



An ISO 9001:2015 & ISO 29990:2010 Certified Company

An HR Certification Institute (HRCI) Pre-Approved Programme

Knowledge Management for the Oil & Gas Industry

Retention, Transfer & New Approaches in Succession Planning

22 - 26 Oct 2017
Dubai, United Arab Emirates



The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.



United Nations Global Compact

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KNOWLEDGE & HUMAN DEVELOPMENT AUTHORITY

12-OCT-16



Knowledge Management for the Oil & Gas Industry

Retention, Transfer & New Approaches in Succession Planning

Why Choose this Training Course?

Every successful industry is in agreement that attracting, retaining and fully utilising talented staff is a key management function – but how to do it? This practical course will show delegates not only what's needed but also how to make it happen so that you can gain strategic advantage through new approaches in knowledge management.

Specifically this course will feature:

- Ways you can significantly improve your recruitment to attract and select higher calibre staff
- Be able to use a differentiation to promote and encourage employees to perform better
- New approaches to achieve retention of high performing staff
- How to demonstrate the value of knowledge management in our industry in financial terms
- Improvement in ways of promoting and managing succession planning

What are the Goals?

At the end of this course delegates will be able to:

- Take action to improve significantly the recruitment and attraction process
- Analyse & demonstrate how differentiation can significantly improve retention & motivation of high performing employees
- Explain to others the advantages of profiling, testing & assessment centres for successful succession planning
- Use a technique to measure & evaluate the best optimal size for any department in the organisation
- Select through differentiation how training resources should be directed to get maximum organisational benefit

How will this Training Course be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented.

These techniques include, use of case studies, use of DVD clips to illustrate key points and extensive use of group work and presentations. All achieved in a friendly and supported environment. A world-class expert in this topic will deliver this course.

Course Schedule:

**Dubai,
United Arab Emirates**
22 - 26 Oct 2017

Who is this Training Course for?

This course would be of maximum benefit for anyone who has responsibility for performance through people – specifically:

- Managers responsible for performance through people
- HR Managers
- Those responsible for the motivation of employees
- Succession planners
- Those responsible for organisational change
- Financial controllers

The Certificate

- AZTech Certificate of Completion for delegates who attend and complete the course.
- The HRCI Approved Provider Seal and the corresponding Re-certification Credit Hours Awarded will be reflected in the Certificate of Completion.



THE COURSE CONTENT

DAY 01

The Context & Business Need for Quality People

- Introductions and course objectives
- The financial case for knowledge management – people focused
- Strategy needed and a focus on the long term
- Case study – group work and feedback DVD
- Is money the only motivator for high performing people?
- Good people are at different levels in the organisation – discussion and case study

DAY 02

Processes that Need to be Improved

- Significant improvements in recruitment
- Techniques to attract high performers – group work
- Knowledge management in action
- How to upgrade Performance appraisal
- Are your processes supportive of your strategy?

DAY 03

Differentiation – What it can do for your Organisation?

- The principle of differentiation – its benefits to the organisation
- Different performance levels in the organisation – the cost of poor performers
- Why do high performers leave –we know the answer
- The model of differentiation – how the organisation can significantly save money and be more efficient – group exercise
- Motivation – what works today?
- Methods of finding key motivators – from questionnaires to briefings

DAY 04

Planning for the Future – How to Identify Potential?

- Appraisal is not a good tool for finding potential –discussion
- Use of profiling – demonstration and discussion
- The new role of testing – new tools and new results – examples
- The need for assessment centres – demonstration
- Who is the best person to identify potential?
- Strategy needed for fast tracking

DAY 05

Succession Planning & Talent Rotation

- New advances in succession planning
- Who needs a succession plan – case study
- Approaches you can adopt for your planning
- The role of Head Hunters
- Using our data –how to calculate how many people you need to be at maximum efficiency in any department –group exercise
- Course review

Professional Recognition and Accreditation



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Knowledge Management for the Oil & Gas Industry

Retention, Transfer & New Approaches
in Succession Planning

Complete & send by fax/mail to address given below. Please use BLOCK CAPITALS.

Date	Venue	Fees(USD)	Book your seat
22 - 26 Oct 2017	Dubai	\$4,950	<u>Register Now</u>

This fee is inclusive of Documentation, Lunch and Refreshments

REGISTRATION DETAILS

Family Name:

First Name (Mr./Ms.):

Position:

Company:

Mailing Address:

Telephone

Mobile

Fax

Email

AUTHORISATION

Authorised by:

Position:

Telephone

Fax

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Postal Address:

MODE OF PAYMENT

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Our training portfolio will provide you a number seminars and courses to choose from depending on your organisational goals and personal development objectives.

HOTEL ACCOMMODATION

Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue.

Please make your request for accommodation **at least 3 weeks** prior to the commencement of the course.

CANCELLATIONS & SUBSTITUTIONS

You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a \$250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrollment. All registrants will be notified in advance and a full refund will be provided upon request.

EVENT DISCLAIMER

We reserve the right to cancel or postpone a seminar or related event, change venue, substitution of the Instructor at our sole discretion. If this occurs, our responsibility is limited to a refund of any registration fee(s) already paid. We are not responsible for airline tickets, hotels costs, other tickets or payments, or any similar fee penalties or related or unrelated losses, costs and/or expenses registrant may incur or have incurred as a result of any trip cancellations or changes.

4 WAYS TO REGISTER

Toll Free: **800-AZTECH**
Tel: **+971 4 427 5400**
Fax: **+971 4 427 5401**
Email: **info@aztech.ae**
Website: **aztech.org.uk**

CERTIFICATION

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