

HRODC Postgraduate Training Institute



A Postgraduate - Only Institution



190

International Petroleum – Oil and Gas – Operation for Non-Technical Staff: Mineral Rights, Upstream Oil and Gas Mineral Lease Contracts, Exploration, Drilling, Production and Sale

PROGRAMME

Leading To:

**POSTGRADUATE DIPLOMA IN
International Petroleum – Oil and Gas –
Operation for Non-Technical Staff**

A Division of HRODC Ltd. UK Reg. No. 6088763. V.A.T. Reg. No. 8958 765 38

Prof. Dr. R.B. Crawford - Director HRODC Postgraduate Training Institute

PhD (London), MEd.M. (Bath), Adv. Dip. Ed. (Bristol), PGCE (TVU), ITC (UWI), MAAM, MAOM, LESAN, MSCOB, MISGS, Visiting Prof. P.U.P.

Registered with the UK Register of Learning Providers (UKRLP), Department for Business, Innovation and Skills (BIS), formerly Department of Innovation, Universities and Skills (DIUS).



UKRLP Registration No. 10019585
UKRLP Verification: <http://www.ukrlp.co.uk>
Postgraduate Full-Time and Short Courses
London, UK & International Locations

Wolverhampton (HQ)

Address: 122A Bhylls Lane, Wolverhampton,
WV3 8DZ, United Kingdom

Telephone: +44 (0) 1902 763 507

+44 (0) 1902 569 133

Mobile: +44 (0) 7736 147 507

Email: institute@hrodc.com

Websites:

www.hrodc.com

www.hrodc-mobile.com

www.hrodc-business-products-and-services.com



London Office

Address: 328 Linen Hall, 162-168 Regent Street
London, W1B 5TD, United Kingdom

Telephone: +44 (0) 2081 332 760

Mobile: +44 (0) 7736 147 507

Email: institute@hrodc.com

Websites:

www.hrodc.com

www.hrodc-mobile.com

www.hrodc-business-products-and-services.com

HRODC Postgraduate Training Institute



A Postgraduate - Only Institution

**International Petroleum – Oil and Gas – Operation for
Non-Technical Staff: Mineral Rights, Upstream Oil and
Gas Mineral Lease Contracts, Exploration, Drilling,
Production and Sale**

PROGRAMME

Leading To:

**POSTGRADUATE DIPLOMA IN
International Petroleum – Oil and Gas –
Operation for Non-Technical Staff**

A Division of HRODC Ltd. UK Reg. No. 6088763. V.A.T. Reg. No. 8958 765 38

Prof. Dr. R.B. Crawford - Director HRODC Postgraduate Training Institute

PhD (London), MEd.M. (Bath), Adv. Dip. Ed. (Bristol), PGCIS (TVU), ITC (UWI), MAAM, MAOM, LESAN, MSCOB, MISGS, Visiting Prof. P.U.P.

Registered with the UK Register of Learning Providers
(UKRLP), Department for Business, Innovation and
Skills (BIS), formerly Department of Innovation,
Universities and Skills (DIUS).



UKRLP Registration No. 10019585
UKRLP Verification: <http://www.ukrlp.co.uk>
Postgraduate Full-Time and Short Courses
London, UK & International Locations

HRODC Postgraduate Training Institute - UKRLP Registration



HRODC Postgraduate Training Institute is Registered with the UK Register of Learning Providers (UKRLP), of the Department for Business, Innovation and Skills (BIS), formerly Department of Innovation, Universities and Skills (DIUS).
Its Registration Number is 10019585
and can be verified at <http://www.ukrlp.co.uk/>



HRODC Postgraduate Training Institute is a Division of Human Resource and Organisational Development Consultancy (HRODC) Limited.
It is Registered in England UK, with Registration #6088763
and V.A.T. Registration No. 895876538

Programme Coordinator:

Prof. Dr. R. B. Crawford – Director of HRODC Ltd. and Director of HRODC Postgraduate Training Institute, A Postgraduate-Only Institution. He has the following Qualifications and Affiliations:

- Doctor of Philosophy {(PhD) (University of London)};
- MEd. Management (University of Bath);
- Advanced Dip. 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 Academy of Management (MAoM), within the following Management Disciplines:
 - Human Resources;
 - Organization and Management Theory;

A Division of HRODC Ltd. UK Reg. No. 6088763. V.A.T. Reg. No. 8958 765 38

Prof. Dr. R.B. Crawford - Director HRODC Postgraduate Training Institute

PhD (London), MEd.M. (Bath), Adv. Dip. Ed. (Bristol), PGCE (TVU), ITC (UWI), MAAM, MAOM, LESAN, MSCOB, MISGS, Visiting Prof. P.U.P.

Registered with the UK Register of Learning Providers (UKRLP), Department for Business, Innovation and Skills (BIS), formerly Department of Innovation, Universities and Skills (DIUS).



UKRLP Registration No. 10019585
UKRLP Verification: <http://www.ukrlp.co.uk>
Postgraduate Full-Time and Short Courses
London, UK & International Locations

- Organization Development and Change;
 - Research Methods;
 - Conflict Management;
 - Organizational Behavior;
 - Management Consulting;
 - Gender & Diversity in Organizations; and
 - Critical Management Studies.
- 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);
 - Life Member of Malaysian Institute of Human Resource Management (LMIHRM);
 - Member of ResearchGate Community;
 - Member of Convocation, University of London;
 - Professor HRODC Postgraduate Training Institute.

Prof. Crawford was an Academic at:

- University of London (UK);
- London South Bank University (UK);
- University of Greenwich (UK); and
- University of Wolverhampton (UK).

For Whom This Programme is Designed

This Programme is Designed For:

- Contract Analysts;
- Contract Engineers Representing International Petroleum Companies;
- Contract Managers;
- Contractors and Sub-Contractors to the Petroleum Industry;
- Drilling and Refinery Managers;
- Engineers and Geologist;
- Executives from the Oil and Gas Industry;
- Geologists, Chemical Engineers and Other Engineers;

- Human Resource Professionals in Oil and Gas Industry;
- In-House Lawyers;
- Joint Operating Advisors;
- Joint Operating Partners;
- Joint Operators;
- Landsmen;
- Lawyers, Bankers, Accountants, Financial Analysts;
- Legal Counsels;
- Legal Personnel in Upstream Oil and Gas Sector;
- Marketing & Sales Directors & Managers;
- Others interested in the operation of the Oil and Gas Industry;
- Personnel Involved Directly or Indirectly with Oil, Gas and LPG Exploration, Refining, Trading and Marketing Operations.
- Personnel Officers in Oil and Gas Industry;
- Petroleum - Oil and Gas - Vice-Presidents of Finance;
- Petroleum - Oil and Gas - Accountants;
- Petroleum - Oil and Gas - Angels;
- Petroleum - Oil and Gas - Asset Accountants;
- Petroleum - Oil and Gas - Bankers;
- Petroleum - Oil and Gas - Chief Accountants;
- Petroleum - Oil and Gas - Chief Executive Officers;
- Petroleum - Oil and Gas - Chief Executives;
- Petroleum - Oil and Gas - Chief Financial Officers;
- Petroleum - Oil and Gas - Company Owners;
- Petroleum - Oil and Gas - Controllers;
- Petroleum - Oil and Gas - Corporate Planning Directors;
- Petroleum - Oil and Gas - Corporate Strategic Planners;
- Petroleum - Oil and Gas - Directors of Mergers and Acquisitions;
- Petroleum - Oil and Gas - Dragons;
- Petroleum - Oil and Gas - Drilling & Refinery Engineers;
- Petroleum - Oil and Gas - Engineers and Geologist;
- Petroleum - Oil and Gas - Finance Directors and Managers;

- Petroleum - Oil and Gas - Finance Managers;
- Petroleum - Oil and Gas - Financial Analysts;
- Petroleum - Oil and Gas - Financial Controllers;
- Petroleum - Oil and Gas - Financial Planners and Analysts;
- Petroleum - Oil and Gas - Fund managers;
- Petroleum - Oil and Gas - Government Ministers,
- Petroleum - Oil and Gas - Government Regulators;
- Petroleum - Oil and Gas - Internal and External Auditors;
- Petroleum - Oil and Gas - Joint Venture Accountants;
- Petroleum - Oil and Gas - Joint Venture Operators;
- Petroleum - Oil and Gas - Land Office Workers;
- Petroleum - Oil and Gas - Land Registrars;
- Petroleum - Oil and Gas - Management Accountants;
- Petroleum - Oil and Gas - Managing Directors;
- Petroleum - Oil and Gas - Marketing & Sales Directors & Managers;
- Petroleum - Oil and Gas – Officers Concerned with Surface Rights, Fee Interest, Lease, Royalties, and the Exploration, Drilling, Testing and the Production of Oil and Gas;
- Petroleum - Oil and Gas – Presidents;
- Petroleum - Oil and Gas - Private Equity Executives;
- Petroleum - Oil and Gas - Public Accountants;
- Petroleum - Oil and Gas - Treasurers;
- Petroleum - Oil and Gas - Treasury Officers;
- Petroleum - Oil and Gas - Upstream Oil and Gas External Auditors;
- Petroleum - Oil and Gas - Venture Capitalists;
- Petroleum Negotiators, Engineers, Planners, Economists;
- Procurement Managers;
- Senior Management, Etc.;
- Senior Managers from Oil and Gas Industry;
- Others interested in the operation of the Oil and Gas Industry, its Others interested in the regulation exploration, production, and accounting systems of Petroleum - Oil and Gas Companies.

Duration:

3 Months Intensive Full-Time (5 Days Per Week) or

6 Months Full-Time (2-2.5 Days Per Week)

Cost:£45,000.00Per Delegate

Please Note:

- V.A.T. (Government Tax) does not apply to Corporate Sponsored Individuals, taking Programmes or Courses in any location - within or outside the UK.
- It applies only to Individuals and Corporations based in the UK and to Non-UK Individual Residents taking courses in the UK.

Course and Programme Cost includes:

- Free Continuous snacks throughout the Event Days;
- Free Hot Lunch on Event Days;
- Free City Tour;
- Free Stationery;
- Free On-site Internet Access;
- Postgraduate Diploma/ Diploma – Postgraduate –or
- Certificate of Attendance and Participation – if unsuccessful on resit.

Students and Delegates will be given a Selection of our Complimentary Products, which include:

- HRODC Postgraduate Training Institute's **Leather Conference Folder**;
- HRODC Postgraduate Training Institute's **Leather Conference Ring Binder/ Writing Pad**;
- HRODC Postgraduate Training Institute's **Key Ring/ Chain**;
- HRODC Postgraduate Training Institute's **Leather Conference (Computer – Phone) Bag** – Black or Brown;
- HRODC Postgraduate Training Institute's **8GB USB Flash Memory Drive**, with Course Material;

Oil and Gas Operation for Non-Technical Staff – Incorporating Oil and Gas Safety Seminar or Course, leading to Diploma – Postgraduate – in Diploma – Postgraduate – in Oil and Gas Operation

- HRODC Postgraduate Training Institute's **Metal Pen**;
- HRODC Postgraduate Training Institute's **Polo Shirt**.

Course runs from 9:30 to 4:30 pm;

Location: Central London and International Locations

Programme for International Petroleum – Oil and Gas – Operation for Non-Technical Staff: Mineral Rights, Upstream Oil and Gas, Mineral Lease Contracts, Exploration, Drilling, Production and Sale Leading to Postgraduate Diploma and MSc in International Petroleum – Oil and Gas – Operation for Non-Technical Staff

Current Module #	Pre-existing Course #	Module Title	Page	Duration	Credit Value
190.M1	090	Oil and Gas Operation for Non-Technical Staff – Incorporating Oil and Gas Safety	20	1 Week (5 Days)	Single
190.M2	137	Deepwater Drilling Operations and Well Control	24	4 Weeks (20 Days)	Quad
190.M3	161	International Petroleum – Oil and Gas – Investment: Joint Ventures, Mergers, Acquisitions, Strategic and Financial Asset Management	36	4 Weeks (20 Days)	Quad
190.M4	162	Oil and Gas Prices and Forward Contracts: Understanding International Petroleum - Oil & Gas - Market Rates, Hedging and Risks	46	2 Weeks (10 Days)	Double
190.M5	091.M2	Human Resource Management (HRM) in the Petroleum – Oil and Gas – Industry Part 2	48	1 Week (5 Days)	Single

A Division of HRODC Ltd. UK Reg. No. 6088763. V.A.T. Reg. No. 8958 765 38
Prof. Dr. R.B. Crawford - Director HRODC Postgraduate Training Institute
 PhD (London), MEd.M. (Bath), Adv. Dip. Ed. (Bristol), PGCE (TVU), ITC (UWI), MAAM, MAOM, LESAN, MSCOB, MISGS, Visiting Prof. P.U.P.

Registered with the UK Register of Learning Providers (UKRLP), Department for Business, Innovation and Skills (BIS), formerly Department of Innovation, Universities and Skills (DIUS).



UKRLP Registration No. 10019585
 UKRLP Verification: <http://www.ukrlp.co.uk>
 Postgraduate Full-Time and Short Courses
 London, UK & International Locations

Programme Objectives

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

- Address, effectively, how the ‘Stabilization Clause’, as it pertains to Oil Companies, as ‘Inward Investors’, is generally addressed;
- Address, with explicit examples, the issue of Mature Field Valuation;
- Analyse some LNG case study;
- Analyse the current status of oil and gas industry in the global economy in the following aspects:
 - Analyse the domestic politics of oil and gas;
 - Analyse the performance and the strategies employed by oil and gas companies to gain competitive advantage;
 - Ascertain how petroleum products are sold and marketed through the different channels;
 - Ascertain the determinants for the retail price of motor fuels;
 - Be familiar with the concept of Gas to Liquids (GTL);
 - Be knowledgeable about the demand, supply and transportation costs of crude oil;
 - Benchmark strategies of crude oil producer companies;
 - Convince others of their heightened understanding of the gathering systems, construction and operation of pipelines;
 - Define the reproduction costs and production cost as used in the upstream oil and gas company;
 - Delineate the factors that are associated with ‘Resource Curse’, how it pertains to the Oil and Gas Industry and the measures that should be implemented to avert that situation;
 - Demonstrate a heightened understanding about natural gas reserves, fields and production;
 - Demonstrate a heightened understanding about the refinery product mix;
 - Demonstrate a high degree of competence in the management of Workers’ Health and Safety!

- Demonstrate an enhanced understanding of aviation fuel, lubricants, fuel oils for heating and power generation and asphalt and propane;
- Demonstrate an understanding of how to deal with problems in project development and suggest ways to avoid or resolve them;
- Demonstrate an understanding of Multiple Products;
- Demonstrate an understanding of Oil and Gas Taxation;
- Demonstrate an understanding of the intricate relationship between the Contractor and members of the Supply Chain;
- Demonstrate an understanding of the Valuing Production on a Per Barrel Basis;
- Demonstrate an understanding of Working Interest;
- Demonstrate and understanding of the founding principles, market share and emerging strategy of the Organization of Petroleum Exporting Countries (OPEC);
- Demonstrate their knowledge of the origin of the petroleum at particular retail stations;
- Demonstrate their understanding of fuel standards and specifications;
- Demonstrate their understanding of the Oil and Gas Reserves;
- Demonstrate their understanding of the operation of a 'Public Equity';
- Describe how motor fuel prices are politicized;
- Describe how the modern Super-Tankers differ from their conventional counterparts;
- Describe the downstream transportation;
- Describe the evolution of tanker design;
- Describe the process involved in Evaluating the Environmental Impact;
- Describe the structure of oil and gas industry;
- Describe the two crude price eras;
- Determine how LNG is priced and marketed;
- Determine some effective Business Strategy adopted by the oil and gas sectors;
- Determine the accounting process employed for upstream costs;
- Determine the bargaining power available to the contractor;
- Determine the future of oil and gas firms; and
- Determine the interest of the Government and Corporation in the oil and gas companies;
- Determine the petroleum fiscal regimes;
- Determine the profitability aspect of the oil and gas industry;

- Determine the technology innovations in the upstream oil and gas industry;
- Determine, analytically, the primary Strategic Goals of IOCs and NOCs;
- Differentiate E&P firms from downstream oil and gas;
- Discover how oil and gas are transported;
- Discuss, with confidence, the operations of the Oil and Gas Industry in international perspective;
- Discuss about LNG break-even;
- Discuss at least three Environmental Risks posed by the transportation of Natural Gas;
- Discuss strategic cost management in the oil and gas industry;
- Discuss the concept of field reinvestment and renewal, specifically in terms of:
- Discuss the concept of Production Enhancement;
- Discuss the issue regarding curse of oil;
- Discuss, with a heightened understanding, how to deal with joint venture conflict and suggest ways to avoid or resolve them;
- Discuss, with confidence, about petrochemical production;
- Distinguish upstream, midstream and downstream oil and gas company;
- Elucidate how a company's Performance and Creditworthiness might be assessed;
- Elucidate the benefits that National Oil Companies (NOCs) derive from their governments, to weather the 'volatility storm';
- Enumerate the important factors in the retail price of motor fuels;
- Enumerate the most important issues associated with gas pricing;
- Enumerate the powers of national companies;
- Enumerate the Refining Process and state what happen in each stage;
- Enumerate the steps involved in project execution;
- Establish the gas-to-oil linkage;
- Establish the link between crude oil and commodity;
- Establish the link between global market and pricing for natural gas;
- Establish the operational relationship between NOC and IOC;
- Evaluate the present status of price, supply and demand volatility;
- Exemplify the issue of 'learning and knowledge sharing' in joint ventures;
- Explain 'Enhanced Recovery Costs';

- Explain how Private Equity Firms operate;
- Explain how Project Opportunities are developed;
- Explain how the Tax Regimes of Major Oil producers generally address ‘Investment Uplifts’ of Oil Companies;
- Explain how to develop agreements relevant to oil and gas projects;
- Explain how to handle contractor relationships;
- Explain the concept of ‘Signature Bonuses’ and how they might be applied in Public and Private Ownership;
- Explain the concept of joint development in the oil and gas industry;
- Explain the concept of mergers and acquisitions in the oil and gas industry;
- Explain the concept of peak oil demand, crude oil, shift to gas and shale gas;
- Explain the concept of ruminations on valuation;
- Explain the concepts of ED&P and the Cost of Business;
- Explain the economics of the curse of oil;
- Explain the innovations in technology and cost control;
- Explain the international convention for ‘Domestic Market Obligations’, of Operating Oil Companies;
- Explain the occasions on which some governments tax Windfall Profit of Oil Companies;
- Explain the price elasticity of motor fuels;
- Explain the process of ‘Project Life-Cycle Review’;
- Explain the relationship between the ‘International Oil and Gas Supply’, on the one hand, and the ‘Spot and Futures Prices’ on the other;
- Explain, in much detail, Break-Even;
- Express their familiarity with Corporate Finance;
- Express their understanding of the factors that are associated with the Oil and Gas Industry’s Financial Performance;
- Find out how oil tankers shift the competitive balance;
- Identify some commodity and specialty chemicals;
- Identify the Chevron cost control;
- Identify the countries afflicted by the curse;
- Identify the fiscal regime in the oil and gas sector;

- Identify the role, duties and responsibilities of tanker operators;
- Identify the substitute products and renewable/alternative energy;
- Identify the use of natural gas and its markets;
- Illustrate the chemistry and form of natural gas;
- Indicate how the price of Crude Oil is determined and the transactions involved;
- Indicate how the right to develop a project is achieved;
- Indicate how to attain a successful contractor relationship in terms of:
- Indicate how to manage contractor supply chain;
- Indicate how to manage political risk;
- Indicate the Role of Organization of Petroleum Exporting Countries (OPEC) in the stabilisation of oil prices;
- Indicate the salient aspects of Business Financing in the oil and gas industry;
- Learn about the integrated LNG project;
- List some government and policy changes relative to the oil and gas industry;
- List the main Strategic Interest of IOCs and NOCs;
- List the major factors that are likely to influence ‘zone pricing’;
- List the major Players in the oil and gas industry, outlining the main factors associated with their sustainability;
- List the types of contractor relationships;
- Name at least three Venture Capitalists in the UK and the types of companies that they are likely to support;
- Name some industry substitutes and alternative fuels used in the industry;
- Name the Top-Line Risks in the petroleum industry;
- Narrate how the oil and gas industry has evolved over the years;
- Narrate the evolution of at least two National Oil Companies (NOCs);
- Narrate the ways by which a company’s Financial Performance might be assessed;
- Outline how gas and oil are traded and marketed;
- Outline the difference between Revenue and Earnings;
- Outline the Oil and Gas Industry Value Chain;
- Outline the process of Assessing the Socioeconomic Impact on Oil Companies;
- Perform project financial and risk analysis;

- Point out the main factors that are associated with the future of the global oil and gas industry;
- Present a heightened understanding of current ‘tanker charter rates’;
- Provide an illustrative example of the concept of global refining;
- Provide an indication of Joint Venture Projects are managed;
- Provide an indication of the different ways by which a Project might be Funded;
- Provide an overview of the ‘Project Evaluation Process’;
- Refine margins and profitability;
- Relate the brief history of oil tankers;
- Relate the evolution of PSA;
- See the growing demand for energy;
- See the overview of chemical industry;
- Show others how the Balance Sheet operates;
- Specify the governing rules and policy in chartering a vessel;
- Specify the innovation introduced in the oil and gas sector and the technology utilised therein;
- Specify the role and value of oil and gas in terms of national security and national wealth;
- Suggest the importance of a Managerial Balance Sheet;
- Suggest the strategy that the major International Oil Companies (IOCs) adopt to reduce operational costs while operating in several geographical locations simultaneously;
- Suggest two ways to avoid the curse of oil;
- Summarise the history of crude price;
- Vividly describe, with examples, a well formulated shipping contract;
- Understand the operations of the Oil and Gas Industry in international perspective;
- Understanding Oil and Gas Reserves;
- Analyse the current status of oil and gas industry in the global economy in the following aspects:
 - Oil and Gas Supply;
 - Industry Financial Performance;
 - The Role of Organization of Petroleum Exporting Countries (OPEC);

- The Resource Course;
 - Players in the oil and gas industry;
 - International Oil Companies (IOCs);
 - National Oil Companies (NOCs);
 - The Strategic Goals of IOCs and NOCs;
 - Independents;
 - Other Firms.
- Outline the Oil and Gas Industry Value Chain;
 - Distinguish upstream, midstream and downstream oil and gas company;
 - Determine some effective Business Strategy adopted by the oil and gas sectors;
 - Know how the oil and gas industry has evolved over the years;
 - Specify the innovation introduced in the oil and gas sector and the technology utilised therein;
 - Explain the concept of mergers and acquisitions in the oil and gas industry;
 - Name some industry substitutes and alternative fuels used in the industry;
 - See the future of the global oil and gas industry;
 - Specify the role and value of oil and gas in terms of national security and national wealth;
 - Determine the interest of the Government and Corporation in the oil and gas companies;
 - Discover how National Oil Companies (NOCs) had evolved;
 - Establish the relationship between NOC and IOC;
 - List the Strategic Interest of IOCs and NOCs;
 - Understand the founding principles, market share and emerging strategy of the Organization of Petroleum Exporting Countries (OPEC);
 - Discuss the issue regarding curse of oil;
 - Identify the countries afflicted by the curse;
 - Explain the economics of the curse of oil;
 - Suggest ways to avoid the curse of oil
 - Analyse the domestic politics of oil and gas;
 - Learn how Project Opportunities are developed, particularly in terms of:
 - Project Evaluation Process;

- Project Life-Cycle Reviews.
- Explain the concept of joint development in the oil and gas industry;
- Perform project financial and risk analysis;
- Enumerate the steps involved in project execution;
- Learn how to handle contractor relationships;
- Know the interrelated nature between Contractor Relationships and Supply Chain
- List the types of contractor relationships;
- Learn how to attain a successful contractor relationships in terms of:
 - Evaluating the Environmental Impact;
 - Assessing the Socioeconomic Impact;
 - Managing Safety.
- Learn how to deal with problems in project development and suggest ways to avoid or resolve them;
- Define the reproduction costs and production cost as used in the upstream oil and gas company;
- Determine the accounting process employed for upstream costs;
- Explain the concepts of ED&P and the Cost of Business;
- Analyse the performance and the strategies employed by oil and gas companies to gain competitive advantage;
- Understand the following terms in oil economics:
 - Break-Even;
 - Multiple Products;
 - Working Interest;
 - Taxes;
 - Valuing Production on a Per Barrel Basis.
- Discuss strategic cost management in the oil and gas industry;
- Discuss the concept of field reinvestment and renewal, specifically in terms of:
 - Production Enhancement;
 - Enhanced Recovery Costs;
 - Mature Field Valuation;
 - Continuous Learning.
- Learn how to manage contractor supply chain;

- Determine the bargaining power available to the contractor;
- Learn how to deal with joint venture conflict and suggest ways to avoid or resolve them;
- Learn how operated-by-others projects are managed;
- Understand learning and knowledge sharing in joint ventures;
- Know how to manage political risk;
- Determine the technology innovations in the upstream oil and gas industry;
- Explain the innovations in technology and cost control;
- Identify the Chevron cost control;
- Learn how to develop agreements relevant to oil and gas projects;
- Find out how the right to develop a project is achieved;
- Determine the petroleum fiscal regimes;
- Define, Explain and give the importance of the following added contractual features:
 - Signature Bonuses;
 - Domestic Market Obligations;
 - Investment Uplifts;
 - Stabilization Clause.
- Name the Top-Line Risks in the petroleum industry;
- Relate the evolution of PSA;
- Identify the fiscal regime in the oil and gas sector;
- List some government and policy changes relative to the oil and gas industry;
- Learn the following aspects of Business Financing in the oil and gas industry:
 - Basic Balance Sheet;
 - Managerial Balance Sheet;
 - Funding the Firm;
 - Revenue and Earnings;
 - Financial Performance;
 - Performance and Creditworthiness;
 - Windfall Profit.
- Be familiar with the following capital sourcing for the oil and gas industry:
 - Corporate Finance;
 - Public Equity;

- Private Equity;
 - Venture Capital;
 - Debt;
 - Project Finance;
 - Multilateral Lending;
 - State Interest;
 - Oil Loans;
 - Petroleum Finance.
- Differentiate E&P firms from downstream oil and gas;
 - Explain the concept of ruminations on valuation;
 - Know the chemistry and form of natural gas;
 - Demonstrate a heightened understanding about natural gas reserves, fields and production;
 - Identify the use of natural gas and its markets;
 - Learn the fundamentals gas pricing;
 - Know how gas and oil are traded and marketed;
 - Establish the gas-to-oil linkage;
 - Learn about the integrated LNG project;
 - Determine how LNG is priced and marketed;
 - Discuss about LNG break-even;
 - Answers some LNG case study;
 - Be familiar with the concept of Gas to Liquids (GTL);
 - Be knowledgeable about the demand, supply and transportation costs of crude oil;
 - Summarise the history of crude price;
 - Describe the two crude price eras;
 - Establish the link between crude oil and commodity;
 - Learn the Benchmarking strategies of crude oil producer company;
 - Know how the price of Crude Oil is determined and the transactions involved;
 - Discover how oil and gas are transported;
 - Understand the gathering systems, construction and operation of pipeline;
 - Relate the brief history of oil tankers;
 - Describe the evolution of tanker design;

- Find out how oil tankers shift the competitive balance
- Describe the modern supertanker;
- Specify the governing rules and policy in chartering a vessel;
- View an example of shipping contracts;
- Know the present tanker charter rates;
- Identify the role, duties and responsibilities of tanker operators;
- Name some Environmental Risk posed by the transportation of gas;
- Describe the downstream transportation;
- Global Refining
- Enumerate the Refining Process and state what happen in each stage;
- Demonstrate a heightened understanding about the refinery product mix;
- Learn how to Refining margins and profitability;
- Ascertain how petroleum products are sold and marketed through the different channels;
- Know where gasoline at a particular station comes from;
- Understand fuel standards and specifications;
- Name some OIC (Oil Major) in fuels marketing;
- Ascertain the determinants for the retail price of motor fuels;
- Know what influence zone pricing;
- Enumerate the important factors in the retail price of motor fuels
- Explain the price elasticity of motor fuels;
- Describe how motor fuel prices are politicized;
- Learn about aviation fuel, lubricants, fuel oils for heating and power generation and asphalt and propane;
- See the overview of Chemical Industry;
- Learn about petrochemical production;
- Identify some commodity and specialty chemicals;
- Describe the structure of oil and gas industry;
- Determine the profitability aspect of the oil and gas industry;
- Explain the concept of peak oil demand, crude oil, shift to gas and shale gas;
- Identify the substitute products and renewable/alternative energy;
- See the growing demand for energy;

- Evaluate the present status of price, supply and demand volatility;
- Establish the link between global market and pricing for natural gas;
- Determine the persons involved in the oil and gas industry and their strategies in the following areas:
 - Environment;
 - Downstream and Chemicals;
 - Refining and Fuels Marketing;
 - Availability of Capital;
 - Deepwater Horizon Oil Spill;
 - Safety and Environment;
 - Talent Shortage.
- Determine the future of oil and gas firms;
- Enumerate the powers of national companies.

Programme Contents, Concepts and Issues

Module 1 Oil and Gas Operation for Non-Technical Staff: Incorporating Oil and Gas Safety

M1 - Part 1 - Upstream Oil and Gas Operation: Discovery, Leasing, Testing and Associated Costs (1)

- Introducing the Oil and Gas Industry;
- Brief History of the U.S. Oil and Gas Industry;
- Origin of Petroleum;
- Anticline;
- Exploration Methods and Procedures;
- 3-D Seismic;
- 4-D Seismic.
- Acquisition of Mineral Interests in Property (1):
 - Mineral Rights;
 - Mineral Interests;

- Fee Interests;
- Overriding Royalty Interests (ORI);

M1 - Part 2 - Upstream Oil and Gas Operation: Discovery, Leasing, Testing and Associated Costs (2)

- Acquisition of Mineral Interests in Property (12):
 - Retained ORI Production Payment Interest (PPI);
 - Dutch Carved-Out Production Payment;
 - Carved-Out Net Profits Interest Created From Working Interest;
 - Net Profits Interest Created From Mineral Interest.
- Oil, Gas and Mineral Lease Provisions:
 - Lease Bonuses;
 - Royalty Provision;
 - Primary Term;
 - Delay Rental Payment;
 - Shut-In Payment;
 - Right To Assign Interest;
 - Right To Free Use Of Resources For Lease Operations;
 - Option Payment;
 - Offset Clause.
- Addressing Problems and Issues Associated with Upstream Oil and Gas Operation.

M1 - Part 3 - Oil and Gas Drilling Operation (1)

- Oil and Gas Drilling Operations;
- Bottom-Hole Pressure;
- Bottom-Hole Pump;
- Drill String;
- Rat Hole;
- Mouse Hole;

- Drilling Platform;
- Drilling Rig:
 - On-shore Oil Rig;
 - Offshore Oil Rig.

M1 - Part 4 - Oil and Gas Drilling Operation (2)

- Proved Area;
- Drill Stem Test;
- Derek and Derek Hands;
- Cracking;
- Field;
- Christmas Tree;
- Sedimentary Rock;
- Seismic Exploration;
- Development Well Flowing Well;
- Injection Well;
- Offset Well;
- Stratigraphic Well.

M1 - Part 5 - Oil and Gas Drilling Operation (3)

- Stratigraphic Test Well or Exploratory Well;
- Service Well;
- Dry Hole;
- Dual Completion;
- Dry Natural Gas;
- Natural and Artificial Lifts;
- Oil and Gas Production and Sales;
- Some State and US Federal Oil and Gas Drilling Regulation;
- Maximum Efficiency Drilling Rate (MER);
- Oil and Gas Subsectors – Upstream, Mid-Stream And Downstream;

- Horizontal, Vertical and Full Integration within the Oil and Gas Industry;
- Shale Gas Drilling and Related Issues.

M1 - Part 6 - Oil and Gas Safety

- HSE Offshore Statistics:
 - Hydrocarbon Releases (HCRs)5;
 - Fatal and major injuries to offshore workers;
 - Types of Accidents;
 - Over- 3-day injuries to offshore workers;
 - Dangerous Occurrences offshore;
 - Incidence of ill health to workers offshore.
- Oil and Gas Industry Safety Regimes/ Institutions and Their Safety Regulation and Monitoring System:
 - American Petroleum Institute: Environmental Health & Safety;
 - Enform;
 - A Step Change in Safety;
 - Fire and Blast Information Group;
 - National Offshore Petroleum Safety Authority;
 - OSHA Oil and Gas Well Drilling and Servicing Worksafe;
 - BC Health & Safety Centre for Petroleum;
 - Health and Safety Executive (HSE);
 - Petroleum Industry's Annual Safety Seminar.
- Safety Relief Valves and Rupture Discs;
- Pressure Safety Valves (PSV), Operation and Testing;
- Gaswell blowouts;
- Hydrogen Sulfide;
- Hydrogen Sulfide Principles;
- Hydrogen Sulfide (H₂S) Safety for Oil and Gas;
- Rig Accidents;
- Actinia Oil Rig Blowout;
- Blow-Out preventers – (BOP);

- New Generation of BOPs;
- Malfunctioning of BOPs;
- Dealing with Blowouts;
- Analysing the BP Gulf of Mexico Disaster.

Module 2 Deepwater Drilling and Well Control

M2 - Part 1 –Deepwater (1)

- Exploring the Deepwater;
- Identifying the Prospect;
- Drilling a Wildcat;
- Deepwater Plays in Context;
- Geology the Shelf vs; the Deepwater;
- Drilling and Completing Wells;
- The Well Plan;
- Rig Selection;
- Drilling;
- Completing the Well;
- Special Problems;
- Development Systems;
- Development Systems Choices;
- Choosing Development Systems;
- Fixed Structures.

M2 - Part 2 –Deepwater (2)

- The Concrete Platform;
- The Compliant Tower;
- Installing Platforms;
- Installing Concrete Gravity Platform;

- Setting the Pipeline Riser;
- Floating Production Systems;
- Tension Leg Platforms TLP;
- Monocolumn TLP;
- Floating Production Storage and Offloading Unit(FPSO);
- Floating, Drilling, Production, Storage Offloading Unit (FDPSO);
- Floating Production Storage Vessel (FPS);
- Spars;
- Mooring Spreads;
- Subsea Systems;

M2 - Part 3 –Deepwater (3)

- Wells;
- Manifold And Sleds;
- Flowline Jumpers and Gathering;
- Umbilicals and Flying Leads;
- Control Systems;
- Flow Assurance;
- System Architecture and Installation;
- ROVS;
- Topsides;
- Oil Treatment;
- Water Treatment;
- Gas Treatment;
- Safety Systems;
- Auxiliary Systems;
- Pipelines Flowlines and Risers;
- The Boon and Bane of Buoyancy;
- Laying Pipe;
- Bottom Conditions;
- Risers;

- Pipeline System Operations;
- Technology and Third Wave.

M2 - Part 4 –Well Control: Equipment in Well Control Operations

- Pressure, Erosion, Corrosion and Vibration:
 - Pressure;
 - Vibration;
 - Erosion;
 - Corrosion.
- Threaded Connections;
- The Stack;
- The Choke Line;
- The Choke Manifold:
 - The Valves;
 - The Drilling Choke.
- The Panic Line:
 - The Header.
- The Separator;
- The Kill Line;
- The Stabbing Valve.

M2 - Part 5 –Well Control: Classic Pressure Control Procedures While Drilling

- Causes of Well Kicks and Blowouts:
 - Mud Weight Less Than Formation Pore Pressure;
 - Failure To Keep The Hole Full And Swabbing While Tripping;
 - Lost Circulation;
 - Mud Cut.
- Indications of a Well Kick:
 - Sudden Increase In Drilling Rate;

- Increase In Pit Level Or Flow Rate;
 - Change In Pump Pressure;;
 - Reduction In Drill Pipe Weight;
 - Gas, Oil Or Water-Cut Mud.
- Shut-In Procedure;
- Circulating Out The Influx:
- Theoretical Considerations:
 - ✚ Gas Expansion;
 - ✚ The U-Tube Model.
 - The Driller’s Method;
 - The Wait And Weight Method.

M2 - Part 6 –Well Control: Pressure Control Procedures While Tripping

- Causes of Kicks While Tripping:
- Trip Sheets and Filling Procedures;
 - Periodic Filling Procedure;
 - Continuous Filling Procedure;
 - Tripping in the Hole.
- Shut-In Procedure:
- Well Kicks While Tripping;
 - Stripping in the Hole.

M2 - Part 7 –Well Control: Special Conditions, Problems and Procedures in Well Control

- Significance of Surface Pressures:
- A Kick Is Taken While Drilling;
 - Influx Migration.
- Safety Factors in Classical Pressure Control Procedures;

- Circulating a Kick Off Bottom;
- Classical Procedures - Plugged Nozzle Effect;
- Classical Procedures – Drill String Washout Effect;
- Determination of Shut-In Drill Pipe Pressures;
- Determination of the Type of Fluid That Entered the Wellbore;
- Frictional Pressure Losses;
- Annulus Pressure Profiles With Classical Procedures;
- Constant Casing Pressure, Constant Drill Pipe Pressure and Modification of the Wait and Weight Method;
- The Low Choke Pressure Method;
- Reverse the Bubble Out Through the Drill Pipe;
- The Overkill Wait and Weight Method;
- Slim Hole Drilling - Continuous Coring Considerations;
- Stripping With Influx Migration;
- Oil-Base Mud in Pressure and Well Control Operations:
 - Fire;
 - Solubility of Natural Gas in Oil-base Mud.
- Floating Drilling and Subsea Operation Considerations:
 - Subsea Stack;
 - Spacing Out;
 - Shut-In Procedures;
 - Floating Drilling Well Control Problems:
 - ✚ Fluctuations in Flow Rate and Pit Volume;
 - ✚ Frictional Loss in the Choke Line;
 - ✚ Reduced Fracture Gradient;
 - ✚ Trapped Gas after Circulating Out a Kick;
 - ✚ Deep Water Floating Drilling ;
 - ✚ Shallow Gas Kicks.

M2 - Part 8 –Fluid Dynamics in Well Control

- Kill-Fluid Bullheading;
- Kill-Fluid Lubrication - Volumetric Kill Procedure;
- Dynamic Kill Operations;
- The Momentum Kill.

M2 - Part 9 –Deepwater Drilling Equipment and Operations: Selection of Drilling Practices

- Surface Equipment;
- When And How To Close The Well;
- Gas-Cut Mud;
- The Closed Well;
- Kick Control Procedures:
 - Driller’s Method;
 - Engineer’s Method;
 - Volumetric Method.
- Maximum Casing Pressure;
- Maximum Borehole Pressure.

M2 - Part 10 –Deepwater Drilling Equipment and Operations: Fishing Operations and Equipment

- Causes and Prevention;
- Pipe Recovery And Free Point;
- Parting The Pipe:
 - Chemical Cut;
 - Jet Cutter;
 - Internal Mechanical Cutter;
 - Outside Mechanical Cutter;

- Multi-String Cutter;
- Severing tool;
- Washover Back-off Safety Joint/Washover Procedures.
- Jars, Bumper Subs And Intensifiers:
 - Drill Collars in a Jarring Assembly;
 - Fluid Accelerator or Intensifier.
- Attachment Devices:
 - Cutlip Screw-in Sub;
 - Skirted Screw-in Assembly;
 - External Engaging Devices;
 - Series 150 Releasing and Circulating Overshot;
 - High-Pressure Pack-Off;
 - Oversize Cutlip Guide;
 - Wallhook Guide;
 - Hollow Mill Container and Hollow Mill;
 - Bowen Series 70 Short Catch Overshot;
 - Internal Engaging Devices;
 - Box Taps and Taper Taps.
- Fishing For Junk:
 - Poor Boy Junk Basket;
 - Boot Basket;
 - Core Type Junk Basket;
 - Jet Powered Junk Baskets and Reverse Circulating Junk Baskets;
 - Hydrostatic Junk Baskets;
 - Milling Tools;
 - Mill Design;
 - Impression Block;
 - Fishing Magnets;
 - Junk Shots.
- Abandonment;
- Wirelines:
 - Wireline Construction;

- Electrical Conductors;
- Simple Armored Wirelines;
- Armored Wirelines with Electrical Conductors;
- Wireline Operating and Breaking Strength;
- Wireline Stretching.

M2 - Part 11 –Deepwater Drilling Equipment and Operations: Casing and Casing String Design

- Types of Casing;
- Casing Data:
 - Process of Manufacture;
 - Material Requirements (Section 7, API Specification 5CT);
 - Dimensions, Masses, Tolerances (Section, 8 API Specification 5CT);
 - Elements of Threads;
 - Extreme-Line Casing (Integral Connection);
 - Thread Protectors;
 - Joint Strength (Section 9 of API 5C3).
- Combination Casing Strings:
 - Design Consideration;
 - Surface and Intermediate Strings;
 - Production String;
 - Tension Load;
 - Compression Load.
- Running and Pulling Casing:
 - Preparation and Inspection Before Running;
 - Drifting of Casing;
 - Stabbing, Making Up, and Lowering;
 - Field Makeup;
 - Casing Landing Procedure;
 - Care of Casing in Hole;
 - Recovery of Casing;

- Causes of Casing Troubles.

M2 - Part 12 –Deepwater Drilling Equipment and Operations: Well Cementing

- Chemistry of Cements;
- Cementing Principles;
- Standardization and Properties of Cements;
- Properties of Cement Slurry and Set Cement:
 - Specific Weight;
 - Thickening Time;
 - Strength of Set Cement.
- Cement Additives:
 - Specific Weight Control;
 - Thickening Setting Time Control;
 - Filtration Control;
 - Viscosity Control;
 - Special Problems Control.
- Primary Cementing:
 - Normal Single-Stage Casing Cementing;
 - Large-Diameter Casing Cementing;
 - Multistage Casing Cementing;
 - Liner Cementing.
- Secondary Cementing;
- Squeeze Cementing.

M2 - Part 13 –Deepwater Drilling Equipment and Operations: Tubing and Tubing String Design

- API Physical Property Specifications:
 - Dimensions, Weights and Lengths;
 - Performance Properties.
- Running and Pulling Tubing;

- Preparation and Inspection Before Running:
 - Stabbing, Making Up and Lowering;
 - Field Makeup;
 - Pulling Tubing;
 - Causes of Tubing Trouble;
 - Selection of Wall Thickness and Steel Grade of Tubing;
 - Tubing Elongation/Contraction Due to the Effect of Changes in Pressure and Temperature;
 - Packer-To-Tubing Force;
 - Permanent Cockscrewing.
- Packers:
 - Protecting the Casing;
 - Safety;
 - Energy Conservation;
 - Improve Productivity;
 - Piston Effect;
 - Buckling Effect;
 - Ballooning Effect;
 - Temperature Effect;
 - Total Effect;
 - Coiled Tubing.

M2 - Part 14 –Well Control: Special Services in Well Control

- Snubbing:
 - Equipment and Procedures:
 - ✚ The Snubbing Stack;
 - ✚ The Snubbing Procedure;
 - ✚ Snubbing Equipment;
 - ✚ Theoretical Considerations.
 - Equipment Specifications;
 - Buckling Considerations;

- Special Buckling Considerations.
- Fire Fighting and Capping:
 - Fire Fighting;
 - Extinguishing the Fire;
 - Capping the Well.
- Freezing;
- Hot Tapping;
- Jet Cutting.

M2 - Part 15 –Well Control: Relief Well Design and Operations

- History:
 - Ulsel and Magnetic Interpretation Introduced;
 - Schad’s Contribution;
 - Magrange Developed;
 - Wellspot Developed;
 - Magrange and Wellspot Compared.
- Reliability of Proximity Logging;
- Reliability of Commercial Wellbore Survey Instruments;
- Subsurface Distance Between Relief Well and Blowout;
- Surface Distance Between Relief Well and Blowout;
- Summary;
- Relief Well Plan Overview.

M2 - Part 16 –Well Control: The Underground Blowout

- Casing Less Than 4000 Feet;
- Pipe Below 4000 Feet;
- Charged Intervals - Close Order Seismic - Vent Wells;
- Shear Rams;
- Cement and Barite Plugs.

M2 - Part 17 –Well Control: Case Study: The E.N. Ross No.2

- Analysis of the Blowout:
 - The Drilling and Fishing Operation;
 - The Kick;
 - The Snubbing Procedure;
 - The Significance of the Surface Pressures;
 - The Snubbing Operation to July 14;
 - The Snubbing Operation, July 15;
 - The Circulating Procedure, July 15;
 - Alternatives.
- Observations and Conclusions.

M2 - Part 18 –Well Control: Oil Fires and Contingency Planning

- The Problems:
 - The Wind;
 - Logistics;
 - Water;
 - Ground Fires;
 - Oil Lakes;
 - The Coke Piles.
- Control Procedures:
 - The Stinger;
 - The Capping Spool;
 - The Capping Stack.
- Extinguishing the Fires:
 - Water;
 - Nitrogen;
 - Explosives;

- Novel Techniques.
- Cutting;
- Statistics;
- Safety.

Module 3

International Petroleum – Oil and Gas – Investment: Joint Ventures, Mergers, Acquisitions, Strategic and Financial Asset Management

M3 - Part 1 – The Oil and Gas Industry

- Oil and Gas Industry: An Overview
- Understanding Oil and Gas Reserves
- Analysing Oil and Gas in the Global Economy
 - Oil and Gas Supply;
 - Industry Financial Performance;
 - The Role of Organization of Petroleum Exporting Countries (OPEC);
 - The Resource Curse;
 - Identifying the Players;
 - What is International Oil Companies (IOCs)?;
 - What is National Oil Companies (NOCs)?;
 - The Strategic Goals of IOCs and NOCs;
 - Independents;
 - Other Firms.
- Tracking the Oil and Gas Industry Value Chain:
 - Upstream: Exploration, Development and Production;
 - Managing the Reservoir;
 - Determining Upstream Profitability.
- Midstream: Trading and Transportation;
- Downstream: Oil Refining and Marketing:
 - Gasoline Retailing;

- Natural Gas;
- Petrochemicals.
- Business Strategy Fundamentals;
- Evolution of the Industry;
- Innovation and Technology;
- Mergers and Acquisitions;
- Industry Substitutes and Alternative Fuels;
- The Future of the Global Oil and Gas Industry.

M3 - Part 2 – Concepts of Nationalism, National Oil Companies and the Curse of Oil

- The Role and Value of Oil and Gas:
 - National Security;
 - National Wealth.
- Government and Corporate Interest:
 - The Corporation;
 - Corporate Stakeholders;
 - The State and Civil Society;
 - Oil and Gas and Government.
- Evolution of the National Oil Companies (NOCs):
 - Birth of the National Oil Company;
 - Evolution of Resource-Rich NOCs;
 - Resource-Poor NOCs;
 - Access to Capital.
- The NOC/IOC Relationship;
- The Strategic Interest of IOCs and NOCs;
- Organization of Petroleum Exporting Countries (OPEC):
 - Founding Principles;
 - Market Share;
 - Emerging Strategy.
- The Curse of Oil:

- Countries Afflicted By the Curse;
 - The Economics of the Curse of Oil;
 - Avoiding the Curse Oil.
- Domestic Politics of Oil and Gas.

M3 - Part 3 – Developing Oil and Gas Projects

- Development Project Opportunities:
- Project Evaluation Process;
 - Project Life-Cycle Reviews.
- Joint Development;
- Project Financial Analysis:
- Financial Metrics;
 - Risk Analysis.
- Steps in Project Execution;
- Handling Contractor Relationships:
- Contractor Relationships vis-à-vis Supply Chain;
 - Types of Contractor Relationships;
 - Successful Contractor Relationships;
 - Evaluating the Environmental Impact;
 - Assessing the Socioeconomic Impact;
 - Managing Safety.
- Dealing with Problems in Project Development.

M3 - Part 4 – Importance of Cost Management in the Production of Oil and Gas

- Defining Costs in the Upstream:
- Preproduction Costs;
 - Production Costs (Lifting);
 - Accounting for Upstream Costs;

- ED&P and the Cost of Business.
- Performance and Competitive Advantage;
- Oil Economics:
 - Break-Even;
 - Multiple Products;
 - Working Interest;
 - Taxes;
 - Valuing Production on a Per Barrel Basis.
- Strategic Cost Management in the Oil and Gas Industry;
- Field Reinvestment and Renewal:
 - Production Enhancement;
 - Enhanced Recovery Costs;
 - Mature Field Valuation;
 - Continuous Learning.
- Managing Contractor Supply Chain;
- Contractor Bargaining Power;
- Partnership Management:
 - Joint Venture Conflict;
 - Managing Operated-By-Others Projects;
 - Learning and Knowledge Sharing in Joint Ventures.
- Managing Political Risk;
- Innovation and Technology:
 - Technology Innovations in the Upstream Oil and Gas Industry;
 - Technology and Cost Control;
 - Chevron Cost Control.

M3 - Part 5 – Creating Fiscal Regimes

- Development Agreements:
 - Achieving the Right to Develop a Project;
 - Interests, Incentives and Behaviours.
- Petroleum Fiscal Regimes:

- Concessions;
- Royalty/Tax System;
- Contractual Systems.
- Added Contractual Features:
 - Signature Bonuses;
 - Domestic Market Obligations;
 - Investment Uplifts;
 - Stabilisation Clause.
- Top-Line Risks;
- Petroleum Prices;
- PSA Evolution;
- Fiscal Regime;
- Government and Policy Change.

M3 - Part 6 – Financing and Financial Performance in the Oil and Gas Industry

- Business Financing:
 - Basic Balance Sheet;
 - Managerial Balance Sheet;
 - Funding the Firm;
 - Revenue and Earnings;
 - Financial Performance;
 - Performance and Creditworthiness;
 - Windfall Profit.
- Capital Sourcing For the Oil and Gas Industry:
 - Corporate Finance;
 - Public Equity;
 - Private Equity;
 - Venture Capital;
 - Debt;
 - Project Finance;

- Multilateral Lending;
 - State Interest;
 - Oil Loans;
 - Petroleum Finance.
- E&P Firms and Downstream Oil and Gas;
- Ruminations on Valuation.

M3 - Part 7 – Natural Gas

- Chemistry and Form of Natural Gas:
- Raw Natural Gas Production;
 - Liquefied Natural Gas (LNG);
 - Unconventional Gas.
- Natural Gas Reserves, Fields and Production:
- Natural Gas Reserves;
 - Gas Development.
- Natural Gas Use and Markets:
- Gas-Consuming Countries and Markets.
- Prices, Trading and Markets:
- Gas Pricing Fundamentals;
 - The Gas-To-Oil Linkage.

M3 - Part 8 – Liquefied Natural Gas (LNG)

- The Integrated LNG Project:
- Upstream;
 - Transportation to Liquefaction;
 - Liquefaction;
 - Shipping;
 - Regasification;
 - Competitive Cost Analysis;
 - LNG Contracting.

- LNG Markets and Pricing:
 - LNG’s Regional Markets;
 - The LNG Market: The Shift toward a Global Commodity;
 - LNG Break-Even.
- LNG Case Study;
- Gas to Liquids (GTL).

M3 - Part 9 – Analysing the Market for the Crude Oil

- The Basics of Crude Oil:
 - The Demand for Oil;
 - The Supply of Oil;
 - Transportation Costs.
- Crude Oil Price:
 - A Short History of Price;
 - The Two Crude Price Eras;
 - Crude Oil vis-à-vis Commodity;
 - Benchmark Crude Oil;
 - Crude Benchmarks and Pricing.
- Crude Oil Prices and Transactions:
 - Crude Oil Transactions;
 - How Futures Work;
 - Oil Shipment and Inventories.

M3 - Part 10 – Transportation in the Oil and Gas Industry

- Fundamentals of Transportation:
 - The Barrel;
 - The Strategic Chokepoint;
 - Upstream Transportation.
- Pipelines:
 - Gathering Systems;

- Pipeline Construction;
- Pipeline Operation.
- Oil Tankers:
 - A Brief History of Oil Tankers;
 - Evolution of Tanker Design;
 - Oil Tankers Shift the Competitive Balance;
 - The Modern Supertanker;
 - Chartering a Vessel;
 - Shipping Contracts;
 - Tanker Charter Rates;
 - Tanker Operators;
 - Environmental Risk.
- Downstream Transportation.

M3 - Part 11 – The Petroleum Refinery Process

- Global Refining;
- The Refining Process:
 - Distillation;
 - Hydrotreating, Cracking and Reforming;
 - Other Processes;
 - Safety and Environmental Issues;
 - Refineries and Exit Barriers.
- The Refinery Product Mix:
 - Refinery Complexity;
 - Location;
 - Product Demand.
- Refining Margins and Profitability:
 - The Cost of Crude;
 - Refining Value and Crack Spreads;
 - Other Refinery Cost Drivers;
 - Refinery Probability.

M3 - Part 12 – Undertaking the Sales and Marketing of Petroleum Products

- Motor Fuel:
 - Channels to Market;
 - Refiner-Owned-And-Operated Retail Outlets;
 - Franchisers and Distributors;
 - Jobber-Operated Outlets;
 - Independent Dealers;
 - Super Convenience Stores;
 - Supermarkets/Hypermarkets;
 - Where Does Gasoline At A Particular Station Come From?;
 - Fuel Standards and Specifications;
 - The Retail Price of Motor Fuels;
 - Zone Pricing;
 - Important Factors in the Retail Price of Motor Fuels;
 - Price Elasticity of Motor Fuels;
 - The Politicization of Motor Fuel Prices.
- Aviation Fuel;
- Lubricants;
- Fuel Oils for Heating and Power Generation;
- Asphalt and Propane.

M3 - Part 13 – Petrochemicals

- Chemical Industry Overview;
- Petrochemical Production;
- Commodity and Specialty Chemicals;
- Industry Structure;
- Industry Profitability:
 - Ethylene Production and Costs;

- Capacity Utilization;
- Specialty Chemical Performance;
- Refining and Chemicals Integration;
- Marketing;
- Distribution;
- Capital Investment in the Chemical Industry.

M3 - Part 14 – The Future of the Global Oil and Gas Industry

- The Products:
 - Peak Oil Demand;
 - Crude Oil;
 - A Shift to Gas;
 - Shale Gas;
 - Substitute Products and Renewable/Alternative Energy.
- The Markets:
 - Growing Demand for Energy;
 - Price, Supply And Demand Volatility;
 - Global Market and Pricing for Natural Gas.
- The Players and Their Strategies:
 - Evolving Competitive Environment;
 - Downstream and Chemicals;
 - Refining and Fuels Marketing Remain Core to The Industry;
 - Availability of Capital;
 - Deepwater Horizon Oil Spill;
 - Increased Focus on the Safety and Environment;
 - Ongoing Talent Shortage.
- The Future of Oil and Gas Firms;
- Power of National Companies.

Module 4

Oil and Gas Prices and Forward Contracts: Understanding Petroleum – Oil and Gas – Market Rates, Hedging and Risks

M4 - Part 1 - The Market Events from 2008 to 2011

- World Energy Policy;
- The Financial Crisis and the Oil Market;
- Fundamentals vs. Financial Speculation;
- Demand/Supply of Gasoline and Gasoil;
- WTI – Brent Differential.

M4 - Part 2 - Evolution of the Price of Crude Oil from the 1960s up to 1999

- The Oil Monopoly and the Two Crises in the 1970s;
- The Gradual Disappearance of OPEC;
- The Price War;
- From the Introduction of Brent as an International Benchmark to the Clean Air Act;
- The Suicide of OPEC;
- The Start of the Free Market;
- The Consequences of the Environmental Turnaround.

M4 - Part 3 - Changes in the Market for Automotive Fuels

- Evolution of Environmental Demand;
- Gasoline and its Components;
- Reforming;
- Cracking;
- Alkylolation;
- Isomerization;

- Refiners Walk the Tightrope;
- The Fiscal Policy of the Industrialized Countries Regarding Fuels.

M4 - Part 4 - Understanding the World Oil Flow

- Transformations in the Downstream;
- World Supply Structure;
- The Classical Model of the International Oil Market;
- The Short-term Model of the International Oil Market.

M4 - Part 5 - Analysing the Brent Market

- The Sale and Purchase Contract;
- The Forward Market for Brent (15 day Brent Contract);
- The IPE Brent Market;
- The Divorce between Oil Price and Oil.

M4 - Part 6 - Principal Uses of the Forward and Futures Markets

- Tax Spinning;
- Benchmarking;
- Hedging the Price Risks;
- Speculations on Operational Flexibilities at Loading;
- Market Structure: Contango and Backwardation;
- Procedures at the Loading Terminals.

Module 5 Human Resource Management in the Petroleum – Oil and Gas – Industry

M5 - Part 1 – Employee Flexibility and Workforce Flexibility

Alternative Patterns of Work and the Increase in the Non-Standard Contracts

- The Different Forms of Worker Flexibility within the Oil and Gas Industry;
- Elements of Workforce Flexibility;
- Numerical Flexibility;
- Functional Flexibility within the Oil and Gas Industry;
- Temporal Flexibility within the Oil and Gas Industry;
- Financial Flexibility within the Oil and Gas Industry;
- Geographical Flexibility within the Oil and Gas Industry;
- Hard and Soft HRM within the Oil and Gas Industry;
- The Flexibility Debate within the Oil and Gas Industry;
- The Concept of the ‘Flexible Firm’ within the Oil and Gas Industry;
- The Strategic Use of Flexible Workers within the Oil and Gas Industry;
- Flexibility Strategies for Economic Development within the Oil and Gas Industry.

M5 - Part 2 – Human Resource and Performance Management

- Assessing the Nature and Causes of Performance Problems;
- Performance Management in Oil and Gas Operation;
- Managing Poor Performance within the Oil and Gas Industry;
- Managing Absence within the Oil and Gas Industry;
- Dealing With Harassment within the Oil and Gas Industry;
- The Effective Management of Retirement, Redundancy, Dismissal and Voluntary Turnover within the Oil and Gas Industry;
- Evaluating the Mechanisms Available For Preventing or Alleviating Poor Performance within the Oil and Gas Industry.

M5 – Part 3 – Employee Resourcing: Recruitment and Selection: A Strategic Standpoint

- Staff Turnover and Negative and Positive Impact On the Organisation;
- Levels of Individual Commitment of Potential and New Recruits;
- Moral Commitment;
- Remunerative Commitment;
- Calculative Commitment;
- Recruitment and Selection as a Resourcing Activity;
- Training, Education, Development as Facilities for New Recruits;
- The Importance of Human Resource Forecasts;
- Methods of Forecasting Human Resource Needs of the Organisation;
- Strategic Operational Review' (SOR) As Prerequisite For Human Resource Forecasting;
- The Legal Bases of Recruitment and Selection;
- Importance of Human Resource Audit;
- Conducting Human Resource Audit;
- Periodic and Exit Interviews;
- Systematic Recruitment and Selection Process;
- Conducting Job Analysis;
- Designing Job Description;
- Designing Personnel Specification;
- Market Targeting;
- Designing and Placing Advertisement;
- Weighting and Using Candidate Assessment Form (CAF);
- Conducting Interviews;
- Non-Conventional Personnel Selection;
- The Value of Staff Induction;
- Organising an Induction Programme;
- Running an Induction Programme;
- Short-Listing Candidates;
- Conducting Interviews;

- The Value of and Problems of E-Recruitment;
- The Different Types and Levels of E-Recruitment;
- Conducting Periodic Interviews;
- Conducting Exit Interviews;
- Job Design and the Law.

M5 - Part 4 – Talent Management and Intellectual Capital within the Oil and Gas Industry

- Talent Management in Oil and Gas, As an ‘Expert Sector’;
- Creating Most Desirable Employer Status in Oil and Gas Operation;
- Training and Development Strategy in Oil and Gas Industry;
- Knowledge Management in Oil and Gas Industry;
- Protecting Intellectual Property in the Oil and Gas Industry;
- Industrial Espionage in the Oil and Gas Industry;
- Managing Knowledge Transfer in Oil and Gas Industry;
- Understanding and Managing Expatriate Workforce;
- Creating a Learning Organisation within the Oil and Gas Industry;
- Synthesizing Knowledge in the Oil and Gas Industry;
- Enhancing Worker Motivation for Continued Moral Commitment to the Organisation;
- Technological Knowledge Transfer in Oil and Gas Industry;
- Employee Development in the Oil and Gas Industry.

Diploma – Postgraduate Short Course, and Postgraduate Diploma Programme, Regulation

Postgraduate Diploma and Diploma – Postgraduate: Their Distinction, Credit Value and Award Title

Postgraduate Short Courses of a minimum of five days' duration, are referred to as Diploma – Postgraduate. This means that they are postgraduate credits, towards a Postgraduate Diploma. A Postgraduate Diploma represents a Programme of Study, leading to an Award bearing that title prefix. We, therefore, refer to our short-studies as 'Courses', while the 'longer-studies', are regarded as Programmes. However, both study-durations are often referred to as 'Courses'. Another mark of distinction, in this regard, is that participants in a short-course are referred to as 'Delegates', as opposed to the term 'Students', which is confined to those studying a Postgraduate Programme.

Courses are of varying Credit-Values; some being Single-Credit, Double-Credit, Triple-Credit, Quad-Credit, 5-Credit, etc. These credits, therefore, accumulate to a Postgraduate Diploma. As is explained, later, in this document, a Postgraduate Diploma is awarded to students and delegates who have achieved the minimum of 360 Credit Hours, within the required level of attainment.

Delegates studying courses of 5-9 days' duration, equivalent to 30-54 Credit-Hours (Direct Lecturer Contact), will, on successful assessment, receive the Diploma – Postgraduate Award. This represents a single credit at Postgraduate Level. While 6-day and 7-day courses also lead to a Diploma – Postgraduate, they accumulate 36 and 42 Credit Hours, respectively.

Postgraduate Diploma and Diploma - Postgraduate Assessment Requirement

Because of the intensive nature of our courses and programmes, assessment will largely be in-course, adopting differing formats. These assessment formats include, but not limited to, in-class tests, assignments, end of course examinations. Based on these assessments, successful candidates will receive the Diploma – Postgraduate, or Postgraduate Diploma, as appropriate.

In the case of Diploma – Postgraduate, a minimum of 70% overall pass is expected. In order to receive the Award of 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 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.

Diploma – Postgraduate and Postgraduate Diploma Application Requirements

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

- Completed Postgraduate Application Form, including a passport sized picture affixed to the form;
- A copy of Issue and Photo (bio data) page of the applicant’s current valid passport or copy of his or her Photo-embedded National Identity Card;
- Copies of credentials mentioned in the application form.

Admission and Enrolment Procedure

- On receipt of all the above documents we 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 Admission Letters and Invoices;
- One week after the receipt of an applicant's payment or official payment notification, the relevant Course or Programme Tutor will contact him or her, by e-mail or telephone, welcoming him or her to HRODC Postgraduate Training Institute;
- Those intending to study in a foreign country, and require a Visa, will be sent the necessary immigration documentation, to support their application;
- Applicants will be notified of the dates, location and venue of enrolment and orientation, where appropriate.

Modes of Study for Postgraduate Diploma Courses

There are three delivery formats for Postgraduate Diploma Courses, as follows:

1. Intensive Full-time (Classroom-Based) Mode (3 months). This duration is based on six hours' lecturer-contact per day, five days (30 hours) per week;
2. Full-time (Classroom-Based) Mode (6 month). This duration is based on two and a half days' lecturer-contact, equivalent to fifteen hours, per week;
3. Video-Enhanced On-Line Mode. This mode is achieved in twenty (20) weeks, based on three hours per day, six days per week.

Whichever study mode is selected, the aggregate of 360 Credit Hours must be achieved.

Introducing Our Video-Enhanced Online Study Mode

In a move away from the traditional online courses and embracing recent developments in technology-mediated distance education, HRODC Postgraduate Training Institute has

Page 53 of 58

A Division of HRODC Ltd. UK Reg. No. 6088763. V.A.T. Reg. No. 8958 765 38
Prof. Dr. R.B. Crawford - Director HRODC Postgraduate Training Institute
PhD (London), MEd.M. (Bath), Adv. Dip. Ed. (Bristol), PGCE (TVU), ITC (UWI), MAAM, MAOM, LESAN, MSCOS, MISGS, Visiting Prof. P.U.P.

Registered with the UK Register of Learning Providers (UKRLP), Department for Business, Innovation and Skills (BIS), formerly Department of Innovation, Universities and Skills (DIUS).



UKRLP Registration No. 10019585
UKRLP Verification: <http://www.ukrlp.co.uk>
Postgraduate Full-Time and Short Courses
London, UK & International Locations

introduced a Video-Enhanced Online delivery. This Online mode of delivery is revolutionary and, at the time of writing, is unique to HRODC Postgraduate Training Institute.

You are taught as individuals, on a one-to-one or one-to-small-group basis. You see the tutor face to-face, for the duration of your course. You will interact with the tutor, ask and address questions; sit examinations in the presence of the tutor. It is as real as any face-to-face lecture and seminar can be. Choose from a wide range of Diploma – Postgraduate Courses and approximately 60 Specialist Postgraduate Diploma Programmes. Accumulate short courses, over a 6-year period, towards a Postgraduate Diploma.

Key Features of Our Online Study: Video-Enhanced Online Mode

- The tutor meets the group and presents the course, via Video, in a similar way to its classroom-based counterpart;
- All participants are able to see, and interact with, each other, and with the tutor;
- They watch and discuss the various video cases and demonstrations that form an integral part of our delivery methodology;
- Their assessment is structured in the same way as it is done in a classroom setting;
- The Video-Enhanced Online mode of training usually starts on the 1st of each month, with the cut-off date being the 20th of each month, for inclusion the following month;
- Its duration is twice as long as its classroom-based counterpart. For example, a 5-day (30 Credit Hours) classroom-based course will last 10 days, in Video-Enhanced Online mode. This calculation is based on 3 hours tuition per day, adhering to the Institute's required 30 Credit-Hours;
- The cost of the Video-Enhanced Online mode is 67% of the classroom-based course;
- For example, a 5-day classroom-based course, which costs Five Thousand Pounds, is only Three Thousand Three Hundred and Fifty Pounds (£3,350.00) in Video-Enhanced Online Mode.

20-Week Video-Enhanced Online Postgraduate Diploma

You might study an Online Postgraduate Diploma Course, in 20 weeks, in the comfort of your homes, through HRODC Postgraduate Training Institute’s Video-Enhanced Online Delivery. We will deliver the 360 hours ‘Direct-Lecturer-Contact’, as is required by our Institute’s Regulation, within the stipulated 20 weeks. We aim to fit the tuition around your work and leisure, thereby enhancing your effective ‘Life-Style Balance’, at times convenient to you and your appointed tutor.

Cumulative Postgraduate Diploma Courses

All short courses can accumulate to the required number of hours, for the Postgraduate Diploma, over a six-year period from the first registration and applies to both general and specialist groupings. In this regard, it is important to note that short courses vary in length, the minimum being 5 days (Diploma – Postgraduate) – equivalent to 30 Credit Hours, representing one credit, as is tabulated below.

On this basis, the definitive calculation on the Award requirement is based on the number of hours studied (aggregate credit-value), rather than merely the number of credits achieved. This approach is particularly useful when a student or delegate studies a mixture of courses of different credit-values.

For those delegates choosing the accumulative route, it is advisable that at least two credits be attempted per year. This will ensure that the required number of credit hours for the Postgraduate diploma is achieved within the six-year time frame.

Examples of Postgraduate Course Credits: Their Value, Award Prefix & Suffix – Based on 5-Day Multiples		
Credit Value	Credit Hours	Award Title Prefix (& Suffix)
Single-Credit	30-54	Diploma - Postgraduate
Double-Credit	60-84	Diploma – Postgraduate (Double-Credit)
Triple-Credit	90-114	Diploma – Postgraduate (Triple-Credit)
Quad-Credit	120-144	Diploma – Postgraduate (Quad-Credit)
5-Credit	150-174	Diploma – Postgraduate (5-Credit)
6-Credit	180-204	Diploma – Postgraduate (6-Credit)
7-Credit	210-234	Diploma – Postgraduate (7-Credit)
8-Credit	240-264	Diploma – Postgraduate (8-Credit)
9-Credit	270-294	Diploma – Postgraduate (9-Credit)
10-Credit	300-324	Diploma – Postgraduate (10-Credit)
11-Credit	330-354	Diploma – Postgraduate (11-Credit)
12-Credit	360	Postgraduate Diploma
360 Credit-Hours = Postgraduate Diploma		
12 X 5-Day Courses = 360 Credit-Hours = Postgraduate Diploma		
10 X 6-Day Courses = 360 Credit-Hours = Postgraduate Diploma		

Accumulated Postgraduate Diploma Award Titles

All Specialist Postgraduate Diploma Programmes have their predetermined Award Titles. Where delegates do not follow a Specialism, for accumulation to a Postgraduate Diploma, they will normally be Awarded a General Award, without any Specialist Award Title. However, a Specialist Award will be given, where a delegate studies at least seventy percent (70%) of his or her courses in a specialist grouping. These are exemplified below:

- 1. Postgraduate Diploma in Accounting and Finance;**
- 2. Postgraduate Diploma in Aviation Management;**

3. Postgraduate Diploma in Business Communication;
4. Postgraduate Diploma in Corporate Governance;
5. Postgraduate Diploma in Costing and Budgeting;
6. Postgraduate Diploma in Client or Customer Relations;
7. Postgraduate Diploma in Engineering and Technical Skills;
8. Postgraduate Diploma in Events Management;
9. Postgraduate Diploma in Health and Safety Management;
10. Postgraduate Diploma in Health Care Management;
11. Postgraduate Diploma in Human Resource Development;
12. Postgraduate Diploma in Human Resource Management;
13. Postgraduate Diploma in Information and Communications Technology (ICT);
14. Postgraduate Diploma in Leadership Skills;
15. Postgraduate Diploma in Law – International and National;
16. Postgraduate Diploma in Logistics and Supply Chain Management;
17. Postgraduate Diploma in Management Skills;
18. Postgraduate Diploma in Maritime Studies;
19. Postgraduate Diploma in Oil and Gas Operation;
20. Postgraduate Diploma in Oil and Gas Accounting;
21. Postgraduate Diploma in Politics and Economic Development;
22. Postgraduate Diploma in Procurement Management;
23. Postgraduate Diploma in Project Management;
24. Postgraduate Diploma in Public Administration;
25. Postgraduate Diploma in Quality Management;
26. Postgraduate Diploma in Real Estate Management;
27. Postgraduate Diploma in Research Methods;
28. Postgraduate Diploma in Risk Management;
29. Postgraduate Diploma in Sales and Marketing;
30. Postgraduate Diploma in Travel, Tourism and International Relations.

The actual courses studied will be detailed in a student or delegate's Transcript.

Service Contract, incorporating Terms and Conditions

[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

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.

Prof. Dr. Ronald B. Crawford
Director
HRODC Postgraduate Training Institute