Haward Technology Middle East

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 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 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 the methods for incorporating stakeholder feedback into drafts and compliance with local and international laws; updating guidelines in response to 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)

  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, **Presentation** Skills, **Negotiation** Skills, **Interpersonal** Skills, **Communication** Skills, **Adaptability** & **Flexibility**, **Learning** & **Self Development**, **Industrial Relationships**, **Driving Performance**, **Performance** Measurement, **Performance Goal** Implementation, **Time 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 Schoo**l 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.

Haward Technology Middle East

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**

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*

Day 2:   **Monday, 03rd of February 2025**

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 2025**

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**

0730 – 0830	***Utilizing Technology for Enhanced Accuracy:*** *Employing Software & Tools for Better Guideline Drafting*
0830 – 0930	***Graphics & Visualization in Guidelines:*** *How to Effectively Use Diagrams, Flowcharts, & Other Visuals*
0930 – 0945	*Break*
0945 – 1100	***User-Friendly Design & Layout:*** *Best Practices in the Visual Presentation of Guidelines*
1100 – 1215	***Conducting Effective Revisions:*** *Techniques for Thorough Review & Refinement of Guidelines*
1215 – 1230	*Break*
1230 – 1330	***Training on Implementation:*** *Preparing the Workforce for Guideline Deployment*
1330 – 1420	***Group Activity:*** *Peer Review Exchange: Participants Exchange Drafts for Peer Review & Critique*
1420 – 1430	***Recap***
1430	*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
Reem Dergham, Tel: +974 4423 1327, Email: reem@haward.org