



COURSE OVERVIEW HE2331 Train the Trainer – Permit to Work

Course Title

Train the Trainer – Permit to Work

Course Date/Venue

Please see page 3

Course Reference

HE2331

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs

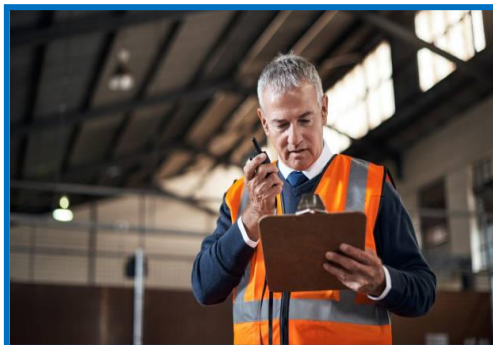


Course Description



This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

This course is designed to provide participants with a detailed and up-to-date overview of Train the Trainer – Permit to Work. It covers the permit to work (PTW) systems, permit types and work categories and permit lifecycle and process; the principles of adult learning and roles and responsibilities of a PTW trainer; the communication skills for trainers, hazard identification in permit-controlled work, risk assessment techniques and control measures within PTW; designing PTW training programs, developing training materials and using training aids effectively; and the effective presentation techniques, facilitation skills and conducting practical PTW exercises.



During this interactive course, participants will learn the high-risk work permit applications, coaching and mentoring PTW users and assessing participant competence; delivering effective feedback, PTW auditing and compliance and human factors in PTW performance; implementing continuous improvement of PTW systems, evaluating training effectiveness and planning and delivering PTW lessons; conducting trainer practice sessions, practical PTW simulation and evaluating trainer performance; and developing action plans for workplace implementation by establishing internal PTW training programs, competency development plans, coaching future trainers and sustaining organizational compliance.



Course Objectives/Outcomes & Benefits for the Participants

Upon the successful completion of this course, each participant will be able to:-

- Get certified as a “*Certified Trainer – Permit to Work*”
- Discuss permit to work (PTW) systems, permit types and work categories and permit lifecycle and process
- Explain the principles of adult learning and roles and responsibilities of a PTW trainer
- Carryout communication skills for trainers, hazard identification in permit-controlled work, risk assessment techniques and control measures within PTW
- Design PTW training programs, develop training materials and use training aids effectively
- Apply effective presentation techniques, facilitation skills and conducting practical PTW exercises
- Carryout high-risk work permit applications, coaching and mentoring PTW users and assessing participant competence
- Deliver effective feedback, apply PTW auditing and compliance and identify human factors in PTW performance
- Implement continuous improvement of PTW systems, evaluating training effectiveness and planning and delivering PTW lessons
- Conduct trainer practice sessions, practical PTW simulation and evaluating trainer performance
- Develop action plans for workplace implementation by establishing internal PTW training programs, competency development plans, coaching future trainers and sustaining organizational compliance

Exclusive Smart Training Kit - H-STK®



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a Tablet PC.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of permit to work for managers, superintendents, supervisors, engineers and other technical staff.

Exam Eligibility & Structure

A. Option-1: Degree Holders

- (a) a degree from a recognized university in any subject;
- (b) Minimum 5-years proven experience certified by employers **or** holder of Minimum **30 CEUs** accredited by **IACET**.

B. Option-2: Diploma Holders

- (a) a 2-year diploma from a recognized college in any subject;
- (b) Minimum 10-years proven experience certified by employers **or** holder of Minimum **60 CEUs** accredited by **IACET**.

C. Option-3: Experienced Individuals

- (a) Minimum of 15-years proven experience certified by employers **or** minimum of 10-years proven experience and **30 CEUs** accredited by **IACET**.

Course Date/Venue

Session(s)	Date	Venue
1	August 02-06, 2026	TBA Meeting Room, Radisson Blu Hotel Kuwait, Salwa, Kuwait
2	September 13-17, 2026	
3	October 18-22, 2026	

Course Fee

US\$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Learning Design & Customization

This course can be customized to the exact requirements of clients. Haward Technology is so proud of our huge capabilities in tailoring our courses to the training needs of our valued clients.

Course Certificate(s)

- (1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a “*Certified Trainer – Permit to Work*”. Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-



- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

Haward Technology Middle East
Continuing Professional Development (HTME-CPD)

CEU Official Transcript of Records

TOR Issuance Date: 14-Nov-25
HTME No. 74851
Participant Name: Walied Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HE2331	Train the Trainer - Permit to Work	Nov 10-14, 2025	30	3.0

Total No. of CEU's Earned as of TOR Issuance Date: 3.0

TRUE COPY
Jaryl Castillo
Academic Director

Haward Technology has been approved as an Accredited Provider by the International Association for Continuing Education and Training (IACET), 2001 Cooperative Way, Suite 600, Herndon, VA 20171, USA, in claiming this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2018 Standard which is widely recognized as the standard of good practice internationally. As a result of their Accredited membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2018 Standard.

Haward Technology's courses meet the educational objectives and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in quality courses of continuing education.

Haward Technology is accredited by:

BAC, IACET, ANSI, ISO 9001:2015, UKAS, TQM, PM, AWS, IOSH, ISO 9001:2015 Certified

P.O. Box 26070, Abu Dhabi, United Arab Emirates | Tel.: +971 2 3091 714 | E-mail: info@haward.org | Website: www.haward.org

HT-CIP® Stamp

Each successful candidate will be given a unique instructor number and a self-inking stamp valid for 5 years. Instructor's name and Haward Technology Certified Instructor Number will appear in the stamp as per the following sample:-



In order to maintain this certification, Certified Instructors must fulfil the quality requirements by Haward Technology as stated in Haward Quality Document number QAD 872 (System for the Assessment & Certification for Instructors & Trainers).

Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations: -

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.



Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. John Taljard is an **International Health, Safety & Environment (HSE) Expert** within **Oil, Gas and Petrochemical** industries. His expertise includes **Permit to Work, Accident/Incident Investigation & Risk Management, Risk Assessment** within Production Operation, **Hazard Identification, Quantified Risk Assessment, Process Hazard Analysis (PHA), Construction Safety (STOP), Process Safety Management, HAZOP Studies & Leadership, FMEA, Waste Management, Industrial Effluents, Hazardous Material, Chemical Handling, Firefighting, Emergency Response Services, HAZCOM, HAZWOPER and HAZMAT** with over **30 years** of practical experience in the **process** industry. His wide experience also includes **Environmental Management (ISO 14001), Safety Management (OHSAS 18001), Quality Management (ISO 9001)**. He is the **Founder** of **ISTEC**, an international health & safety management and consultancy company where he is greatly involved in the development and implementation of **SHEQ standards & procedures, HAZOP Studies, HAZOP Leadership, FMEA, PHA**, operational safety guidelines, inspections & auditing techniques.

While Mr. Taljard has been very active in the process industry for almost three decades, he has likewise headed Consultancy projects for major **petrochemical, aviation, engineering & construction, mining & chemical** industries. In all his projects, he utilizes a systems approach which includes **risk management, process safety, health & environmental management, human behaviour and quality management**. Furthermore, he has come to share his expertise through the **numerous international trainings** he has held on **PHA, HAZOP, Risk Assessment, Handling Hazardous Materials & Chemicals, Petroleum Products Handling & Transportation, Fire Fighting & Fire Rescue, Safety Auditing, Hazard Identification & Site Inspection and Accident Investigation** for several significant clientele among these are **ARAMCO, SABIC, ZADCO, ORPC, KOTC, and AADC**. Moreover, he completed various assignments as a consultant, trainer, facilitator, auditor & designer and conducted numerous licensed international Safety, Technology and Auditing Awareness & Implementing training courses including **IMS, ISO 9001, ISO 14001, ISO 27001, ISO 17799, OHSAS 18001** audits & assessments. With his accomplishments and achievements, he had been a **Safety Superintendent, Senior Safety Official and Senior Process Controller** for several international petrochemical companies.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the workshop for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0800	<i>Registration & Coffee</i>
0800 – 0815	<i>Welcome & Introduction</i>
0815 – 0830	PRE-TEST
0830 – 0930	Introduction to Permit to Work (PTW) Systems <i>Purpose and Objectives of PTW Systems • Legal and Regulatory Requirements • Roles and Responsibilities Within PTW • Benefits of an Effective PTW System</i>
0930 – 0945	<i>Break</i>
0945 – 1030	Permit Types & Work Categories <i>Hot Work Permits • Cold Work Permits • Confined Space Entry Permits • Electrical, Excavation, and Specialized Permits</i>
1030 – 1130	Permit Lifecycle & Process <i>Work Request and Planning • Risk Assessment and Permit Preparation • Authorization and Work Execution • Permit Closure and Documentation</i>
1130 – 1215	Principles of Adult Learning <i>Characteristics of Adult Learners • Learning Styles and Preferences • Motivation and Engagement Techniques • Overcoming Learning Barriers</i>
1215 – 1230	<i>Break</i>
1230 – 1330	Roles & Responsibilities of a PTW Trainer <i>Trainer Competencies and Ethics • Facilitating Knowledge Transfer • Managing Participant Expectations • Promoting Safety Culture</i>
1330 – 1420	Communication Skills for Trainers <i>Effective Verbal Communication • Active Listening Techniques • Questioning and Probing Skills • Delivering Clear Safety Instructions</i>
1420 – 1430	Recap <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	<i>Lunch & End of Day One</i>

Day 2

0730 – 0830	Hazard Identification in Permit-Controlled Work <i>Physical Hazards • Chemical Hazards • Mechanical and Process Hazards • Human Factors Affecting Safety</i>
0830 – 0930	Risk Assessment Techniques <i>Job Safety Analysis (JSA) • Task Risk Assessment (TRA) • Hazard Identification Methods • Risk Ranking and Prioritization</i>
0930 – 0945	<i>Break</i>
0945 – 1100	Control Measures Within PTW <i>Hierarchy of Controls • Isolation and Lockout/Tagout (LOTO) • Personal Protective Equipment (PPE) • Emergency Preparedness</i>
1100 – 1215	Designing PTW Training Programs

	<i>Defining Learning Objectives • Developing Lesson Plans • Structuring Training Sessions • Selecting Instructional Methods</i>
1215 – 1230	<i>Break</i>
1230 – 1330	Developing Training Materials <i>Preparing Presentation Slides • Creating Participant Manuals • Designing Practical Exercises • Developing Assessment Tools</i>
1330 – 1420	Using Training Aids Effectively <i>Visual Learning Tools • Videos and Animations • Demonstration Equipment • Interactive Digital Resources</i>
1420 – 1430	Recap <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	<i>Lunch & End of Day Two</i>

Day 3

0730 – 0830	Effective Presentation Techniques <i>Opening Training Sessions • Explaining Technical Concepts Clearly • Maintaining Participant Engagement • Managing Time Effectively</i>
0830 – 0930	Facilitation Skills <i>Leading Discussions • Encouraging Participation • Managing Group Dynamics • Handling Difficult Participants</i>
0930 – 0945	<i>Break</i>
0945 – 1100	Conducting Practical PTW Exercises <i>Permit Preparation Workshops • Hazard Identification Activities • Permit Authorization Simulations • Worksite Coordination Exercises</i>
1100 – 1215	High-Risk Work Permit Applications <i>Hot Work Permit Execution • Confined Space Permit Implementation • Electrical Isolation Procedures • Excavation and Lifting Operations</i>
1215 – 1230	<i>Break</i>
1230 – 1330	Incident Case Studies <i>PTW Failure Investigations • Lessons Learned from Major Accidents • Root Cause Analysis • Preventive Action Planning</i>
1330 – 1420	Coaching & Mentoring PTW Users <i>Providing Constructive Feedback • Coaching Supervisors • Supporting Permit Issuers • Building Long-Term Competence</i>
1420 – 1430	Recap <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	<i>Lunch & End of Day Three</i>

Day 4

0730 – 0830	Assessing Participant Competence <i>Knowledge Assessments • Practical Competency Evaluations • Observation Techniques • Performance Criteria</i>
0830 – 0930	Delivering Effective Feedback <i>Positive Reinforcement • Corrective Coaching • Managing Performance Gaps • Encouraging Continuous Improvement</i>
0930 – 0945	<i>Break</i>
0945 – 1100	PTW Auditing & Compliance

	Audit Objectives • Compliance Verification • Documentation Review • Corrective Action Follow-Up
1100 – 1215	Human Factors in PTW Performance Situational Awareness • Decision-Making Under Pressure • Communication Breakdowns • Behavioral Safety Principles
1215 – 1230	Break
1230 – 1330	Continuous Improvement of PTW Systems Monitoring PTW Performance • Learning from Incidents • Updating Procedures • Sharing Best Practices
1330 – 1420	Evaluating Training Effectiveness Kirkpatrick Evaluation Model • Participant Feedback Analysis • Measuring Workplace Performance • Continuous Training Improvement
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Four

Day 5

0730 – 0830	Planning & Delivering PTW Lessons Preparing Training Sessions • Structuring Lesson Delivery • Managing Training Logistics • Setting Learning Expectations
0830 – 0930	Trainer Practice Sessions Individual Presentations • Group Facilitation Exercises • Demonstration of PTW Procedures • Peer Learning Activities
0930 – 0945	Break
0945 – 1100	Practical PTW Simulation Complete Permit Preparation • Hazard Assessment Exercise • Authorization Process Simulation • Safe Work Monitoring
1100 – 1230	Evaluating Trainer Performance Presentation Assessment • Facilitation Competency • Technical Knowledge Evaluation • Improvement Recommendations
1230 – 1245	Break
1245 – 1300	Developing Action Plans for Workplace Implementation Establishing Internal PTW Training Programs • Competency Development Plans • Coaching Future Trainers • Sustaining Organizational Compliance
1300 – 1315	Course Conclusion Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course
1315 – 1415	COMPETENCY EXAM
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course



Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-



Course Coordinator

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