Haward Technology Middle East

Course Title
Certified HSE Trainer: Train-the-Trainer for HSE Engineers

Course Date/Venue
April 13-17, 2025/Slaysel 02 Meeting Room, Movenpick Hotel & Resort Al Bida'a Kuwait, City of Kuwait

Course Reference
HE0779

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.

Advanced presentation skills is a highly interactive course designed to provide participants with all the skills necessary to effectively present a variety of communication based session ranging from holding a motivational talk to presenting a safety toolbox talk the delegates will additionally be exposed to presenting their ideas to a management committee. They will be equipped with the latest trends and techniques on how to prepare, organize and deliver these talks with confidence and success. Whether you've been training for a while or never stepped onto a platform before, you will learn how to build your confidence as a presenter with useful approaches on how to manage your fears, engage your audience, maximize their participation, and deal with challenging situations and difficult people that you may encounter on your training sessions.

The improved presentation skills filters down to all employees he/she is interacting or delivering a presentation. These presentation skills course can thus benefit an entire company while only directly affecting one or a few persons. This is the multiplication effect in action. The participants will take back what they have seen and use it in planning presentations for their own company.

This course is designed to provide participants with a comprehensive knowledge on train-the-trainer for HSE engineers. They will be able to illustrate training process through training need identification and lesson plan preparation; carryout pros and cons of learning techniques; recognize barriers to learning and apply training styles and techniques including the structure of a training session; employ networking, icebreaking exercise, training styles and techniques communication skills; deliver with confidence by performing proper presentation, discussion control, questioning techniques and audience management; select, develop and deliver tool box kit; plan the training, review learning preferences, apply assessment and evaluation and identify the environmental impact and developing resources; perform proper training delivery through identifying the audience and recognizing the objective of any presentation, learning environment, communication strategies, structure of a presentation and using visual aids; apply current trends in training that includes webinar, E-learning, self-study and distance education; and evaluate test/competency examination and perform presentation of training module with video recording.

Course Objectives

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

- Get certified as a *"Certified HSE Trainer – Train-the-Trainer for HSE Engineers"*

- Illustrate training process through training need identification and lesson plan preparation

- Carryout pros and cons of learning techniques

- Recognize barriers to learning and apply training styles and techniques including the structure of a training session

- Employ networking, icebreaking exercise, training styles and techniques communication skills

- Deliver with confidence by performing proper presentation, discussion control, questioning techniques and audience management

- Select, develop and deliver tool box kit

- Plan the training, review learning preferences, apply assessment and evaluation and identify the environmental impact and developing resources

- Perform proper training delivery through identifying the audience and recognizing the objective of any presentation, learning environment, communication strategies, structure of a presentation and using visual aids

- Apply current trends in training that includes webinar, E-learning, self-study and distance education

- Evaluate test/competency examination and perform presentation of training module with video recording

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 advanced techniques on presentation skills for those who are fairly new to making presentations and those who train on an occasional basis or the more experienced trainer who wishes to develop/refresh their skills and confidence as a presenter. The course can be of particular interest to managers, supervisors, trainers, facilitators and coaches, Human Resource (HR) professionals and HSE engineers.

Exam Eligibility & Structure

Exam Candidates shall have the following minimum prerequisites:-

A.   **Option-1: Degree Holders**
- **(a)**   a degree from a recognized university in any subject;
- **(b)**   Minimum 5-years proven experience in the subject matter 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 in subject matter certified by employers **or** holder of Minimum **60 CEUs** accredited by **IACET**.

C.   **Option-3: Experienced Individuals**
- **(a)**   Minimum of 15-years proven experience in subject matter certified by employers **or** minimum of 10-years proven experience in subject matter and **30 CEUs** accredited by **IACET**.

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$ 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.

Each participant will receive a complete master Training Kit that includes soft copies of the training program (Instructor Power point slides, Student textbook, videos etc.). Participants can use this master Training Kit to deliver courses to their students. This Kit is licensed for 1 year.

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 HSE Trainer – Train-the-Trainer for HSE Engineers*". Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample 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.

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

Certificates are accredited by the following international accreditation organizations: -

- **BAC**   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.

- **IACET**   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.

Accommodation

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

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. **Nikolas Karnavos**, MSc, BSc, is an **Senior HSE Consultant & International Expert** in **Water Treatment Technology** with **40 years** of extensive experience within the **Oil**, **Gas**, **Refinery** and **Petrochemical** industries. His expertise widely covers **Oil & Gas Operational Safety**, **Process Safety Management**, **Hazards Inherent in Oil & Gas**, **Plant** Operation & Maintenance, **Risk Management**, **Start-up & Shutdown**, **Fire & Explosion in the Oil & Gas Industries**, Transport Operations Safety, **Maritime Transport**, **Fire Proofing, Lifting & Rigging** Equipment, **Wastewater Treatment**, **Oilfield Water Treatment**, **Best Practice in Sewage & Industrial Wastewater Treatment & Environmental Protection**, **Treating & Handling Oily Water**, **Water Chemistry for Power Plant**, **Industrial Water Treatment** in Refineries & Petrochemical Plants, **Water Pollution Control**, **Permitting & Enforcing Drilling for Groundwater**, **Reverse Osmosis Treatment Technology** and **Chlorination System**. Further, he is also well-versed in Laboratory Control of a **Wastewater Treatment Plant**, Environmental Online Analyzers (**Air** & **Water**), Gas Chromatography and various instrumental methods of analysis such as **Water Analysis & Quality Control**, **Water and Wastewater Chemical** Analysis, Statistical Data and Laboratory Analysis, Gas Analysis, Qualitative Fuel Analysis, Environmental Chemical Analysis, Laboratory Environmental Analysis including **Water Quality Testing**, **Water Testing** (**ICP & Ion Chromatography**), **Process Water** and **Wastewater Effluents**, Oily **Sludge Treatment**, Atomic Absorption and Spectroscopic Methods in Analytical Chemistry, **Analytical Method Development** and **Methods of Environmental Measurements** (**Water**, **Air**, **Liquid** & **Solid Wastes**).

Mr. Karnavos was the **Laboratory Manager** of **Exxon** wherein he was responsible for **ISO 17025 certification**, upgrading laboratory equipment in **refinery**, **petrochemical** and **polypropylene** plants, upgrading and extending LIMS, handling the transition plan process of the existing laboratory to a new as well as formulating and executing the plans for applied research and technology transfer. During his career life, he had occupied several significant positions as the **Laboratory Analyst**, **Laboratory Professor**, **Quality Manager**, **Partner & Managing Director**, **Environmental Engineer**, **Process Engineer**, **Environmental Management Corporate Department Head** and **Quality Control & Plastics Application Head** with different international companies like the **AQUACHEM**, **Hellenic Petroleum** (**EXXON**) and **Technological Institute**.

Mr. Karnavos holds a **Master's** degree in **Chemical Engineering** and **Bachelor's** degree in **Mechanical Engineering** and **Petroleum Engineering** from the **Aristotelian University of Thessaloniki**, **Technological Institute** and **KATEE Kavala** respectively. He is an **Accredited Trainer** for the Organization for the Certifications & Vocational Guidance (**EOPPEP**) and an **Accredited Environmental Auditor** from the **IEMA**. Further, he is the **President** of Greek **Association of Chemical Engineers** and an active member of various professional engineering bodies internationally like the **IEMA**, **Technical Chamber** of Greece and the **CONCAWE**. He also **published numerous books** and **scientific papers** and delivered various trainings and workshops worldwide.

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, 13ᵗʰ of April 2025**

0700 - 0730	Registration & Coffee
0730 - 0740	Icebreaker Exercise
0740 - 0830	Welcome & Introduction – **PRE-TEST**
0830 - 0930	**Training Process - Training Need Identification - Lesson Plan Preparation**
0930 - 0945	Break
0945 - 1130	**Learning Techniques - Pros & Cons (Participants Exercise)**
1130 - 1200	Break
1200 - 1330	**Learning Environment - Barriers to Learning**
1330 - 14 20	**Training Styles & Techniques -Structure of a Training Session**
1420 - 1430	**Recap & Homework**
1430	Lunch & End of Day One

Day 2:   **Monday, 14ᵗʰ of April 2025**

0700 - 0730	**Networking**
0730 - 0740	**Icebreaking Exercise – 2 Participants**
0740 - 0830	**Training Styles & Techniques Communication Skills**
0830 - 0930	**Delivering with Confidence – A Look at you the Presenter** • **Presentation** • **Discussion Control** • **Questioning Techniques** **Audience Management**
0930 - 0945	Break
0945 - 1130	**Delivering with Confidence**
1130 - 1200	Break
1200 - 1330	**Delivering with Confidence (cont'd)**
1330 - 1420	**How to Select, Develop and Deliver Tool Box Talk?**
1420 - 1430	**Recap & Homework**
1430	Lunch & End of Day Two

Day 3:   **Tuesday, 15ᵗʰ of April 2025**

0700 - 0730	**Networking**
0730 - 0740	**Icebreaking Exercise – 2 Participants**
0740 - 0830	**Presentation of Tool Box Talk – 5 Participation (at random) with Video Recording/ Replaying for Review Comments**
0830 - 0930	**Training Planning & Preparation** • **Planning Training** • **Learning Preferences** • **Assessment & Evaluation** • **Environmental Impact** **Developing Resources**
0930 - 0945	Break
0945 - 1130	**Training Planning & Preparation**
1130 - 1200	Break

1200 - 1330	*Training Planning & Preparation (cont'd)*
1330 - 1420	*Training Planning & Preparation (cont'd)*
1420 - 1430	*Recap & Homework*
1430	*Lunch & End of Day Three*

Day 4:   **Wednesday, 16th of April 2025**

0700 - 0730	*Networking*
0730 - 0740	*Icebreaking Exercise – 2 Participants*
0740 – 0830	*Training Delivery* • *Know Your Audience* • *Objective of any Presentation (Training to Techniques vs Briefing to Management)* • *Learning Environment* • *Communication Strategies* • *Structure of a Presentation* • *Use of Visual Aids* *KISS Principles on Use of Visual Aids*
0830 - 0930	*Training Delivery*
0930 - 0945	*Break*
0945 - 1130	*Training Delivery (cont'd)*
1130 - 1200	*Break*
1200 - 1330	*Current Trends in Training* • *Webinar* • *E-Learning* • *Self-Study* *Distance Education*
1330 - 1420	*Evaluation Test/Competency Examination*
1420 - 1430	*Recap & Homework*
1430	*Lunch & End of Day Four*

Day 5:   **Thursday, 17th of April 2025**

0700 - 0730	*Networking*
0730 - 0740	*Icebreaking Exercise – 2 Participants*
0740 - 0830	*Presentation of Training Module with Video Recording*
0830 - 0930	*Presentation of Training Module with Video Recording (cont'd)*
0930 - 0945	*Break*
0945 - 1130	*Presentation of Training Module with Video Recording (cont'd)*
1130 - 1200	*Break*
1200 - 1245	*Video Replay for Review & Comments*
1245 - 1315	*Recap of Course* *Participants Feedback*
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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