning within the oil and gas industry;
- Indicate how human resource planning can support business systems within the oil and gas industry;
- Determine when there is a need to review an organization human resource plans within the oil and gas industry;
- Determine the factors influencing human resource planning;
- Demonstrate their understanding of the importance of employee Resourcing in an oil and gas organisational context;
- Demonstrate their understanding of the different employee resourcing strategy that might be employed within the oil and gas industry;
- Demonstrate their understanding of the benefits and drawbacks of individual employee Resourcing strategy, with specific reference to the oil and gas industry;
- Draw a parallel between material and facilities Resourcing and people Resourcing, from the standpoint of organisational effectiveness within the oil and gas industry;
- Defend the strategic importance of employee Resourcing within the oil and gas industry;
- Link employee Resourcing with business and organisational development within the oil and gas industry;
- Devise an effective employee Resourcing strategy;
- Demonstrate understanding of different type and levels of organisational flexibility, from an Industrial Relation or Employee Relations prospective within the oil and gas industry;
- Suggest what Numerical Flexibility means within the oil and gas industry;
- Indicate the benefits of functional flexibility of workers and managers within the oil and gas industry;

- Indicate the relationship between Temporal Flexibility and Financial Flexibility within the oil and gas industry;
- Decide what workers or managers are likely to gain from Geographical Flexibility within the oil and gas industry;
- Exhibit an understanding of the desirability of a limited turnover of staff;
- Demonstrate their ability to determine the type of commitment that motivates particular individuals to join an organisation;
- Have designed ways of stabilizing staff turnover/high turnover;
- Be aware of how personnel demand forecast (PDF) is conducted;
- Demonstrate their ability to conduct a human resource audit;
- Be aware of the non-conventional selection methods;
- Conduct periodic and exit interviews;
- Demonstrate their ability to conduct job analysis;
- Design job description and personnel specification for particular roles;
- Weight a candidate assessment form, on the basis of job description and personnel specification;
- Use candidate assessment form in short listing and interviews;
- Conduct individual and panel interviews;
- Be capable of arriving at objective decisions in personnel selection;
- Analyse education, training and development programmes;
- Design an effective induction package;
- Demonstrate an understanding of the legal bases of employee resourcing;
- Relate specific recruitment, selection, retention and exit issues to UK and European legislation;
- Cite Specific legislation and related cases relevant particular job design issues;
- Suggest the constraints that specific UK Protective Legislation place on the recruitment, selection and management of employees;
- Demonstrate their ability to lead a recruitment and Selection team; and
- Be able to manage recruitment and selection within a 'Resourcing context'.





# Postgraduate Course Contents, Concepts, and Issues.

## Dip. Postgraduate Course Outline.

While, so far, we have Provided Pertinent **Information, Incorporating:** Learning Objectives, Duration, Cost, Target Audience, & Coordinator.

We have withheld Details of: Course Contents, Concepts, & Issues. Delegates will receive the Specifics in attendance, At our International Locations, & Online.



### Part 1: Understanding Oil and Gas Operation

### Part 2: Introducing the Oil Subsectors:


### Part 3: Downstream Activities

### Part 4: Other Factors Relevant to Oil and Gas Production

### Part 5: Human Resource and Personnel Management



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## **Part 6: Human Resource Planning (HRP)**

## **Part 7: The Strategic Significance of Employee Resourcing & Approaches to Employee Resourcing**

## **Part 8: Employee Flexibility and Workforce Flexibility**

## **Part 9: Human Resource and Performance Management**

## **Part 10: Employee Resourcing: Recruitment and Selection: A Strategic Standpoint**

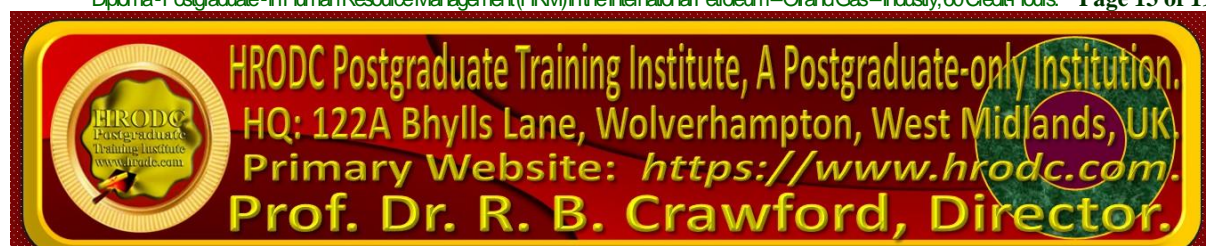
## **Part 11: Talent Management and Intellectual Capital within the Oil and Gas Industry**





Postgraduate Short Courses are of a minimum of five days' In-Venues (10 days' Online) but less than 6 weeks' In-Venues (less than 10 weeks' Online) duration, are referred to as Diploma – Postgraduate. This means that they are postgraduate credits, towards a Postgraduate Certificate and Postgraduate Diploma. Postgraduate Certificate and Postgraduate Diploma represent Programmes of Study, leading or accumulating to Awards bearing their title prefixes. While we, refer to our short studies, detailed above, as 'Courses', those with duration of 6 weeks or 12 weeks In-Venues (10- and 20-weeks' Online) are labelled 'Programmes'. Nevertheless, we conform to popular usage, by often referring to all study durations as 'Courses'. A mark of distinction, though, is that participants in a short course are referred to as 'Delegates', as opposed to the ascription 'Students', which is confined to those studying a Postgraduate Programme.

In line with the above notion, a Postgraduate Certificate might be earned through a 6 weeks' Intensive In-Venues Study, or 10 Online Delivery. Similarly, a Postgraduate Diploma might be studied for 12 weeks In-Venues or 20 weeks. They might also be



taken through a blend of both modes, providing that a minimum of 6 and 12 Credits and 180 or 360 Credit-Hours, respectively, are earned. You might Pick and Mix Courses, to create your preferred blend of Disciplines, or follow a predesigned Specialist route. They might accumulate from our Postgraduate Short Courses, or through continuous study. Please click to view and download our List of Specialist Postgraduate Certificate, and Postgraduate Diploma Programmes

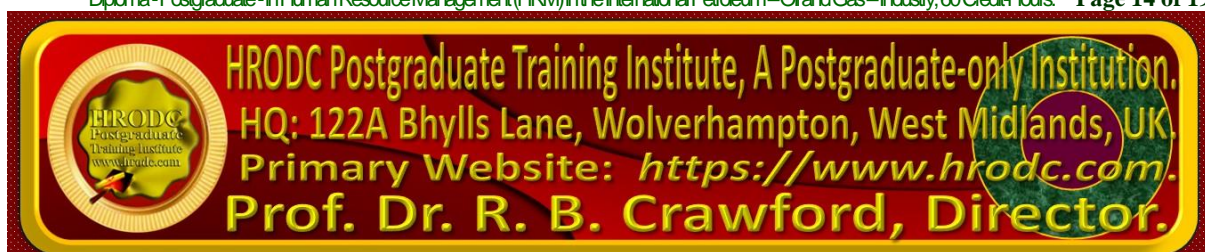


### **Credit-Hours and Credit-Values, in Diploma – Postgraduate - Award**

Credit-Hours are the actual amount of time that a lecturer or tutor spends with his or her students or delegates, in both In-Venues and Online Deliveries. Each Five-Day In-Venues, or a Ten-Day Online (3 hours per day) Course consists of 30 Credit-Hours, while a 6-Day In-Venues (12-day Online) course amounts to 36 Credit-Hours. Because Credit-Values are calculated in multiples of 30 Credit-Hours, 60-89 Credit-Hours have a Double-Credit (2 Credit) value, while 90 Credit-Hours earn a Triple-Credit (3 Credits).

A delegate who successfully completes a Postgraduate Short Course of 30 or more Credit-Hours, but which is less than 180 Credit-Hours (Postgraduate Certificate), is awarded a Diploma – Postgraduate. This Award is assigned Credit-Values and Credit-Hours, as are exemplified by the following:

1. Diploma – Postgraduate – in Organisational Change Management, 30 Credit-Hours;
2. Diploma - Postgraduate - in Trainer Training: Training for Trainers, Double-Credit, 60 Credit-Hours:
3. Conveyancing and Property Valuation: Property Law, Double-Credit, 72 Credit-Hours:





4. Diploma – Postgraduate – in University and Higher Education Administration, Triple-Credit, 90 Credit-Hours;
5. Diploma – Postgraduate – in Tourism and International Relations, Quad-Credit, 120 Credit-Hours.

As in the first example, above, where the Credit-Value is not noted in an Award, it must be assumed that it is a Single-Credit Value.

### Postgraduate Diploma Award

A Postgraduate Diploma Award is achieved with a minimum of 360 Credit-Hours, through continuous study, or an accumulation of Credit-Hours.

### Postgraduate Certificate Award

A Postgraduate Certificate might be gained with a minimum of 180 Credit-Hours, through continuous study or Credit-Hours' accumulation.

### Cumulative Postgraduate Certificate, and Postgraduate Diploma Awards

All Postgraduate Short Courses accumulate to a Postgraduate Certificate and a Postgraduate Diploma, on a 'Pic and Mix' or Specialist basis. This means that we maintain academic records for each delegate, indicating the courses studied, with their Credit-Value and Credit-Hours, as are indicated above, '**Credit-Hours and Credit-Values, in Diploma – Postgraduate – Award**'. The Credit-Hours are aggregated to accumulate to at least 180 and 360 Credit-Hours, for a Postgraduate Certificate and a Postgraduate Diploma, respectively. Each Short Course Award (below a Postgraduate Certificate) indicates both its Credit-Value and Credit-Hours, excepting for Single-Credit.

## Accumulated Postgraduate Certificate, and Postgraduate Diploma Awards

All Specialist Postgraduate Certificate and Postgraduate Diploma Programmes have predetermined Award Titles. Delegates who do not follow a specialism, for accumulation to a Postgraduate Certificate and Postgraduate Diploma, receive a Generalist, rather than a Specialist, Award. However, a Specialist Award is given to delegates who studied at least seventy percent (70%) of their courses in a specialist grouping, as are exemplified above, under the heading **‘Postgraduate Diploma and Postgraduate Certificate Specialist Award Titles’**.

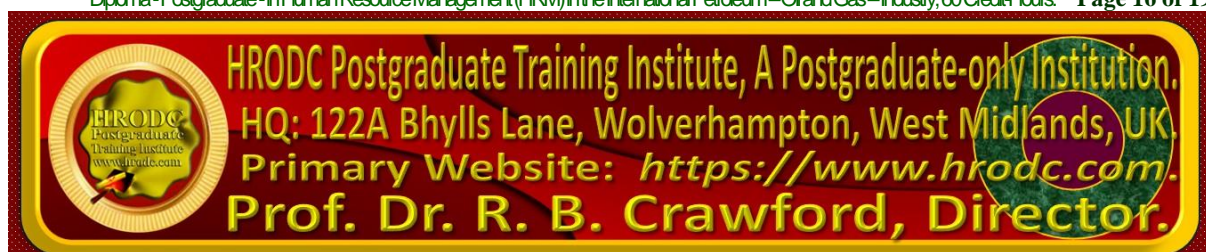


Applicants for Diploma – Postgraduate; Postgraduate Certificate; and Postgraduate Diploma are required to submit the following documents:

- Completed Postgraduate Application Form, including a passport sized picture affixed to the appropriate section;
- A copy of Issue and Photo (bio data) page/s of the applicant's current valid passport or copy of 'Photo-embedded' National Identity Card;
- Copies of credentials stated in the Application Form.

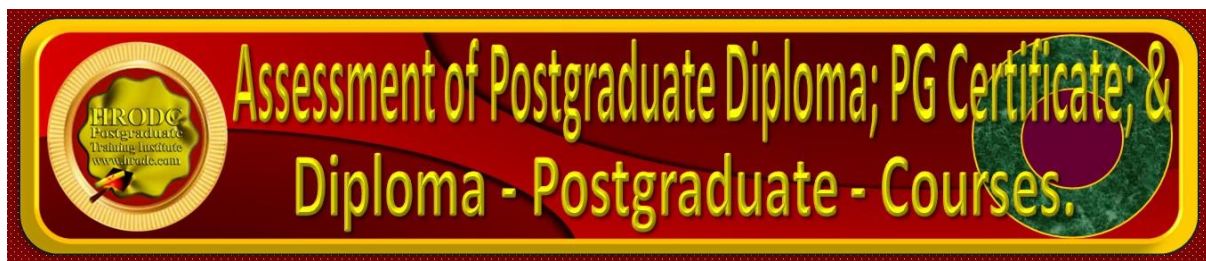
## Admission and Enrolment Procedure

- On receipt of all the above documents, they will be forwarded to our 'Admissions Committee', which will assess applicants' suitability for the Course or Programme for which they have applied;
- If they are accepted on their chosen Course or Programme, they will be notified accordingly, and sent Invoices;
- Upon receipt of an applicant's payment, we will send him or her an Official Payment Receipt, and Admission Letter, bearing a copy of the Passport-Type in the respective Application Form.





- Those intending to study in a foreign country, and require a Visa, will be sent the necessary **Immigration Documentation**, to support their application;
- **Joining Instruction** will be sent to Students and Delegates, on time to prepare for their enrolment. The incorporated information include:
  - Venue Name, Location, with specific address;
  - Details of Airport Transfer, where appropriate;
  - Start date and time;
  - Registration details;
  - Daily Schedule;
  - Local Transportation Details;
  - Residential Accommodation Details;
  - Leisure and Shopping Facilities, in the area;
  - General Security Information; among others.



Because of the intensive nature of our Courses and Programmes, for In-Venues, and Online modes, assessment will take place during or at the end of the **‘active teaching period’**, adopting differing formats. These structures include, but are not limited to:

- In-Class Tests;
- Text-Case Analyses;
- Video-Case Analyses;
- ‘Out-of-Class Assignments’;
- Individual Presentations;
- Group Presentations; and
- End of Course Examinations.

Based on these assessments, successful candidates will receive either a:

- Diploma – Postgraduate - Award;
- Postgraduate Certificate Award; or



➤ **Postgraduate Diploma Award.**

For all the above Awards, a minimum of 70% overall pass is expected. To receive the Awards of Postgraduate Certificate and Postgraduate Diploma, candidates must have accumulated at least the required minimum 'Credit-Hours', with a pass (of 70% and above) in at least 70% of the courses taken.

Delegates and students who fail to achieve the requirement for Postgraduate Certificate, Postgraduate Diploma, or Diploma - Postgraduate - will be given support for 2 re-submissions for each course. Those delegates who fail to achieve the assessment requirement for the Postgraduate Diploma or Diploma - Postgraduate - on 2 resubmissions, or those who elect not to receive them, will be awarded the Certificate of Attendance and Participation.



You might study a Postgraduate Diploma, or Postgraduate Certificate, in 20 or 10 weeks, respectively, in the comfort of your offices or homes, through our Postgraduate Training Institute's Online Delivery Mechanism. We are committed to your achieving the 360 or 180 Credit-Hours, respectively, in line with our **Regulation**, within the stipulated timeframe. The direct "Student-Lecturer-Contact-Times" of 3 hours per day, 6 days per week will ensure that these requirements are met. We aim to fit the tuition around your work, family commitment and leisure, thereby enhancing your maintenance of an effective 'work-study-life-style balance', at times convenient to you and your appointed tutor.







[Click, or copy and paste the URL, below, into your Web Browser, to view our Service Contract, incorporating Terms and Conditions.](https://www.hrodc.com/Service_Contract_Terms_and_Conditions_Service_Details_Delivery_Point_Period_Cancellations_Extinuating_Circumstances_Payment_Protocol_Location.htm)

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The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate's subscription to our Policy Terms and Conditions, which are legally binding.

