

COURSE OVERVIEW TM0244 Contribute to the Development of Draft Guidelines

Course Title

Contribute to the Development of Draft Guidelines

Course Date/Venue

February 02-06, 2025/Meeting Plus 8, City Centre Rotana Doha Hotel, Doha, Qatar

Course Reference

TM0244

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs

Course Description









This course is designed to provide participants with a detailed and up-to-date overview of Contribution to the Development of Draft Guidelines. It covers the regulatory and operational standards specific to the oil and gas industry; the role and impact of guidelines in operational excellence and safety; the key areas for guideline development and the impact of different stakeholders in the drafting process; the document control and management and the components that make up effective guidelines; and writing clear and concise content, incorporating technical information and integrating risk analysis to ensure safety and compliance.

During this interactive course, participants will learn incorporating the methods for stakeholder feedback into drafts and compliance with local and international laws; updating guidelines in response operational changes and enhancing collaboration across different company divisions; the quality control procedures, technology for enhanced accuracy and diagrams, flowcharts and other visuals; the user-friendly design and layout, effective revisions and workforce for guideline deployment; and setting up system to monitor the effectiveness of implemented guidelines and keeping the guidelines relevant with continuous feedback.























Course Objectives

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

- Apply and gain an in-depth knowledge on development of draft guidelines
- Discuss the regulatory and operational standards specific to the oil and gas industry
- Explain the role and impact of guidelines in operational excellence and safety
- Identify the key areas for guideline development and the impact of different stakeholders in the drafting process
- Carryout document control and management and identify the components that make up effective guidelines
- Write clear and concise content, incorporate technical information and integrate risk analysis to ensure safety and compliance
- Apply methods for incorporating stakeholder feedback into drafts and comply with local and international laws
- Update guidelines in response to operational changes and enhance collaboration across different company divisions
- Employ quality control procedures, utilize technology for enhanced accuracy and use diagrams, flowcharts and other visuals effectively
- Prepare a user-friendly design and layout and conduct effective revisions as well as prepare the workforce for guideline deployment
- Ensure all aspects of the guidelines are polished and ready for approval and the steps needed for formal acceptance of the guidelines
- Apply implementation strategy by planning the rollout of new guidelines to the workforce
- Set-up system to monitor the effectiveness of implemented guidelines and keep the guidelines relevant with continuous feedback

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 development of draft guidelines for contracts managers, regulatory and compliance officers, project managers and coordinators, technical writers and documentation specialists, quality assurance and quality control professionals, industry experts and subject matter experts (SMES), legal advisors and policy analysts, stakeholder representatives, training and development professionals.























Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:-

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.

British Accreditation Council (BAC) BAC

Haward Technology is accredited by the British Accreditation Council for Independent Further and Higher Education as an International Centre. 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.

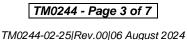






















Course Instructor(s)

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. Douglas Robinson, MBA, BSc (Honors), Dip, is currently the President of DSR Consulting and the Professor of Business Studies Unit (BSU) at Durban Institute of Technology (DIT), where he is lecturing at MBA level in Quality Management, Quality Control Systems and Standards, Legal Compliance and Corporate Governance Responsibilities, Corporate Valuation & Capital Restructuring, Managing Production Operations, Strategic Planning, Human Resources Management (HRM), Leadership & Change Management,

Negotiation Skills, Interpersonal Skills, Communication Skills. Presentation Skills, Adaptability & Flexibility, Learning & Self Development, Industrial Relationships, Driving Measurement, Performance Goal Implementation, Performance, Performance Management Techniques, Organizing Daily Activities, Handling Difficulties & Pressure, Productivity & Feedback Management, Problem Solving & Decision Making, ISO 9001 Lead Auditor, Commercial Negotiation & Legal Aspects, Logistics & Supply Chain Management, Quality Management, Project Financial Planning, Financial Management, Materials Inventory Management, Budgeting & Cost Control, Project Accounting, Project Management, Contract Management, Operations Management, Procurement Management, Entrepreneurship and International Business.

Mr. Robinson has over 40 years of international experience in Contract Management, Quality Management, ISO Standards, Logistics & Supply Chain Management, Procurement, Purchasing, Outsourcing Strategies, Project Management, Business Systems, Operations Management and Business Re-Organization. Further, he is a Registered Assessor of Quality Management, Logistics, Supply Chain Management, Procurement Strategies, Purchasing and Outsourcing.

As a leader in the Quality, Procurement and Logistics fields, Mr. Robinson facilitated in-house skills development programmes in a lot of companies worldwide and has extensive consulting experience in both the public and private sectors. His experience includes implementing SAP system in Procurement, financial, sales, distribution, materials management and costing.

During his long career life, Mr. Robinson worked for many International companies such as Tiger Brands, Nestle's, Mondi Manufacturing, Mondi Forests, Masonite Africa Ltd., Frame etc. He worked as General Manager, Quality Manager, Procurement Manager, Logistics Manager, Logistics Superintendent, Project Manager, Purchasing Supervisor, SAP Facilitator, etc.

Due to his thorough and long experience and knowledge, Mr. Robinson is recognized internationally as an Expert in Logistics & Supply Chain Management, Procurement, Purchasing, Outsourcing, Strategic planning, business wellness analysis, Contract management, Project Management, feasibility studies, financial analysis, cash-flow forecasting, Capital investment analysis, risk analysis, Business process analysis, and Quality Management Systems.

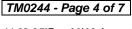
Mr. Robinson has a Master degree in Business Administration (MBA) from the University of Durban-Westville, a Bachelor degree with Honors in Business Management and Administration and Diplomas in Medical Technology, Marketing Management, Business Management and Project Management from the University of Rhodesia and from the Damelin Management School respectively. Further, he is a Certified Instructor/Trainer, a Certified Trainer/Assessor by the Institute of Leadership & Management (ILM), an active member of international professional affiliations and delivered innumerable trainings, courses, workshops and seminars globally.



















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.

Course Fee

US\$ 6,000 per Delegate. 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.

Course Program

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

Day 1: Sunday, 02nd of February 2025

Day I.	Suriday, 02. Or February 2025
0730 - 0800	Registration & Coffee
0800 - 0815	Welcome & Introduction
0815 - 0830	PRE-TEST
0815 - 0830	Overview of Oil & Gas Industry Standards: Introduction to the
	Regulatory & Operational Standards Specific to the Oil & Gas Industry
0830 - 0930	Purpose & Importance of Guidelines: Understanding the Role & Impact
	of Guidelines in Operational Excellence & Safety
0930 - 0945	Break
0945 – 1100	Identifying Key Areas for Guideline Development: Methods to Pinpoint
	Critical Operational Areas Needing Clear Guidelines
1100 – 1215	Stakeholder Analysis: Identifying & Understanding the Impact of
	Different Stakeholders in the Drafting Process
1215 - 1230	Break
1230 - 1330	Document Control & Management: Basics of Managing Versions &
	Changes in Drafting
1330 – 1420	Workshop: Starting Your Draft: Interactive Session to Begin Drafting A
	Guideline Section with Peer Feedback
1420 – 1430	Recap
1430	Lunch & End of Day One

Dav 2: Monday, 03rd of February 2025

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0730 - 0830	Structural Elements of Guidelines: Learning the Components That Make
	Up Effective Guidelines (Scope, Purpose, Definitions, Procedures)
0830 - 0930	Writing Clear & Concise Content: Techniques for Clear, Unambiguous
	Writing
0930 - 0945	Break



















0945 - 1100	Incorporating Technical Information: How to Effectively Integrate Technical Data & Charts
1100 – 1215	Risk Assessment in Guidelines: Integrating Risk Analysis to Ensure Safety & Compliance
1215 - 1230	Break
1230 - 1330	Review & Feedback Integration: Methods for Incorporating Stakeholder Feedback into Drafts
1330 - 1420	Case Study Analysis: Review of Successful Guideline Documents & Understanding the Elements That Worked
1420 - 1430	Recap
1430	Lunch & End of Day Two

Day 3: Tuesday, 04th of February 20

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0730 - 0830	Legal & Regulatory Compliance: Ensuring Guidelines Comply with Local & International Laws
0830 - 0930	Advanced Document Management: Utilizing Software Tools for Document Control
0930 - 0945	Break
0945 – 1100	Change Management in Documentation: Strategies for Updating Guidelines in Response to Operational Changes
1100 – 1215	Interdepartmental Coordination: Enhancing Collaboration Across Different Company Divisions
1215 – 1230	Break
1230 - 1330	Quality Control Procedures: Ensuring Accuracy & Reliability of Guideline Content
1330 – 1420	Interactive Session: Role-Playing Stakeholder Input: Simulation Exercise to Experience Real-World Feedback & Integration
1420 - 1430	Recap
1430	Lunch & End of Day Three

Day 4: Wednesday, 05th of February 2025

Wednesday, 05 Of February 2025
Utilizing Technology for Enhanced Accuracy: Employing Software &
Tools for Better Guideline Drafting
Graphics & Visualization in Guidelines: How to Effectively Use
Diagrams, Flowcharts, & Other Visuals
Break
User-Friendly Design & Layout: Best Practices in the Visual
Presentation of Guidelines
Conducting Effective Revisions: Techniques for Thorough Review &
Refinement of Guidelines
Break
Training on Implementation: Preparing the Workforce for Guideline
Deployment
Group Activity: Peer Review Exchange: Participants Exchange Drafts for
Peer Review & Critique
Recap
Lunch & End of Day Four



















Day 5:	Thursday, 06th of August 2024
0730 - 0830	Final Review Processes: Ensuring All Aspects of the Guidelines are Polished & Ready for Approval
0830 - 0930	Approval & Ratification Process: Understanding the Steps Needed for Formal Acceptance of the Guidelines
0930 - 0945	Break
0945 - 1130	Implementation Strategy: Planning the Rollout of New Guidelines to the Workforce
1130 – 1230	Monitoring & Evaluation of Guidelines: Setting Up Systems to Monitor the Effectiveness of Implemented Guidelines
1230 – 1245	Break
1245 - 1345	Updating & Continuous Improvement: How to Keep the Guidelines Relevant with Continuous Feedback
1345 - 1400	Course Conclusion
1400 – 1415	POST-TEST
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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